

Australian Electoral Commission
Annual Report 2007–08

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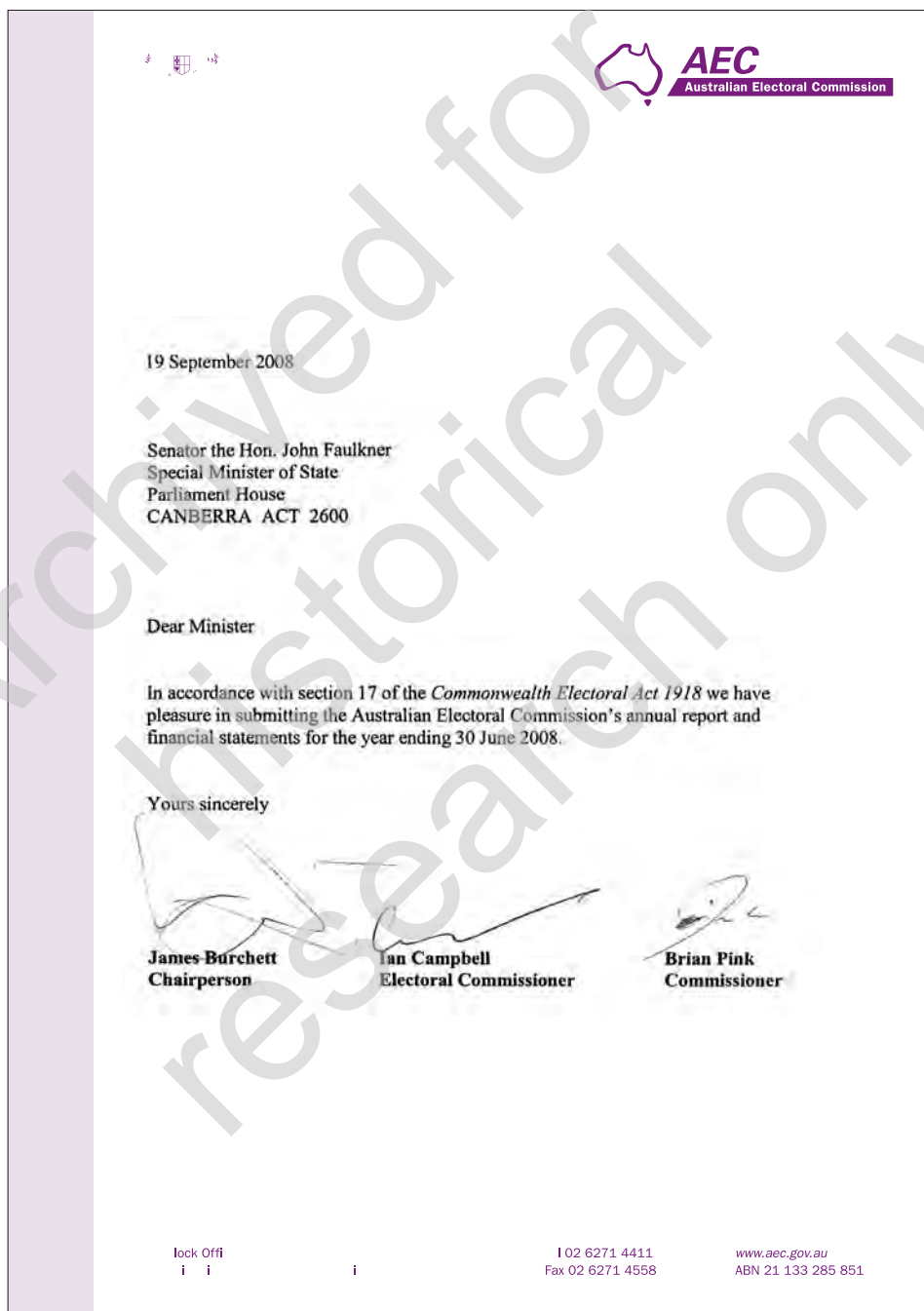
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Letter of transmittal



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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 2008.

Structure

The annual report begins with:

- the Electoral Commissioner's review of performance in 2007–08 and outlook for 2008–09
- a summary of the AEC's significant achievements in 2007–08
- an overview of the AEC, describing its role, legislative basis, organisation, performance framework and partnerships.

The next three sections detail the AEC's:

- performance in meeting the indicators and targets of the outcomes and outputs framework set out for the AEC in the 2007–08 Portfolio Budget Statements
- performance in relation to responsibilities such as internal governance, external scrutiny, human resources management, providing access for people with disabilities, purchasing, assets management, and use of tenders and contracts
- financial performance, including the audited financial statements for 2007–08.

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 abbreviations, a compliance index and an alphabetical index.

Readers

The annual report is designed to meet the information needs of the AEC's stakeholders and customers, including:

- eligible electors
- members of parliament, political parties, electoral candidates and interest groups
- the media
- state, territory and international electoral authorities
- federal, state, territory and local government agencies
- students, teachers and researchers
- AEC staff.

The annual report is presented for tabling in the Parliament of the Commonwealth of Australia. Copies are available free of charge, in hardcopy or electronic format, through the AEC website.

Contact officer

For more information about the annual report, contact the Director, Governance and Assurance 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/what/publications

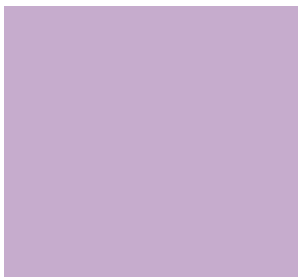
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Electoral Commissioner's review





Electoral Commissioner's review

2007–08 was a significant year in the electoral cycle, with the AEC drawing on three years of planning and preparation to conduct a federal election in November 2007. We not only met all the practical and legislative requirements in undertaking this event, but also delivered improvements in serving our clients, managing our resources and measuring our success.

At the same time, throughout this financial year the AEC strengthened its business capability, and maintained high levels of performance across a wide range of other important functions.

Highlights

The AEC responded effectively to changed responsibilities stemming from the changes to electoral law that were introduced in 2006. These included tighter and staged deadlines for the close of rolls after the announcement of the federal election, new proof of identity requirements for provisional voters, and altered requirements for party registration and disclosure returns.

Our success in increasing the level and accuracy of enrolment continued in 2007–08. At the close of rolls for the 2007 federal election, 13,645,073 voters were enrolled, a total of 623,843 more than were enrolled for the previous federal election in 2004. It is estimated that this represents more than 92 per cent of Australians eligible to vote. This was particularly important given the changes to deadlines for the close of rolls implemented as a result of the legislative changes. This level of enrolment participation was maintained following the election, to the end of 2007–08.

The AEC conducted its largest and most comprehensive pre-election communication strategy to convey enrolment information to eligible electors, with particular emphasis on young people, people who had moved, Indigenous people and people from culturally and linguistically diverse backgrounds. Targeted enrolment stimulation took the enrolment message right to electors' doors, with the AEC using data matching to identify the addresses where eligible electors' enrolment might not be up to date. Together, these approaches contributed to an increase in enrolment participation for the election. Thirty-four per cent fewer enrolment transactions were processed in the close of rolls period in 2007 than in the corresponding period in 2004; that is, the number of electors who missed the close of rolls were fewer than in 2004. This result reflects the efforts of the AEC to ensure that people enrolled as early as possible and avoided a peak of enrolment just prior to the close of rolls.

The AEC monitors trends in voting patterns and there continues to be a shift in the way Australians cast their votes at federal elections. The proportion of votes cast as declaration votes increased, and the number of early votes increased significantly, in the 2007 election. For the 2007 federal election over 20 per cent of electors applied for an absent, postal or pre-poll vote. This is an issue that has significant implications for the conduct of future elections and the AEC has raised it with the Joint Standing Committee on Electoral Matters in the context of its inquiry into the conduct of the 2007 election.

There was a significant improvement in the rate of formal voting at the 2007 election—the proportion of informal votes for the House of Representatives was more than 20 per cent lower than the 2004 result. The AEC made information on voting correctly available in polling places, with mobile polling teams, on the website and in several languages. Remote Indigenous communities were also visited in the lead-up to the election. Research conducted following the election advertising campaign showed that a high level of respondents felt that they knew the correct way to vote. The AEC is continuing to analyse informal voting at the 2007 election to assist with planning for the next federal election.

Informed by the thorough review of early voting services completed in 2005–06, which addressed the postal voting issues occurring at the 2004 election, the AEC successfully implemented a range of measures to improve the management of postal voting services. The production process was more efficient, there was better use of technology to track postal votes through the process and more timely information available for AEC and call centre staff to advise electors on the status of their postal vote.

The AEC implemented the Australian Government's decision to conduct two trials to deliver voting services in an electronic format to improve accessibility for selected groups of voters. Electronic voting was trialled by two groups of voters at the federal election—Defence personnel on overseas deployments, and voters who are blind or have low vision. The trials were considered successful.

New technology and techniques were also applied in managing resources and information during the election. For example, the AEC developed and deployed an election data management tool known as the 'election dashboard'. The dashboard integrated data in real time from across the AEC's election activities and provided daily intelligence for the national election management team, supporting trends analysis and enabling more effective deployment of resources during the election. The dashboard also provided records for use in post-election evaluations.

After the 2004 election the AEC invested in substantial improvements to the virtual tally room. The enhancements allowed the AEC to deliver election results more quickly and effectively, provided significant performance improvements in the delivery of services to the media and other external users and assisted users to navigate through the available data.

More examples of the AEC's achievements are provided in the 'Significant achievements' section.

Business improvements

In last year's report, I outlined the AEC's intention to focus on developing its business capabilities. I am pleased to report there were good results in all the identified priority areas in 2007–08, as these examples show.

- Communicate internally and with stakeholders and clients
 - Staff from different work areas worked together to achieve goals and build networks, through working groups and training and development activities.
 - Federal election information was communicated through improved call centre services and a redeveloped AEC website, and the range of AEC publications, particularly audiovisual products, was updated and expanded.
 - New, consistent corporate branding was progressively implemented.
 - The AEC had regular meetings with the national secretariats of the three major political parties to discuss a range of issues in preparation for the election.
- Respond to technological changes
 - IT infrastructure was updated and improved, particularly to support communication during the federal election.
 - The design of the general enrolment, elections support and information system (GENESIS), which will ensure that AEC roll management is based on the best and most appropriate IT solutions, continued to progress. A number of proof-of-concept software prototypes have been developed and are being assessed by AEC staff.
- Use the information we hold to improve our service delivery to clients
 - Our electoral expertise was used to respond to requests for assistance from fee-for-service clients, including for the local government plebiscite conducted in Queensland.
 - New procedures, such as the national election management team and a new data analysis system known as the election dashboard, were developed to improve identification and early intervention to address emerging issues during the conduct of the election.
 - A comprehensive, national strategy was implemented, based on qualitative and quantitative criteria, to evaluate performance in conducting the federal election and identify areas for improvement.
- Achieve integration between the national, state/territory and divisional layers of our organisation
 - Under the Northern and Central Australia Remote Area Strategy, officers cooperated across divisional and geographical boundaries to develop policy and deliver electoral services for remote and regional areas. This was done on a larger scale than had been done in the past.
 - The election evaluation collected qualitative data from all divisional offices on 24 key election activities. Analysis of qualitative and quantitative data was conducted by teams of divisional office, state office and national office representatives; each team proposed possible process improvements for consideration and, where appropriate, implementation by relevant business owners. This process encouraged the exchange of business knowledge and fostered a sense of joint ownership of the outcomes. It also provided a practical opportunity for staff to apply the skills learned through the leadership program commenced in 2006–07.

Towards the end of 2007–08, the AEC established a new governance structure and planning and performance framework. The details of the new arrangements will be finalised in 2008–09, and will form the basis for ongoing improvement in our business capability.

Outlook

Early in 2008–09, the AEC will finalise work in relation to the by-election that was held in the Division of Gippsland in June 2008, and conduct by-elections in the divisions of Mayo and Lyne.

At the end of 2007–08, the election result in the Division of McEwen was the subject of litigation. The judgment in this case was handed down early in 2008–09 and contains some learnings for the AEC and some legal precedents. Due consideration has been given to how the AEC should deal with the details of the judgment and a full review of procedures relating to counting, re-counting and assessing the formality of ballot papers has been convened.

As work related to the 2007 election comes to an end, the AEC will continue its analysis and plan for the next federal election. The evaluation of the conduct of the election was thorough and detailed, and the information gathered and the lessons learned will be used as a solid basis for planning. Development of a new, four-year Election Preparation Program (to cover a full election cycle and the start of the one after) has commenced. The AEC is also continuing to focus on growing the electoral roll and divisional offices are putting in place plans to be more proactive in 2008–09. There will also be further development of leadership programs and tools.

The AEC will also continue to maintain high standards of service in its other areas of responsibility. This will include continued monitoring of population statistics to establish whether to conduct redistributions in New South Wales and Queensland in 2009. In 2008–09, the AEC will support the completion of redistributions for the Northern Territory, Tasmania and Western Australia. The AEC will also look for opportunities to expand the reach of its fee-for-service activities.

The Joint Standing Committee on Electoral Matters will continue its inquiry into the conduct of the 2007 election and the AEC will provide further submissions or direct evidence as required.

The Australian Government has announced an intention to reform electoral processes and develop a green paper; that is, a discussion paper on proposed issues and options for electoral reform. This process commenced in 2007–08 and will continue in 2008–09. The process will cover a wide range of electoral topics and the AEC will provide expert input as requested, drawing on the experience of staff as electoral practitioners.

A central element of the new planning and performance framework is a five-year strategic plan, to take the AEC beyond the next election. The AEC will consult with internal and external stakeholders to develop this plan during 2008–09.

I thank all AEC staff for the high levels of dedication and professionalism they displayed in 2007–08 to achieve the results described in this report. All staff should be justifiably proud of the work that they have done and will be doing in the coming year.

Ian Campbell

Electoral Commissioner

Significant achievements

Outcome 1—An effective electoral roll

High rate of electoral participation	<p>At close of rolls for the 2007 federal election, 13,645,073 people were enrolled to vote, representing a participation rate around 92.3 per cent and an increase of 623,843 voters compared to the 2004 federal election.</p> <p>At 30 June 2008, 13,762,570 people were enrolled to vote, representing an ongoing participation rate around the historically high level of 92.2 per cent.</p>
High level of electoral roll accuracy and completeness	<p>Targeted enrolment stimulation activities helped to ensure that as many eligible electors as possible were enrolled to vote for the 2007 federal election. This was supported by a comprehensive communications strategy (in Outcome 3).</p> <p>Improvements were achieved in terms of:</p> <ul style="list-style-type: none"> ■ the number and proportion of eligible people enrolled ■ the accuracy of enrolment details ■ the proportion of enrolment transactions completed for the close of rolls. <p>New deadlines for the close of rolls and proof of identity requirements for enrolment were implemented.</p>
Effective support for electoral redistribution processes	<p>Effective support was provided to the committees conducting electoral boundary redistributions for the Northern Territory, Tasmania and Western Australia.</p>
Improved roll management system	<p>The general enrolment, elections support and information system (GENESIS) project achieved important milestones towards replacing the AEC roll management system with a more efficient, customised system that integrates business and operational requirements.</p>

Outcome 2—An impartial and independent electoral system

Successful conduct of the 2007 federal election	<p>The federal election was successfully conducted on 24 November 2007.</p> <p>Ballot papers were produced and distributed in time to meet large increases in demand for early voting and postal voting, as well as for use by mobile polling teams and on election day.</p> <p>Equipment and materials were supplied to more than 7,700 polling places in Australia and 104 overseas posts.</p> <p>Results were publicly announced within the legislated timeframes; progressive updates were made available through the virtual tally room from election night.</p>
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Thorough analysis and evaluation of the conduct of the 2007 federal election	<p>An election data management tool, known as the 'election dashboard', was developed and deployed to consolidate data from multiple systems, allowing for real-time trends analysis of key activities and more accurate decision making on resource allocation during the election.</p> <p>Under a comprehensive, national evaluation strategy, evaluation criteria were established and qualitative and quantitative data was collected before, during and after the election.</p> <p>Virtual evaluation teams, comprising divisional, state and national office staff, analysed performance and made recommendations for improvement.</p> <p>State and national conferences were held, to review the evaluation recommendations and start the planning process for the next federal election.</p>
Informed evidence to the JSCEM inquiry into the 2007 federal election	<p>A detailed submission and direct evidence were provided to the Joint Standing Committee on Electoral Matters inquiry into the conduct of the 2007 federal election, informed by new evaluation and data collection methods.</p>
Accurate and up-to-date Register of Political Parties	<p>Legislative changes of registration requirements were successfully implemented.</p> <p>The increase in party registration activity arising from the 2007 federal election was effectively managed, and all registration applications that could be processed before the issue of writs were completed on time.</p>
Effective payment of election funding and monitoring of financial disclosure	<p>Public election funding of \$49.003 million was paid for the 2007 federal election, in accordance with the formula and timetable established by the <i>Commonwealth Electoral Act 1918</i>.</p> <p>The AEC received and processed 1,410 election period financial disclosure returns from candidates, Senate groups and donors for the 2007 federal election.</p>
Successful trial of electronic voting for the 2007 federal election	<p>Electronic voting through secure networks was trialled by Defence personnel in Afghanistan, East Timor, Iraq and Solomon Islands.</p> <p>Electronic voting using machines based on a monitor, headset and telephone-style keypad was trialled by voters who are blind or have low vision, at 29 polling places across Australia.</p>
Efficient provision of fee-for-service elections	<p>Steady demand for a range of fee-for-service election services was met to the satisfaction of stakeholders.</p> <p>Services delivered included 294 industrial elections; 314 protected action ballots; and a plebiscite on council amalgamations in Queensland, which involved some 700,000 electors across 85 councils.</p>
Strong contribution to electoral capacity in the Asia-Pacific region	<p>Targeted advice and assistance were provided to electoral authorities in countries across the region, including Cook Islands, East Timor, Fiji, Papua New Guinea and Solomon Islands.</p>
Continuous improvement in delivering the BRIDGE project	<p>Version 2 of the Building Resources in Democracy, Governance and Elections (BRIDGE) education package, comprising 23 modules and more than 5,000 documents, was launched.</p> <p>Training was delivered to BRIDGE facilitators and electoral administrators in Australia and around the world.</p> <p>The BRIDGE website was upgraded, as demand for its services continued to grow.</p>

Outcome 3—An informed community

Implementation of an effective communication strategy for the 2007 federal election	<p>A comprehensive communication strategy was implemented, comprising a national advertising campaign, public awareness activities, and direct communication with electors and stakeholders in the lead-up to and during the election.</p> <p>An external evaluation showed that the advertising campaign, centred on the theme 'Your vote is a valuable thing', achieved high levels of awareness and recognition among electors.</p>
Effective information services in the lead-up to the 2007 federal election	<p>A dedicated election call centre handled more than 38,000 email inquiries and more than 580,000 telephone inquiries.</p> <p>The AEC website provided interactive information tools such as a practice voting tool, a map-based polling place locator and an enrolment verification facility.</p> <p>Election-related publications, in particular the <i>Candidate's Handbook</i>, the <i>Scrutineer's Handbook</i> and <i>Your official guide to the 2007 federal election</i>, were reviewed and made clearer and easier to use.</p>
Reduced levels of informal voting at the 2007 federal election	<p>The level of informal voting in the House of Representatives was 3.9 per cent, a significant improvement compared to 5.2 per cent at the 2004 election.</p> <p>Guides on voting correctly were supplied to each polling place, mobile polling team and early voting centre, and interactive tools and fact sheets were provided on the AEC website.</p> <p>Printed information on voting correctly was provided in 21 languages, including Indigenous languages, and multilingual polling staff were recruited in areas where languages other than English are widely spoken.</p> <p>Community Electoral Information Officers delivered electoral information to remote Indigenous communities prior to the election.</p>
Popular and effective electoral education programs	<p>Programs delivered by electoral education centres (EECs) in Canberra, Adelaide and Melbourne received favourable feedback from visitors from across Australia.</p> <p>The Adelaide EEC achieved a 23.9 per cent increase in visitor numbers, while the Canberra EEC achieved a 2.4 per cent increase, compared to 2004.</p> <p>The relocated and redeveloped Melbourne EEC was launched in February 2008; visitors responded extremely positively to its innovative, interactive displays.</p> <p>A new presentation package for the School and Community Visits Program was developed.</p> <p>The AEC's suite of education resources, particularly audiovisual products, was updated and expanded.</p>
Consistent corporate branding	<p>New corporate branding was used on all signage, stationery, advertising, publications and the AEC website, giving the AEC a consistent visual identity.</p>

Services supporting all outcomes

Improved information technology infrastructure to support the 2007 federal election	<p>Hosting infrastructure upgrades to the virtual tally room and media feed allowed significant performance improvements in the delivery of services to the media and other external users.</p> <p>A refresh of all desktops, laptops and mobile phones in all national, state and divisional offices provided a more robust infrastructure for delivering the election.</p> <p>All routers in national, state and divisional offices were upgraded and bandwidth to all offices was increased, resulting in improved performance.</p> <p>Changes to the election management system to improve business processes were completed on time.</p>
Effective recruitment and training for the 2007 federal election	<p>Around 80,000 election officials were recruited and trained.</p>
Targeted and effective training to meet organisational needs	<p>Building on the leadership program delivered before the election, the development of a new leadership pathway approach for all staff commenced.</p> <p>Training in records management was provided for all staff, and training in procurement was introduced for national office staff.</p> <p>Training in ethical and accountable behaviour during the election was provided to all relevant operational staff.</p> <p>The AEC Leadership Program workshops enhanced organisational capability by improving the leadership skills of Divisional Returning Officers and other staff in state offices and the national office.</p> <p>The Executive Divisional Experience Program assisted senior executives and some executive-level employees to understand the work and challenges in a divisional office, and improved communication across the organisation.</p>
Targeted and effective recruitment to meet organisational needs	<p>A range of strategies, including entry-level programs for graduates and Indigenous cadets and participation in the ICT Apprenticeship program, were implemented to address succession issues and maintain diversity.</p> <p>New recruitment and selection methods were implemented, in line with the Australian Public Service Commission's Integrated Leadership System.</p>



AEC overview






Saturday 24 November 2007
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2007

Overview

Figure 1 Performance framework

Drivers 	Commonwealth Electoral Act 1918 Portfolio Budget Statements AEC Corporate Plan 2007–08		
	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 management 2 Support services for electoral redistributions	1 Federal elections, by-elections and referendums 2 Party registrations 3 Funding and disclosure services 4 Fee-for-service elections 5 Industrial and Torres Strait Regional Authority elections 6 Advice and assistance in overseas elections	1 Electoral education centres 2 School and community programs 3 Communication strategies and services
Outcomes 	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	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	An informed community An Australian community which is well informed about electoral matters
Report on performance	Pages 27–43	Pages 45–75	Pages 75–109

Role

The AEC is the Australian Government 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 people have a say in who will represent them in the Parliament of Australia. We do this by providing impartial and accessible electoral services.

Aim

The AEC aims to be recognised as an organisation that provides excellence in the management and delivery of electoral services.

Values

The AEC reflects 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 behaving 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:

- 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.
- 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.
- An informed community—An Australian community which is well informed about electoral matters.

The functions performed by the AEC to produce these desired outcomes are defined as 'outputs'.

In 2006–07, the AEC reviewed its performance reporting framework, and the Special Minister of State approved several changes to the AEC's outputs and performance information.

The revised outputs structure, which came into effect from 1 July 2007, takes into account the overall achievement sought from each outcome and the relationship between the output groups and their outputs, and, where appropriate, streamlines the previous structure. The revised structure provides an updated picture of the services delivered by the AEC to achieve the outcomes.

The changes to the three outputs are represented in Table 1.

Table 1 Summary of changed output structure from 1 July 2007

	Previous outputs	New outputs	Summary
Outcome 1	Electoral roll Electoral roll updates Roll products and services	Electoral roll management	The previous outputs 'Electoral roll', 'Electoral roll updates' and 'Roll products and services' have been combined into 'Electoral roll management'.
	Support services for electoral redistributions	Support services for electoral redistributions	No change.
Outcome 2	Federal elections, by-elections and referendums	Federal elections, by-elections and referendums	No change.
	Party registrations	Party registrations	No change.
	Funding and disclosure services	Funding and disclosure services	No change.
	Public awareness campaigns, media releases Information services	Communication strategies and services (Outcome 3)	'Public awareness campaigns, media releases' and 'Information services' have been combined into the new output 'Communication strategies and services' (Outcome 3).
	Industrial elections and ballots for organisations Torres Strait Regional Authority elections	Industrial and Torres Strait Regional Authority elections	The outputs 'Industrial elections and ballots for organisations' and 'Torres Strait Regional Authority elections' have been combined. The fee-for-service element of the previous output 'Industrial elections and ballots for organisations' is now an element of the new output 'Fee-for-service elections'.
	State and local government elections	Fee-for-service elections	The new output 'Fee-for-service elections' incorporates the previous output 'State and local government elections' and the fee-for-service element of the previous output 'Industrial elections and ballots for organisations'.
	Advice and assistance in overseas elections	Advice and assistance in overseas elections	No change.

	Previous outputs	New outputs	Summary
Outcome 3	Electoral education centres	Electoral education centres	No change.
	School and community programs	School and community programs	No change.
		Communication strategies and services	This new output incorporates the outputs (previously under Outcome 2) 'Public awareness campaigns, media releases' and 'Information services'.

The AEC's outcomes and outputs, and corresponding performance measures, are described in the annual Department of Finance and Deregulation Portfolio Budget Statements and Portfolio Additional Estimates Statements. There is no variation between the AEC outcomes and outputs described in the Portfolio Budget Statements for 2007–08 and those described in this annual report.

Following implementation of the new framework in 2007–08 the AEC made some refinements to performance measures in the 2008–09 Portfolio Budget Statements.

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 2.

Table 2 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>	<p>Conducting federal elections</p> <p>Maintaining and updating the Commonwealth electoral roll, including evidence of identity requirements</p> <p>Promoting public awareness of electoral and parliamentary matters through information and education programs</p> <p>Providing international electoral assistance in cases approved by the Minister for Foreign Affairs</p> <p>Conducting and promoting research into electoral matters and other matters that relate to AEC functions</p> <p>Registering political parties</p> <p>Paying public funding to election candidates and parties, and publishing financial details of political parties and others</p> <p>Determining representation entitlements (redistributions)</p>

Table 2 (continued)

Legislative instrument	AEC function
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

At 30 June 2008, the Commissioners were:

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

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 and a Chief Legal Officer. State Managers, who hold the statutory appointment of Australian Electoral Officer 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 2007–08, including the names of senior executives, is shown in Figure 2.

During 2007–08 the AEC revised the structure and focus of its senior committees. Implementation of the new structure commenced in May 2008, with full implementation to be complete by early 2008–09. An outline of the new structure is in the 'Management and accountability' section of this report. Prior to the revision, the AEC operated four committees as described in the 2006–07 annual report.



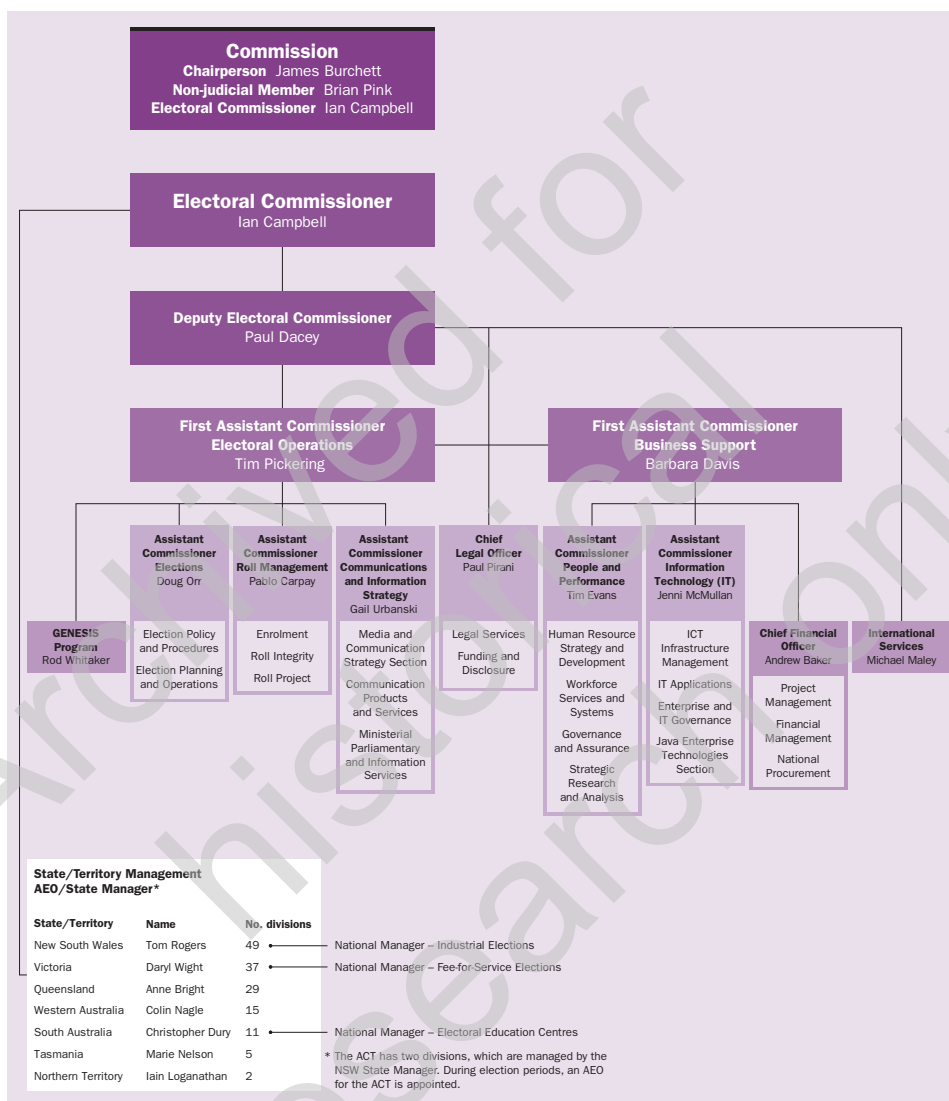
AEC Executive Management Group

Back row left to right: Tim Evans, Daryl Wight, Doug Orr, Marie Neilson, Paul Pirani, Angelo Paloni, Andrew Baker, Barbara Davis, Ian Campbell, Pablo Carpay, Tom Rogers, Colin Nagle, Robert Pugsley, Iain Loganathan, Marie Nelson

Front row seated: Tim Pickering, Gail Urbanski, Paul Dacey, Chris Drury

Absent: Jenni McMullan, Anne Bright

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, and a sixth branch managed by the Chief Legal Officer:

- Elections
- Roll Management
- Communications and Information Strategy
- Information Technology
- People and Performance
- Chief Legal Officer branch (incorporating Legal Services and Funding and Disclosure functions).

In addition, the national office accommodates:

- the International Services section, reporting directly to the Deputy Electoral Commissioner
- the Internal Audit function, reporting directly to the Deputy Electoral Commissioner, who chairs the Business Assurance Committee
- the Chief Financial Officer, reporting directly to the First Assistant Commissioner, Business Support
- the GENESIS program (redeveloping the AEC's roll and election management computer systems), reporting directly to the First Assistant Commissioner, Electoral Operations.

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 Australian Electoral Officer (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:

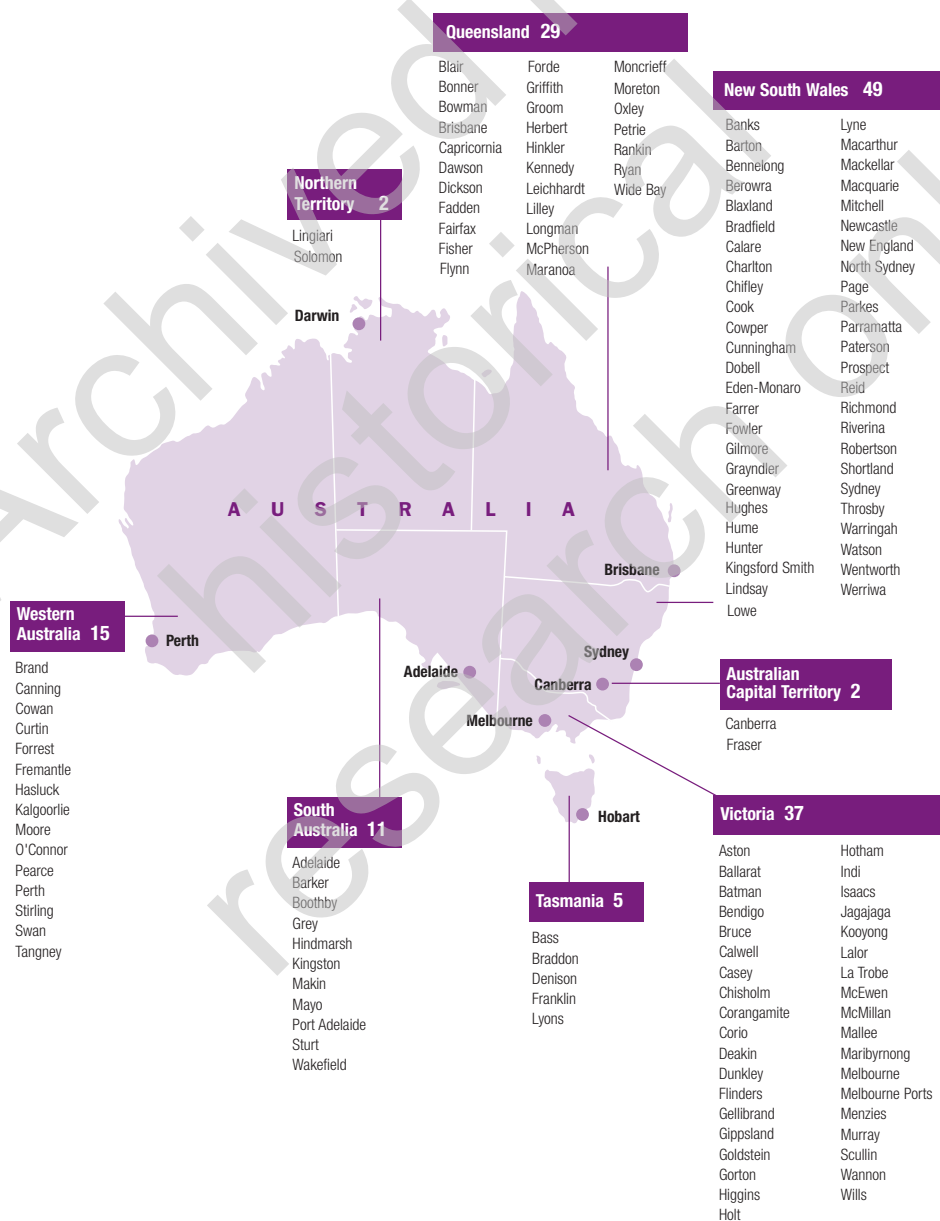
- the State Manager for New South Wales has national policy responsibility for the AEC's conduct of industrial elections, and manages the National Property Unit
- the State Manager for Victoria manages the AEC's fee-for-service elections
- the State Manager for South Australia manages the AEC's electoral 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 2007–08, 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 2008 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 3. The AEC website, www.aec.gov.au, provides contact details for divisional offices.

Table 3 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, 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 0800	(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. Table 4 provides just a few examples of the partnerships that the AEC engaged in during 2007–08.

Table 4 Key partnerships supporting AEC outcomes

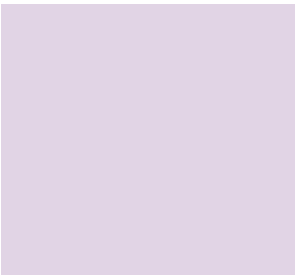
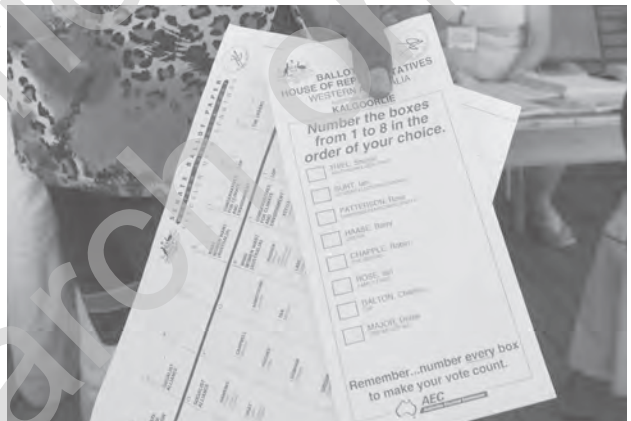
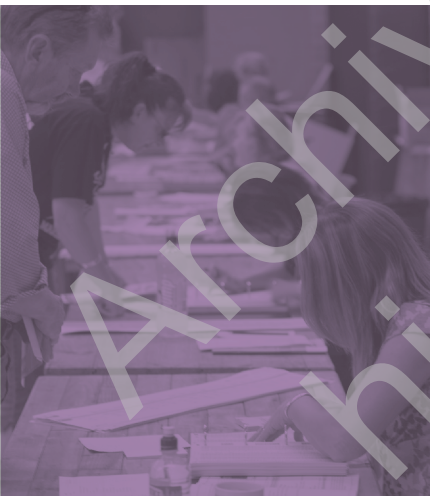
Partners	Activities
Outcome 1—An effective electoral roll	
Australian Government agencies and other organisations with access to age and address information	As part of the continuous roll update program, the AEC received change of address and new client data from a number of organisations, including Australia Post and Centrelink. A memorandum of understanding (MOU) is in place with each of these organisations, setting out the type, format, frequency and cost of the data they provide. The AEC also uses information from the National Exchange of Vehicle and Driver Information System.
Australian Government agencies and organisations with shop-fronts or offices that deliver services to the public	The AEC increased the reach of enrolment information through new ongoing arrangements to display enrolment forms in shop-fronts of the Australian Taxation Office, Centrelink and Medicare and some Rural Transaction Centres. In the lead-up to the 2007 federal election, enrolment forms and collection boxes for completed forms were available in Centrelink and Medicare offices. The forms were regularly collected by AEC staff.
Department of Immigration and Citizenship	The AEC accessed the department's citizenship data file to investigate the eligibility of people who had indicated on their enrolment forms that they were not Australian citizens or had not provided details of their Australian citizenship although they had stated that they were born overseas.
State and territory electoral authorities	The AEC worked with state and territory electoral authorities to maintain a complete, accurate and up-to-date electoral roll.
Outcome 2—An impartial and independent electoral system	
AusAID	The AEC provided targeted technical assistance to build capacity and strengthen electoral processes in foreign countries, with AusAID support. A new strategic agreement between the two agencies was signed in May 2008.
Australia Post	Australia Post worked with the AEC to enhance mail delivery services for the 2007 federal election. Improved communication of Australia Post delivery data played a vital role in ensuring voters had timely access to postal votes.
BRIDGE Project partners: the United Nations Electoral Assistance Division; the United Nations Development Programme; the International Institute for Democracy and Electoral Assistance; and IFES	The AEC played a lead role in developing the Building Resources in Democracy, Governance and Elections (BRIDGE) curriculum and materials, managing the process for training and accrediting BRIDGE facilitators, maintaining the BRIDGE website and promoting the effective use of BRIDGE resources around the world. AEC staff also delivered BRIDGE training in Australia and overseas.

Partners	Activities
Department of Defence	<p>The AEC worked with the department to conduct a trial of electronic voting for Defence personnel deployed overseas, through the Defence Restricted Network, during the 2007 federal election.</p> <p>AEC staff also made presentations to Defence groups and participated in the Australian Defence Force Peacekeeping Centre's annual international peace operations seminar.</p>
Disability organisations	<p>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 design a trial of electronic voting machines for electors who are blind or have low vision. The trial was conducted successfully during the 2007 federal election.</p> <p>In consultation with the peak disability organisations represented on its Disability Advisory Committee, the AEC finalised its Disability Action Plan 2008–11, which is designed to assist people with disabilities to access the AEC's products and services, the electoral process, and employment opportunities within the AEC.</p>
International electoral authorities	<p>The AEC developed and strengthened networks with other electoral authorities internationally to share experiences and ideas.</p> <p>The AEC also continued arrangements with electoral authorities in the Asia-Pacific region, such as the Papua New Guinea Electoral Commission and East Timor's electoral authority. Activities included staff work placements, participation in training programs and assistance with local government elections.</p>
State and territory electoral authorities	<p>The AEC provided assistance with the close of rolls and the provision of electoral rolls for local and/or state elections and electoral activities in all states and territories. Examples included:</p> <ul style="list-style-type: none"> ■ assistance with the conduct of two Legislative Council elections in Tasmania ■ assistance with preparations for the Legislative Assembly election to be held in October 2008 in the Australian Capital Territory ■ provision of electoral rolls for local government elections, a by-election, a referendum and surveys and for a state by-election, and provision of staff as returning officers for local government elections, in Queensland ■ assistance with roll closes for three state by-elections, nine local government by-elections and four Yes/No ballots in Victoria ■ assistance with roll closes for local government elections and supplementary elections in Western Australia ■ provision of electoral rolls for one local government election and nine local government by-elections in South Australia ■ provision of electoral rolls for two community government council elections and four local government municipal elections in the Northern Territory ■ consultation concerning the AEC's involvement in local government area elections to be held in September 2008 in New South Wales.
Department of Infrastructure, Transport, Regional Development and Local Government (formerly the Department of Transport and Regional Services)	<p>An MOU regarding the funding of the plebiscite for 85 Queensland local council elections was signed by the department and the AEC, enabling the AEC to effect arrangements for the conduct of the plebiscite, including the dissemination of information, establishment of a call centre for public inquiries, implementation of industrial election procedures, production of postal voting materials and scrutiny of votes.</p>
Other state government organisations	<p>An MOU was put in place between the AEC, the Queensland Department of Justice and Attorney-General and Smart Service Queensland to issue pre-poll votes for the 2007 federal election through court houses and Queensland Government Agent Program offices in rural and regional areas.</p>

Table 4 (continued)

Partners	Activities
Outcome 3—An informed community	
State and territory electoral authorities	<p>The AEC cooperated with the South Australian State Electoral Office and the Western Australian Electoral Commission to deliver electoral education centre services.</p> <p>AEC staff also collaborated with their state and territory counterparts to deliver awareness-raising activities. Examples include:</p> <ul style="list-style-type: none"> ■ cooperating with the Electoral Commission of Queensland to hold joint displays at the Brisbane Careers Expo and Country Week ■ cooperating with the South Australian State Electoral Office to conduct a display at the Royal Adelaide Show.
Centrelink	<p>The AEC and Centrelink again worked together under a business partnership agreement for the provision of a successful election call centre service. Substantial enhancements were made to the service for the 2007 election including the processing of emails sent to the info@aec mailbox, providing a map-based polling place locator facility, and capturing caller inquiry type and postcode to allow the real-time analysis of developing trends.</p>

Report on performance: **Outcome 1—An effective electoral roll**



Performance overview

Outputs structure

In 2006–07, the AEC reviewed its outcome and output structure. The revised outputs structure, set out in the 2007–08 Portfolio Budget Statements, takes into account the overall achievement sought from each outcome and the relationships between the output groups and their outputs.

For Outcome 1, the previous outputs 'Electoral roll', 'Electoral roll updates' and 'Roll products and services' were combined into a new output, 'Electoral roll management'.

The revised structure for Outcome 1 is shown in Figure 4; see Table 1 in the AEC Overview for a full summary of the changes across the AEC.

Figure 4 Outcome 1 outputs structure

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	
Output Group 1.1	
Electoral roll management	
Output 1.1.1	Output 1.1.2
Electoral roll management	Support services for electoral redistributions

Resources

The total resources for Outcome 1 are shown in Table 5.

Table 5 Outcome 1 summary of resources

	(1) Budget ^a 2007–08 \$'000	(2) Actual expenses 2007–08 \$'000	Variation (column 2 minus column 1)	Budget ^b 2008–09 \$'000
Outcome 1 resources				
Administered expenses				
No administered appropriation for this outcome	–	–	–	–
Total administered expenses	–	–	–	–
Price of departmental outputs				
Departmental special appropriations				
Output Group 1.1—Electoral roll management				
<i>Commonwealth Electoral Act 1918—continuous roll update</i>	9,000	9,000	–	9,000
Total departmental special appropriations	9,000	9,000	–	9,000
Departmental appropriations				
Output Group 1.1—Electoral roll management				
Output 1.1.1—Electoral roll management	42,086	34,180	(7,906)	49,812
Output 1.1.2—Support services for electoral redistributions	477	1,755	1,278	1,493
Subtotal Output Group 1.1	42,563	35,935	(6,628)	51,305
Total revenue from government (appropriations) for departmental outputs	51,563	44,935	(6,628)	60,305
Revenue from other sources				
Output 1.1.1—Electoral roll management	9,636	9,801	165	9,952
Output 1.1.2—Support services for electoral redistributions		1	1	–
Total revenue from other sources	9,636	9,802	166	9,952
Total price of outputs (Total revenue from government and other sources)	61,199	54,737	(6,462)	70,257
TOTAL FOR OUTCOME 1 (Total price of outputs and administered expenses)	61,199	54,737	(6,462)	70,257
Staff		2007–08		2008–09
Average staffing level		352		498

a Full-year budget, including additional estimates.

b Budget prior to additional estimates.

Performance

On 30 June 2008, there were 13,762,570 people enrolled, an increase of 311,356 or 2.3 per cent since 30 June 2007. The AEC estimates that this represents 92.2 per cent of those who are eligible to enrol and vote. This continued the trend towards greater participation that was evident in 2006–07.

Most of the increase in enrolments occurred in the first two quarters of 2007–08. During 2007–08 the AEC implemented new legislative provisions relating to the close of rolls for the federal election. The AEC placed an increased focus on ensuring that as many eligible electors as possible were enrolled prior to the issue of the writs. By the close of rolls for the 2007 federal election enrolment had increased by 193,859 from the 30 June 2007 level of enrolment. This was the result of a combination of factors, including the AEC's continuous roll update (CRU) and targeted enrolment stimulation activities, the AEC's advertising campaign and public awareness activities, and a general increase in media coverage and public attention and interest in relation to electoral matters leading up to the federal election.

Enrolment participation by the eligible population at the 2007 federal election was estimated at 92.3 per cent, an increase of 0.8 per cent compared to participation at the 2004 election.

While the overall participation rate was high, as indicated above, the number of enrolment transactions decreased in 2007–08 compared to 2006–07. This is a common pattern, as in years where a federal election is held a higher than usual number of enrolment transactions occur as electors seek to be enrolled in order to be able to participate in the election. Also, as participation rates are high at the time of an election, there are fewer eligible people to be enrolled, resulting in fewer enrolments after an election is held. Of the 2,541,187 enrolment transactions processed during the year, 2,220,771 were enrolment applications and amendments, and 320,416 were deletions.

The AEC's major enrolment stimulation activities were slowed in the second quarter of the year, as the focus shifted to election and post-election roll management tasks. Some enrolment mailing occurred in the follow-up to the election, in early 2008, and major mailing recommenced in May 2008.

During the lead-up to the election, the AEC analysed the results of the ongoing CRU program to determine its outcomes and improve its effectiveness. This analysis is continuing and will continue to inform the delivery of the CRU program in 2008–09.

Significant progress was made towards replacing the AEC's computerised electoral roll management and election management systems with a new application, GENESIS (general enrolment, elections support and information system). In 2007–08, the GENESIS program documented the existing roll function business processes, described key aspects of the roll function of the future, and began to develop software to meet current and future needs. A number of proof-of-concept software prototypes were developed to assess proposed technical solutions and elicit feedback from AEC staff.

Redistributions of federal electoral boundaries in Western Australia, the Northern Territory and Tasmania commenced during 2007–08, and the AEC provided support and analysis for each of the Redistribution Committees. Redistributions were required because seven years had elapsed since the previous redistribution determinations for these jurisdictions. The number of seats in the House of Representatives remained unchanged for each of the three jurisdictions.

The AEC continued to provide timely and accurate electoral roll products to a range of individuals and organisations, as prescribed by the *Commonwealth Electoral Act 1918*. Examples of roll products are provided in Output 1.1.1.

The activities of Output Group 1.1 are described 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, see the 'Management and accountability' section of this report.

Purchaser–provider arrangements

No purchaser–provider arrangements were in place for Outcome 1 in 2007–08.

Developments since the end of the financial year

There have been no developments since the end of the financial year that have affected or that may affect Outcome 1 operations or results.

Output 1.1.1

Electoral roll management

Overview

One of the AEC's functions under the *Commonwealth Electoral Act 1918* is to manage the electoral roll—the key record of people entitled to vote at federal, state and territory and local government elections.

Managing the roll involves:

- preparing, maintaining and revising the electoral roll used for federal elections
- maintaining the electoral rolls for state, territory and local government elections, through joint roll agreements
- making the electoral roll available for public inspection
- providing roll products and services to authorities, persons and organisations as specified under provisions of the *Commonwealth Electoral Act 1918*.

The AEC uses a computerised roll management system (RMANS) to assist with these processes.

Table 6 summarises the AEC's results against the performance information set out for Output 1.1.1 in the 2007–08 Portfolio Budget Statements.

Table 6 Output 1.1.1—Electoral roll management: performance results

PBS performance information	Results
The effectiveness of strategies implemented to improve on the integrity of the electoral roll	The increased level of participation at the election indicates strategies were effective.
Percentage of enrolment transactions that are correctly processed to critical fields and correctly matched to existing elector records where applicable (target 95%)	99.5% of enrolment transactions were accurately processed.
Number of enrolment transactions processed (including 18-year-olds, youth and new citizens)	The AEC processed 2,541,187 enrolment transactions.
Price	
\$60.7 million	The actual price of this output in 2007–08 was \$53.0 million.

Performance

Overall performance

The quality of the roll for the 2007 federal election is evidence of the benefit of the AEC's more targeted and integrated approach to building and managing the electoral roll. The AEC will continue to build on the successes of 2007–08 through:

- more informed identification and analysis of issues that may cause a decline in enrolment, and formulation of strategies to address those factors
- more sophisticated analysis of outcomes from the continuous roll update program to inform efficient and effective roll review activities
- development of new roll review techniques to encourage the re-enrolment of previously enrolled electors
- research into elector motivation and perceived barriers to enrolment to inform communication strategies
- development of appropriate evaluation activities for all enrolment strategies.

In 2007–08 the AEC implemented new legislative provisions for the staged close of rolls for the 2007 election. Under the new provisions there are different deadlines for first time enrolments or those re-enrolling after a period of non-enrolment and for those updating their enrolment. Actual dates for the 2007 election are shown in Table 16 in output 2.1.1.

Enrolment transactions

During 2007–08, divisional staff processed 2,541,187 enrolment transactions. This represents an overall decrease of 13.6 per cent compared to the level in 2006–07, largely reflecting the cycle of events surrounding the conduct of the 2007 federal election.

Table 7 summarises enrolment activity during 2007–08.

Table 7 Enrolment activity, 1 July 2007 to 30 June 2008

	NSW	Vic.	Qld	WA	SA	Tas.	ACT	NT	Total
<i>Additions to the roll</i>									
New enrolments	98,806	67,395	60,433	32,647	19,014	6,727	5,063	4,071	294,156
Reinstatements	1,707	1,023	1,383	594	336	121	100	83	5,347
Re-enrolments	80,484	56,269	75,062	30,448	18,397	6,102	5,380	4,739	276,881
Intrastate	145,541	133,224	153,175	59,916	40,916	8,703	3,466	2,013	546,954
Interstate	30,793	23,768	39,476	12,544	8,698	5,960	8,665	6,852	136,756
Intra-division amendment or movement	195,570	155,433	198,053	77,328	61,941	24,505	15,932	10,555	739,317
No change enrolment	63,503	49,822	47,685	33,141	13,763	5,606	4,877	2,963	221,360
Total enrolment forms processed	616,404	486,934	575,267	246,618	163,065	57,724	43,483	31,276	2,220,771
Objections	54,389	41,864	53,618	25,168	16,379	4,988	4,059	2,329	202,794
Deaths	37,862	27,861	20,387	9,740	10,025	3,511	1,345	845	111,576
Duplications	1,728	937	1,212	583	391	127	139	147	5,264
Cancellation	63	476	3	24	192	14	3	7	782
Total deletions processed	94,042	71,138	75,220	35,515	26,987	8,640	5,546	3,328	320,416
Total elector transactions	710,446	558,072	650,487	282,133	190,052	66,364	49,029	34,604	2,541,187

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 include new enrolments and changes to enrolment for 17-year-olds.

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Number of electors enrolled

Table 8 summarises enrolments by state and territory and by year.

Table 8 People enrolled at 30 June by State or Territory, 2000–08

	2000	2001	2002	2003	2004	2005	2006	2007	2008
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	4,528,444
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	3,467,794
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	2,642,032
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	1,326,577
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	1,083,154
Tas.	324,838	325,535	332,896	332,228	335,940	341,172	343,494	346,911	353,031
ACT	215,212	214,949	218,735	218,949	223,782	226,737	226,576	235,015	241,628
NT	107,776	105,611	109,717	109,250	109,388	113,053	111,254	113,237	119,910
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	13,762,570

The total number of enrolled electors increased by 2.3 per cent in 2007–08. This was the result of a combination of factors, including the AEC's enrolment stimulation activities, advertising campaign and public awareness raising; media coverage; and general public awareness of electoral matters leading up to the federal election, as well as natural increases due to population growth.

At the close of rolls for the 2007 federal election, 13,645,073 people were enrolled—an increase of 623,843 on the number enrolled for the 2004 election.

Participation rate

The AEC calculates voter participation rates using Australian Bureau of Statistics (ABS) population data derived from the census. The population data is adjusted, using other data that relates specifically to those who are not eligible to be enrolled to vote, to estimate the total number of people eligible to enrol. The total is then compared to the actual number of people enrolled on the AEC's electoral roll database, 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 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 ABS population estimates for electoral purposes.

Overall trends

Table 9 summarises the nation-wide participation estimates, derived from the ABS 2006 census data, from 2004 to 2008.

Table 9 Estimated rates of enrolment, based on Australian Bureau of Statistics population estimates, October 2004 to June 2008

Date	Proportion of eligible Australians enrolled
Federal election 2004 (9 October 2004)	91.5%
30 June 2005	91.5%
30 June 2006	90.2%
30 June 2007	91.6%
Federal election 2007 (24 November 2007)	92.3%
30 June 2008	92.2%

Note: These figures are based on 2006 census data, while the figures used in the 2006–07 annual report were based on 2001 census data. Estimated participation rates prior to November 2007 have been revised downward because the ABS has advised that 2006 census data revealed an undercount in population extrapolations based on 2001 census data.

Analysis of the data indicates that 2007–08 was the second year in a row in which participation increased, after declining to a low at 30 June 2006. The AEC was aiming for a participation rate at the 2007 election similar to that achieved at the 2004 election. In fact, participation increased by 0.7 per cent from 30 June 2007 to reach 92.3 per cent at the 2007 election. This result was 0.8 per cent higher than that for the 2004 election.

The small decline in participation between the election date and 30 June 2008 reflects the slow-down in major enrolment stimulation activities between the election and the final quarter of 2007–08, and the apparent decline in motivation for people to maintain correct enrolment in a post-election period. A targeted and integrated continuous roll update (CRU) program in 2008–09 will seek to maintain the current participation rate, which has historically been difficult to achieve in a non-election period.

In the lead-up to the federal election, a greater number of electors were noted to be accessing enrolment forms from the AEC website. Advertising also ensured that electors knew that they could obtain enrolment forms from the offices of Centrelink, Medicare and other Australian Government agencies.

Target groups

Table 10 reports on additional performance indicators for two target groups of Australians eligible to vote: young people and new citizens.

Table 10 Additional performance results for electoral roll updates, based on performance indicators agreed with the Electoral Council of Australia

Measures	Targets	Results
Quality Electors enrolling	80% of 18–25-year-olds are enrolled to vote	82% of 18–25-year-olds were enrolled to vote at 30 June 2008.
	95% of new citizens are enrolled within three months of becoming citizens	90% of new citizens were enrolled within three months of becoming citizens.

Based on ABS 2006 census data, the estimated proportion of eligible people aged from 18 to 25 years enrolled at 30 June 2008 was 82 per cent. This was an increase of 1.0 per cent from 81 per cent at 30 June 2007. This reflects the focus the AEC has placed on increasing electoral awareness and enrolment among this group, as described in the report on performance for Outcome 3.

At the close of rolls for the 2007 election, youth participation was 84.5 per cent. This was a 2.3 per cent increase from the participation level at the 2004 election. As can be seen from Table 10, since the election the youth participation level has declined to 82 per cent. This reflects the fact that enrolled voters matured and left the target group and were replaced by people reaching enrolment age without an imminent federal election to motivate them to enrol promptly. This will be addressed in 2008–09 by targeting of newly eligible electors as part of enrolment stimulation and public awareness programs, including a national Enrol to Vote Week targeting 17-year-olds and 18-year-olds in schools, and the recommencement of the AEC's 'birthday card' program targeting people turning 17 or 18.

The use of SMS as a mechanism for requesting enrolment forms was trialled over a six-week period in 2007. The trial was supported by advertising the SMS number in newspapers and magazines across the country. Young Australians were expected to be the highest users of the service. In total:

- 2,561 SMS requests for enrolment forms were received, 57 per cent of which came from people in capital cities
- 1,494 enrolment forms were received up to 23 October 2007, 36 per cent of which were from people aged from 17 to 24 years and 50 per cent of which were from people aged from 25 to 39 years.

An evaluation of the trial indicates that such a program could be worthwhile implementing if resources were available to support it with an electronic advertising campaign (particularly television advertising).

The rate of enrolment by new citizens within three months of attaining citizenship decreased from 93 per cent in 2006–07 to 90 per cent in 2007–08.

The pattern of enrolment of new citizens in 2007–08 mirrored general enrolment activity, with 30,348 enrolled in the first quarter of 2007–08 alone. This is the highest level of new citizen enrolments in a quarter, and was undoubtedly stimulated by the imminent federal election. The challenge for the AEC in 2008–09 is to prevent this level from declining in comparison to the number of people taking out citizenship.

AEC staff in all states and territories continued to attend citizenship ceremonies to provide electoral information and facilitate the enrolment 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 conducting the citizenship ceremony (usually the relevant local council) to obtain details of the new citizens so that they could be contacted and encouraged to enrol.

Table 11 describes enrolment activities at citizenship ceremonies from 2005–06 to 2007–08.

Table 11 Enrolment activities at citizenship ceremonies, 2005–06 to 2007–08

	2005–06		2006–07		2007–08	
	Ceremonies attended	Forms collected ^a	Ceremonies attended	Forms collected	Ceremonies attended	Forms collected
NSW	462		542	34,496	557	35,651
Vic.	254		362	25,861	292	19,227
Qld	115		173	10,990	166	10,610
WA	183		215	8,689	258	10,064
SA	60		94	3,707	95	2,726
Tas.	7		14	732	28	562
ACT	28		111	4,970	27	1,496
NT	12		23	480	20	371
Total	1,121	64,128	1,534	89,925^b	1,443	80,707

a Data was not recorded separately by jurisdiction in 2005–06.

b The total differs from the total shown in last year's annual report, which reflected an error in addition.

Roll update and enrolment stimulation activities

Approximately 43 per cent of all enrolment transactions occurred in the first quarter of 2007–08, with a further 30 per cent occurring in the second quarter. This concentration of activity in the lead-up to the 2007 federal election reflects the AEC's concerted efforts, following the changes to the close of rolls deadlines, to ensure that as many eligible electors as possible were enrolled to vote for the election.

In 2007–08, the AEC continued its ongoing program of activities, including mail-outs and fieldwork, under the CRU. Through the CRU, 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.

The AEC also continued its targeted enrolment stimulation (TES) activities in the early months of the 2007–08 financial year. The TES activities, which commenced in 2006–07, contributed to the higher level of enrolment transactions in the last quarter of 2006–07 and, consequently, to the significantly lower level of transactions during the close of rolls for the 2007 election. See the case study on page 41 for more details on TES.

Although overall enrolment activity was less in 2007–08, the higher participation rate was maintained. The AEC's enrolment stimulation activity was more effectively directed towards increasing the size and accuracy of the roll and protecting the franchise of people who had moved. In the first two quarters of 2007–08, TES activities alone delivered 70,571 new enrolments and re-enrolments and 84,896 enrolment changes. While enrolment activity was less in 2007–08 than in 2006–07, it was greater than in 2005–06: this fits the pattern that is usually experienced in a three-year federal electoral cycle.

As is usual during a year in which a federal election is held, major enrolment stimulation activities were slowed in the second quarter of the year. AEC activities during this period focused on election-specific tasks such as finalising polling place locations and recruiting and training polling staff, taking the time that would normally be spent on roll management activities in a non-election period.

In early 2008 the AEC conducted enrolment follow-up mail-outs, using change-of-address information supplied by electors on their declaration vote envelopes, and some enrolment mailing to electors who had moved. This work was undertaken to ensure that a relatively high participation rate is maintained and to avoid the decline in enrolment that can occur following a federal election, such as that which occurred following the 2004 election. This activity was initially somewhat limited, due to a focus on post-election activities such as investigating apparent cases of multiple voting or non-voting; however, routine major mail-outs to electors who had moved or were no longer on the roll, or who had never been enrolled, recommenced in May 2008.

During the post-election period, the AEC also conducted significant analysis of the ongoing CRU program, to ensure it continues to provide ongoing enrolment stimulation and integrity. This included examining the external data sources used in data matching and the delivery mechanism for enrolment follow-up. The outcome of this analysis will inform the delivery of an ongoing targeted and effective CRU program, with a clear focus on roll growth and accuracy, in 2008–09.

The Sample Audit Fieldwork that the AEC uses to measure the effectiveness of the CRU program was not conducted in 2007–08.

Proof of identity scheme

The proof of identity (POI) scheme for enrolment was introduced on 16 April 2007.

A basic requirement of any voter registration system is that it should not operate in a discriminatory manner: eligible people in all segments of society should be able to enrol with comparable ease. To make enrolment accessible, the POI scheme provides for three forms of identification: a driver's licence; an approved document; or confirmation by two enrolled people who know the applicant.

In 2007–08, approximately 90 per cent of electors provided their driver's licence number; approximately 8 per cent of electors showed an authorised person an approved document; and the remainder (around 2 per cent) had their identity confirmed by two enrolled people who knew them.

GENESIS program

During 2007–08, work on the GENESIS (general enrolment, elections support and information system) program continued, making significant progress towards replacing RMANS, the AEC's roll management system. This included:

- completing the documentation of the AEC's existing roll function business processes
- clarifying the architectural and implementation phases of future roll functions
- carrying out feasibility studies of proposed technical solutions
- creating an enrolment and registration processing prototype
- planning the controlled expansion of the AEC's IT architecture for GENESIS

- specifying detailed requirements related to
 - enrolment application and registration
 - security and audit
 - objections
 - correspondence management
- implementing best practice approaches to project management and software development.

In 2008–09, the GENESIS program will focus on developing requirements for reviews and appeals, management of external data sources, and targeted roll reviews; developing software and testing components for the roll management function; and undertaking an initial analysis of the scope of the election management function. In addition, GENESIS will:

- deliver a web-based enrolment application processing system
- complete the development of the detailed roll function requirement.

Roll products and services

Table 12 summarises the AEC's performance against internal indicators and targets.

Table 12 Additional performance results for roll products and services

Measures	Targets	Results
<i>Quality</i> Accuracy in products delivered	Greater than 98%	The accuracy of products delivered was greater than 98%.
Delivery deadlines achieved	Greater than 98%	More than 98% of delivery deadlines were met.
<i>Quantity</i> Proportion of ordered products supplied	100%	100% of all electoral roll products requested in accordance with legislative provisions were supplied.

In accordance with the provisions of the *Commonwealth Electoral Act 1918* and, where relevant, the joint roll arrangements between the AEC and its state and territory counterparts, the AEC provided a range of electoral roll products to state and territory electoral authorities during 2007–08.

The products were provided in formats to suit the client and the purpose. They included certified list data for the Queensland local government area elections and electoral roll products as required for local government elections, by-elections and redistributions in the states and territories. Enrolment data was also extracted for the 2007 federal election, the by-election in the Division of Gippsland and three Torres Strait Regional Authority elections. See the report on performance for Outcome 2 for more information on these electoral events.

Under the *Commonwealth Electoral Act 1918*, the Electoral Commission may give a copy or extract of the electoral roll to a prescribed person or organisation for the purposes of satisfying identity verification obligations under the *Financial Transaction Reports Act 1988* and the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*. Such persons or organisations began receiving electoral roll data during 2007–08.

There was also a slight increase in demand from medical researchers: 43 extracts of elector information were provided to medical researchers in 2007–08, compared to 40 in 2006–07.

Electoral roll products were also provided to:

- members of parliament and political parties, through the elector information access system (ELIAS)
- 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 was of a statistical or address nature only.

See Appendix E for more details of the information provided in 2007–08.

Work commenced on updating the Roll Products Catalogue to provide joint roll partners with an updated list of products available from the AEC. This is expected to be completed by late 2008.

The AEC continued to provide public access to the electoral rolls for all states and territories in electronic format, through the AEC office in each federal division. The electronic roll is updated daily.

The AEC also continued to make electoral roll information accessible online through the AEC 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.

Case study: Targeted enrolment stimulation program's impact on the close of roll

As outlined in last year's annual report, the AEC implemented a targeted enrolment stimulation (TES) program to identify electors who were not enrolled or were incorrectly enrolled, and encourage them to update their enrolment in anticipation of the 2007 federal election. TES field officers visited the addresses of electors who were not correctly enrolled, and followed up the visits with mail and telephone contacts.

The TES program operated for approximately seven months from March 2007, in all states and territories. It was the first time the AEC had deployed targeted door-knocks on such a large scale. The AEC mailed 250,000 targeted letters and employed 3,308 field workers, who knocked on the doors of over one million homes.

Between March 2007 and the announcement of the election on 14 October 2007, TES fieldwork resulted in:

- 76,525 first-time electors being enrolled
- 99,610 previously enrolled electors being returned to the roll
- 225,132 currently enrolled electors updating their name and/or address details.

Follow-up mailing in August and September 2007 resulted in a further:

- 5,556 first-time electors being enrolled
- 33,367 previously enrolled electors being returned to the roll
- 45,061 currently enrolled electors updating their name and/or address details.

The TES program was not implemented in isolation but was supported by a national advertising strategy and complemented by standard components of the CRU program. The overall result was that these activities together generated 62 per cent of the roll growth between March 2007 and the close of rolls for the election. During this period, net growth in the number of people on the roll was 342,000—an increase of 2.6 per cent in seven months.

Between June and September 2007, the AEC conducted targeted enrolment promotion activities in selected divisions, including promotions held at shopping centres, schools and colleges and during major events such as show days, as well as door-knocks or mail-outs in high-turnover areas and generic mail-outs to post office box holders. These local initiatives generated 52,835 enrolment forms.

The strong results of the TES program contributed to both an increase in the electoral participation rate and a significant reduction in enrolment transactions processed during and after the close of rolls for the federal election. The number of transactions processed in the close of roll period was significantly reduced in 2007—by 34 per cent compared with the 2004 close of rolls period. There were 40 per cent fewer transactions between the close of rolls and election day in 2007 than in the corresponding period in 2004.

The increased elector participation rate and the significant reduction in the number of transactions processed after the close of rolls can be attributed to the comprehensive pre-election work of AEC staff, supported by the national advertising campaign.

The TES program demonstrates that a well-funded, coordinated and planned range of activities, including media and public awareness activities, as well as direct enrolment activities, for example targeted mail-outs and fieldwork, can result in a significant growth in enrolment in the lead-up to the close of rolls. The AEC will carefully consider the results of TES in future preparations and planning for federal elections.

Output 1.1.2

Support services for electoral redistributions

Overview

To ensure that federal electoral divisions remain relatively equally representative, 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 *Commonwealth Electoral Act 1918*.

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 of the names and boundaries of the redistributed divisions.

Each Redistribution Committee comprises the Electoral Commissioner and the Australian Electoral Officer, the Surveyor-General and the Auditor-General for the relevant state.

An augmented Electoral Commission in each state comprises the three members of the Electoral Commission, the Australian Electoral Officer for the state or territory and the two state government representatives on the Redistribution Committee.

Table 13 summarises the AEC’s results against the performance information set out for Output 1.1.2 in the 2007–08 Portfolio Budget Statements.

Table 13 Output 1.1.2—Support services for electoral redistributions: performance results

PBS performance information	Results
Redistribution Committees have a high level of satisfaction with services provided	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.
Services to Redistribution Committees comply with legislative timeframes	Support services to redistribution committees were provided in accordance with legislative timeframes.
Price	
\$0.48 million	The actual price of this output in 2007–08 was \$1.76 million.

Performance

The redistributions of Western Australia, the Northern Territory and Tasmania commenced during 2007–08. The redistributions were triggered by s. 59(2)(c) of the *Commonwealth Electoral Act 1918*, which requires that a direction to commence a redistribution shall be made if a period of seven years has elapsed since the last redistribution determination for the state or territory.

The Electoral Commission directed the commencement of the redistribution of Western Australia on 14 December 2007, the Northern Territory on 16 January 2008 and Tasmania on 13 February 2008.

Entitlements to seats in the House of Representatives remained unchanged at 15 seats for Western Australia, two seats for the Northern Territory and five seats for Tasmania.

The AEC provided administrative assistance to the three Redistribution Committees which were appointed to develop the proposed redistributions. The AEC undertook activities such as preparing instruments, background research papers and gazettals; facilitating the public consultation process; providing support for committee meetings; producing and publishing maps; and printing and publishing reports.

The Redistribution Committee for the Northern Territory released its report *Proposed Redistribution of the Northern Territory into Two Electoral Divisions* on 20 June 2008. The proposal was advertised and members of the public were invited to lodge objections. The augmented Electoral Commission will begin its deliberations on 2 August 2008.

The Redistribution Committees for Western Australia and Tasmania will release their proposals during 2008–09.



Report on performance:
**Outcome 2—An impartial
and independent electoral
system**



Performance overview

Outputs structure

In 2006–07, the AEC reviewed its outcome and output structure. The revised outputs structure, set out in the 2007–08 Portfolio Budget Statements, takes into account the overall achievement sought from each outcome and the relationships between the output groups and their outputs.

For Outcome 2:

- a new output, 'Fee-for-service elections', was created, incorporating the previous output 'State and local government elections' and the fee-for-service element of the previous output 'Industrial elections and ballots for organisations'
- the outputs 'Industrial elections and ballots for organisations' and 'Torres Strait Regional Authority elections' were combined into the new output 'Industrial and Torres Strait Regional Authority elections'
- two public awareness and information outputs were combined into a new output, 'Communication strategies and services', and moved to Outcome 3.

The revised structure for Outcome 2 is shown in Figure 5; see Table 1 in the AEC Overview for a full summary of the changes across the AEC.

Figure 5 Outcome 2 outputs structure

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		
Output Group 2.1		
Elections, ballots and referendums		
Output 2.1.1	Output 2.1.2	Output 2.1.3
Federal elections, by-elections and referendums	Party registrations	Funding and disclosure services
Output 2.1.4	Output 2.1.5	Output 2.1.6
Fee-for-service elections	Industrial and Torres Strait Regional Authority elections	Advice and assistance in overseas elections

Resources

The total resources for Outcome 2 are shown in Table 14.

Table 14 Outcome 2 summary of resources

	(1) Budget ^a 2007–08 \$'000	(2) Actual expenses 2007–08 \$'000	Variation (column 2 minus column 1)	Budget ^b 2008–09 \$'000
Outcome 2 resources				
Administered expenses				
Special appropriations				
<i>Commonwealth Electoral Act 1918-public funding</i>	46,145	49,003	2,858	–
Total special appropriations	46,145	49,003	2,858	–
Total administered expenses	46,145	49,003	2,858	–
Price of departmental outputs				
Departmental appropriations				
Output Group 2.1—Elections, ballots and referendums				
Output 2.1.1—Federal elections, by-elections and referendums	83,409	104,024	20,615	17,029
Output 2.1.2—Party registrations	424	631	207	410
Output 2.1.3—Funding and disclosure services	1,934	1,588	(346)	2,376
Output 2.1.4—Fee-for-service elections	334	–	(334)	–
Output 2.1.5—Industrial and TSRA elections	3,526	3,508	(18)	5,036
Output 2.1.6—Advice and assistance in overseas elections	1,418	1,155	(263)	742
Subtotal Output Group 2.1	91,045	110,906	19,861	25,593
Total revenue from government (appropriations) for departmental outputs	91,045	110,906	19,861	25,593
Revenue from other sources				
Output 2.1.1—Federal elections, by-elections and referendums	–	34	34	–
Output 2.1.2—Party registrations	–	–	–	2
Output 2.1.3—Funding and disclosure services	–	1	1	–
Output 2.1.4—Fee-for-service elections	514	2,317	1,803	990
Output 2.1.5—Industrial and Torres Strait Regional Authority elections	360	502	142	143
Output 2.1.6—Advice and assistance in overseas elections	1,380	1,229	(151)	1,840
Total revenue from other sources	2,254	4,083	1,829	2,975
Total price of outputs (Total revenue from government and other sources)	93,299	114,989	21,655	28,568
TOTAL FOR OUTCOME 2 (Total price of outputs and administered expenses)	139,444	163,992	24,548	28,568
Staff		2007–08		2008–09
Average staffing level		325		159

a Full-year budget, including additional estimates.

b Budget prior to additional estimates.

Performance

The successful conduct of two elections—the 2007 federal election and the by-election held in June 2008 for the federal Division of Gippsland—was a major focus of AEC activities during the year.

The AEC successfully provided the required resources and services to support both elections on time and in accordance with legislative requirements. Compared to the conduct of the 2004 federal election, the AEC's performance in 2007 was improved in a number of areas, including the delivery of voting services.

The AEC continued to respond effectively to changes in its responsibilities and workload arising from the changes to the electoral law that were introduced in 2006. These included tighter and staged deadlines for the close of rolls after the announcement of the federal election, new proof of identity requirements for provisional voters at the election, and altered requirements for party registrations and disclosure returns.

The AEC developed and deployed an election data management tool, known as the 'election dashboard'. The dashboard integrated data in real time from across the AEC's election activities and provided daily intelligence for the national election management team, supporting trends analysis and enabling more effective deployment of resources during the election.

The AEC took a more structured approach to evaluating the conduct of the federal election. Criteria for evaluation of the election were established before the event and quantitative data was collected throughout the election process. The dashboard also provided records for use in post-election evaluations. Immediately after the election qualitative data was collected from all divisional offices on 24 key election activities. Analysis of qualitative and quantitative data was conducted by teams of divisional office, state office and national office representatives.

The recommendations arising from the evaluation process were considered by post-election conferences at the state and national levels, and taken into account in the AEC's submission to the Joint Standing Committee on Electoral Matters inquiry into the conduct of the 2007 election. Opportunities for improvement were identified and are being further considered, developed or implemented in preparation for the next federal election, as allowed within the AEC's existing resources.

Applications for political party registrations and changes of party name or party officeholder information, as well as political disclosure returns, were processed in accordance with statutory requirements and timeframes. Using a rigorous approach, the AEC slightly increased the number of funding disclosure compliance reviews completed during the year.

Election funding for the 2007 federal election of \$49.003 million was paid by 9 January 2008. Funding for the by-election in the Division of Gippsland was paid in early 2008–09.

The AEC also successfully conducted industrial elections, fee-for-service elections, and elections for the Torres Strait Regional Authority during 2007–08. Exercising a new function enabled by the *Commonwealth Electoral Amendment (Democratic Plebiscites) Act 2007*, the AEC conducted a plebiscite on council amalgamations in Queensland, delivering ballots to almost 700,000 electors across 85 participating councils.

The AEC also continued to build relationships with and provide assistance to electoral authorities overseas, particularly in the Asia-Pacific region. The most notable involvement is with the Papua New Guinea Electoral Commission and East Timor's electoral authority where the AEC continued to provide support to assist the ongoing development of their capacity in electoral management. International assistance included participating in United Nations forums and in observer missions, as well as deploying AEC officers to work with electoral bodies in several countries. As in previous years, the Building Resources in Democracy, Governance and Elections (BRIDGE) project and the AEC's election visitor program were very well received.

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.

Purchaser-provider arrangements

The AEC continued to be responsible for conducting elections for the Torres Strait Regional Authority (now under Output 2.1.5).

Developments since the end of the financial year

The Court of Disputed Returns handed down several decisions relating to a petition disputing the result in the Division of McEwen at the 2007 federal election. The key decision that involved an analysis of the formality of ballot papers and the vote count which determined who was returned as the Member for McEwen was contained in the decision in *Mitchell v Bailey (No. 2)* that was handed down on 2 July 2008.

Dates for by-elections for the divisions of Mayo and Lyne were announced on 1 August 2008.

Further information is provided in the 'Developments that have affected or may affect operations' section of this report.

Output 2.1.1

Federal elections, by-elections and referendums

Overview

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 15 summarises the AEC's results against the performance information set out for Output 2.1.1 in the 2007–08 Portfolio Budget Statements.

Table 15 Output 2.1.1—Federal elections, by-elections and referendums: performance results

PBS performance information	Results
Operational systems, equipment and procedures in place for an electoral event in accordance with timetables	Operational systems, equipment and procedures were in place and contributed to the successful conduct of the 2007 federal election and the 2008 by-election for the Division of Gippsland.
Electoral events conducted in accordance with legislative requirements	All legislative requirements were met in relation to the conduct of the 2007 federal election and those components of the 2008 Gippsland by-election delivered in the reporting year. ^a
All complaints of electoral offences dealt with appropriately	Appropriate action was taken in relation to alleged electoral offences.
High level of election preparedness maintained that will enable the conduct of federal elections, referendums and federal by-elections as required	Systems, equipment and procedures necessary to conduct electoral events were in place and elections were successfully delivered as required.
Price	
\$83.41 million	The actual price of this output in 2007–08 was \$104.06 million.

^a For information on legal action taken refer to the 'External scrutiny' section of this annual report.

Performance

Overall performance

The AEC conducted one federal election and one by-election in 2007–08.

During the early part of 2007–08, the AEC finalised the refinement of all election systems, processes, procedures, guidelines and equipment requirements in preparation for the federal election. The refinement process (which had been underway for two years) included reviews, trial elections and rehearsals, and took into account the outcomes of the Joint Standing Committee on Electoral Matters (JSCEM) report on the conduct of the 2004 federal election.

Election readiness was also enhanced through a range of staffing planning conferences, training programs and targeted, election-oriented communications for staff.

The federal election was successfully conducted in November 2007, and the results were tallied and publicly announced within the legislated timeframes.

The AEC also conducted a by-election for the Division of Gippsland in June 2008. The tallying and publication of results was completed early in 2008–09.

Federal election

Based on years of planning and preparation, informed by analysis of the 2004 federal election process, the AEC delivered the mechanisms, infrastructure and human resources required to conduct the 2007 federal election effectively and in accordance with legislative requirements.

Timeliness

Conducting a federal election requires the AEC to meet very high levels of demand for services in very tight timeframes, as Table 16 shows.

Table 16 Dates of key events in the federal election process, 2004 and 2007

	2004	2007
Announcement of the election	29 August	14 October
Issue of the writs triggering the election	2 September	17 October
Close of rolls for: ^a		
■ new enrolments	7 September	17 October
■ amended enrolments	7 September	23 October
Declaration of nominations	16 September	2 November
Election day	9 October	24 November
Return of writs stating election results for:		
■ the House of Representatives elections, and Senate elections in the ACT and NT	11 November	21 December
■ Senate elections in the states	1 November–5 December	14 December–21 December

a The requirement for a staged close of rolls was introduced by the *Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006*.

A number of major logistical undertakings commenced when the election was announced, including:

- the staged distribution of voting equipment to more than 7,700 polling places across Australia
- the uplift of equipment and other material to 104 Australian overseas posts
- the recruitment, employment and training of approximately 80,000 polling officials and other election officials.

In 2007, 1,054 candidates nominated for the House of Representatives election, and 367 candidates nominated for the Senate elections; coincidentally, the total number of candidates was the same as for the 2004 federal election.

The AEC began to print and distribute ballot papers over the weekend immediately following the declaration of nominations, to ensure that adequate ballot papers were available when pre-poll voting and the distribution of postal voting packages commenced. The production of ballot papers had largely been completed by 12 November 2008, allowing sufficient time for their distribution for use by mobile polling teams and on election day.

The counting of votes cast on election day commenced on time, and results were progressively updated during the evening, through the virtual tally room and media feeds on the AEC website. The subsequent processing of declaration votes issued in Australia and overseas was achieved in accordance with AEC plans, and the results were progressively updated through both systems in the weeks following election day.

Voting services

The proportion of votes cast by declaration increased overall, and the number of early votes increased significantly, in the 2007 election. This continued a trend established since 1993, as Figure 6 shows.

Over the past 15 years there has been a significant shift in the way in which Australians cast their votes at federal elections, with a marked increase in declaration voting. The greatest increase has occurred in early voting: from 1993 to 2007, the number of pre-poll votes cast increased by 294 per cent, while postal voting increased by 230 per cent. More than 2.9 million declaration votes were cast for the 2007 election, 22.2 per cent of all votes. The total number of declaration votes issued increased by approximately 15 per cent in comparison to the 2004 federal election.

Figure 6 Use of declaration votes in federal elections, 1993 to 2007



Following the JSCEM report on its inquiry into the conduct of the 2004 election, the AEC conducted a comprehensive review of early voting services. The recommendations from the review were fully implemented in conducting the 2007 election including:

- the standardisation of opening hours, improved signage and advertising for early voting centres
- a more consistent approach to the provision of early voting services at airports, and an increase in the number of interstate voting centres in the lead up to the election.

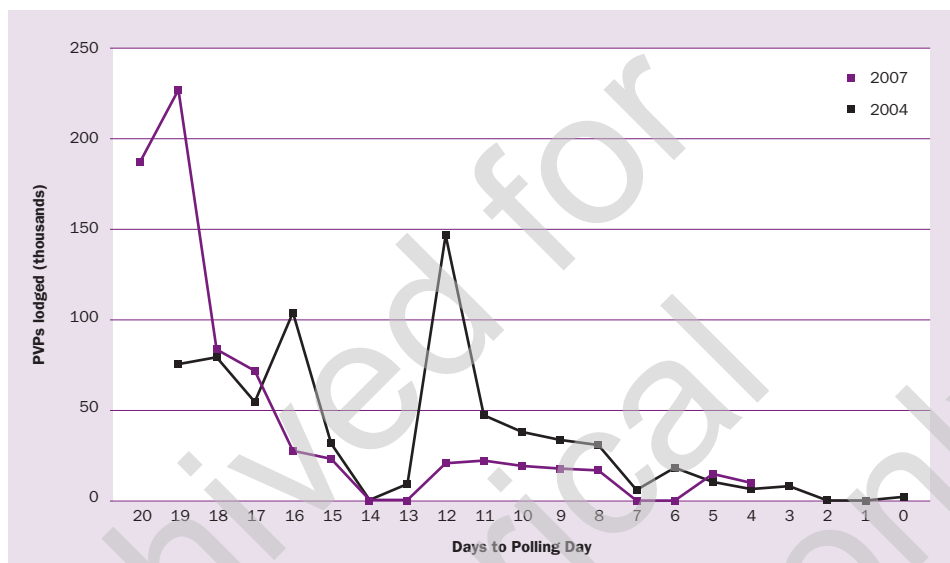
The resultant improvement in service delivery coincided with a record increase in the number of pre-poll votes issued.

In particular, the AEC's provision of postal voting services for the 2007 election saw a great improvement in comparison to the results for 2004, by reducing the time between receipt of an application and despatch of voting material.

For the 2007 election, the AEC received 833,178 postal vote applications and issued 812,826 postal voting packages (PVPs) within Australia (the discrepancy between applications received and packages issued is mainly a result of electors lodging duplicate applications). The AEC's central production contractor was responsible for issuing 745,551 of the PVPs, representing an increase of approximately 40,000 from 2004. A further 10,312 PVPs were issued from overseas posts, and the remaining PVPs were issued from AEC divisional offices.

The contract for the production of PVPs for the 2007 election contained specific production requirements, including the production of up to 500,000 PVPs before 6 November 2007, and up to 100,000 PVPs each working day after 6 November 2007. These production requirements were met for 6 November 2007, and for every other day of central production. The result was earlier lodgement of PVPs with Australia Post, which in turn allowed for quicker delivery to postal voters. Figure 7 highlights the difference in the efficiency of PVP production between 2004 and 2007.

Figure 7 Timeliness of Central Print lodgement of federal election postal voting packages with Australia Post, 2004 and 2007



The AEC also achieved a specific improvement in relation to the management of PVPs damaged in the production process ('spoils'). This was accomplished by applying a specific service level standard contained within the contract, heightened quality assurance processes throughout production, and testing prior to the election. The service level standard required the contractor to remake all spoils on the day they were damaged; this standard was met on all occasions. The overall level of spoils was kept low, at 0.004 per cent of production.

For the 2007 election, each stage of PVP production was tracked electronically. This meant that the AEC was aware of, and could monitor, the status of any particular batch of PVPs. A suite of reports was developed to provide real-time information to the AEC project manager on site, as well as to the AEC's national office. Production data was uploaded daily so that the AEC's election call centre and divisional staff could view the status of each voter's request for a PVP, including the date the PVP was lodged with Australia Post.

The 2007 election also saw the introduction of Australia Post delivery information into the AEC's postal vote issuing system, APVIS. This information was used to determine the method of production that would ensure the best possible chance of a PVP reaching its destination in time for the applicant to complete and return their vote.

Approximately 167,500 provisional votes were cast for the 2007 election, the first federal election for which the AEC was required to apply the conditions for provisional voting introduced under the *Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006*. In particular, the requirement for provisional voters to provide proof of identity (POI), either when voting or in the week after election day, had a significant impact on the scrutiny and admission of provisional votes.

Approximately 80 per cent of provisional voters showed POI when voting or within the required timeframe following the election—75 per cent of provisional voters showed POI when voting and 5 per cent provided POI by close of business on the first Friday after election day (30 November 2007). The remaining 20 per cent of provisional voters did not provide it at all. The result was that more than 27,000 provisional votes (around 16 per cent of the total provisional votes) were rejected at preliminary scrutiny for this reason alone.

As foreshadowed in last year's annual report, the AEC conducted two trials of electronically assisted voting at the 2007 federal election, in accordance with the government response to recommendations 41 and 43 of the JSCEM inquiry into the conduct of the 2004 federal election. See the case study on page 58 for more details of the trials.

Post-election evaluation

The AEC undertook a comprehensive internal evaluation of its performance after conducting the 2007 federal election. This included a series of conferences at the state and territory level, culminating in a national evaluation conference. See the case study on page 57 for more details of the evaluation strategy.

As is the case in any organisation-wide reflection upon a major undertaking, such as an election, the evaluation process identified and elevated a number of opportunities for improvements to AEC systems, forms and processes, as well as legislative change. The recommendations are being assessed by AEC management; some were reflected in the AEC's submission to the JSCEM inquiry into the conduct of the election.

Several internal working parties have been convened to pursue opportunities for improvement identified through the evaluation process, and more will be convened in 2008–09 as part of preparations for the next federal election.

Election 'dashboard' project

The election data management tool, known as the 'election dashboard' and described in last year's annual report, was used during the 2007 federal election period. The dashboard consolidated data from multiple election systems to allow for real time cross-organisational analysis of progress and performance in the conduct of the election, including a quantitative degree of assurance that key election activities had proceeded as expected. It provided daily intelligence for the national election management team, supporting trends analysis and enabling more effective deployment of resources during the election. The dashboard also provided a repository of information for use in post-election evaluations.

Gippsland by-election

In June 2008, a by-election for the Division of Gippsland was successfully conducted, within the legislated timeframes.

The writ for the by-election was issued on 19 May 2008, and the close of rolls occurred on 27 May 2008. Nominations were declared on 6 June 2008 and five candidates were nominated.

More than 15,000 pre-poll and 9,000 postal votes were issued by close of business on 27 June 2008. A total of 61,898 ordinary votes were counted on polling night, 28 June, and 10,929 pre-poll votes were counted on 29 June.

Counting and rechecking of votes continued until 14 July 2008, when the last scrutiny of postal votes was completed. This was immediately followed by the commencement of the distribution of preferences, which was required to determine the successful candidate. Following the completion of the distribution of preferences on 15 July, arrangements were made for the declaration of the poll on 16 July.

On 22 July 2008, payments of election funding totalling \$178,174.26 were made to the parties endorsing candidates.

Case study: Evaluation of the conduct of the 2007 federal election

After conducting a federal election, the AEC evaluates its performance, both to identify areas for improvement and to inform its advice to the parliamentary inquiry into the conduct of the federal election that is undertaken by the Joint Standing Committee on Electoral Matters (JSCEM).

Key features of the 2007 federal election evaluation were: a nationally consistent approach to collecting, analysing and disseminating information; state office and national office conferences that discussed their own state and national office performance; and cross-agency virtual evaluation teams (VETs) that considered and analysed divisional and state information in detail.

The national approach added greater substance and rigour to the previous state-based evaluation process by providing nationally consistent evaluation criteria. The evaluation criteria covered:

- high-level evaluations of initiatives in nine areas, including the close of rolls, the electronic voting trial, the virtual tally room, the election call centre, and early voting
- evaluations of business processes in relation to 24 activities, selected in consultation with divisional office and state office staff
- analysis of a stakeholder survey, informal voting and voter turnout, and an environmental scan.

The criteria were reflected in nationally consistent templates used to collect qualitative data from all divisional and state offices and national office branches. Quantitative data was collected by AEC information management systems.

The data was analysed by 24 VETs—one for each of the identified election activities. Each team comprised one staff member from a divisional office, one from a state office, and one from the national office. The structure of the teams ensured that workload was distributed equitably, and that business knowledge from all levels of the AEC was brought to bear on the analysis. It also sought to create a sense of ownership of evaluation outcomes across the organisation.

The VETs identified policies and processes that had been effective or that needed to be improved, charted strengths and weaknesses, and made suggestions for improvements. Recommendations from each VET were referred to business areas for consideration and implementation within available resources, while contentious issues were referred to the national post-election conference for resolution.

The outcomes of the AEC evaluation process contributed to the AEC's submission to the JSCEM's inquiry into the conduct of the 2007 federal election, the development of the AEC's four-year election preparation program, and process improvement within the AEC.

The evaluation process was very successful, not only in identifying and elevating opportunities to improve our performance but also in engaging staff across the AEC in a reflective analysis of a performance during a key activity for the agency.

Case study: Trials of electronic voting

As discussed in last year's annual report, trials of electronic voting were recommended by the Joint Standing Committee on Electoral Matters report on the conduct of the 2004 federal election, and enabled by the *Electoral and Referendum Legislation Amendment Act 2007*. (Further legislation would be required if the trials were to be extended or permanently included as electoral tasks.) In conducting the 2007 federal election, the AEC trialled electronic voting mechanisms to assist electors who are blind or have low vision, and some Defence personnel on deployment overseas.

Electronically assisted voting

Individuals and peak groups identified the need for better mechanisms to ensure that electors who are blind or have low vision can vote independently and secretly.

The electronic voting machines (EVM) used in the 2007 trial included a monitor, a headset and a telephone-style keypad. Voters with low vision could adjust the monitor to display one of four different colour and background configurations. The headphones provided precise verbal instructions for the voter. The use of headphones coupled with a telephone-style keypad made the voting experience secure and somewhat familiar, being similar to an established mechanism for telephone banking. The EVM produced a print-out of each completed vote, with the voter's preferences encoded in a barcode to ensure secrecy. During the count, each barcode was decoded without identifying the voter.

In total, 850 people who are blind or have low vision used the EVM to vote, at over 29 sites located across Australia.

Remote electronic voting

Certain Defence personnel deployed overseas may have difficulty accessing their voting entitlements, because they cannot necessarily travel to a voting centre to cast their votes in person, and postal votes often fail to reach them or are not returned to the AEC in time to be counted. The AEC worked collaboratively with Defence to implement electronic voting on the Defence intranet, over the Defence Restricted Network. The electronic voting system was available in Afghanistan, East Timor, Iraq and Solomon Islands, for three weeks prior to and on election day.

Of the 2,012 Defence personnel who registered to be remote electronic voters, 1,511 voted successfully. Before the voting period, individuals who registered to be electronic voters received personal identification numbers (PINs) allowing them access to the voting system. Voters could use a receipt issued when the vote was cast to verify that their vote had been accepted.

Evaluation

The AEC's thorough evaluation of the trials found that they had been a success. Feedback from both groups of voters stated that there was a high level of satisfaction with the electronic voting systems. Information from the evaluation was supplied to the Joint Standing Committee on Electoral Matters and made available on the AEC website.

Output 2.1.2

Party registrations

Overview

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 details to be included on the ballot papers for endorsed candidates and Senate groups
- entitles parties to receive public funding in respect of their endorsed candidates who poll the requisite percentage of votes
- identifies parties required to submit annual financial disclosure returns for public inspection
- entitles parties to receive enrolment and election information.

The AEC receives and processes applications for registration and for changes to the details contained in the register. It also reviews each party's continuing eligibility for registration, once in the life of each parliament.

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

Table 17 summarises the AEC's results against the performance information set out for Output 2.1.2 in the 2007–08 Portfolio Budget Statements.

Table 17 Output 2.1.2—Party registrations: performance results

PBS performance information	Results
Compliance with legislative requirements	All applications were processed in accordance with legislative requirements.
Party Register accurate and current	The party register was accurate, current and available on the AEC website throughout the year.
Registration of new parties and amendments to the Register of Political Parties within specified timeframes	All applications were processed within specified timeframes. Six applications were not complete at issue of the 2007 election writ, because of late lodgement or delayed responses to AEC inquiries.
All applications and changes to the Register of Political Parties (estimate of 10 applications and 80 changes) processed in required timeframe	<p>The AEC dealt with 32 applications, comprising:</p> <ul style="list-style-type: none"> ■ 20 applications for registration or re-registration carried over from 2006–07 ■ nine new applications for registration ■ one application for change of name ■ one application for voluntary deregistration ■ one application for a review of the rejection of an application. <p>Of those applications, 26 were processed in 2007–08 and six were carried over to be completed in 2008–09.</p> <p>The AEC received and processed 28 changes to registered officers and 117 changes to other party officers. None were carried over to 2008–09.</p>
Price	
\$0.42 million	The actual price of this output in 2007–08 was \$0.63 million.

Performance

Applications related to party registration and change of name

In 2007–08, the AEC continued to process changes to the Register of Political Parties arising from the *Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006* (the Integrity Act). The AEC also handled the increase in party registration activity that is usually associated with the lead-up to a federal election.

On 1 July 2007, the AEC had on hand 20 applications for registration or re-registration—12 applications for re-registration from parties which had been deregistered in 2006–07 under provisions of the Integrity Act; six applications for registration from parties not previously registered; and two applications to change party names. During 2007–08, the AEC received a further nine applications for registration, one for a change of name, one for voluntary de-registration and one for a review of rejection of an application to register.

The Register of Political Parties is frozen from the day of the issue of a writ for a House of Representatives and/or Senate election until the return of that writ. The freeze applies to applications for registration or for changes of party name or abbreviation, as well as applications for review of related decisions (including in the Administrative Appeals Tribunal). Freezes occurred twice during 2007–08: from 17 October to 21 December

2007, for the federal election; and from 19 May to 30 June 2008, for the Division of Gippsland by-election.

At the time of the issue of the writs for the 2007 federal election, six applications for registration were still being processed. Processing of these applications had not been completed because:

- two applications had been made less than one month earlier, and were still subject to the mandatory period allowing objections to be lodged
- four applications had been held up because of time taken by the parties to respond to AEC questions about their applications.

The AEC finalised 26 applications during 2007–08. Of these, 18 applications for registration, two for change of name and one for voluntary deregistration were approved. Four applications for registration were refused and one party withdrew its application. Four applications for registration, one for change of name and one for review had not been finalised at 30 June 2008.

Applications to update party officeholder information

In preparation for each federal election, the AEC writes to all registered political parties to review the party officeholder records held by the AEC for party registration, election funding and financial disclosure purposes. This review process generates a large number of applications to make changes to records of parties' registered officers, deputy registered officers, secretaries and agents.

During 2007–08, the AEC processed:

- 28 applications to change registered officer details
- 61 applications to make changes, including several with multiple changes, to deputy registered officer details
- 42 applications to change party agent details
- 14 applications to update party secretary information.

Output 2.1.3

Funding and disclosure services

Overview

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 18 summarises the AEC's results against the performance information set out for Output 2.1.3 in the 2007–08 Portfolio Budget Statements.

Table 18 Output 2.1.3—Funding and disclosure services: performance results

PBS performance information	Results
Public funding payments comply with statutory requirements and timeframes	A total of \$49.003 million in election funding was paid for the 2007 federal election, within the statutory timeframes.
Annual and election period returns available for public inspection on prescribed dates	All returns lodged by the due date were processed for public inspection by the prescribed dates.
1,500 annual returns from parties, associated entities, donors and third parties	The AEC processed 599 annual returns, comprising: <ul style="list-style-type: none"> ■ 50 returns and 13 amendment returns for political parties ■ 227 returns and three amendment returns for associated entities ■ 227 returns and 15 amendment returns for donors ■ 63 returns and one amendment return for third parties.
1,500 election period returns from candidates, Senate groups and donors for each election and by-election	The AEC processed 1,410 election period returns, comprising: <ul style="list-style-type: none"> ■ 1,382 candidate returns ■ 23 Senate group returns ■ five donor returns.
Quality assurance reviews and investigations as necessary	The AEC conducted: <ul style="list-style-type: none"> ■ 40 party and 22 associated entity compliance reviews— at the end of 2007–08, three of the party reviews and four of the associated entity reviews were still in progress ■ 11 investigations—at the end of 2007–08, four were still in progress.
Price	
\$1.93 million	The actual price of this output in 2007–08 was \$1.59 million.

Performance

Annual returns

The total number of political party, associated entity and third-party donor and expenditure returns received in 2007–08 was similar to the number received in 2006–07. The AEC processed a total of 567 returns and 32 amendment returns in 2007–08, a small increase compared with 550 returns and 16 amendment returns in 2006–07.

Changes introduced by the *Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006* (the Integrity Act) continued to influence the numbers of returns received.

- The number of political party returns fell from 82 in 2006–07 to 50 in 2007–08. This was mainly due to the deregistration of 19 political parties on 27 December 2006, as a result of the Integrity Act, and the fact that the deregistered parties and their state branches were no longer required to lodge returns.
- The number of associated entity returns increased from 105 in 2006–07 to 227 in 2007–08. This was mainly due to the Integrity Act's expansion of the definition of an 'associated entity', which resulted in a greater number of organisations being required to lodge returns.
- The Integrity Act increased the disclosure threshold above which donors are required to report, from \$1,500 to an indexed \$10,000. This resulted in the number of donor returns falling from 363 in 2006–07 to 227 in 2007–08.
- The Integrity Act introduced a requirement for a third-party political expenditure annual return, resulting in 63 of these returns for 2007–08.

Elections

Election funding of \$49.003 million was paid for the 2007 federal election, in accordance with the formula and timetable established by the *Commonwealth Electoral Act 1918*. The rate applied is adjusted upward in accordance with increases in the consumer price index (CPI). This represented a 17 per cent increase compared to the \$41.926 million paid for the 2004 election.

Election funding for the by-election held in the Division of Gippsland on 28 June 2008, totalling \$178,174.26, was paid on 22 July 2008.

The AEC received and processed 1,410 election period financial disclosure returns from candidates, Senate groups and donors for the 2007 federal election. This was a considerable decrease compared to 2,962 returns for the 2004 federal election.

The large drop was mainly due to the disclosure changes introduced by the Integrity Act. In particular:

- Media outlets, which collectively lodged 1,010 election returns in 2004, were not required to lodge returns for the 2007 election.
- The number of third-party (including donor) election returns fell significantly, from 566 in 2004 to five in 2007, because of the large increase in the disclosure threshold and the abolition of the requirement for electoral expenditure returns by third parties.

Election period returns that were received by the due date were made publicly available through the internet on 12 May 2008.

Compliance reviews

The AEC continued its rigorous approach to compliance reviews in 2007–08, focusing its efforts on conducting detailed analysis of the financial records of organisations.

In total, 62 compliance reviews were conducted in 2007–08, a small increase compared with 58 in 2006–07.

The AEC further streamlined its compliance review techniques during the year, to be consistent with industry standards and to ensure more efficient and effective practices.

Archived for
historical
research only

Output 2.1.4

Fee-for-service elections

Overview

The AEC conducts elections and ballots, including collective agreement ballots for authorities and organisations that have accepted a quotation for the service, and provides assistance with the conduct of state, territory and local government elections as agreed with the relevant electoral body. The level of assistance varies widely, depending on individual requirements.

Table 19 summarises the AEC's results against the performance information set out for Output 2.1.4 in the 2007–08 Portfolio Budget Statements.

Table 19 Output 2.1.4—Fee-for-service elections: performance results

PBS performance information	Results
Capability to conduct or assist in all contracted state and local government and commercial elections	The AEC provided skilled and trained staff to conduct fee-for-service elections and provide assistance to state and territory electoral bodies.
State and local government and commercial elections conducted in accordance with legislative requirements	The AEC complied with legislative requirements and organisational rules as appropriate.
Stakeholder satisfaction with the conduct of the election or assistance provided	Overall, the AEC received positive feedback from individual fee-for-service clients and state and territory electoral bodies.
Number of fee-for-service elections conducted	The AEC conducted 66 fee-for-service elections.
Price	
\$0.85 million	The actual price of this output in 2007–08 was \$2.32 million.

Performance

Fee-for-service elections

The AEC continued to pursue opportunities to increase its involvement in fee-for-service election activities in 2007–08, through a marketing strategy that included the publication of a brochure promoting AEC services, enhancement of the AEC website and direct approaches to potential clients at both the local level and the state level. The AEC also continued to receive numerous inquiries about election services through the AEC website and the dedicated email address conductmyelection@aec.gov.au.

The level of demand for fee-for-service elections has been steady for the past three years: 55 were conducted in 2005–06, 72 were conducted in 2006–07, and 66 were conducted in 2007–08. The total for 2007–08 comprised 49 collective agreement ballots and 17 other elections/ballots (see Appendix H for more details).

Fee-for-service clients came from the private sector, state government and Australian Government authorities, local government, industrial organisations and various community organisations.

Assistance with state and local government elections

The AEC provides assistance with the conduct of state, territory and local government elections, as agreed with the relevant electoral body, by providing electoral roll products, facilities and staff, as appropriate.

New South Wales

The AEC provided assistance with the close of roll for the Manly local government area poll held in May 2008, and the local government area redistribution that occurred in March 2008. An AEC officer was seconded to the New South Wales Electoral Commission (NSWEC) to assist with redistribution and election matters.

Consultations between the AEC and the NSWEC, concerning the AEC's involvement in local government area elections to be held in September 2008, are underway.

The AEC provided electronic images of general postal voter applications to the NSWEC to assist with the scrutiny of section (declaration) votes at the local government area elections.

Victoria

The AEC assisted the Victorian Electoral Commission with the close of rolls for three Victorian state by-elections: two conducted in August 2007, and one in June 2008.

In addition, the AEC assisted with roll closes for nine local government by-elections and four Yes/No ballots in Victoria.

Queensland

In Queensland, the AEC provided electoral rolls for:

- the quadrennial elections for all local government areas in Queensland
- one state by-election, conducted for Brisbane Central in September 2007
- one local government by-election, conducted for the Lockhart River Aboriginal Shire Council in May 2008
- one local government referendum, conducted for the Barcaldine Regional Council in June 2008
- 28 local government surveys conducted in the period from July to October 2007.

Four AEC officers undertook the role of returning officer, on behalf of the Electoral Commission Queensland, for the local government area elections.

Western Australia

In Western Australia, the AEC provided assistance with the close of rolls for:

- local government ordinary elections conducted in August 2007, and 30 local government supplementary elections held during the year
- one Legislative Assembly by-election, conducted for the state District of Murdoch in February 2008.

The AEC's office in the Division of Tangney was used as a venue for pre-poll voting for the Murdoch by-election. In addition, the AEC assisted the Western Australian Electoral Commission to conclude a state redistribution by adjusting the parameters in roll management systems, in May 2008.

South Australia

The AEC provided electoral rolls for one South Australian local government election in October 2007 and nine local government by-elections conducted during the year.

Tasmania

In Tasmania, the AEC provided electoral rolls for the state-wide local government elections conducted in September 2007, and for Legislative Council elections conducted for Huon and Rosevears in May 2008. Electoral roll products were provided for a small number of local government by-elections during the year.

On a fee-for-service basis, AEC staff acted as returning officers and managed the voting and the count at the two Legislative Council elections and at the state-wide local government elections, which involved mayoral, deputy mayoral and councillor elections for 29 local government areas. The close proximity between the local government elections count and the finalisation of nominations for the 2007 federal election, which both occurred in the last week of October 2007, presented a particular challenge.

Pre-poll voting facilities for the Legislative Council elections were made available at AEC divisional offices throughout Australia.

Australian Capital Territory

The AEC provided assistance with the close of rolls for the Aboriginal and Torres Strait Islander Elected Body election, conducted by Elections ACT in June 2008.

Consultations between the AEC and Elections ACT, concerning arrangements for the Australian Capital Territory Legislative Assembly election to be held in October 2008, are continuing. The AEC will provide assistance in areas such as the close of rolls, preliminary scrutiny of declaration votes and issuing of pre-poll votes in selected interstate AEC divisional offices.

Northern Territory

The AEC provided electoral rolls for two community government council elections and four local government municipal elections in the Northern Territory. AEC staff assisted with the close of rolls for the municipal elections held in March 2008.

One AEC staff member was seconded to the Northern Territory Electoral Commission in Alice Springs to coordinate the 2008 Alice Springs municipal election. The AEC also provided a staff member to assist with the provision of pre-polling, mobile polling, static polling and scrutiny services in relation to the Katherine Town Council election.

Plebiscite

In August 2007, the federal government announced a decision to allow the AEC to undertake any plebiscite on the amalgamation of any local government body in any part of Australia. The intention was that the plebiscite was to be conducted by post and the AEC was concerned that, given the issues occurring at the 2004 election in relation to postal voting in Queensland, any possibility of confusion for voters was to be avoided. It was therefore recommended that any such plebiscite should not overlap with the federal election.

The Commonwealth Parliament passed the *Commonwealth Electoral Amendment (Democratic Plebiscites) Act 2007*, which enabled the AEC to use and disclose the Commonwealth electoral rolls for the purpose of conducting an activity, such as a plebiscite, under an arrangement entered into with another party. Subsequently, 85 Queensland local councils (represented by the Local Government Association of Queensland) requested the AEC to conduct plebiscite ballots on council amalgamations.

A memorandum of understanding between the Department of Transport and Regional Services and the AEC regarding funding of the plebiscite was signed on 10 October 2007. This enabled the AEC to effect arrangements for the conduct of the plebiscite, including the dissemination of information, establishment of a call centre for public inquiries, implementation of industrial election procedures, production of postal voting materials and scrutiny of votes.

Following the announcement of the federal election on 14 October 2007, the AEC publicly announced that postal ballots for the plebiscite would be despatched in the week commencing 26 November 2007 (that is, after election day on 24 November 2007) so that the plebiscite would not cause confusion for voters.

Postal ballot materials for some 700,000 electors were delivered to electors in participating councils from 26 November 2007. The ballot closed on 7 December 2007 for six urban councils and on 14 December 2007 for all other regional councils.

The result of each council ballot was declared and released to councils, via the Local Government Association of Queensland, as it was finalised. All results were publicly declared on 21 December 2007.

Output 2.1.5

Industrial and Torres Strait Regional Authority elections

Overview

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. The AEC is also responsible under the *Aboriginal and Torres Strait Islander Act 2005* for conducting officeholder and ward elections for the Torres Strait Regional Authority (TSRA). The TSRA elections conducted in 2007–08 were carried out on a fee-for-service basis.

Table 20 summarises the AEC's results against the performance information set out for Output 2.1.5 in the 2007–08 Portfolio Budget Statements.

Table 20 Output 2.1.5—Industrial and Torres Strait Regional Authority elections: performance results

PBS performance information	Results
Capability to conduct all industrial and Torres Strait Regional Authority (TSRA) elections required by legislation	All elections and ballots referred were completed in accordance with election timetables and relevant ballot orders.
Industrial elections and TSRA elections conducted in accordance with legislative requirements	<p>All elections were conducted in accordance with legislation and the rules of the organisations concerned.</p> <p>No election inquiry concerning breaches of legislative requirements were requested.</p> <p>All ballots in relation to proposed industrial action were conducted in accordance with orders made by the Australian Industrial Relations Commission.</p>
Stakeholder satisfaction with the conduct of the election	<p>Six formal or significant complaints were received alleging irregularities with industrial elections. This represents a satisfaction rate on the part of candidates of 99.86%.</p> <p>Stakeholders expressed a high level of satisfaction with assistance from the AEC.</p>
Less than 1% court-challenged elections upheld through AEC procedural faults	None of the 294 industrial elections conducted were challenged in court.
Number of industrial and TSRA elections conducted	<p>The AEC conducted:</p> <ul style="list-style-type: none"> ■ 294 industrial elections ■ six TSRA elections.
Price	
\$3.89 million	The actual price of this output in 2007–08 was \$4.01 million.

Performance

Industrial elections and protected action ballots

The AEC conducted 294 elections for registered industrial organisations in 2007–08, a decrease of 24.2 per cent from the 388 elections conducted in 2006–07. The number of nominated candidates decreased to 4,207 in 2007–08 from 7,066 in 2006–07.

The AEC continued to improve access to election material for members of registered industrial organisations, particularly through the AEC website. In 2007–08, the AEC displayed election notices on its website for several larger unions, including the Australian Education Union and the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union (CEPU).

Under the *Workplace Relations Act 1996*, the AEC can be appointed as the authorised ballot agent to conduct secret ballots of employees to determine whether they support a proposal to take industrial action against their employer. By default the AEC has been involved in the majority (approximately 98%) of these ballots as another agent has not been appointed.

In 2007–08, the AEC conducted 314 such protected action ballots, pursuant to orders made by the Australian Industrial Relations Commission. This represented an additional 162 ballots or an increase of 106.6 per cent compared to results for 2006–07. Of the ballots, 226 were conducted as postal ballots and 88 were conducted as attendance ballots at work sites.

Among these were some large national postal ballots, such as the CEPU ballot, which involved more than 17,000 eligible voters. These presented large logistical challenges for the AEC, to check eligibility for inclusion on the roll of voters, prepare and distribute ballot material, and receive and count the ballot papers from eligible voters. The AEC continued to conduct attendance ballots through its divisional offices, which in most cases were close to the work sites involved.

Under the *Workplace Relations Act 1996*, 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 and the results of investigations undertaken by the AEC following complaints of alleged irregularities. In 2007–08, the AEC produced and distributed 179 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 1996*. The declaration report is posted on the Australian Industrial Relations Commission's website.

See Appendix H for more details of the industrial elections and protected action ballots conducted in 2007–08.

Torres Strait Regional Authority elections

The TSRA is an Australian Government authority; its planned outcome is 'to achieve a better quality of life and to develop an economic base for Torres Strait Islander and Aboriginal persons living in the Torres Strait'. Information about the authority is available from its website (www.tsra.gov.au).

The TSRA Board consists of 20 members who are all Torres Strait Islander or Aboriginal people living in the region. Board elections take place once every four years. Of the 20 board member positions:

- 17 are held by the elected chairpersons of 17 Community Councils
- one is held by the elected representative for the ward of TRAWQ (Tamwoy, Rosehill, Aplin, Waiben and Quarantine), on Thursday Island
- one is held by the elected representative of the ward of Port Kennedy, on Thursday Island
- one is held by the elected representative of the ward of Horn and Prince of Wales Islands.

The AEC is responsible for conducting elections for the three board positions representing wards, and ballots for board officeholder positions. In 2007–08, the AEC conducted:

- elections for the three ward representatives, on 17 May 2008
- ballots for the positions of board Chairperson, Deputy Chairperson and Alternate Deputy Chairperson, on 5 June 2008.

The AEC developed a communication campaign to raise awareness of the ward representative elections, particularly the enrolment deadlines and the election process, and to provide information to potential candidates. The campaign included new information products, such as a fact sheet and media release about completing a formal ballot. Information about the election was also made publicly available on the AEC website. Stakeholders expressed a high level of satisfaction with the conduct of the elections.

On 26 June 2008, a petition was lodged with the Federal Court relating to a dispute regarding the eligibility of the successful candidate for the Horn Island/Prince of Wales Island ward. The Federal Court was to consider the matter in 2008–09 but the petition was withdrawn on 11 July 2008.

Output 2.1.6

Advice and assistance in overseas elections

Overview

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 21 summarises the AEC's results against the performance information set out for Output 2.1.6 in the 2007–08 Portfolio Budget Statements.

Table 21 Output 2.1.6—Advice and assistance in overseas elections: performance results

PBS performance information	Results
Ability to assist with requests for advice and assistance in overseas elections from clients in accordance with Australian foreign policy	Full ability was maintained.
International assistance by the AEC meets the goals specified for individual projects undertaken	All specified commitments were met.
Stakeholder satisfaction with international assistance provided	Feedback from stakeholders on the way the AEC met its commitments was overwhelmingly positive.
Price	
\$2.80 million	The actual price of this output in 2007–08 was \$2.38 million.

Performance

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; the United Nations Development Programme; the International Institute for Democracy and Electoral Assistance; and IFES, the leading United States-based provider of electoral assistance.

The BRIDGE education package is the benchmark in professional development for electoral administrators. A comprehensive new version of the package, Version 2, was launched in March 2008. Version 2 includes 23 modules, spanning more than 5,000 documents.

The project also provides 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. Updating of these products to ensure that they reflect the Version 2 materials commenced in early 2008.

To date, approximately 150 BRIDGE facilitators have been accredited; 15 of them are AEC staff members. In 2007–08, AEC staff co-facilitated BRIDGE Train the Facilitator courses in Australia and the United States, and an implementation workshop in Jordan. AEC staff also delivered BRIDGE modules to electoral administrators based in the Asia-Pacific region; all the modules received very positive feedback. BRIDGE was also used as a professional development tool for AEC staff.

In 2007–08, the BRIDGE website (www.bridge-project.org) maintained by the AEC was upgraded to reflect changes to the curriculum and the expansion of resources. The number of visitors to the site continued to increase steadily during the year.

Strategic partnership agreement with AusAID

On 14 May 2008, the AEC and AusAID signed a strategic agreement to work together in a range of areas, including the provision of targeted technical assistance to support electoral processes in foreign countries. The assistance will focus on building individual and institutional capacity within electoral management bodies and related institutions.

Election visitor program

The International Election Visitor Program is part of the AEC's commitment to encouraging communication and cooperation with international electoral bodies. The objectives of the program are to:

- provide electoral knowledge to overseas visitors
- enhance networking and promote the exchange of ideas
- provide opportunities for overseas counterparts to observe Australian electoral events
- encourage good governance in line with Australia's foreign policy objectives
- provide a forum to showcase the AEC as a professional electoral body.

The 2007 program attracted 63 participants representing 28 organisations from 19 countries. The AEC gave briefings on its statutory basis and functions, party registration, public awareness and electronic voting. Visitors made presentations on their electoral systems, and on the challenges that they face.

The participants visited divisional offices and pre-poll centres, Parliament House and the Canberra Electoral Education Centre. On the day of the federal election, they were able to observe polling and the conduct of the count at several polling places, as well as the activities in the National Tally Room.

Advice and assistance in the Asia-Pacific region

The AEC continued to host the secretariat for the Pacific Islands, Australia and New Zealand Electoral Administrators' Network (PIANZEA) in 2007–08. The network was established in 1997 to facilitate links between election management bodies in the region.

The AEC also continued to provide targeted advice and assistance to countries in the region during 2007–08, as summarised in Table 22. This work is predominantly funded by AusAID.

Table 22 Activities in the Asia–Pacific region, 2007–08

Country	AEC activities
Cook Islands	In September 2007, the Voter Education module of BRIDGE was delivered in the Cook Islands to participants from Polynesia.
East Timor	<p>In September 2007, two AEC officers travelled to East Timor. The first developed a plan for supporting the delivery of BRIDGE courses within East Timor's electoral authority, and for other forms of electoral assistance; the second worked with AusAID to prepare a report on options for longer term electoral assistance.</p> <p>Two East Timorese electoral officials undertook short-term work placements with the AEC during preparations for the 2007 federal election.</p> <p>The AEC supported the delivery of three BRIDGE workshops in Dili.</p>
Fiji	An AEC officer travelled to Fiji to prepare, in conjunction with a consultant from New Zealand, a report containing a technical assessment of issues relating to election preparations.
New Zealand	In December 2007, the Observation and Dispute Resolution modules of BRIDGE were delivered in New Zealand to participants from PIANZEA.
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. As part of the arrangement, PNGEC staff travelled to Australia in late 2007 to take part in a series of training activities. In 2008, three AEC officers travelled to Papua New Guinea to provide support for local government elections there.</p> <p>The AEC was also 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 which 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. The interim project concluded in April 2008.</p> <p>In March 2008, the AEC facilitated a meeting in Honiara of a Melanesian voter registration working party.</p>

Secondments

An AEC officer served as a member of the United Nations team tasked with certifying the elections conducted in East Timor in June 2007. This process concluded early in 2007–08. Other officers were made available to perform short-term work on leave without pay in Jordan, Malaysia, Nepal and the United States.

Observer missions

The AEC's State Manager, South Australia, served as a member of the Australian Government delegation that observed the Nepalese Constituent Assembly Elections conducted in April 2008. The AEC's State Manager, Tasmania, served as a member of the Commonwealth Observer Mission to the Kenyan elections conducted in December 2007.

International forums

In January 2008, an AEC officer took part in two meetings convened in the United States by the United Nations. The first meeting dealt with the establishment of electoral components of United Nations peace operations; the second dealt with election certification processes in East Timor, Ivory Coast and Nepal.

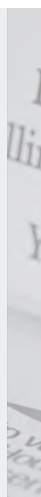
AEC representatives attended a meeting of the Commonwealth electoral authorities of Australia, Canada, New Zealand and the United Kingdom in 2007. The meeting focused on financial and disclosure issues relating to the regulation of candidates and political parties, and proved to be an extremely valuable forum to discuss common concerns and to learn from the experiences of others.

Visiting delegations

During the year, the AEC provided briefings for delegations from China, Malaysia, New Zealand, the Philippines and Singapore.

Cooperation with the Department of Defence

In July 2007, an AEC officer participated in the Australian Defence Force Peacekeeping Centre's annual international peace operations seminar, to which another AEC officer gave a presentation. An AEC officer also gave presentations to the Australian Defence College's Centre for Defence and Strategic Studies and to the Australian Command and Staff College.



Report on performance:
**Outcome 3—An informed
community**



Performance overview

Outputs structure

In 2006–07, the AEC reviewed its outcome and output structure. The revised outputs structure, set out in the 2007–08 Portfolio Budget Statements, takes into account the overall achievement sought from each outcome and the relationships between the output groups and their outputs.

Two outputs previously under Outcome 2, ‘Public awareness campaigns, media releases’ and ‘Information services’, were combined into a new output, ‘Communication strategies and services’. This was grouped with the AEC’s other public awareness activities as a new output under Outcome 3.

The revised structure for Outcome 3 is shown in Figure 8; see Table 1 in the AEC Overview for a full summary of the changes across the AEC.

Figure 8 Outcome 3 outputs structure

Outcome 3—An informed community An Australian community which is well informed about electoral matters		
Output Group 3.1 Electoral education		
Output 3.1.1 Electoral education centres	Output 3.1.2 School and community programs	Output 3.1.3 Communication strategies and services

Resources

The total resources for Outcome 3 are shown in Table 23.

Table 23 Outcome 3 summary of resources

	(1) Budget ^a 2007–08 \$'000	(2) Actual expenses 2007–08 \$'000	Variation (column 2 minus column 1)	Budget ^b 2008–09 \$'000
Outcome 3 resources				
Administered expenses				
No administered appropriation for this outcome	–	–	–	–
Total administered expenses	–	–	–	–
Price of departmental outputs				
Departmental appropriations				
Output Group 3.1—Electoral education				
Output 3.1.1—Electoral Education Centres	1,715	2,675	960	2,392
Output 3.1.2—School and community programs	5,041	4,723	(318)	5,061
Output 3.1.3—Communication strategies and services	35,187	31,241	(3,946)	6,904
Subtotal Output Group 3.1	41,943	38,639	(3,304)	14,357
Total revenue from government (appropriations) for departmental outputs	41,943	38,639	(3,304)	14,357
Revenue from other sources				
Output 3.1.1—Electoral Education Centres	–	65	65	–
Output 3.1.2—School and community programs	56	2	(54)	57
Output 3.1.3—Communication strategies and services	–	14	14	–
Total revenue from other sources	56	81	25	57
Total price of outputs (Total revenue from government and administered appropriations)	41,999	38,720	(3,279)	14,414
TOTAL FOR OUTCOME 3 (Total price of outputs and administered appropriations)	41,999	38,720	(3,279)	14,414
Staff		2007–08		2008–09
Average staffing level		79		95

a Full-year budget, including additional estimates.

b Budget prior to additional estimates.

Performance

The AEC's electoral education, advertising campaign and public awareness activities contributed to an increase in the number and proportion of eligible voters enrolled to vote during 2007–08, and increases in voter turnout and formal voting at the federal election.

The AEC implemented a comprehensive communication strategy in the lead-up to the 2007 federal election. Public communications provided vital enrolment and electoral information to eligible voters through:

- nationally coordinated advertising, centred around the theme 'Your vote is a valuable thing', on television, press, radio, outdoor, cinema and online media
- widespread media coverage
- targeted promotional initiatives, aimed at groups such as culturally and linguistically diverse Australians, Indigenous Australians, people experiencing homelessness, electors with a disability, overseas-based electors and young electors
- effective, timely delivery of client inquiry services and information through the election call centre, the AEC website (including the virtual tally room) and data feeds to the media. The AEC also provided a National Tally Room to facilitate media coverage and analysis of election results on election night.

The AEC commissioned research to assess the effectiveness of the pre-election and election advertising campaign. The research found that the AEC's advertising and related communication activities had been very effective and respondents were aware of the need to enrol, how to enrol and how to correctly complete a ballot paper.

As part of the AEC's public awareness activities, AEC staff attended a number of national state and local events, such as university orientation days, cultural and music festivals, shows and field days, to promote enrolment and provide information about the electoral process.

The total number of visitors to the AEC's electoral education centres (EECs) during the year reached 104,054, a small increase from 103,910 visitors in 2006–07. The overall performance of the three EECs continued to improve, reinforced by a marketing and promotion plan for each centre and a management approach that was more strategic and consistent across the centres. For example:

- The Canberra EEC continued to attract the largest number of visitors, including Australians from more than half of the 150 federal electoral divisions and delegates from parliamentary and electoral bodies overseas.
- The Melbourne EEC completed its relocation to the Victorian parliamentary precinct, and received very positive responses to its innovative programs based around new, interactive computer displays.
- The Adelaide EEC achieved an impressive increase, almost 24 per cent, in visitor numbers, and received very positive feedback on its sessions tailored for target groups.

During 2007–08, the School and Community Visits Program (SCVP) reached 71,569 participants in 1,536 sessions. In addition, large community events attracted 12,146 participants and a further 1,290 teachers and pre-service teachers attended professional development sessions. In total 85,005 school and community participants were reached in this year, a decrease of around 7 per cent from 2004–05, the previous election year.

The reduced activity in the SCVP was partially a result of additional local public awareness and targeted enrolment stimulation activities undertaken in the lead-up to the 2007 federal election. Additional measures will be implemented during 2008–09 to increase the level of SCVP activity by divisional staff throughout the election cycle.

The AEC continued to produce and refine a suite of resources and products on electoral matters for a range of audiences, including information on enrolment, the election process and the history of voting in Australia. These included:

- a presentation package to assist AEC staff to deliver information sessions
- electoral education resources for primary and secondary school teachers
- publications and audiovisual products for members of the public, in a range of community languages, including Indigenous languages.

The AEC updated publications and resources, incorporating new corporate branding, and maintained its ongoing communications activities and services to support the AEC's core business functions before and after the election.

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 2007–08.

Developments since the end of the financial year

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

Output 3.1.1

Electoral education centres

Overview

Visitors to the AEC's three electoral education centres (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 participants' knowledge and understanding of Australia's electoral system are 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.

Table 24 summarises the AEC's results against performance information set out for Output 3.1.1 in the 2007–08 Portfolio Budget Statements.

Table 24 Output 3.1.1—Electoral education centres: performance results

PBS performance information	Results
Participants leave AEC electoral education centres (EECs) education sessions with an enhanced understanding of electoral processes and their electoral responsibilities	Evaluation sheets and comments from participants indicated an increased level of understanding.
EEC sessions meet curriculum and teacher requirements	This was not measured in 2007–08; the AEC will trial a nationally consistent tool in 2008–09 to more accurately measure results.
Number of visitors to EECs in Canberra, Melbourne and Adelaide: target 115,000	The three EECs collectively received 104,054 visitors.
Number of sessions presented in EECs: target 3,200	The three EECs collectively presented 3,255 sessions.
Percentage of booking requests satisfied	91 per cent of booking requests were satisfied.
Price	
\$1.77 million	The actual price of this output in 2007–08 was \$2.74 million.

Performance

Overall performance

The overall success of the EECs continued to be reflected in a high demand for their services in 2007–08. Various forms of feedback received from visitors and stakeholders confirmed that these services were highly regarded.

While overall visitor numbers were very similar to those recorded in 2006–07, the Canberra EEC had a 2.4 per cent increase in visitor numbers and the Adelaide EEC had an impressive 23.9 per cent increase in visitor numbers compared to the previous year. Visitor numbers for the Melbourne EEC decreased by 17.1 per cent, as a result of the process of relocating the centre and a delay in the installation of new interactive displays, but visitor levels improved towards the end of the year.

Improvements

In 2007–08, the AEC implemented various strategies to improve the centres' performance. These included:

- implementing a marketing and promotion plan for each EEC, including targeted strategies to increase participation among 17-year-olds, 18-year-olds, Indigenous Australians and new citizens
- relocating the Melbourne EEC to the Victorian parliamentary precinct, and launching new interactive displays to improve participant satisfaction and learning
- strengthening the EEC management team, through professional development opportunities, planning and fortnightly management meetings, leading to more consistent service delivery and staffing arrangements across the three centres.

In 2006–07, the AEC commenced designing an electronic booking system to enable people to book EEC education sessions through the internet, and a new evaluation survey to assess the effectiveness of education sessions. Both tools were developed further during 2007–08 and are scheduled for implementation in 2008–09.

As part of its strategic approach to performance management, the AEC has developed detailed measures to assess the effectiveness of EEC services over the three-year period from 2006–07 to 2008–09. Table 25 shows the effectiveness measures and includes a report on progress for 2006–07 and 2007–08.

Table 25 Electoral education centre effectiveness measures for 2006 to 2009 and results for 2006–07 and 2007–08

Planned result	Performance measure/ target	Results for 2006–07	Results for 2007–08
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 	Not available ^a Percentage of informal votes in simulated elections 1.07%	Not available ^a Percentage of informal votes in simulated elections 2.3%
Education sessions are responsive to the requirements of visitors, including target groups	Session evaluation reflects a high level of visitor satisfaction	Evaluation survey indicates a high level of visitor satisfaction was achieved	Evaluation survey indicates 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 15.7% Canberra EEC 10.4% increase Melbourne EEC 47.6% increase Adelaide EEC 5.8% increase	Total increase 0.1% Canberra EEC 2.4% increase Melbourne EEC 17.1% decrease Adelaide EEC 23.9% increase
	Increase in number of sessions delivered per annum Target: Trends over time	Total of 3,244 sessions	Total of 3,255 sessions
	Student attendances with 70:30 ratio of secondary to primary school students attending Target: Trends over parliamentary cycle	Canberra EEC 11:89 Melbourne EEC 62:38 Adelaide EEC 55:45	Canberra EEC 15:85 Melbourne EEC 40:60 Adelaide EEC 38:62
	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	2.4% of visitors were new citizens 1.0% of visitors were Indigenous
Visitors, in particular young adults, are encouraged to participate in future election processes	Percentage of 17–18-year-old visitors indicating increased likelihood to vote at next election Target: 75%	Not available ^a	Not available ^a
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 MP visits	Nil MP visits
	JSCEM report reflects stakeholder confidence in EECs and recommends enhancements	Achieved	Achieved
	Regular update on EEC services provided to key stakeholders	Achieved	Achieved

Planned result	Performance measure/ target	Results for 2006–07	Results for 2007–08
Provide a cost efficient electoral education service to the community	Cost per session delivered Target: Less than \$500 Actual result compared to budget forecast Target: Less than 10% variance	Actual cost per session was \$519 Achieved: variance within 10% of budget	Actual cost per session was \$842 Not achieved; actual includes costs not anticipated in original budget calculation (eg project management for Melbourne EEC relocation and refit, and other staff effort in product development)

EEC = electoral education centre; JSCEM = Joint Standing Committee on Electoral Matters;
MP = member of parliament

- a The new evaluation tool required to capture this data more accurately is being developed for use in 2008–09.

Visitors

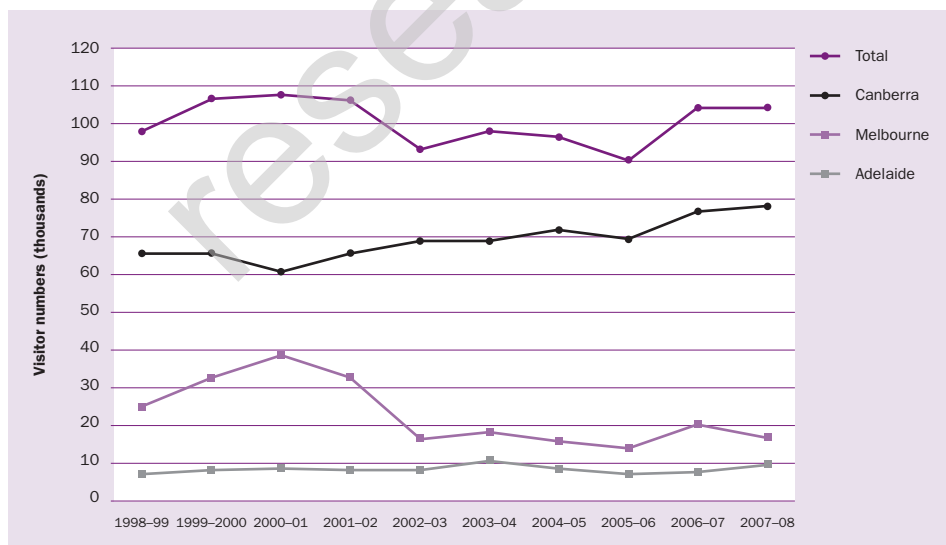
A total of 104,054 people visited the EECs in 2007–08, a slight increase on the total of 103,910 visitors in 2006–07.

Visitors came from most federal electoral divisions. The Canberra EEC provided services to people from 81 of Australia's 150 electoral divisions; the Melbourne EEC, to people from 24 of Victoria's 37 divisions; and the Adelaide EEC, to people from 10 of South Australia's 11 electoral divisions.

Almost 86 per cent of visitors to the Canberra EEC were primary school students. A greater proportion of secondary school students, adults and community groups visited the Melbourne and Adelaide centres than visited the Canberra EEC.

Figure 9 shows trends in visitor numbers over the past 10 years.

Figure 9 Trends in electoral education centre visitor numbers, 1998–99 to 2007–08



Canberra Electoral Education Centre

The Canberra EEC, located in Old Parliament House, remained the largest and busiest centre, employing 10 part-time electoral educators in 2007–08.

The Canberra EEC continued to promote its services to community groups and was successful in attracting new citizen and young adult groups to attend out-of-hours sessions at the centre.

There was significant interest in the EEC's Eligible Elector and Referendum programs, with the proportion of school groups selecting each of these programs increasing by 100 per cent in comparison to 2006–07. The Eligible Elector program allows participants to vote and conduct a scrutiny in mock elections for the House of Representatives and the Senate, while the Referendum program explores the process of constitutional change through a realistic referendum scenario.

The Canberra EEC promoted its services to the education sector by conducting sessions for 50 interstate teachers who were familiarising themselves with educational attractions in Canberra, and making presentations at seminars for Victorian teachers in Geelong and Melbourne. The Canberra EEC also demonstrated its services to a delegation from the Commonwealth Parliamentary Association United Kingdom Branch, and international observers of the 2007 federal election from a broad range of established and developing democracies.

Table 26 provides details of Canberra EEC visitor numbers in 2007–08.

Table 26 Visitors to the Canberra Electoral Education Centre, 2006–07 and 2007–08

Visitor group	No. of visitors		No. of sessions	
	2006–07	2007–08	2006–07	2007–08
Primary students	62,146	62,876	1,942	1,942
Junior secondary students	2,984	4,469	100	157
Senior secondary students	4,325	3,683	154	135
Adult participants	266	321	24	17
Accompanying adults	6,563	6,732		
Total	76,284	78,081	2,220	2,251

Melbourne Electoral Education Centre

Redevelopment of the Melbourne EEC, which relocated to the Victorian parliamentary precinct in September 2007, continued throughout 2007–08. The EEC now delivers an innovative program based on new interactive displays that incorporate the latest in computerised technology.

Classes began in the new EEC in September 2007, although the installation of the new displays could not be completed until January 2008. This delay contributed to a reduction in participant numbers for 2007–08. The centre was officially opened by the Electoral Commissioner on 1 February 2008.

Evaluation reports completed by participants indicate that the new EEC has exceeded clients' expectations, particularly in relation to encouraging participation in the democratic process.

Prior to the 2007 federal election, the EEC offered after-work information sessions for eligible voters, which generated some interest, particularly among members of the culturally and linguistically diverse community. As a member of the Victorian network for civics and citizenship, the EEC conducted open days for primary and secondary teachers to promote the electoral programs available for various age groups.

Table 27 provides details of Melbourne EEC visitor numbers in 2007–08.

Table 27 Visitors to the Melbourne Electoral Education Centre, 2006–07 and 2007–08

Visitor group	No. of visitors		No. of sessions	
	2006–07	2007–08	2006–07	2007–08
Primary students	10,689	8,748	369	334
Junior secondary students	4,532	3,768	184	173
Senior secondary students	2,113	1,414	94	63
Adult participants	1,033	1,142	73	83
Accompanying adults	1,759	1,604		
Total	20,126	16,676	720	653

Adelaide Electoral Education Centre

The Adelaide EEC is jointly funded by the AEC and the South Australian State Electoral Office. In 2007–08, the EEC implemented a number of new strategies to increase visits from target groups.

The Adelaide EEC's sessions focusing on Indigenous Australians and their journey towards gaining the vote, how women gained the vote, and the history of referendums were particularly well received by school groups.

In August, October and November 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. The sessions were well attended, and participants expressed increased confidence in their ability to vote in the federal election.

Table 28 provides details of Adelaide EEC visitor numbers in 2007–08.

Table 28 Visitors to the Adelaide Electoral Education Centre, 2006–07 and 2007–08

Visitor group	No. of visitors		No. of sessions	
	2006–07	2007–08	2006–07	2007–08
Primary students	3,285	5,091	119	183
Junior secondary students	1,572	1,662	64	73
Senior secondary students	1,069	873	47	41
Adult participants	1,028	964	74	54
Accompanying adults	550	707		
Total	7,504	9,297	304	351

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

Overview

Through the national School and Community Visits Program the AEC provides electoral education and information sessions and other enrolment promotional activities to key audiences in local communities. AEC staff members visit schools, tertiary institutions and community groups and participate in community events. Additionally, AEC educators deliver professional development workshops on electoral education for teachers and student teachers.

Table 29 summarises the AEC's results against the performance information set out for Output 3.1.2 in the 2007–08 Portfolio Budget Statements.

Table 29 Output 3.1.2—School and community programs: overall performance

PBS performance information	Results
Participants leave School and Community Visits Program (SCVP) sessions with an enhanced understanding of electoral processes and their electoral responsibilities	Feedback from participants indicated an increased level of understanding.
Participants leave teacher professional development sessions with an enhanced understanding of electoral events and processes	Feedback from participants indicated an increased level of understanding.
Schools and community visits and teacher professional development sessions meet curriculum and teacher requirements	Feedback from participants indicated a high level of satisfaction with relevance of sessions to curriculum and other requirements. A formal assessment tool that measures learning outcomes and satisfaction with sessions will be trialled in 2008–09.
Number of participants in SCVP sessions: target 85,000 ^a	SCVP sessions attracted a total of 71,569 participants.
Number of participants in teacher professional development sessions ^a	Teacher professional development sessions attracted 1,290 participants.
Percentage of all secondary schools visited	17% of secondary schools were visited.
Number of remote communities visited	643 remote communities were visited.
Number of large community events visited ^a	The AEC visited 16 community events that each attracted more than 500 participants. These events attracted a total of 12,146 community members.
Number of citizenship ceremonies attended	1,443 citizenship ceremonies were attended.
Price	
\$5.04 million	The actual price of this output in 2007–08 was \$4.72 million.

- ^a In previous years the figure for SCVP 'participants' included teachers attending professional development sessions and participants in large community events. Figures for these groups are reported separately against new performance indicators for 2007–08; if combined, they exceed the target of 85,000.

Performance

Overall performance

During 2007–08, the School and Community Visits Program (SCVP) reached 71,569 participants in 1,536 sessions, excluding attendees at teacher professional development sessions and large community events. In the new performance information structure applied in 2007–08, SCVP and teacher professional development sessions were separated. For comparison to prior years these figures need to be combined. This gives a total of 85,005 participants attending both types of sessions during 2007–08. This represents a decrease of around 7 per cent compared with 2004–05, the previous election year.

In order to increase activity in the SCVP program, in 2008–09 the AEC will begin to deliver training in the use of the presentation pack developed in 2007 to support the presentation of SCVP sessions, for all divisions. In addition, in 2008–09 a standard marketing approach to school and community groups will be implemented to increase the uptake of AEC education and information programs.

Figure 10 shows trends in SCVP participation over the past six years.

Figure 10 Participants in school and community visits, large community events and teacher professional development sessions, 1998–99 to 2007–08



In 2007–08, target audiences for SCVP activities included school students, particularly those near voting age, and a range of community audiences, including Australians from culturally and linguistically diverse backgrounds, new citizens and Indigenous Australians.

A new SCVP presentation package for face-to-face electoral information sessions delivered by AEC staff was distributed to all divisional staff early in 2007–08. The package contains electorate-specific information, and provides multimedia and overhead presentation

formats to cater for different technologies and venues. Following the 2007 federal election, the package was updated to provide 2007 election results, information on the make-up of the new parliament and photographs of all members of the new parliament.

A national training module for AEC staff on effective use of the presentation package was developed and piloted with AEC staff in Tasmania in the second half of 2007–08, with training to be delivered to other staff during 2008–09.

Resources

The AEC continues to produce education resources. Products that were newly developed or upgraded during 2007–08 are listed in the report on performance for Output 3.1.3.

During 2008–09, the AEC will review its suite of education materials, including web-based resources. It is expected that the internet will be used increasingly to deliver electoral education to school and community audiences.

Teachers

The AEC conducts workshops for teachers and student teachers on ways to provide electoral education in the classroom. During 2007–08, the workshops were delivered to 1,290 pre-service and in-service teachers in 44 sessions.

The new electoral education resource for teachers, *Democracy Rules*, was distributed to all primary and secondary schools early in 2007–08. The resource contains background information, teaching resources and topics graded for different levels, as well as engaging, interactive activities for students. Feedback on this resource has been positive and additional copies have been requested through the AEC's education mailbox.

The AEC maintains a dedicated email inquiry service for teachers which provides an effective portal for education advice and product requests. In 2007–08, the service received 998 emails, most of which were requests for products or resources.

The AEC is also promoting its dedicated subscriber list for teachers and educators as a useful tool for keeping the education sector informed about AEC initiatives in electoral education. A program of providing regular alerts to subscribers will be implemented for 2008–09.

Also during 2007–08, individual AEC staff members:

- attended the National Civics and Citizenship Education Forum and the Civics and Citizenship Education Annual Stakeholder Meeting
- presented a paper on the need for educators to address the issue of youth disengagement, at the Social Education Association of Australia Biannual National Conference
- prepared a display for the Business Educators Association of Queensland Annual Conference
- presented an information session about the AEC's products and services to 90 politics and law teachers in Western Australia, as part of a professional development day.

Young people

Young people, particularly students at secondary school, were a high-priority target audience for the AEC's enrolment promotion and public awareness activities in 2007–08. In addition to the SCVP sessions, AEC activities targeting young people included the following:

- In New South Wales, AEC staff attended the Youth Harmony Festival to encourage enrolment among young people from diverse cultural and religious groups. The Bring-it-On Youth Festival also provided an opportunity for contact with a multicultural group of people aged from 16 to 20 years.
- In Victoria, a mail-out has proven to be an effective means of promoting enrolment and voting to young people who are outside the school system. Letters were sent to more than 14,000 apprentices and trainees aged from 17 to 25 years, who were identified through data obtained from the Office of Training and Tertiary Education.
- Queensland staff attended three school-based constitutional conventions as well as providing displays for four regional constitutional conventions. In partnership with the Brisbane City Council, the AEC conducted a peer-to-peer enrolment drive, employing six young people to promote enrolment at two shopping malls and a university campus. Additionally, enrolment and voting information was mailed to 157 youth organisations throughout Queensland.
- In the lead-up to the 2007 federal election, Western Australian staff presented an information session about the importance of enrolling and voting to the members of the United Nations Youth Association. The session was aimed at attracting first-time voters.
- AEC staff conducted enrolment drives for secondary school students at career markets, expos and Youth Week events in New South Wales, Victoria, Queensland and South Australia; and attended university orientation days and market days to promote enrolment in New South Wales, Victoria, Queensland, Western Australia, South Australia and Tasmania.
- AEC staff were involved in preparation for the second national Enrol to Vote Week, which will be held in high schools and secondary colleges Australia-wide from 28 July to 3 August 2008. The Enrol to Vote Week initiative aims to achieve the in-school enrolment of eligible 17-year-olds and 18-year-olds.

Other communication strategies are outlined in Output 3.1.3.

People from culturally and linguistically diverse backgrounds

A DVD entitled *Australia Votes* was distributed to all state and divisional offices for use in SCVP sessions. This product provides an overview of Australia's electoral system and how to vote, in five languages: Arabic, Cantonese, English, Mandarin and Vietnamese.

In the lead-up to the federal election, the AEC also produced several new publications for people with limited English language skills. Three new resources were each published in 21 community languages:

- an information brochure on filling out the enrolment form
- information on formal voting, comprising a flipchart for use in polling places, and fact sheets
- the online version of *Your official guide to the 2007 federal election*.

AEC staff continued to meet and provide information to members of culturally and linguistically diverse groups during 2007–08. For example:

- in New South Wales, staff attended five multicultural festivals in metropolitan Sydney, with the SBS outside broadcast van to assist with enrolment promotion at these events
- in Victoria, staff presented information at the Australia Africa Democracy Project forums, organised by the Ethnic Communities Council of Victoria, in Melbourne and Shepparton
- in Queensland, staff gave a presentation on the 2007 election for community leaders at the Multicultural Development Association in Brisbane
- in Western Australia, staff conducted information sessions for students at the Adult Migrant Education Service at Balga
- in South Australia, staff made presentations to community groups from Middle Eastern and African backgrounds, by invitation from the Migrant Resource Centre in Adelaide, and to a group of mature-aged members of the Vietnamese community
- in Tasmania, staff presented information and answered questions at migrant resource centres
- in the Northern Territory, staff conducted presentations for migrant education classes at Charles Darwin University and attended the Multicultural Seabreeze Festival held at Nightcliff.

Indigenous Australians and people in rural and remote areas

In October 2007, the *Your Vote Matters* DVD was distributed to state offices for use in the pre-election public awareness programs for Indigenous electors. To promote formality, a short segment explaining how to correctly fill out ballot papers was created to be used by mobile polling teams during the election period. In addition, the *History of the Indigenous Vote* booklet was distributed to a number of Indigenous community groups across Australia in the lead-up to the election and for Reconciliation Week.

AEC staff attended cultural events in rural and remote communities, networking with participants to encourage enrolment and voting. These included Croc Festivals held in New South Wales, Queensland, Western Australia and South Australia.

An officer was seconded from the Victorian Electoral Commission to assist in delivering Victoria's 2007 Indigenous Enrolment and Public Awareness Program in the lead-up to the election. In conjunction with the Victorian Electoral Commission, the AEC held a stall at the Reconciliate 08 event held in Melbourne in May 2008, providing an opportunity for participants to check their enrolment using an online version of the roll and update their details when necessary.

In conjunction with an officer from the South Australian State Electoral Office and the Indigenous Community Electoral Information Officer (CEIO) from the north of the state, a South Australian AEC staff member attended the inaugural Aboriginal and Torres Strait Islander Careers Expo. The expo provided an excellent opportunity for officers to interact with Indigenous organisations and groups and reinforce the 'enrol to vote' message.

Activities under the CEIO program intensified in the lead-up to the federal election. As well as participating in events, Indigenous people employed as CEIOs covered large geographical areas to visit regional and remote communities and promote electoral awareness among Indigenous Australians. Activities included:

- In New South Wales, three CEIOs were employed and were based in Sydney, the far north coast and the central/far west. Their activities included attending Indigenous events such as the Annual Aboriginal Rugby League Knockout, the Indigenous Employment Expo and the National Indigenous Tertiary Education Student Games. They also visited close to 100 Indigenous organisations to raise awareness of the federal election and distribute information on enrolment and voting.
- In Queensland, four CEIOs were employed, based in Brisbane, Cairns, Mt Isa and Dalby. Collectively, they made 250 community visits. Information about enrolment, voting and the CEIO program was also posted to 873 Indigenous organisations across Queensland.
- In Western Australia, four CEIOs were employed; collectively, they visited almost 100 rural and remote communities to raise awareness of the federal election. Staff also visited 25 remote communities to confirm enrolments, conduct public awareness sessions and collect enrolment forms.
- In South Australia, three CEIOs were employed, two based in the Division of Grey and one in the South Australian state office. They carried out a comprehensive program of visits, reaching 38 communities across the state.
- In the Northern Territory, CEIOs visited 145 communities and delivered public awareness sessions to 780 participants.

Other groups

In 2007–08, the AEC conducted activities to raise awareness of electoral matters and AEC services among members of a wide range of community groups, including:

- mature-aged people—In New South Wales, staff discussed enrolment and voting procedures with a group of mature-aged students at Wyong TAFE. Articles on enrolment and voting were placed in the Blue Care and Carers Queensland newsletters, and voting information was sent to 238 seniors organisations and 104 tourist and travel organisations across Queensland.
- people from rural locations—Staff in New South Wales held a stall at the Ag-Quip Field Day, held in Gunnedah, while Victorian staff provided a display about the AEC's website at the East Gippsland Field Days, held in Bairnsdale. In conjunction with the South Australian State Electoral Office, AEC staff held a display at the Royal Adelaide Show, receiving favourable comments from many show attendees. In Tasmania, AEC staff held a stall and provided electoral information at AGFEST, held at Carrick.
- people who move house without updating their enrolment details—In New South Wales, more than 36,000 postcards were produced and distributed to various locations in metropolitan Sydney, including cafes and restaurants, cinemas, and TAFE and university campuses, reminding people to enrol to vote or update their address details. In Western Australia, eligible voters in Perth were targeted in a strategy aimed at 'movers', which involved the distribution of 15,000 flyers in targeted inner-city suburbs as well as displays at four metropolitan shopping centres.

- Defence personnel—Northern Territory staff conducted public awareness activities at Defence Expos held at Robertson Barracks near Palmerston, the Defence Establishment Berrimah, and RAAF Base Tindal near Katherine.
- prisoners—The AEC published an updated fact sheet on its website to explain enrolment and voting entitlements for prisoners, which changed prior to the election. In New South Wales, AEC staff attended a meeting of education officers from correctional and detention centres across the state, to distribute information and answer questions on prisoner enrolment and voting entitlements. Enrolment and voting information packs were distributed to 15 remand centres and 27 correctional centres. AEC staff in the Northern Territory presented enrolment and voting information sessions for prisoners in both Darwin and Alice Springs.
- people experiencing homelessness—The AEC conducted six displays at a range of venues in Queensland, including a soccer tournament held at Musgrave Park, the West End Community House, Picnic in the Park in New Farm, the Brisbane Town Hall and a forum held in Dalby, for persons experiencing homelessness.

Case study: North and Central Australia Remote Area Strategy

The AEC's North and Central Australia Remote Area Strategy (NACARAS) was established to develop and coordinate nationally consistent policy and standards in electoral service delivery across regional and remote areas of northern and central Australia. NACARAS is directed by a working group, consisting of the State Managers of New South Wales, Queensland, Western Australia, South Australia and the Northern Territory, working closely with divisional staff in regional and remote areas.

In 2007–08, the NACARAS working group developed a national policy for the delivery of electoral services to rural and remote areas across northern and central Australia, aimed at ensuring that all jurisdictions receive the same high standards of service.

The policy dealt with issues of direct relevance to the 2007 federal election, including:

- Roll management—the group devised an approach to meet the requirements of the *Commonwealth Electoral Act 1918* while taking into account the unique cultural and mail delivery issues that impact on roll management services in remote areas.
- Public awareness—the group developed a strategy to ensure that the Community Electoral Information Officer (CEIO) program was consistently delivered across rural and remote areas. Before the federal election, CEIOs
 - made contact with and provided information to community councils, schools, resources centres, sporting organisations and other Indigenous organisations
 - collected 1,409 enrolment forms and confirmed the enrolment status of a further 14,500 remote and rural electors.

The *Your Vote Matters* DVD was made available in 12 Indigenous languages, with the aim of increasing the knowledge of Indigenous voters and reducing the level of assistance required by Indigenous voters in remote and rural polling places on election day.

- Access to polling services—the group focused on expanding access to remote mobile polling services. For the federal election, mobile polling services
 - were provided at 388 locations—for the first time, mobile services were provided in the divisions of Calare and Farrer in New South Wales and Kennedy in Queensland
 - issued 20,362 votes—for the first time, remote mobile polling teams were able to issue interstate votes.

In addition, an existing electoral service arrangement between South Australia and the Northern Territory was extended, and new arrangements were made between Queensland and the Northern Territory and Western Australia and the Northern Territory, to implement cross-border arrangements for remote mobile polling.

An evaluation of the strategy was conducted as part of the evaluation of the 2007 federal election. It is considered that the strategy has been successful and that there is benefit in cooperation across divisional and geographical boundaries and in doing so on a larger scale than has been done in the past. The AEC intends to continue this strategy and consider how to build on it in preparation for the next federal election.

Output 3.1.3

Communication strategies

Overview

The AEC conducts public awareness campaigns to promote knowledge of and participation in, the electoral process as required by the *Commonwealth Electoral Act 1918*. The AEC also provides various information services, including the AEC website, telephone and email inquiry services, translating and interpreting services, publications, and the federal election call centre and virtual tally room.

Table 30 summarises the AEC's results against the performance information set out for Output 3.1.3 in the 2007–08 Portfolio Budget Statements.

Table 30 Output 3.1.3—Communication strategies and services: overall performance

PBS performance information	Results
The coverage, and the awareness and understanding by the public, of targeted communication strategies	The overall finding from AEC-commissioned research was that the AEC met its responsibility to provide all eligible voters with the information necessary to participate in the 2007 federal election.
Published information is accurate, meets online accessibility standards, and makes use of emerging technologies	This result was achieved. A minor error in the Candidate's Handbook was discovered before distribution. It was corrected with a corrigenda addition to the printed version and a full text change in the online version.
Call centre operation meets service level standards	The election call centre met or exceeded the performance standards for timeliness and quality of service.
Range of AEC communication strategies and activities implemented	During 2007 the AEC implemented a comprehensive communication strategy which incorporated national and local advertising, public relations activities, events, publications, the election call centre and the election website.
All AEC information publications are accessible through the AEC website	All printed publications produced in 2007–08 were accessible through the AEC website.
Number of visitors to the AEC website	During 2007–08, the AEC website received more than 210 million hits and more than 25 million page views, a significant increase over numbers in the previous reporting period and in the previous election year.
Price	
\$35.19 million	The actual price of this output in 2007–08 was \$31.26 million.

Performance

The AEC put considerable effort into communication activities in 2007 in the lead-up to and during the federal election. Significant investment was made in advertising both for the targeted enrolment stimulation program (commencing in 2006–07) and the 2007 federal election itself. This investment generated positive results as shown in the tracking research undertaken on the advertising campaign, the reduction in the number of enrolment transactions undertaken at the close of rolls (because electors had enrolled earlier) and in the reduction in informal voting. The overall communication effort for the federal election centred on the communication strategy but also incorporated the call centre, website, virtual tally room, publications, the national tally room and media liaison.

Federal election communication strategy

During 2007, the AEC implemented a comprehensive communication strategy to provide information to all eligible electors about enrolling and voting in the 2007 federal election. The strategy incorporated national and local advertising, public relations activities, events, publications, the election call centre and the election website, which included the virtual tally room (VTR).

The communication strategy was implemented in two phases. The pre-election phase focused on stimulating enrolment, especially among young people and people who had moved since the last election; and the election phase provided information to all eligible electors on the enrolment deadline changes, voter services and formality.

The key communication challenges were to:

- encourage Australians to enrol to vote or update their enrolment in time for the federal election
- raise awareness of the new deadlines for enrolling to vote
- provide targeted advertising, products and initiatives for special target groups
- promote the increased availability of early voting options at shopping centres, airports and early voting centres
- inform electors about how to cast a formal vote
- provide timely responses to large volumes of phone and email inquiries from the public during the election period
- provide the community with an improved election results service, including through an enhanced VTR and media feed system.

Advertising campaign

The AEC's national advertising campaign before and during the 2007 federal election was centred on the theme 'Your vote is a valuable thing'. This slogan will continue to be used in AEC advertising and information until after the next federal election.

As discussed in last year's annual report, the 'Your vote is a valuable thing' advertising campaign was the most comprehensive ever undertaken for an Australian federal election. The messages of the campaign were broadcast in three phases:

- the first phase, commencing in May 2007, progressively introduced three key messages about the value of voting, the new deadlines for enrolment, and the risk of missing out by failing to enrol or update enrolment details in time
- the second phase, commencing in October 2007 on the day the election was announced, began with final reminders about enrolment before switching to messages about early voting options available for electors with a valid reason for not voting on election day
- the final phase, conducted in November 2007 during the week before election day, focused on informing electors how to correctly complete their ballot papers to ensure their votes would be counted.

The national campaign consisted of 674 individual advertisements, including:

- one cinema advertisement
- six outdoor advertisements
- 24 television commercials
- 48 digital internet advertisements
- 57 press advertisements
- 75 radio commercials.

Radio and press advertising in each state or territory supported the national campaign by providing electors with information on polling facilities for their local area.

The AEC commissioned an external provider, Eureka Strategic Research, to undertake benchmarking and tracking research to assess the effectiveness of the pre-election and election advertising campaign. The research found that the AEC's advertising and related communication activities had been very effective. For example:

- the vast majority of respondents surveyed were aware of their obligations in terms of enrolling and updating their details after moving house
- most respondents reported that their awareness of their obligations had increased in the course of the campaign
- almost all respondents were able to correctly identify at least one way of obtaining an enrolment form
- 90 per cent of respondents felt they had been well informed regarding the correct way to complete a ballot paper.

See the case study on page 108 for more details of the effectiveness of the advertising campaign.

Public relations campaign

In 2007, leading up to and during the election, the AEC implemented a large-scale public relations campaign which included national and localised media and radio releases, photo and story opportunities, events, ongoing media liaison and a section of the AEC website dedicated to the media. AEC staff responded to more than 2,100 media inquiries during the election.

The Electoral Commissioner met with journalists and editors before the election was announced. Election media kits and reference material were provided to attendees of the media sessions. After the election was announced, state and divisional offices conducted information briefings for people intending to stand as candidates.

An internal evaluation undertaken to review the effectiveness of the AEC's public relations campaign found the activities had achieved significant coverage of the AEC's key election messages, with 1,715 media items identified. For example, in New South Wales, live to air radio interviews were particularly successful in communicating the key messages. Interviews that included talkback assisting callers with their enrolment and voting problems received positive feedback from radio listeners.

The key messages of the AEC's communication strategy gained significant media coverage in the lead-up to the election and throughout the election period.

Communications for special target groups and stakeholders

The AEC's communication strategy included targeted initiatives to maximise the electoral participation of young people, people who had moved house and not updated their enrolment address ('movers'), people experiencing homelessness, people with disabilities, culturally and linguistically diverse Australians, Indigenous Australians, and Australians based in rural and remote areas or overseas. These initiatives are summarised in Table 31, and were undertaken in conjunction with the public awareness activities outlined in Output 3.1.2.

Table 31 Communication activities for special target groups, 2007–08

Group	Activities
Culturally and linguistically diverse electors	Advertisements in the national advertising campaign were translated into 20 languages for ethnic press, 26 languages for ethnic radio and five languages for ethnic television. Election publications and media releases were adapted and translated into more than 20 languages, made available on the AEC website and included in packages distributed to 600 migrant resource centres, community organisations and ethnic media organisations. A telephone interpreter service was provided throughout the 2007 federal election period.
Electors based overseas	Information for eligible electors based overseas was provided through online advertising and the AEC website.
Electors experiencing homelessness	The AEC undertook a direct mail campaign to approximately 1,300 shelters, welfare services and hostels, to raise awareness of the 'no fixed address' enrolment option for people experiencing homelessness, and to provide copies of enrolment forms. In Melbourne the AEC worked with service providers to assist people experiencing homelessness to visit an early voting centre for the federal election.
Electors with disabilities	A specific version of <i>Your official guide to the 2007 federal election</i> , including additional information on accessibility issues, was distributed in accessible formats to more than 20,000 individuals and disability organisations. Advertising and announcements were broadcast through Radio for the Print Handicapped. Election information in a variety of accessible formats was available on a section of the AEC website developed for electors with a disability.

Group	Activities
Indigenous electors	General press and radio advertising was adapted and placed in Indigenous media; the radio advertising was translated into six languages. A 'how to vote' package was distributed to Indigenous community organisations and councils. A section of the AEC website was developed for Indigenous electors. The visits by community electoral information officers to Indigenous communities in the lead-up to the election, were supported by an Indigenous media relations program and a DVD produced in 11 Indigenous languages. Where necessary, some communities or organisations were visited more than once during this period.
Electors who had moved house since the 2004 federal election	Specific television, radio and press advertising targeting 'movers' was developed and run in the media from before the election was announced until the close of rolls for the 2007 federal election.
Rural and remote electors	Advertisements promoting specific voting services in rural and remote areas were placed in regional press, television and radio where available, and supported by media releases and radio interviews.
Young electors	Advertising designed to reach young people was conducted in conjunction with the mainstream advertising campaign. The advertisements were featured in youth magazines, at outdoor locations, and on radio, television and the internet. As part of a trial, advertising also included an SMS number to lodge a request for an enrolment form (see output 1.1.1 for more details on the trial).

The AEC also had regular meetings with the national secretariats of the three major political parties. These meetings provided an opportunity to update parties on the AEC's preparations for the election, improvements to electoral services such as postal voting and issues of interest such as factors contributing to informal voting.

Election call centre

The AEC and Centrelink again worked together under a business partnership agreement for the provision of a successful election call centre service for the Australian public. After the 2004 federal election, the AEC invested in substantial enhancements to the service. These included incorporating into the call centre service the processing of emails sent to the info@aec mailbox, providing a map-based polling place locator facility, and capturing caller inquiry type and postcode to allow the real-time analysis of developing trends.

The election call centre generally met or exceeded the performance standards for timeliness and quality of service. The call centre also met the key requirement to be up and running within hours of the announcement of the election and fully operational within two working days of the announcement. Table 32 summarises the availability of the call centre services.

Table 32 Availability of the federal election inquiry service, 2007

	Telephone services	Email services
Period of service	14 October 2007 to 7 December 2007	14 September 2007 to 7 December 2007
Hours of access	Monday to Sunday, 8 am to 8 pm, across all Australian time zones ^a	Continuous
Call centre locations	Coffs Harbour, Newcastle and Tweed Heads (NSW); Moreland (Vic.); Brisbane (Qld); Bunbury and Perth (WA)	Coffs Harbour and Newcastle (NSW); Geelong (Vic.)

- a Access hours were reduced after election day (to 9 am to 5 pm on the Sunday after election day, then 9 am to 5 pm Monday to Friday until the second Friday after election day).

As Table 33 shows, there was a decrease in demand for telephone inquiry services for the 2007 election, compared to the 2004 election. This was due to several factors, including more electors using the AEC website and email to obtain electoral information, improved interactive voice recognition messages with information addressing frequently asked questions, and the fact that postal vote issues that occurred in 2004 did not reoccur at the 2007 election.

The volume of email inquiries to the info@aec mailbox substantially increased in the lead-up to and during the election period, and the AEC transferred this email processing task over to Centrelink on 14 September 2007, a month before the election date was announced. In the period from the date of the announcement until two weeks after election day, 38,295 email inquiries were made to the info@aec mailbox—more than double the number of email inquiries made in the corresponding period in 2004.

Table 33 Tasks performed by the federal election inquiry service, 2004 and 2007

	2004	2007
Telephone calls received	Over 629,000	Over 580,000
Telephone calls answered by operator	484,111	431,337
Telephone calls answered by IVR ^a	Approximately 145,000	Approximately 150,000
Electoral product requests fulfilled	Over 22,000	Over 27,000
Emails received ^b	Over 17,483	Over 38,295

- a IVR = interactive voice recognition technology, including a series of recorded messages dealing with frequently asked questions.
- b This includes all emails received by the info@aec mailbox in the period from 14 October 2007 to 7 December 2007. Due to increased demand, the processing of emails was transferred to Centrelink one month before the election announcement; more than 44,000 emails were received in the period 14 September 2007 to 7 December 2007. Email processing was not part of the call centre activities in 2004.

AEC-commissioned research by Eureka Strategic Research included a small survey that indicated that satisfaction with the call centre was high during the 2007 election. The survey used a five-point rating scale, with '1' being the lowest level of satisfaction and '5' being the highest level of satisfaction. Of a group of 44 respondents, 68 per cent rated their satisfaction level as '5' and 24 per cent rated their satisfaction level as '4'. The mean satisfaction rating for the service in 2007 was 4.6, representing a significant improvement in satisfaction since the 2004 election, when the mean rating was 4.2.

Website

Following a complete redevelopment in 2006–07, the AEC website played an integral role in the AEC's advertising and communication strategy during 2007–08, particularly in relation to the 2007 federal election and Gippsland by-election.

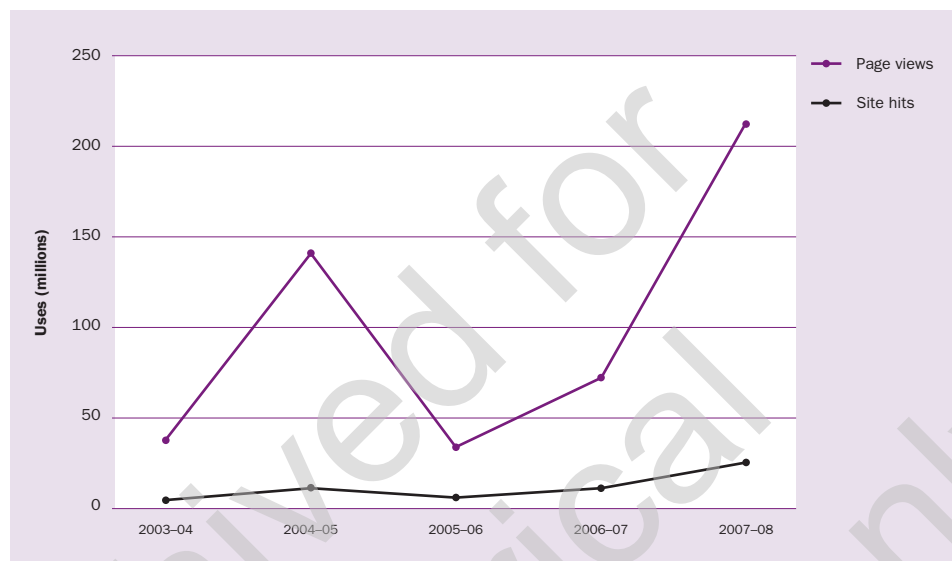
Special features for the federal election included:

- customised messages reminding electors about the close of rolls
- an 'election clock' counting down the days to the election
- a practice voting tool
- a map-based polling place locator service—this service was used around 5 million times over the election period
- an online enrolment verification facility that allowed people to check whether they were correctly enrolled—this service was used around 2.5 million times before the election.

The AEC-commissioned research found that 13 per cent of a group of 137 respondents had visited the AEC website during the election period. The most common reasons for doing so were: to find a local polling place (28 per cent), check enrolment details (17 per cent), investigate candidate information (14 per cent) or view election results through the VTR (12 per cent).

The majority of the respondents found the information they sought, and reported a high degree of satisfaction. Only 8 per cent indicated that they were dissatisfied.

Figure 11 shows that the level of use of the site increased significantly in 2007–08 compared to the previous election year.

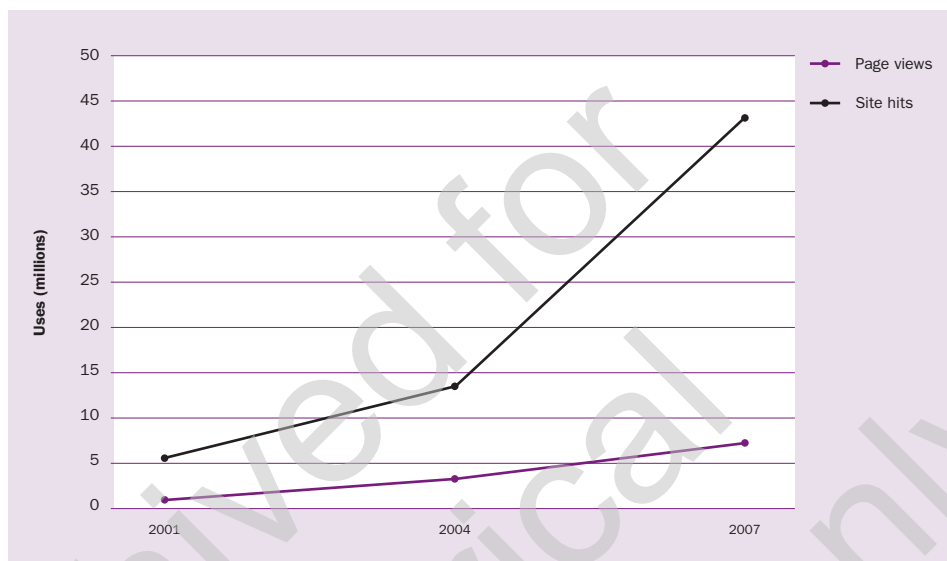
Figure 11 Uses of the AEC website, 2003–04 to 2007–08

Election results services—virtual tally room

The AEC uses the VTR to communicate the results of federal elections, by-elections and referendums. The VTR is accessed through the AEC website, and is used extensively by members of the public, the media and political parties.

After the 2004 federal election the AEC invested in substantial improvements to the VTR. These included the development of an internet-based media feed system to deliver raw election results to media organisations, academics and other interested parties. The AEC worked closely with media representatives in the design and testing of the media feed system. Further enhancements to the VTR were made, including the ability to navigate to results from a list of candidates and clear identification of which polling places in each division had entered results into the system.

As Figure 12 shows, use of the VTR approximately tripled for the 2007 election, compared to the 2004 election. The VTR generated approximately 1,200 individual pages of results every 90 seconds on the night of the 2007 election, and more than 20,000 pages every 15 minutes in the days after the election while results were being updated. The VTR handled more than 172,000 unique visitors on election night.

Figure 12 Uses of the virtual tally room on election night, 2001, 2004 and 2007

National Tally Room

The AEC provided a National Tally Room in Canberra on election night, as a venue for television, radio, web and print media people to report election results to the public. While a manual tally board was provided, the reported election results were received via the virtual tally room and media feed systems. The AEC produced a *2007 National Tally Room Election Night Guide* for the media, which included background information on elections and Australia's electoral system, an orientation guide to the National Tally Room, and instructions for using the virtual tally room to view election results.

Approximately 750 media representatives and some 2,600 members of the public and overseas visitors attended. Surveys and feedback from participating media and visitors were generally positive and indicated satisfaction with the services and facilities provided by the AEC.

The main concerns expressed to AEC staff on the night were:

- comments from media representatives about high noise levels from some members of the public
- complaints from members of the public about long queues to get into the room and the lack of large television screens inside and outside with audible sound to enable them to follow the media reporting.

General inquiry services

Following the federal election, the AEC reverted to its usual telephone and email inquiry services. Calls made to the general inquiry number, 13 23 26, are diverted to the caller's nearest divisional office, and emails sent to the general inquiry mailbox, info@aec, are received and responded to through the national office.

Overall, during 2007–08 the AEC received more than 1 million telephone calls and over 70,000 emails (approximately 60,000 emails to the info@aec mailbox and 14,000 emails direct to divisional offices). The number of clients who emailed scanned enrolment forms and other electronic forms to the AEC for processing increased, continuing a trend evident in 2006–07.

An external provider, VITS LanguageLink, delivers telephone translating and interpreting services for the AEC. In 2007–08, the VITS LanguageLink provided 16 dedicated language lines and another line catering for a range of languages. Cantonese, Mandarin and Vietnamese were the three most commonly used languages for AEC inquiries. VITS LanguageLink handled 15,309 calls during the year.

Publications and resources

The AEC's new corporate brand was progressively introduced throughout 2007–08. Some core election products were rewritten, redesigned and rebranded in preparation for the 2007 federal election. Two particularly significant products, the *Candidate's Handbook* and the *Scrutineer's Handbook*, were revised following focused testing with members of the target audience that was conducted during 2006–07. The content was rewritten and the design was updated with the new branding.

In the lead-up to the election, the AEC produced a new version of the map which demonstrates where divisional boundary lines are drawn, and made new divisional profile maps available on the AEC website. Following the election, a colour-coded House of Representatives results map was produced. This popular product identifies which party holds which seat, and contains the names of all 150 members.

The most high-profile publication was the *Your official guide to the 2007 federal election* booklet, which provided important information such as how to vote, where to vote and options for people who would not be able to vote on election day. The guide was distributed to more than 8 million households before the election. Research conducted by Eureka Strategic Research after the election found that 90 per cent of respondents felt the guide had assisted them in completing their ballot papers correctly, understanding what to do when they arrived at a polling place, and knowing when to vote.

A series of *Electoral Newsfiles* and *Electoral Backgrounders* was also produced for the 2007 federal election. These publications provided information about a range of topics such as election advertising, polling place offences, key election dates, details about candidates and enrolment. The AEC will review the need for *Electoral Newsfiles* in future, because the information they provide is now available on the AEC website or in other publications and resources. It is expected that *Electoral Backgrounders* will continue to be produced.

After the election, the AEC commenced work on a suite of post-election products. A survey was sent to email subscribers asking their views on the very popular *Electoral Pocketbook*. Results of the survey are being incorporated into the content design and layout for the 2007 *Electoral Pocketbook* that will be issued in 2008–09.

Education resources were also expanded and enhanced during this period. Updated products included the popular *Democracy Magazine*, which was rewritten, redesigned and renamed as *Count Me In!*. The revised product design was tested with secondary school students and teachers before being applied.

Australia Votes, a DVD originally produced in 2006–07, was also widely distributed during 2007–08 for use in SCVP sessions and as a stand-alone resource for community groups. It is produced in English and four other languages.

Newly developed audiovisual products included:

- *Down for the Count*, a short, simple explanation of how votes are counted in the House of Representatives and the Senate and how votes are counted in a referendum. This is used in SCVP sessions and made available to teachers who conduct civics education.
- *Your Vote Matters*, a basic overview of Australia's electoral system, with an emphasis on how to vote—this DVD was developed specifically for Indigenous audiences and produced in 11 Indigenous languages.

Appendix I contains a full list of the publications available from the AEC during 2007–08. In 2008–09, the AEC will review its suite of information and education publications and resources.

Other communication activities

After the election, communication activities were focused on supporting the AEC's other business functions of managing and growing the electoral roll, providing administrative support for electoral redistributions and conducting by-elections. For example:

- To support targeted enrolment stimulation mail-outs in May and June, state-based press advertising was placed to encourage people to enrol to vote or update their enrolment.
- With redistributions of electoral boundaries underway in the Northern Territory, Western Australia and Tasmania, a range of communication activities were undertaken to advise electors of ways to engage in the redistribution process. Communication tools included media releases, press advertising and a dedicated page on the AEC website.
- Preparations commenced for the 2008–09 Enrol to Vote week, an event during which the AEC will work with secondary schools across Australia to enrol 17-year-old and 18-year-old students. The 2008–09 event will build on the success of the first Enrol to Vote week, held in 2006–07, which contributed to 84.5 per cent of young electors being enrolled for the federal election.

The AEC developed and implemented a comprehensive communication strategy for the by-election held for the Division of Gippsland on 28 June 2008. The strategy involved state-wide and local advertising, public relations activities, publications and an election website including a VTR. A number of advertisements, including information on the issue of the writ, enrolment deadlines and polling arrangements for early voting and election day, were placed in state and local newspapers and aired on Victorian radio stations. A booklet providing by-election information was produced and delivered to approximately 52,000 households located in the Division of Gippsland.

In 2007–08, in addition to issuing 74 media releases focused on the 2007 federal election, the AEC issued media releases related to electoral matters such as:

- the plebiscite for local council amalgamations in Queensland
- the redistribution of electoral boundaries in Western Australia, the Northern Territory and Tasmania
- activities to promote pre-election enrolment
- the availability of annual financial disclosure returns
- the by-election in the Division of Gippsland.

Case study: Effectiveness of the 2007 federal election advertising campaign

The AEC commissioned Eureka Strategic Research to undertake benchmark and tracking research for each phase of the 'Your vote is a valuable thing' campaign, and to provide a final evaluation assessing the effectiveness of the whole campaign. The overall finding was that the AEC met its responsibility to provide all eligible voters with the information necessary to participate in the 2007 federal election. Detailed findings included:

- The vast majority of respondents were aware that voting was compulsory (97 per cent) and that they needed to be enrolled in order to vote (96 per cent).
- Most respondents knew that they needed to update their enrolment details if they moved interstate (94 per cent at the commencement of the campaign), but fewer knew that they had to update their details if they moved within the same area (this level of awareness increased from 61 per cent at the first survey to 74 per cent by the end of the campaign).
- A notable proportion of respondents, especially young people and those who had moved, indicated that they were likely to take actions such as checking or updating their enrolment details after seeing AEC campaign advertising.
- Most respondents (92 per cent) were aware of the option of voting early if they were unable to attend a polling place on election day, and by the week prior to the election 85 per cent could correctly identify the options for doing so.
- Most respondents stated that they felt well informed regarding the correct way to complete a ballot paper before going to vote (88 per cent of early voters and 89 per cent of ordinary voters).
- The campaign achieved high levels of recall compared with other campaigns measured by Eureka.
 - When asked immediately after election day, 96 per cent of respondents could recall hearing at least one of the key messages of the AEC campaign.
 - Although the 'Your vote is a valuable thing' advertisements were aired at the beginning of the campaign, awareness of the tagline remained high throughout the research period, providing strong evidence of its effectiveness as a unifying theme for the campaign.

- Respondents' favourable perceptions about the fairness and impartiality with which the AEC conducts elections were greater after the 2007 election (94 per cent) than after the 2004 election (89 per cent).
- There was a substantial increase in enrolment transactions during the advertising campaign (some of which coincided with the AEC's targeted enrolment stimulation fieldwork). The net increase in the electoral roll until the close of rolls in 2007 was almost double that which occurred in 2004.
- The proportion of votes cast that were informal decreased significantly, from 5.2 per cent in 2004 to 3.9 per cent in 2007.
- During the campaign, there was both an increase in use of the AEC's website and a correlation between particular advertising messages and website visitor behaviour. For example, use of the enrolment verification service increased during the phases of the campaign promoting the message 'check that you are correctly enrolled'.

These results demonstrate the effectiveness of the advertising campaign and the importance of it as an integral part of a well structured communication strategy and tool to reduce informal voting and encourage correct and timely enrolment. The approach used for the 2007 election provides a very good base on which to plan the advertising campaign for the next federal election.



Management and accountability

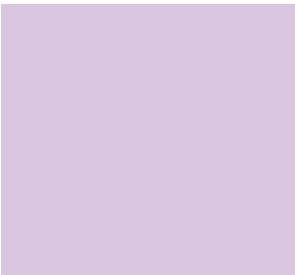
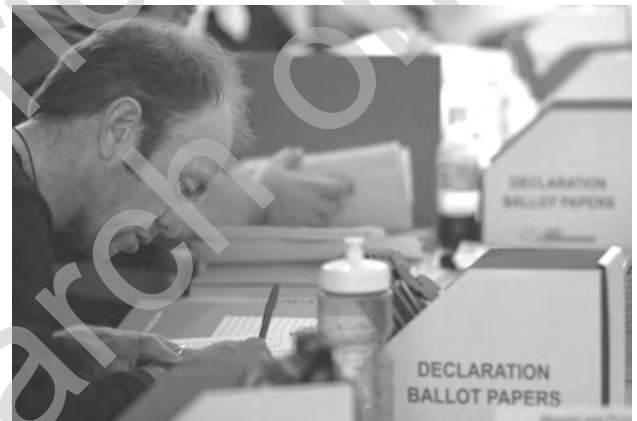
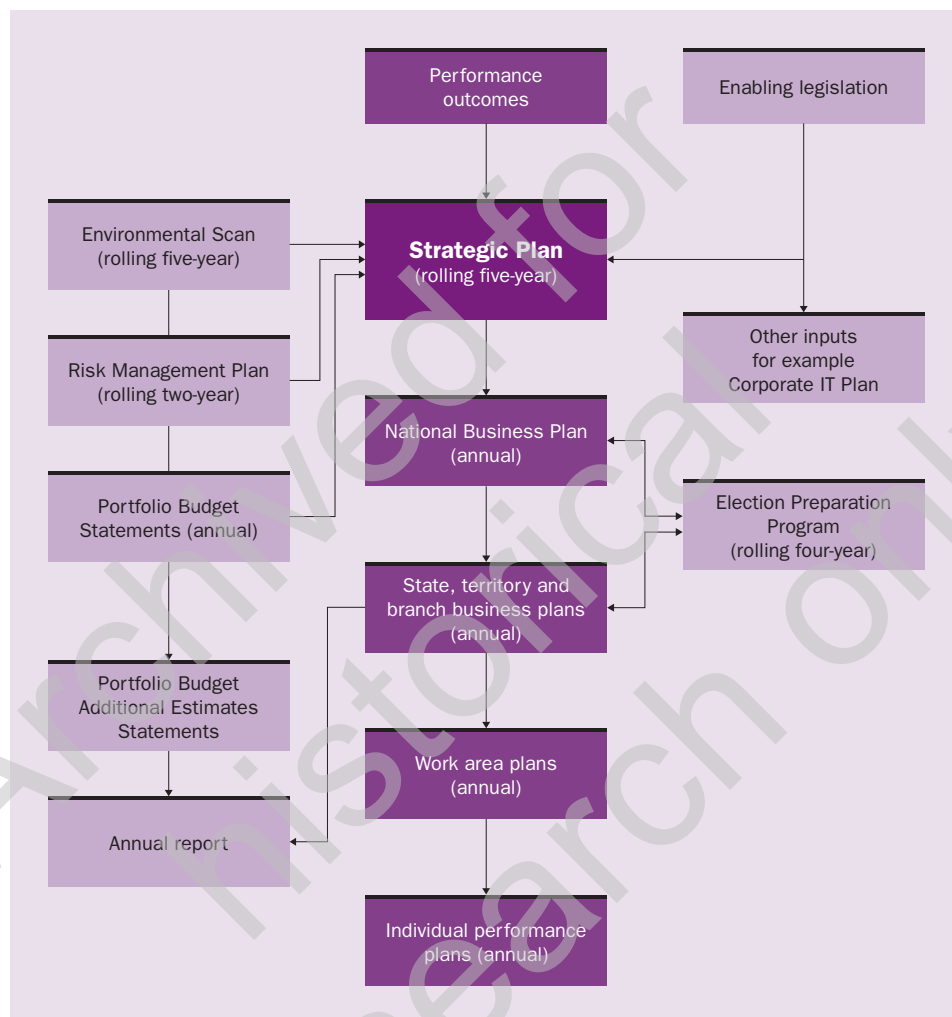


Figure 13 Planning, operating and reporting framework

Corporate governance

Overview

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 for which funding is appropriated
- ensure accountability to the Parliament of Australia and other stakeholders for key performance indicators
- provide 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.

The Electoral Commissioner is assisted by a senior executive team comprising a Deputy Electoral Commissioner, two First Assistant Commissioners, five Assistant Commissioners, a Chief Legal Officer, 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

The AEC's senior management committees are directly responsible to the Electoral Commissioner in his role as Chief Executive Officer.

A review of the AEC's leadership and management framework was undertaken during 2007–08. Previously, as described in the 2006–07 annual report, four senior management committees operated:

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

In May 2008, the AEC decided to implement a new leadership and management framework, to better deliver both strategic leadership and operational management.

- The Executive Management Group (EMG) was established, replacing the Strategic Advisory Committee and taking over some functions from the Budget and Performance Management Committee and the Information Technology Steering Committee.
- The Project Committee was established, assuming responsibility for the remaining functions of the Budget and Performance Management Committee and the Information Technology Steering Committee.
- The Business Assurance Committee was retained.
- The Ethics Committee was established, to consider the best governance arrangements for the AEC's policies and procedures on ethical and accountable behaviour.

The new framework, including committee membership, is set out in Figure 14. The following sections outline the broad focus and purpose of the elements of the new framework. Their terms of reference will be finalised in early 2008–09.

Figure 14 Leadership and management framework

Executive Management Group

The EMG will focus on emerging strategic issues and high-level operational management matters, such as organisational performance and effectiveness, financial management, and mitigating strategies for significant risks. The EMG will also discuss the AEC's responses to changes in community expectations and the external environment, and ways in which the AEC can achieve improvements in quality and efficiency through innovation and continuous improvement.

The EMG will meet monthly by teleconference to discuss operational matters, and meet quarterly face-to-face to discuss more strategic issues. In addition, the EMG may meet more frequently during the conduct of elections or major operational events.

Project Committee

The Project Committee will be responsible for:

- reviewing all proposals for new projects—including those with a significant IT focus—to determine whether or not they fit with the AEC's agreed strategic direction, business priorities, workforce capability, IT architecture and risk management framework
- approving appropriate projects
- monitoring progress in the delivery of each project once it has commenced.

The Project Committee's frequency of meetings will be determined in conjunction with the development of the terms of reference.

Business Assurance Committee

The Business Assurance Committee will continue to assist 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 will continue to meet at least three times a year.

Ethics Committee

The Ethics Committee was established to consider the best governance arrangements for the AEC's policies and procedures on ethical and accountable behaviour. This includes employees' responsibilities under the Australian Public Service (APS) Values and Code of Conduct, not only within the agency but also in their relationships with clients and external stakeholders.

Corporate and business plans

In conjunction with the review of the governance and leadership framework, the AEC undertook a review of its business planning and performance management framework. The new framework (shown in Figure 13) was agreed to in May 2008, and a staged implementation is underway.

The new framework includes:

- a strategic plan with a five-year outlook
- an annual national business plan, to link the strategic plan to branch and state business plans
- an election preparation program, which will span a four-year period (to cover a full election cycle and the start of the one after).

Business plans will continue to be developed annually at the state level and at the branch level in the national office, and flow through to work area plans and individual performance plans. The AEC also has a number of supporting plans that address specific business functions, as summarised in Table 34.

Prior to the review, the AEC was guided by a corporate plan, as described in the annual report for 2006–07. The corporate plan:

- emphasised the AEC's purpose, aim and values
- outlined the AEC's long-term objectives
- defined the AEC's immediate priorities in three key result areas—clients and stakeholders; services and products; and people.

The corporate plan was publicly available through the AEC website.

Table 34 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 three 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, values and 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 takes many opportunities to engage with customers and seek their input on the delivery of services and the level of satisfaction with the AEC's services. For more details on customer satisfaction in 2007–08, see the reports on performance for individual outputs.

Customer inquiries, issues and complaints

While most inquiries, issues and complaints can be handled promptly and satisfactorily in the first instance by AEC staff (or, during an election period, by staff of the election call centre), some issues and complaints need to be escalated for consideration by the national office.

In preparation for the 2007 federal election, the AEC implemented a new protocol for the escalation of certain inquiries, issues and complaints and their handling by a team in the national office. The protocol encompasses complaints of alleged electoral offences, complex phone and email inquiries escalated by AEC operators, and some referrals raising complex issues from state and territory offices.

A central register was commenced on 12 July 2007 to ensure these inquiries were handled promptly and appropriately, and to assist the AEC's Strategic Advisory Committee to understand the nature of matters being raised and to identify and address any emerging systemic issues. The register is ongoing.

A summary of the escalated inquiries, issues and complaints handled by the national office during 2007–08 is shown below in Table 35. As can be seen in Table 35 the majority of these were received in the lead-up to the federal election.

Table 35 Escalated inquiries, issues and complaints received by the national office, 2007–08

	12 July to 14 October 2007 (pre-writs)	15 October to 24 November 2007 (election)	25 November to 24 December 2007 (post-election)	January to June 2008	Total
General	48	456	82	42	628
Complaints of alleged electoral offences	61	160	49	13	283

Other than electoral offences, the issues handled by the national office in 2007–08 covered:

- removal of persons from the roll and enrolment eligibility
- close of rolls deadlines
- various voting issues, including postal votes delivery and overseas voting, and location of and access to polling places.

In the main, these inquiries were answered quickly and electors were directed to or provided with relevant AEC information. Seventy-five percent of the general escalated issues and complaints handled by the national office in the lead-up to and including election day were finalised within 24 hours and 19 per cent were resolved within two to five days.

Complaints that involved allegations of offences having been committed in breach of the *Commonwealth Electoral Act 1918* and/or the *Criminal Code Act 1995* are described in more detail in the 'Legal services' section of this chapter.

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 2007–08, 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 2007–08 focused on providing assurance to the AEC on aspects of its preparedness for the federal election and on reviewing and testing the robustness of the AEC's control structure in areas related to IT, financial management and enrolment.

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 2007–08.

In the lead-up to the federal election, the AEC focused on selected business activities identified as being critical during the election period: the election call centre, the virtual tally room, the National Tally Room, the production of ballot papers, the payment of temporary staff, the production of certified lists and the issuing of postal votes. Several of these functions involve coordination through the national office with state office delivery.

External assistance was used to tailor the existing business continuity plan template to fit election-critical activities. Workshops were held with national office and state office staff, to increase awareness and skills in business continuity planning and to develop the content of specific plans.

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 corporate fraud control plan was updated during 2007–08.

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 is 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 APS Values and Code of Conduct. See the 'Overview' section of this report for a detailed statement of the AEC's values.

Through the AEC Collective Agreement 2007–10 and the Corporate Plan 2007–08, 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 36 lists base salary bands for statutory appointees and senior executive staff of the AEC.

Table 36 Base salary bands for statutory appointees and senior executive staff, 30 June 2008

Number of staff	Remuneration band (\$)
1	200,000–299,999
0	190,000–199,999
0	180,000–189,999
0	170,000–179,999
1	160,000–169,999
0	150,000–159,999
4	140,000–149,999
3	130,000–139,999
5	120,000–129,999
2	110,000–119,999
2	100,000–109,999
0	90,000–99,999

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. Performance pay information is provided in the section on Human resource management.

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.

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 recruit staff with Indigenous and other language skills to provide assistance on election day.

In the lead-up to federal elections, AEC Community Electoral Information Officers 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 begun to implement the Disability Action Plan 2008–11, which was finalised in consultation with key disability groups in early 2007–08.

See the report on performance for Output Group 3 and the 'Providing access for people with disabilities' section for more details of the AEC's activities to ensure equitable access to electoral information and voting entitlements during 2007–08.

Support services

Parliamentary and ministerial support

In 2007–08, 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 126 letters on electoral matters to the AEC for input or preparation of draft responses. The major themes of the correspondence related to queries about the electoral system, voting procedures and political funding and disclosure. Briefings consistently met the minister's requirements for timeliness and quality.

Following the appointment of the Forty-second Parliament's Joint Standing Committee on Electoral Matters (JSCEM), representatives of the AEC met with members of the JSCEM to discuss matters of interest arising out of the AEC's 2006–07 annual report, and key issues the JSCEM wishes to address in its current inquiry into the conduct of the 2007 federal election.

Legal services

In July 2007, the AEC established a Senior Executive Band 1 position, designated as Chief Legal Officer, to manage the provision of legal services to the AEC and provide high-level internal legal advice. The Chief Legal Officer has managerial responsibility for the Legal Services section, which includes five lawyers and one paralegal support staff member.

The unit's activities in 2007–08 focused on:

- responding to electoral complaints, mainly concerning the authorisation of electoral advertising
- providing advice in relation to procurement exercises and contracts, especially in relation to acquiring premises for use as pre-poll voting centres and polling places
- reviewing and updating AEC publications, including the *Electoral Backgrounder* series, election manuals and handbooks
- providing advice in relation to the AEC's administrative responsibilities under the *Commonwealth Electoral Act 1918*, the *Public Service Act 1999* and the *Financial Management and Accountability Act 1997*
- instructing external solicitors and counsel in relation to litigation involving electoral law and in relation to petitions made to the Court of Disputed Returns
- instructing the Office of Parliamentary Counsel and preparing the explanatory memorandum and other material for amendments to the *Commonwealth Electoral Act 1918*

- finalising amendments to the Electoral and Referendum Regulations 1940 to provide for the trialling of electronically assisted voting for people who are blind or have low-vision and remote electronic voting for selected Defence personnel deployed outside Australia
- 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
- providing advice in relation to memorandums of understanding, intellectual property, employment matters, financial management and administrative law
- meeting the statutory obligations of the AEC under such legislation as the *Privacy Act 1988*, the *Freedom of Information Act 1982* and the *Archives Act 1983*.

As noted in the 2006–07 annual report, in August 2007 the High Court handed down its decision in *Roach v Electoral Commissioner*, a matter involving the eligibility of prisoners to enrol and vote. The High Court held that subsection 93(8AA) and paragraph 208(2)(c) of the *Commonwealth Electoral Act 1918* were invalid because they were contrary to the Constitution. The court ordered that the Commonwealth pay 50 per cent of the applicant's costs.

In the lead-up to the 2007 federal election a range of matters were put before the Administrative Appeals Tribunal and the Federal Court. These matters included challenges to AEC decisions about:

- the eligibility of a person to be on the electoral roll
- the name by which a person is entitled to appear on the electoral roll
- the requirements relating to lodging a valid nomination by a prospective candidate and the 50 eligible electors required to support the nomination
- whether the polling screens used in a federal election complied with the secrecy requirements of the *Commonwealth Electoral Act 1918*
- the validity of the registration of the Australian Fishing and Lifestyle Party as a political party under Part XI of the *Commonwealth Electoral Act 1918*.

Following the 2007 election, the High Court, sitting as the Court of Disputed Returns, accepted two petitions challenging the outcome of the election:

- a petition from Mr Rob Mitchell, candidate for the Australian Labor Party, in relation to decisions made on disputed ballot papers in the Division of McEwen
- a petition from Mr Robert Smith, a representative of the Fishing Party, seeking to have the half-Senate elections in New South Wales and Queensland set aside on the basis of a challenge to the registration of the Australian Fishing and Lifestyle Party, which had candidates in those two states.

Towards the end of the year, assistance was provided with the development of the Commonwealth Electoral Amendment (Political Donations and Other Measures) Bill 2008. The Bill, which was introduced into the Senate on 15 May 2008, proposes amendments to the funding and disclosure provisions of the *Commonwealth Electoral Act 1918*. The Legal Services section also had input into the AEC's submission to the JSCEM and contribution to the green paper on electoral reform announced by the Special Minister of State on 28 March 2008.

In 2007–08, the Legal Services section investigated and responded to a number of complaints received by the AEC. The majority of the complaints involved allegations of offences having been committed in breach of the *Commonwealth Electoral Act 1918* and/or the *Criminal Code Act 1995*. They comprised:

- 130 complaints alleging that the authorisation details that are required to accompany an ‘electoral advertisement’ had not been included, in breach of s. 328 of the *Commonwealth Electoral Act 1918*. Of these complaints:
 - 45 disclosed no apparent breach of the Act
 - 71 disclosed a technical breach of the requirements of the Act and a warning letter was issued
 - 14 were subject to additional inquiries, with three matters being formally referred to the Australian Federal Police (AFP) for investigation.

One of these matters involved the notorious distribution of fake pamphlets in the Division of Lindsay which received wide media coverage; the matter is still before the courts.

- one complaint of alleged bribery in breach of s. 326 of the *Commonwealth Electoral Act 1918* that was referred to the AFP, and another that was referred to the Commonwealth Director of Public Prosecutions. Neither of these matters proceeded to a prosecution.
- 21 complaints alleging the publication of electoral matter on the internet in breach of the authorisation requirements contained in s. 328A of the *Commonwealth Electoral Act 1918*. Of these complaints:
 - 13 disclosed no apparent breach of the Act
 - seven disclosed a technical breach of the Act and a warning letter was issued
 - one was escalated to the internet service provider, who agreed to block the webpage that hosted the offending advertisement.
- 81 complaints alleging that electoral advertisements contained information that was ‘misleading and deceptive’ in breach of the requirements of s. 329 of the *Commonwealth Electoral Act 1918*. Of these complaints:
 - 77 disclosed no apparent breach of the Act
 - four were regarded as possibly being in breach of the Act and warning letters were issued that resulted in the advertisements being withdrawn.
- numerous complaints concerning electoral advertisements that appeared on television and radio. In all of these matters, the complainant was referred to the Australian Media and Communications Authority, which regulates such matters under Schedule 2 to the *Broadcasting Services Act 1992*.

The AEC expended a total of \$1,092,304 on external legal services purchased in 2007–08. This amount included fees paid to the law firms on the AEC’s panel of external providers, counsel’s fees, court costs and other disbursements. The main reason for the increase in comparison to the expenditure for 2007–08 (\$898,163) was the cost involved with the election-related litigation that is described in the ‘External scrutiny’ section of this chapter.

Records management

In 2007–08, the AEC continued to focus on improving its records management services and record-keeping practices.

Record-keeping training was delivered for new staff in the national office and some state offices. Further tailored training for divisional office staff, and a record-keeping e-learning training module, will be developed and implemented in 2008–09.

Record-keeping guidelines were reviewed regularly and made available to all staff through the intranet, and good record keeping was promoted through articles in the AEC's staff newsletter.

In line with recommendations made by the Australian National Audit Office, and with the assistance of the National Archives of Australia, the AEC drew up file-sentencing procedures and commenced the introduction of an ongoing sentencing and disposal program. A national office file census was completed in 2007–08, and a major census and sentencing of AEC records in off-site storage commenced in June 2008.

Library services

The AEC provides an in-house library service to all AEC staff, from a small library based in the national office.

The library service is reducing its holdings of hardcopy materials and increasing its focus on the timely provision of information in electronic formats and through online services, across the AEC network. The library provides regular bulletins to staff by email and through the staff newsletter, *Scrutiny*, to advise of new publications or articles available on electoral issues. The library's collection policy will be reviewed and updated in 2008–09.

Research

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

Informal voting

In 2007–08, the AEC conducted a survey of informal ballot papers from the 2007 federal election, to complement previous research on ways of encouraging formal voting during federal elections. The analysis of the survey's findings commenced in April 2008, and will be published before the end of 2008.

Youth Electoral Study

Key aspects of the four-year Youth Electoral Study (YES), funded by the AEC and the Australian Research Council, were completed in May 2007. The study was conducted jointly by the AEC, the University of Sydney and the Australian National University, through a steering committee.

The main purpose of the study was to investigate why young people (aged from 17 to 24) do or do not enrol to vote, what their attitudes to the enrolment and voting process are, and whether particular demographic factors 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.

In 2007–08, the fourth YES report was published. The report examined Australian young people's knowledge of and attitudes towards political parties, and whether those attitudes have a relationship with young people's intention to vote.

The report's findings indicated that more than half of the students surveyed did not lean toward a particular political party. Further, the findings indicated that having a party identity was strongly related to the intention to vote, even if voting were not compulsory, and that voting commitment declines for young people who either have rejected a party identity or do not identify with any party.

Although the main study has concluded, the YES steering committee will consider extension activities on a case-by-case basis.

Performance analysis

The production of sets of high-level, organisation-wide quarterly reports continued, to assist senior executives and state managers to monitor key business activities and manage performance and workloads. The reports outline key data at various levels to identify gaps and trends in performance over time, against agreed benchmarks. The aim is to complement other business area reports designed to assess the overall health of the organisation.

The AEC implemented a comprehensive, national evaluation of the conduct of the 2007 federal election. See the case study on page 57 for more details.

Information and communications technology

The AEC's information and communications technology services are provided by in-house resources and outsourced providers.

During 2007–08, IT activities focused on providing a stable and robust environment for the 2007 federal election and subsequent electoral events. In particular, the AEC:

- implemented significant enhancements to the virtual tally room, and developed a new media feed
- delivered the information and communications technology infrastructure for the National Tally Room
- refreshed the desktop, laptop and mobile phone fleet throughout the AEC
- upgraded the bandwidth available to all state and divisional offices through the AEC network.

In addition, the AEC continued to implement its sourcing strategy and position itself to take advantage of new and emerging technologies. Initiatives included:

- extension of the Computer Services Corporation contract for the provision of mainframe services to 30 June 2009
- seamless transition to a new provider of secure internet gateway services
- making an approach to market for voice, data and mobile phone services, and an approach to market for printer hardware
- preparations for the rationalisation of server fleet hardware
- enhancement and maintenance of the roll management and election management systems and more than 30 smaller applications
- provision of support for a trial of electronic voting
- conduct of a trial which provided access to the election management system from remote locations as part of the scrutiny of the 2007 Senate elections
- introduction of electronic voting capability for industrial and commercial elections
- delivery of single sign-on authentication to midrange applications
- implementation of an email archiving solution.

Internal communication

The AEC has endeavoured to improve internal communication across the various levels of the agency, through means such as:

- use of the internal online staff newsletter, *Scrutiny*, including regular updates from the Electoral Commissioner
- the building of staff networks, for example through visits to divisional offices by members of the executive and all directors
- participation in training and development programs, such as the leadership program, training exercises and trial elections
- the distribution of regular *Election Bulletins* and *By-election Bulletins* in the lead-up to and following the federal election and the Gippsland by-election
- the conduct of post-election conferences in all states, the Northern Territory and the national office.

External scrutiny

Parliamentary scrutiny

In 2006–07, the Joint Standing Committee on Electoral Matters (JSCEM) conducted an inquiry into certain aspects of the administration of the AEC. As part of the inquiry, the JSCEM considered whether the National Tally Room should be retained beyond the 2007 federal election. The JSCEM's report, *Review of certain aspects of the administration of the Australian Electoral Commission*, was tabled in parliament on 17 September 2007. The report recommends that the Auditor-General conduct an audit of workforce planning in the AEC, particularly with respect to divisional offices, and that the Australian Government ensure that the National Tally Room is retained for future federal elections. For information on the government response, refer to the 'Developments that have affected or may affect operations' section.

In February 2008, the Special Minister of State, Senator the Hon. John Faulkner, asked the JSCEM to inquire into and report on all aspects of the 2007 federal election. The AEC's main submission to the inquiry was lodged in June 2008, and the AEC gave evidence at a public hearing of the committee in Canberra on 27 June 2008. A deadline has not been set for the completion of the inquiry.

Administrative scrutiny

Certain administrative decisions made by the AEC under the *Commonwealth Electoral Act 1918* are subject to review under the *Administrative Appeals Tribunal Act 1975*.

Complaints about 'a matter of administration' relating to the functions of the AEC can be made to the Commonwealth Ombudsman under the *Ombudsman Act 1976*. Complaints about breaches of privacy rights may be lodged with the Federal Privacy Commissioner under the *Privacy Act 1988*. Complaints that the AEC has unlawfully 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*.

Administrative Appeals Tribunal

In 2007–08, several applications were made to the Administrative Appeals Tribunal (AAT) seeking the review of decisions made by AEC officers. They included:

- an application related to the right of British subjects (who were Australian residents but had not become Australian citizens) who had been removed from the electoral roll to be reinstated on the roll and able to vote in a federal election. An urgent directions hearing was held in the matter of *Ralph Domach v Australian Electoral Officer for WA* prior to the 2007 federal election. Mr Domach failed to attend a subsequent hearing and has since sought to have his application for review reinstated. The matter was finalised on 28 July 2008 with the AAT affirming the decision under review that Mr Domach was not eligible to be on the Commonwealth electoral roll.

- an application involving a claim by Mr Albert Langer that he was entitled to appear on the electoral roll as an itinerant elector under the name Arthur Dent. On 23 November 2007, the AAT handed down its decision that he was entitled to appear on the electoral roll as an itinerant elector but only under the name Albert Langer (see *Dent and Daryl Wight as an Australian Electoral Officer* [2007] AATA 1985). The AAT did not accept that Mr Langer was usually known by the name Arthur Dent. At 30 June 2008, an appeal against part of this decision was pending before the full Federal Court.
- an application involving the refusal of a divisional returning officer to remove a person from the electoral roll, because the evidence appeared to indicate that the person would be only temporarily absent from their residence, while it was being renovated. The AAT held (see *Gallagher and Australian Electoral Commission* [2008] AATA 127) that the intention to reside was continuing despite supervening events that delayed the elector's return to the residence.

AEC decisions about the registration of political parties under Part XI of the *Commonwealth Electoral Act 1918* may also be reviewed by the AAT. The registration of a political party enables the party to appear under the registered name on the ballot papers and to receive election funding (see s. 126 of the *Commonwealth Electoral Act 1918*).

On the day that the writs for the 2007 federal election were issued, the registered officer of the Fishing Party lodged an application seeking to have the AEC's decision to register the Australian Fishing and Lifestyle Party overturned. The matter concerned the question of whether the 500 members named in the Australian Fishing and Lifestyle Party's application for registration were actually members of the proposed party or members of the Fishing Party. When the matter first came before the AAT, it was accepted that s. 127 of the *Commonwealth Electoral Act 1918* applied to prevent any hearing taking place until after the writs for the election had been returned (they were returned on 21 December 2007). At 30 June 2008, these proceedings before the AAT were continuing, with a final hearing date scheduled for late August 2008.

There were also two applications to the AAT relating to decisions made by AEC officers under the *Freedom of Information Act 1982*. Both matters related to representatives of the media seeking access to audit reports on annual returns lodged with the AEC by registered political parties. Neither of these matters proceeded to a hearing.

Commonwealth Ombudsman

The Commonwealth Ombudsman approached the AEC in relation to 11 matters during 2007–08. Five of these matters related to enrolment, two related to voting, and four were administrative matters. In the nine matters that were finalised during 2007–08, no findings of administrative deficiency were recorded against the AEC.

Privacy Commissioner

During 2007–08, the Office of the Federal Privacy Commissioner advised the AEC that it had received two complaints alleging that AEC staff had breached the requirements of the *Privacy Act 1988* in the lead-up to the 2007 federal election. The office advised that it had declined to investigate the complaints formally, exercising its discretionary power under s. 41 of the *Privacy Act 1988*. Therefore, there were no complaints in 2007–08 that led to determinations being made by the Office of the Federal Privacy Commissioner under s. 52 of the *Privacy Act 1988*.

Human Rights and Equal Opportunity Commission

During the reporting period, one complaint about the AEC was lodged with HREOC. An elector made an allegation of discrimination under the *Disability Discrimination Act 1992*. Following the AEC's response, HREOC decided to terminate the complaint, on the basis that it was satisfied that the complaint was lacking in substance or misconceived.

Judicial scrutiny

In the lead-up to the 2007 federal election a number of applications were made for judicial review of AEC decisions, under either the *Administrative Decisions (Judicial Review) Act 1977* or the *Judiciary Act 1903*.

Registration of political parties

Persons seeking to register the Human Rights Party made an application to the Federal Court, questioning the sampling undertaken by the AEC to establish whether or not the proposed party had 500 members as required by s. 126 of the *Commonwealth Electoral Act 1918*. Reliance was placed on a New South Wales Supreme Court decision in *Save our Suburbs (SOS) NSW Inc v Electoral Commissioner of NSW* [2002] NSWSC 785. Although the matter did not proceed to a hearing and was subsequently withdrawn, the statistical sampling method used by the AEC to determine whether or not a political party has 500 members is a matter that remains under discussion with an expert statistician from the Australian Bureau of Statistics.

The AEC's decision to register the Australian Fishing and Lifestyle Party was challenged in several applications made to the Federal Court by persons associated with the Fishing Party. The issue in these cases was whether the decision to register the Australian Fishing and Lifestyle Party was in accordance with the requirements of s. 126 and s. 129 of the *Commonwealth Electoral Act 1918*. The Federal Court dismissed all of these legal challenges (see *Sharples v Australian Electoral Commission* [2007] FCA 2102, *Sharples v Australian Electoral Commission (No. 2)* [2007] FCA 2103 and *Sharples v Australian Electoral Commission (No. 3)* [2008] FCA 63).

Polling facilities

An application to the Federal Court sought to challenge the type of voting screens used at polling booths. In the matter of *Horn v Australian Electoral Commission* [2007] FCA 1827 the Federal Court dismissed Mr Dieter Horn's claims that the construction and layout of the polling booths used in federal elections did not adequately screen him from observation by others while marking his ballot paper, and that this was in breach of several requirements of the *Commonwealth Electoral Act 1918*. The court awarded costs in favour of the AEC (see *Horn v Australian Electoral Commission* [2008] FCA 43).

Enrolment

Several applications were lodged in the Federal Court by Mr Albert Langer, including an appeal against the AAT decision to uphold the AEC's refusal to place Mr Langer on the electoral roll under the name of Arthur Dent. The Federal Court dismissed Mr Langer's claims in four matters; at 30 June 2008, one matter remained to be resolved (see *Dent v Australian Electoral Commission* [2008] FCAFC 111). The outstanding matter relates

to whether a person registered as an itinerant elector under s. 96 of the *Commonwealth Electoral Act 1918* may be eligible to make a request under s. 104 that that person's address not be shown on the electoral roll.

Nomination

An issue was brought before the Federal Magistrates Court, relating to the requirements for a valid nomination of a candidate for the election. Section 166 of the *Commonwealth Electoral Act 1918* requires that an unendorsed candidate must have the nomination form supported by 50 persons entitled to vote at the election in which the candidate is seeking to be nominated. In the case of *Noah v Campbell* [2007] FMCA 2128, Ms Noah attempted to argue that the decision of the divisional returning officer in rejecting her nomination was unlawful. Ms Noah attempted to argue that she is legally able to nominate herself and that she could therefore be one of the 50 persons required by s. 166 to have signed the nomination form. The court dismissed the claim that the divisional returning officer's decision had been unlawful, indicating the plain reading of the legislation clearly favoured the view that candidates could not nominate themselves, and that there needed to be 51 people named on the nomination form: 50 nominators and one nominee.

Election results

Following the 2007 election, two petitions were lodged with the High Court, sitting as the Court of Disputed Returns, seeking to challenge the election outcome in accordance with Part XXII of the *Commonwealth Electoral Act 1918*.

The first petition involved a challenge by Mr Robert Smith of the Fishing Party. It was claimed that the registration of the Australian Fishing and Lifestyle Party was an illegal practice and that the results of the Senate elections in New South Wales and Queensland were likely to be affected. This petition was dismissed by the Court of Disputed Returns in a decision dated 27 June 2008 in the case of *Smith v Australian Electoral Commission* [2008] FCA 953. The Court found that the petition was defective and, as a matter of substance, was doomed to failure. Mr Smith has since appealed the court's decision despite the prohibition contained in s. 368 of the *Commonwealth Electoral Act 1918*. A hearing of this purported appeal is unlikely to take place until November 2008 at the earliest.

The second petition involved the closely contested election in the Division of McEwen in Victoria. After the first counting of the votes, Mr Rob Mitchell of the Australian Labor Party was declared to be successful by a margin of six votes. The AEC conducted a recount, after which Mrs Fran Bailey of the Liberal Party of Australia was declared to be successful by a margin of 12 votes. During the recount, some 643 ballot papers were challenged by scrutineers for one or both of the candidates and reserved for decision by the Australian Electoral Officer for Victoria under s. 281 of the *Commonwealth Electoral Act 1918*.

Mr Mitchell subsequently lodged a petition with the Court of Disputed Returns, claiming an 'illegal practice' in which ballot papers that were informal had been wrongly included in the count and that ballot papers that were formal had been wrongly excluded from the recount.

The case raised a number of important and novel issues that had not been before the courts since 1920. The issues included:

- whether the parties, or their legal advisers, could be provided with access to the reserved ballot papers and, if so, on what conditions (see *Mitchell v Bailey* [2008] FCA 426, where the court held that s. 360(1)(iii) of the *Commonwealth Electoral Act 1918* prevented the parties, but not their legal advisers, from accessing the actual ballot papers)
- whether the *Commonwealth Electoral Act 1918* imposed any statutory obligations on an Australian Electoral Officer which, if not complied with, could give rise to a contravention of the Act (see *Mitchell v Bailey (No. 2)* [2008] FCA 692, where the court held that there had been genuine but mistaken decisions on 154 ballot papers, with 12 informal ballot papers being incorrectly included in the count and 142 formal ballot papers being incorrectly excluded from the count)
- what processes should be adopted by the court to deal with a petition which alleged that errors had been made by an Australian Electoral Officer in determining the formality of reserved ballot papers
- whether the court should engage in merits review or judicial review of decisions made by an Australian Electoral Officer under s. 281 of the *Commonwealth Electoral Act 1918*
- whether the court should award costs despite the fact that the petitioner had not been successful (see *Mitchell v Bailey (No. 3)* [2008] FCA 1029).

The court's decision was that the petition should be dismissed and that Mrs Bailey had been successfully returned as the Member for McEwen, with a margin of 27 votes.

As a result of the court's decision, the AEC has commenced a review of its manuals, guidelines, policies and training in relation to the formality of ballot papers.

Performance audits

During 2007–08, the AEC participated in the Green Procurement and Sustainable Office Management Audit conducted by the ANAO. The report of the review, which involved a number of Australian Government agencies, had not been tabled at 30 June 2008.

The ANAO's review of the AEC's management of the 2007 federal election is scheduled to commence in October 2008. Among other things, the auditors will take into account the recommendations and underlying findings of the JSCEM's 2007 report, *Review of certain aspects of the administration of the Australian Electoral Commission*.

Management of human resources

Overview

The AEC's human resources management framework is designed to provide a workforce that has the necessary skills, flexibility and diversity 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. This is reinforced by effective performance management and health and safety policies.

See Appendix A for AEC staffing statistics for 2007–08.

New approach to human resources strategy and development

In 2007–08, two existing human resources management sections of the AEC's People and Performance Branch were amalgamated to form a new section, Human Resources Strategy and Development (HRSD). The new structure will provide a more integrated and cost-effective approach to human resources service delivery.

The HRSD section has established account manager roles, whereby Executive Level 1 staff members provide an internal consultancy role to support the human resources functions of AEC state offices and branches. In 2007–08, this role included a strong emphasis on coaching and training managers to ensure that more complex people management issues were handled effectively.

HRSD staff assisted state and divisional offices with their election activities, and developed processes to deal with the significant increase in the size of the AEC workforce associated with the 2007 federal election. The team also focused on:

- analysing human resource management service delivery to improve performance
- devising a better suite of human resource measurement tools to support AEC managers
- developing programs to support cultural reform in the AEC. This is a consequence of new directions determined by senior management, in the areas of governance, planning, organisational capability and election modernisation.

Workforce planning and staff retention

The AEC's staff retention rate was 85.6 per cent in 2007–08, a small decrease compared to 87 per cent in 2006–07. Of the 107 ongoing employees who left the organisation in 2007–08, 61 employees were more than 50 years of age.

In support of its objective to improve organisational capability, the AEC reviewed the suite of reports that assists managers in the development of business strategies, workload distribution and consequent workforce planning initiatives across the organisation. This review resulted in further data sources being established to extend the scope of

reporting and allow for a more accurate depiction of the work undertaken and of workload distribution across work units.

Enhanced reporting has also resulted in workforce planning being fully integrated into the AEC's business planning cycle. As part of their annual business planning, branch and state managers are required to examine human resources issues and develop strategies to achieve improved outcomes in the current business cycle. In 2007–08, the AEC developed a workforce planning guide, providing a series of structured questions and exercises supported by trend analysis and statistics, to help managers move through the workforce planning process and formulate staff projections.

Attraction and retention of staff

The AEC commenced a review of the effectiveness of its recruitment strategies in 2007–08. As part of the review, the AEC sought guidance from the Australian Public Service Commission (APSC) and utilised the APSC publication *Get It Right—a recruitment kit for managers*.

The review process included surveys of:

- selection panel convenors and new AEC employees, to identify ways in which selection processes could be improved
- new AEC employees, to identify what attracted them to the AEC, their initial impressions of the AEC and their views on the positive and negative aspects of working in the AEC
- departing AEC employees, to identify what they had liked most and least about working at the AEC, and to identify factors about working in the AEC that should be promoted to potential AEC employees.

The results of the surveys will inform future marketing and retention strategies.

In response to the review, the AEC initiated three major continuous improvement activities, namely:

- streamlining recruitment activities by developing support material and templates for selection panel members
- partnering HRSD specialists with business areas to provide advice and add value to each component of a selection process
- improving marketing strategies for the advertising of all positions.

Activities associated with the recruitment review, such as the refinement of selection documentation, and ongoing education and training activities, are continuing.

The AEC is using a variety of entry-level recruitment programs to counter the likely effects of the expected retirement of a large proportion of its existing staff over the next five years.

As well as continuing its successful graduate and cadetship programs in 2007–08, the AEC participated in the Information and Communications Technology Apprenticeship Program conducted by the Department of Finance and Deregulation through the Australian Government Information Management Office. The AEC has been accepted to participate in the Department of Finance and Deregulation's Year 12 Career Starter Program, a Canberra-based program which was piloted in 2007. Through the program, the AEC

will recruit several young people who have just completed Year 12, which will assist in addressing the AEC's age profile.

The AEC has also developed a range of strategies to promote and encourage the employment and retention of mature age workers (aged 45 years or more) who have the skills and experience valued by the AEC. Mature age AEC employees are provided with flexible working arrangements to enable phased retirement, and AEC retirees are invited to register for employment in future non-ongoing roles.

Employment agreements

Prior to the implementation of the Australian Government Employment Bargaining Framework, the AEC continued to allow employees to choose between employment under the AEC Collective Agreement 2007–10 and employment under an Australian Workplace Agreement (AWA).

Since the introduction of the new framework, the AEC has complied with advice issued by the Department of Education, Employment and Workplace Relations to ensure that Australian Government policy is applied to workplace arrangements in the AEC.

Collective agreement

During the reporting period, the AEC Collective Agreement 2007–10 applied to all AEC staff below senior executive level employed under the *Public Service Act 1999*, except those on AWAs (35 employees at 30 June 2008).

The People Management Manual was created to provide a central source for the human resources policies that underpin the AEC Collective Agreement 2007–10. Many of the policies are also supported by separate guidelines that provide additional information on the implementation of the policies, to assist managers and staff.

The salary bands available under the collective agreement in 2007–10 are shown in Table 37.

Table 37 AEC Collective Agreement 2007–10 salary ranges, by classification, 2007–08

Classification	Remuneration band (\$)
Executive Level 2	89,451–104,263
Executive Level 1	77,593–87,440
Australian Public Service Level 6	62,133–69,637
Australian Public Service Level 5	56,129–61,513
Australian Public Service Level 4	50,325–55,148
Australian Public Service Level 3	45,153–49,481
Australian Public Service Level 2	39,641–43,961
Australian Public Service Level 1	35,027–38,713

Australian Workplace Agreements

New or varied AWAs are no longer available to AEC employees. Existing AWAs in the AEC broadly reflect the employment conditions available under the AEC Collective Agreement 2007–10, while providing access to individually determined benefits, flexible work arrangements and access to extended salary ranges.

The classifications and numbers of staff covered by AWAs at 30 June 2008 are shown in Table 38. The numbers are smaller than in 2005–06 or 2006–07, because a number of employees chose to terminate their AWAs in 2007–08 in order to be eligible to vote for and be covered by the collective agreement.

Table 38 Employees covered by Australian Workplace Agreements, 30 June 2008

Classification	Staff covered
Senior executive	8
Executive Levels 1–2	29
Australian Public Service Levels 1–6	6
Total	43

Section 24(1) determinations

In 2007–08, one Special Executive Service (SES) employee had their terms and conditions set by a collective determination under s. 24 (1) of the *Public Service Act 1999*. It is intended that any new SES employees will be covered by the same determination. The AEC proposes to limit the number of individual determinations to address only those instances where there is a difference between remuneration available under the collective agreement and remuneration available to the employee through an AWA previously granted by the AEC or another agency.

Table 39 Employees covered by s. 24(1) determinations, 30 June 2008

Classification	Staff covered
Senior executive	1
Executive Levels 1–2	nil
Australian Public Service Levels 1–6	nil
Total	1

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 1999*, 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 11 senior executives were eligible for performance pay during 2007–08, for performance in the 2006–07 financial year. The aggregate amount paid for the year was \$264,023. The performance pay average was 9.7 per cent of the employee's total remuneration, with the minimum payment being \$4,675 and the maximum \$21,556. Due to the small number of executives in each classification band, the AEC has not disaggregated the payment of performance bonus information. Executive salary rates are shown in Table 36.

Staff development

In 2007–08, AEC staff development opportunities targeted election preparedness. Training on presentation skills and ethical behaviour was delivered at both the divisional and national levels. Other activities included a national office Pre-election Information Day, held at Old Parliament House, and the New Leaders Forum, which brought together senior managers who had been recently promoted or recruited to the AEC. At the same time, the AEC continued to access leadership development opportunities through the APSC.

The AEC Leadership Program continued with an additional two workshops provided for staff new to the AEC or those that had not been able to attend the sessions in 2006–07. A comprehensive evaluation of the program was undertaken in 2007–08 to measure the transfer of learning from the workshops into the work environment. Respondents were specifically asked to comment on the extent to which the program had assisted them to perform their roles during the 2007 federal election. The results of the evaluation confirmed the program's benefits to both the participants and the organisation.

Respondents were also asked to identify further training that would strengthen their capabilities to meet future challenges as employees of the AEC and the Australian Public Service (APS). This information was used to inform the development of an AEC 'leadership pathway' that will incorporate training for all staffing levels, and clearly define a pathway to assist employees to understand what learning they will need to progress their career aspirations.

The leadership pathway will also include a national induction program for all new employees. The program will be designed to be flexible and adaptable for use at the divisional, state or national levels, and incorporates the APSC induction program, to ensure that new employees have an understanding of the APS-wide environment.

The leadership pathway will be fully implemented in 2008–09.

Performance management

Productivity and performance improvements identified in the AEC Collective Agreement 2007–10 were progressively implemented throughout 2007–08.

The HRSD section had oversight of the performance management program, and also identified and implemented ways to improve the program's effectiveness. The individual performance plan template and the values and behaviours tools were changed to enable employees to link their individual plans more closely to local business plans, branch/state plans and the corporate plan.

A review of the performance management program commenced in mid-2008. The review will consider feedback on the existing program, obtained from managers and staff through surveys and focus groups. The program will be adjusted to improve its alignment with revised position descriptions and the proposed capability framework. The new program will be launched in mid-2009.

The AEC has begun to implement strategies to reduce the level of unscheduled employee absences. In particular, a new policy on attendance management was developed in 2007–08, together with a managers' toolkit. By August 2008, relevant managers will have attended workshops to familiarise themselves with the new policy and enhanced reporting arrangements. The workshops will promote the approach of creating absence management plans for individuals, informed by occupational health and safety (OHS) and other relevant policies.

Agency-wide communications will be used to emphasise the message that the AEC is taking a coordinated national approach to decrease the rate of unscheduled absences. The Executive Management Group will monitor the agency's performance in this area.

Occupational health and safety

In 2007–08, the AEC maintained its commitment to ensuring the health and safety of all its employees through its policies for the management of compensable and non-compensable injuries and illnesses. The agency continued to track its OHS performance in relation to the AEC OHS and Injury Management Plan 2004–07, and commenced work on developing a new plan for 2008–10.

In accordance with new requirements under the *Occupational Health and Safety Act 1991*, the AEC developed new Health and Safety Management Arrangements to replace existing OHS policy guidelines.

The new arrangements incorporate the requirement for health and safety representatives (HSRs) and their deputies to be elected by their work colleagues. The arrangements were approved on 31 March 2008, and the elections of HSRs were completed in June 2008. Training of the newly appointed HSRs will commence in early 2008–09.

The arrangements, which also set out the structure, responsibilities and operations of national and local health and safety committees, are made available to all AEC employees through the intranet.

During 2007–08, the AEC managed a total of 69 workers compensation claims, of which 28 were new claims. This is slightly higher than the number managed in 2006–07 (60 claims, including 27 new claims) and is consistent with the increase in the volume of work that occurs in a federal election year. The AEC managed 12 non-compensable cases, which were handled under Comcare's Fitness for Continued Duty guidelines.

There were 140 reported accidents and incidents involving staff in 2007–08. This is significantly more than in 2006–07, and reflects the usual trend in a federal election year. The increase can be attributed to the high number of slips, trips and falls that occurred at various polling places on the day of the 2007 federal election.

The AEC continued to focus on timely and effective injury management, particularly early intervention strategies to return employees to work in accordance with AEC policies and guidelines and Comcare legislation. The AEC also implemented injury and illness prevention strategies to promote the health and wellbeing of AEC employees.

A project was undertaken in 2006–07 to investigate the potential to improve the recording of work-related incidents and accidents using the AEC's human resources information management system, PayGlobal. The recommendations arising from the review will require enhancements to PayGlobal; these will be factored into future development of the system.

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 AEC's major corporate documents and management tools, including the AEC Service Charter, the Corporate Plan 2007–08, the Collective Agreement 2007–10, the Workplace Diversity Program 2007–10, the Disability Action Plan 2008–11, recruitment and selection guidelines and the induction program.

The main objective of the Workplace Diversity Program 2007–10 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. As part of its strategy to encourage diversity, the plan 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's network of workplace harassment contact officers promotes diversity, communicates prevention strategies, and provides advice and support to employees who may be involved in an incident involving harassment or bullying behaviour.

During 2007–08, a conference for workplace harassment contact officers was held in Canberra. This was an opportunity for contact officers to get to network, and to hear and discuss topics such as:

- a briefing from the AEC's Employee Assistance Program provider
- a presentation on the range of programs being delivered by the HRSD section to improve organisational health
- the current functioning and possible future directions of the workplace harassment contact officer network, to be discussed and reviewed
- strategies for measuring and reducing harassment and bullying in the AEC.

After the conference, an action plan was developed to address bullying and harassment in the period from 2008 to 2010. This is directed towards increasing awareness of these issues and raising the profile of the AEC staff who are committed to supporting employees affected by bullying or harassment.

The AEC also continued to promote diversity by supporting employees who have disabilities, including by providing adaptive technology, convenient parking spaces, flexible work arrangements and tailored job design. The AEC's internal training programs included information on disability issues where relevant.

Table 40 shows how particular groups were represented among AEC staff at 30 June 2008.

Table 40 Workplace diversity profile, 30 June 2008

	Total staff ^a	Female	CLDB	ATSI	PWD
Senior executive staff and Australian Electoral Officers	18	6	1	0	1
Executive Level 2	31	15	2	0	0
Executive Level 1	83	37	9	0	1
Australian Public Service Level 6	222	109	8	3	5
Australian Public Service Level 5	36	16	3	0	1
Australian Public Service Level 4	61	43	6	1	2
Australian Public Service Level 3	179	133	10	1	1
Australian Public Service Level 2	171	154	9	1	3
Australian Public Service Level 1	1	1	1	1	0
Total	802	514	49	7	14
Proportion of total (%)	100.0	64.0	6.1	0.8	1.7

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 2008.

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 with commercial property management.

Office equipment and machines are managed by the Workforce Services and Systems section. An 'end of life' schedule and asset database are used to manage the replacement of these assets, which include items such as ballot paper counters, letter openers, photocopiers, fax machines and whitegoods. Annual service and maintenance agreements are used to ensure that all assets are fully functional and operating optimally.

The main items purchased in 2007–08 included letter openers, ballot paper counting machines, whitegoods, audiovisual equipment, security containers and fax machines.

Management of information assets

The AEC's major electronic applications, the roll management system (RMANS) and the election management system (ELMS), continued to support initiatives to grow the electoral roll and underpin the efficient and effective conduct of federal election events.

Along with the virtual tally room application, these sophisticated applications are the backbone processing facilities that ensure the AEC continues to meet the core objectives of maintaining an effective roll, supporting an impartial and independent electoral system, and keeping the public informed.

Smaller information processing and dissemination applications, such as the funding and disclosure system, the elector information access system (ELIAS) and the online enrolment verification facility, continued to play an important role in ensuring the AEC's diverse stakeholders remained well informed in regard to the information and services provided by the AEC.

During the year, work continued on the general enrolment, election support and information system (GENESIS) which will eventually replace RMANS and ELMS. When completed, GENESIS will provide improved election management services to AEC staff.

Purchasing

Policy and planning

The AEC completed a comprehensive review of the AEC's procurement policies, procedures and templates in 2007–08. The review took into account changes in the Australian Government's policies and guidance, and sought to address past audit recommendations. In particular, the AEC sought to simplify its procurement policies in accordance with the recommendations of the Management Advisory Committee's 2007 report *Reducing Red Tape in the Australian Public Service*.

Over the course of the year, the AEC placed an emphasis on better procurement planning so that the AEC's future annual procurement plans will more accurately reflect its procurement needs. The systems to ensure the accurate reporting of contracts on AusTender were also made more robust.

Advice and training

The National Procurement section continued to provide advice to AEC officers on how to conduct procurement in accordance with the *Commonwealth Procurement Guidelines*. Training on procurement issues was made available, and the AEC will provide further training in future to better enable AEC officers to apply the procurement policy framework and to deliver value for money.

Environmental guidelines

The Department of Environment, Water, Heritage and the Arts has developed the *Environmental Purchasing Guide* and checklists to provide guidance on how to consider relevant energy and environmental issues in making government procurement decisions.

AEC managers who are responsible for the procurement of paper, printing, cardboard equipment, office equipment, equipment consumables, office furniture, waste management services and/or cleaning and building management services have been asked to use the checklists in the management of existing contracts and the procurement of future contracts.

Tenders

The AEC published four open tender requests during 2007–08. Tender documentation was made available electronically, and tender responses for three tenders were accepted electronically, through the AusTender facility.

Consultants and contracts

Consultancies

A total of six new consultancies with values of \$10,000 or more were let during 2007–08. The total expenditure on those consultancies was \$165,577. In addition, two ongoing consultancy contracts were active during the year, incurring expenditure of \$452,057. 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.

Information on expenditure on contracts and consultancies is available on the AusTender website www.tenders.gov.au.

Competitive tendering and contracting

No contracts were executed in the 2007–08 period that did not have appropriate clauses to allow the Auditor-General access to contractors' premises.

Exempt contracts

No contract was exempted from being published on AusTender during the 2007–08 financial year.

Providing access for people with disabilities

Disability Action Plan

During 2007–08, the AEC finalised the Disability Action Plan 2008–11. The new plan was developed in consultation with the AEC's Disability Advisory Committee, which includes representatives of peak disability organisations and the Human Rights and Equal Opportunity Commission; and has been registered with the Human Rights and Equal Opportunity Commission.

The Disability Action Plan 2008–11 has two objectives:

- to maximise the accessibility of the AEC's products and services for people with a disability and to enable people with a disability to effectively participate in the electoral process
- to ensure that the AEC is accessible as a workplace, affording equal opportunity for staff members and prospective staff members with a disability.

The plan sets out a number of actions to be undertaken in national, state and divisional offices, and includes performance measures to assess the effectiveness of their implementation. Progress on implementation of the plan will be reported annually to the AEC's executive team and the Disability Advisory Committee.

Commonwealth Disability Strategy

The Commonwealth Disability Strategy sets objectives for Australian Government agencies to improve outcomes for people with disabilities through four core roles: policy adviser, regulator, purchaser and provider. The AEC's performance in relation to these roles in 2007–08 is described below. As noted above, the AEC's Disability Action Plan 2008–11 includes new performance measures; when implemented, they will facilitate improved reporting of achievements and ensure complete reporting against the requirements of the Commonwealth Disability Strategy.

Policy adviser

The AEC's policy advice role relates to its responsibility for administration of the *Commonwealth Electoral Act 1918*.

In 2007–08, the AEC met regularly with groups representing people with visual disabilities, in preparation for a trial of electronically assisted voting for electors who are blind or have low vision, held during the 2007 federal election.

In June 2008, the AEC met with the Disability Advisory Committee to discuss the outcomes of the 2007 federal election with respect to disability services, and the implementation of the AEC Disability Action Plan 2008–11. As well as meeting formally at least once each year, the AEC maintains ongoing consultations with the committee by teleconference and email.

Where possible, the AEC continued to provide information on changes in electoral administration policies or electoral law in accessible online formats.

Regulator

The AEC continued to provide information about electoral regulations, and all publicly available information on compliance with the regulations, 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*.

All open approaches to the market are made publicly available on the Australian Government's AusTender website. A contracted service provider 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 2007–08.

The AEC's request for tender document contains a standard clause that requires prospective tenderers and contractors to comply with the *Disability Discrimination Act 1992*.

During the reporting period, one major purchase was made from disability service providers.

The AEC will develop better mechanisms to capture quantitative data against the disability performance indicators for procurement. The priority will be to utilise the AEC's skills and experience in other roles and to maximise existing compliance and reporting mechanisms. This will enable the AEC to better report its achievements in the next annual report.

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 election 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, including enrolment forms that can be downloaded from the AEC website.

During 2007–08, 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 assisted the AEC to improve the quality of the electoral services and facilities it provided during the 2007 federal election.

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. The trial of electronically assisted voting referred to under 'Policy adviser' was successfully conducted during the 2007 federal election (see the case study on page 58 for more information).

In providing polling places for federal elections, it is the AEC's policy to hire premises that provide the best available access for people with disabilities wherever possible. However, because of the tight deadlines for elections, the AEC is not always able to secure the most accessible venues. Where full access for people with disability cannot be provided, the AEC advises the public in advertising published before the election.

In preparation for the 2007 federal election, the AEC inspected all polling places, using an inspection checklist developed in consultation with the Disability Advisory Committee and a specialist access architect. Of the 7,723 polling places provided for the 2007 election, 2,277 provided full access, and 3,953 provided access with assistance.

The AEC continued to make enrolment processes as convenient as possible for all electors, especially those with disabilities. This included making enrolment information, personal enrolment details and enrolment forms accessible online through the AEC website.

The AEC website meets the Government Online standards for providing access for people with disabilities, and the AEC is committed to continuously improving its website in this respect. This involves ongoing 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.

The AEC included Radio for the Print Handicapped in its comprehensive pre-election advertising campaign. This ensured that people with a print disability could receive important messages about issues such as the changed close of rolls arrangements.

During the year, AEC staff also continued to participate in events aimed at improving electoral awareness among people with disabilities, such as making presentations at residential facilities.

Support for employees with disabilities

The AEC strives to ensure that all employment policies and practices comply with the requirements of the *Disability Discrimination Act 1992*. The AEC also articulates its commitment to encouraging the inclusion and participation of people with disabilities in its workforce through its Collective Agreement 2007–10, Disability Action Plan 2008–11, and OHS policies and practices.

The AEC is committed to the principle of ‘reasonable adjustment’ for staff or prospective staff with disabilities, expressed through:

- following recruitment and selection guidelines that emphasise the principle
- encouraging self-identification by applicants with disabilities, to allow any necessary assistance to be provided during the selection process and training programs
- providing recruitment information in accessible formats on request
- providing internal and, where appropriate, external review mechanisms to address concerns raised by staff.

The AEC property plan identified six offices with access issues. Examples of strategies implemented to address the identified issues are to:

- relocate offices to premises that meet disabled access requirements;
- negotiate with the landlord to correct disabled access issues (for example, by installing a ramp)
- install door-opening mechanisms.

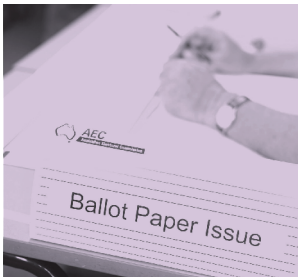
The fit-out of AEC offices is undertaken by professional project managers to ensure that compliance issues are addressed.

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

As 2007–08 was an election year, revenues and expenses were significantly higher than 2006–07. Total departmental revenues and expenses for the year were \$198.5 million and \$208.4 million respectively, resulting in an operating loss of \$9.9 million. The AEC obtained approval from the Minister for Finance of the day to incur an operating loss of up to \$10 million in 2007–08.

In recognition of the need to bring the electoral roll up to date, the AEC commenced the targeted enrolment stimulation (TES) program in March 2007 and continued it during 2007–08. The AEC conducted further enrolment-related advertising in the lead up to the 2007 election to complement the program. However, the AEC could not absorb the costs of the enrolment stimulation initiatives as well as deliver the 2007 election within its operating budget, hence approval was sought for an operating loss. The AEC financed the loss from cash reserves accumulated in previous years.

The Balance Sheet as at 30 June 2008 shows total assets of \$46.3 million and total liabilities of \$30.1 million. The total assets include cash and receivables of \$26.3 million.

Reductions in total assets are attributed to the loss of \$9.9 million being funded by appropriation receivable (2008: \$22.2 million; 2007: \$33.5 million) and the usage and write off of election inventory (2008: \$0.6 million; 2007: \$3.5 million).

The AEC received an administered appropriation of \$49.0 million for election public funding.

The ANAO issued an unqualified audit opinion for the AEC's 2007–08 financial statements.

Developments that have affected or may affect operations

Electoral reform process

On 28 March, the Special Minister of State announced that the Government was initiating a green paper process to reform and modernise Australia's electoral processes. A green paper is a government discussion paper which raises issues and options but does not make recommendations. The green paper will examine issues such as political donations, expenditure on electoral campaigns, public funding, alignment of state, territory and federal electoral laws and enrolment processes and roll closures.

The green paper will be released in two parts. The first will address disclosure, funding and expenditure issues and the second will examine a broader range of issues intended to strengthen the electoral system. A team has been formed within the AEC to develop the AEC's contributions to the paper.

Division of McEwen dispute

The Court of Disputed Returns handed down several decisions relating to a petition disputing the result in the Division of McEwen at the 2007 federal election: *Mitchell v Bailey* [2008] FCA 426, *Mitchell v Bailey (No. 2)* [2008] FCA 692, and *Mitchell v Bailey (No. 3)* [2008] FCA 1029.

The key decision that involved an analysis of the formality of ballot papers and the vote count which determined who was returned as the Member for McEwen was *Mitchell v Bailey (No. 2)*, which was handed down on 2 July 2008.

The Division of McEwen involved a recount of ballot papers before Mrs Fran Bailey was declared the successful candidate in December 2007. In January 2008, a petition challenging this result was filed with the Court of Disputed Returns. (For more information on the petition, see the 'External scrutiny' section of this report, in 'Management and accountability'.) The effect of the court's decisions is that Mrs Bailey was duly elected and returned as the Member for McEwen.

The judge provided extensive commentary about the rules governing the formality of ballot papers. The AEC will commence a review of procedures relating to counting, re-counting and assessing the formality of ballot papers in 2008–09.

Mayo and Lyne by-elections

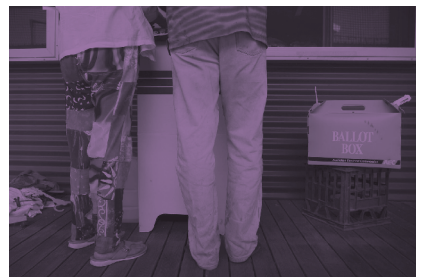
The dates for by-elections for the divisions of Mayo and Lyne were announced on 1 August 2008. The by-elections will be run concurrently, with writs issued on 4 August 2008, close of rolls on 8 August 2008, declaration of nominations on 15 August 2008 and election day on 6 September 2008. It is expected that the writs for these by-elections will be returned on or before 12 November 2008.

Government response to JSCEM report

The government response to the JSCEM report *Review of certain aspects of the administration of the AEC* is to be tabled in September 2008.

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historical
research only

Financial statements





Australian Electoral Commission
Annual Report 2007–08

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 2008, which comprise: a statement by the Chief Executive and Chief Financial Officer; Income Statement; Balance Sheet; Statement of Changes in Equity; Cash Flow Statement; Schedules of Commitments, Contingencies and Administered Items; and Notes to and forming part of the Financial Statements, including a Summary of Significant Accounting Policies.

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*, including the Australian Accounting Standards (which include the Australian Accounting Interpretations). This responsibility includes establishing and maintaining internal controls 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 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*, including Australian Accounting Standards; 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 2008 and its financial performance and its cash flows for the year then ended.

Australian National Audit Office




Carla Jago
Executive Director

Delegate of the Auditor-General

Canberra
11 September 2008

STATEMENT BY THE CHIEF EXECUTIVE AND CHIEF FINANCIAL OFFICER

In our opinion, the attached financial statements for the year ended 30 June 2008 are based on properly maintained financial records and give a true and fair view of the matters required by the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, as amended.



Ian Campbell
Electoral Commissioner

10 September 2008



Andrew Baker
Chief Financial Officer

10 September 2008

INCOME STATEMENT*for the year ended 30 June 2008*

	Notes	2008 \$'000	2007 \$'000
INCOME			
Revenue			
Revenue from Government	3A	184,483	109,792
Sale of goods and rendering of services	3B	13,896	12,161
Other revenue	3C	48	217
Total revenue		198,427	122,170
Gains			
Sale of assets	3D	22	-
Other gains	3E	74	70
Total gains		96	70
Total Income		198,523	122,240
EXPENSES			
Employee benefits	4A	102,790	63,413
Suppliers	4B	98,663	60,030
Depreciation and amortisation	4C	5,341	5,658
Write-down and impairment of assets	4D	1,652	83
Total Expenses		208,446	129,184
Surplus (Deficit)		(9,923)	(6,944)

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

BALANCE SHEET*as at 30 June 2008*

	Notes	2008 \$'000	2007 \$'000
ASSETS			
Financial Assets			
Cash and cash equivalents	5A	1,057	1,331
Trade and other receivables	5B	25,231	36,036
Total financial assets		26,288	37,367
Non-Financial Assets			
Land and buildings	6A	4,659	3,308
Infrastructure, plant and equipment	6B	5,779	6,470
Intangibles	6C	7,365	7,506
Inventories	6D	617	3,511
Other non-financial assets	6E	1,603	1,235
Total non-financial assets		20,023	22,030
Total Assets		46,311	59,397
LIABILITIES			
Payables			
Suppliers	7A	7,714	12,462
Other payables	7B	880	710
Total payables		8,594	13,172
Provisions			
Employee provisions	8A	20,353	20,030
Other provisions	8B	1,176	1,458
Total provisions		21,529	21,488
Total Liabilities		30,123	34,660
Net Assets		16,188	24,737
EQUITY			
Parent Entity Interest			
Contributed equity		(2,102)	(3,476)
Reserves		8,364	8,364
Retained surplus (accumulated deficit)		9,926	19,849
Total Parent Entity Interest		16,188	24,737
Total Equity		16,188	24,737
Current Assets		28,508	42,113
Non-Current Assets		17,803	17,284
Current Liabilities		26,874	30,864
Non-Current Liabilities		3,249	3,796

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

STATEMENT OF CHANGES IN EQUITY as at 30 June 2008

Opening balance

Balance carried forward from previous period
Adjustment for errors
Adjustment for changes in accounting policies
Adjusted opening balance

Income and expenses

Income and expenses recognised Directly in Equity (each item)
Sub-total income and expenses recognised Directly in Equity
Surplus (Deficit) for the period
Total income and expenses

Distributions to owners

Returns on capital:
Returns of contributed equity
Contributions by Owners
Appropriation (equity injection)
Sub-total transactions with owners
Transfers between equity components

Closing balance at 30 June

Closing balance attributable to the Australian Government

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

Retained Earnings		Asset Revaluation Reserves		Contributed Equity/Capital		Total Equity	
2008 \$'000	2007 \$'000	2008 \$'000	2007 \$'000	2008 \$'000	2007 \$'000	2008 \$'000	2007 \$'000
19,849	26,793	8,364	8,364	(3,476)	(9,096)	24,737	26,061
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
19,849	26,793	8,364	8,364	(3,476)	(9,096)	24,737	26,061
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
(9,923)	(6,944)	-	-	-	-	(9,923)	(6,944)
(9,923)	(6,944)	-	-	-	-	(9,923)	(6,944)
-	-	-	-	-	-	-	-
-	-	-	-	1,374	5,620	1,374	5,620
-	-	-	-	1,374	5,620	1,374	5,620
-	-	-	-	-	-	-	-
9,926	19,849	8,364	8,364	(2,102)	(3,476)	16,188	24,737
9,926	19,849	8,364	8,364	(2,102)	(3,476)	16,188	24,737

CASH FLOW STATEMENT*for the year ended 30 June 2008*

	Notes	2008 \$'000	2007 \$'000
OPERATING ACTIVITIES			
Cash received			
Goods and services		15,221	13,244
Appropriations		196,569	113,075
Net GST received		9,655	3,965
Other cash received		48	217
Total cash received		221,493	130,501
Cash used			
Employees		102,370	62,959
Suppliers		112,505	61,019
Total cash used		214,875	123,978
Net cash flows from or (used by) operating activities	9	6,618	6,523
INVESTING ACTIVITIES			
Cash received			
Proceeds from sales of property, plant and equipment		22	-
Total cash received		22	-
Cash used			
Purchase of property, plant and equipment		5,817	6,393
Purchase of intangibles		1,697	3,231
Total cash used		7,514	9,624
Net cash flows from or (used by) investing activities		(7,492)	(9,624)
FINANCING ACTIVITIES			
Cash received			
Appropriations - contributed equity		600	2,977
Total cash received		600	2,977
Cash used			
Other cash used		-	-
Total cash used		-	-
Net cash flows from or (used by) financing activities		600	2,977
Net increase or (decrease) in cash held		(274)	(124)
Cash and cash equivalents at the beginning of the reporting period		1,331	1,455
Cash and cash equivalents at the end of the reporting period	5A	1,057	1,331

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

SCHEDULE OF COMMITMENTS*as at 30 June 2008*

BY TYPE	2008 \$'000	2007 \$'000
Commitments Receivable ¹	(60,357)	(46,788)
Other commitments		
Operating leases ²	27,141	26,558
Project commitments ³	6,150	27,953
Other commitments ⁴	18,535	19,519
Total other commitments	51,826	74,030
Net commitments by type	(8,531)	27,242
BY MATURITY		
Commitments receivable		
Other commitments receivable		
One year or less	(13,393)	(15,066)
From one to five years	(46,964)	(31,477)
Over five years	-	(245)
Total other commitments receivable	(60,357)	(46,788)
Commitments payable		
Operating lease commitments		
One year or less	8,602	9,157
From one to five years	15,672	14,806
Over five years	2,867	2,595
Total operating lease commitments	27,141	26,558
Other Commitments		
One year or less	17,547	39,320
From one to five years	6,983	8,055
Over five years	155	97
Total other commitments	24,685	47,472
Net Commitments by Maturity	(8,531)	27,242

1. 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 (\$58m).

2. 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.

3. Project commitments relate to overseas electoral projects, Federal Election specific projects and state and local government election projects.

4. Other commitments include Information Technology (IT) contractors and service agreements with IT and communication providers (\$9.2m).

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

SCHEDULE OF CONTINGENCIES*as at 30 June 2008*

Contingent Assets	Claims for damages or costs		TOTAL	
	2008	2007	2008	2007
	\$'000	\$'000	\$'000	\$'000
Balance from previous period	-	375	-	375
New	-	-	-	-
Re-measurement	-	-	-	-
Assets crystallised	-	-	-	-
Expired	-	(375)	-	(375)
Total Contingent Assets	-	-	-	-
Contingent Liabilities	Claims for damages or costs		TOTAL	
	2008	2007	2008	2007
	\$'000	\$'000	\$'000	\$'000
Balance from previous period	-	298	-	298
New	-	-	-	-
Re-measurement	-	-	-	-
Liabilities crystallised	-	-	-	-
Obligations expired	-	(298)	-	(298)
Total Contingent Liabilities	-	-	-	-
Net Contingent Assets (Liabilities)			-	-

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

SCHEDULE OF ADMINISTERED ITEMS

	Notes	2008 \$'000	2007 \$'000
Income administered on behalf of Government			
<i>for the year ended 30 June 2008</i>			
Revenue			
Non-taxation revenue			
Electoral fines & penalties	14A	1,204	74
Candidate deposits	14A	564	3
Other revenue	14A	8	11
Total non-taxation revenue		1,776	88
Total revenues administered on behalf of Government		1,776	88
Total income administered on behalf of Government		1,776	88
Expenses administered on behalf of Government			
<i>for the year ended 30 June 2008</i>			
Grants	15A	49,003	-
Other expenses	15B	23	-
Total expenses administered on behalf of Government		49,026	-
Assets administered on behalf of Government			
<i>as at 30 June 2008</i>			
Financial assets			
Cash and cash equivalents	16A	-	-
Total financial assets		-	-
Total assets administered on behalf of Government		-	-

This schedule should be read in conjunction with the accompanying notes.

SCHEDULE OF ADMINISTERED ITEMS (continued)

	Notes	2008 \$'000	2007 \$'000
Administered Cash Flows			
<i>for the year ended 30 June 2008</i>			
OPERATING ACTIVITIES			
Cash received			
Electoral fines & penalties		1,204	74
Other		572	14
Total cash received		1,776	88
Cash used			
Political Parties		49,003	-
Refund of Electoral fines		23	-
Total cash used		49,026	-
Net cash flows from or (used by) operating activities		(47,250)	88
Net Increase (Decrease) in Cash Held		(47,250)	88
Cash and cash equivalents at the beginning of the reporting period		-	2
Cash from Official Public Account for:			
-Appropriations		49,026	8
		49,026	10
Cash to Official Public Account for:			
- Appropriations		(1,776)	(98)
		(1,776)	(98)
Cash and cash equivalents at the end of the reporting period	16A	-	-

Administered commitments*as at 30 June 2008*

There are no administered commitments for the AEC.

This schedule should be read in conjunction with the accompanying notes.

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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: 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.

The AEC's activities contributing toward these outcomes are classified as either departmental or administered. Departmental activities involve the use of assets, liabilities, revenues and expenses controlled or incurred by the AEC in its own right. Administered activities involve the management or oversight by the AEC, 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 AEC in its present form and with its present programs is dependent on Government policy and on continuing appropriations by Parliament for the AEC's administration and programs.

1.2 Basis of Preparation of the Financial Report

The Financial Statements and notes are required by section 49 of 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 2007; and
- Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period.

The financial report has been prepared on an accrual basis and is in accordance with the 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 otherwise specified.

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 Entity or a future sacrifice of economic benefits will be required 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 .

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 1.19.

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

Adoption of new Australian Accounting Standard requirements

No accounting standard has been adopted earlier than the application date as stated in the standard. The following new standard is applicable to the reporting period:

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 previously required. 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 affect the disclosure presented in future financial reports.

The following new standards, amendments to standards or interpretations for the current financial year have no material financial impact on the AEC.

- AASB 101 *Presentation of Financial Statements* (issued October 2006)
- AASB 1048 *Interpretation and Application of Standards*
- AASB 2007-4 *Amendments to Australian Accounting Standards arising from ED 151 and Other Amendments and Erratum: Proportionate Consolidation*
- AASB 2007-5 *Amendments to Australian Accounting Standard—Inventories Held for Distribution by Not-for Profit Entities* [AASB 102]

- AASB 2007-7 *Amendments to Australian Accounting Standards*
- ERR Erratum *Proportionate Consolidation* [AASB 101, AASB 107, AASB 121, AASB 127, Interpretation 113]
- UIG Interpretation 10 *Interim Financial Reporting and Impairment*
- AASB Interpretation 1003 *Australian Petroleum Resource Rent Tax*
- UIG Interpretation 11 *AASB 2—Group and Treasury Share Transactions and 2007-1 Amendments to Australian Accounting Standards arising from AASB Interpretation 11.*

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, other than AASB 2007-9 *Amendments to Australian Accounting Standards arising from the Review of AASs 27, 29 and 31* will have no material financial impact on future reporting periods.

- AASB 3 *Business Combinations*
- AASB 8 *Operating Segments*
- AASB 101 *Presentation of Financial Statements* (Issued September 2007)
- AASB 123 *Borrowing Costs*
- AASB 127 *Consolidated and Separate Financial Statements*
- AASB 1004 *Contributions*
- AASB 1050 *Administered Items*
- AASB 1051 *Land Under Roads*
- AASB 1052 *Disaggregated Disclosures*
- AASB 2007-2 *Amendments to Australian Accounting Standards arising from AASB Interpretation 12* [AASB 1, AASB 117, AASB 118, AASB 120, AASB 121, AASB 127, AASB 131 and AASB 139]
- AASB 2007-3 *Amendments to Australian Accounting Standards arising from AASB 8*
- AASB 2007-6 *Amendments to Australian Accounting Standards arising from AASB 123*
- AASB 2007-8 *Amendments to Australian Accounting Standards arising from AASB 101*
- AASB 2007-9 *Amendments to Australian Accounting Standards arising from the Review of AASs 27, 29 and 31*
- AASB 2008-1 *Amendment to Australian Accounting Standard—Share-based Payments: Vesting Conditions and Cancellations*
- AASB 2008-2 *Amendments to Australian Accounting Standards—Puttable Financial Instruments and Obligations arising on Liquidation*
- AASB 2008-3 *Amendments to Australian Accounting Standards arising from AASB 3 and AASB 127*
- AASB 2008-4 *Amendments to Australian Accounting Standard—Key Management Personnel Disclosures by Disclosing Entities* [AASB 124]
- AASB Interpretation 1 *Changes in Existing Decommissioning, Restoration and Similar Liabilities*
- AASB Interpretation 4 *Determining Whether an Arrangement Contains a Lease*

- AASB Interpretation 12 *Service Concession Arrangements*
- AASB Interpretation 13 *Customer Loyalty Programmes*
- AASB Interpretation 14 *AASB 119—The Limit on a Defined Benefit Asset, Minimum Funding Requirements and their Interaction*
- AASB Interpretation 129 *Service Concession Arrangement Disclosures*
- AASB Interpretation 1038 *Contributions by Owners Made to Wholly-Owned Public Sector Entities*.

AASB 2007-9 amends AASB 116 *Property, Plant and Equipment* to clarify that heritage and cultural assets are property, plant and equipment. This guidance has been added to AASB 116 to explain that, given the nature of many heritage and cultural assets, they may not have limited useful lives where appropriate curatorial and preservation policies have been adopted. In these circumstances these assets would not be subject to depreciation however they would be subject to impairment testing when there is an indication of impairment. This change to AASB 116 will support the requirement under the Finance Minister's Orders, Section 37.2 not to depreciate heritage and cultural assets with useful lives exceeding 200 years.

Other

The following standards and interpretations have been issued but are not applicable to the operations of the AEC.

AASB 1049 Whole of Government and General Government Sector Financial Reporting

AASB 1049 specifies the reporting requirements for the General Government Sector. The FMOs do not refer to this standard as it contains guidance applicable to the consolidated financial statements of the Australian Government, rather than financial reports of individual agencies or authorities.

1.5 Revenue

Revenue from Government

Amounts appropriated for departmental appropriations for the year (adjusted for any formal additions and reductions) are recognised as revenue when the AEC gains control of the appropriation, except for certain amounts that relate to activities that are reciprocal in nature, in which case revenue is recognised only when it has been earned.

Appropriations receivable are recognised at their nominal amounts.

Resources Received Free of Charge

Resources received free of charge are recognised as revenue when and only when a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of 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).

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 (less any formal reductions) are recognised directly in Contributed Equity in that year.

Restructuring of Administrative Arrangements

Net assets received from or relinquished to another Australian Government Agency or Authority under a restructuring of administrative arrangements are adjusted at their book value directly against contributed equity.

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 AEC 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 AEC'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.

The liability for long service leave is recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at 30 June 2008.

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.

Separation and Redundancy

Provision is made for separation and redundancy benefit payments. The AEC recognises a provision for termination when it has developed a detailed formal plan for the terminations and has informed those employees affected that it will carry out the terminations.

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. This liability is reported by the Department of Finance and Deregulation as an administered item.

The AEC makes employer contributions to the employee superannuation schemes at rates determined by an actuary to be sufficient to meet the current cost to the Government of the superannuation entitlements of the AEC's employees. The AEC accounts for the contributions as if they were contributions to defined contribution plans.

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 three working days 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 and cash equivalents includes notes and coins held and any deposits in bank accounts with an original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value. Cash is recognised at its nominal amount.

1.11 Financial assets

The AEC classifies its financial assets in the following categories:

- financial assets as 'at fair value through profit or loss',
- 'held-to-maturity investments',
- 'available-for-sale' financial assets, and
- 'loans and receivables'.

The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition.

Financial assets are recognised and derecognised upon 'trade date'.

Effective interest method

The effective interest method is a method of calculating the amortised cost of a financial asset and of allocating interest income over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset, or, where appropriate, a shorter period.

Income is recognised on an effective interest rate basis except for financial assets 'at fair value through profit or loss'.

Financial assets at fair value through profit or loss

Financial assets are classified as financial assets at fair value through profit or loss where the financial assets:

- has been acquired principally for the purpose of selling in the near future;
- is a part of an identified portfolio of financial instruments that the AEC manages together and has a recent actual pattern of short-term profit-taking; or
- is a derivative that is not designated and effective as a hedging instrument.

Assets in this category are classified as current assets.

Financial assets at fair value through profit or loss are stated at fair value, with any resultant gain or loss recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any interest earned on the financial asset.

Available-for-sale financial assets

Available-for-sale financial assets are non-derivatives that are either designated in this category or not classified in any of the other categories. They are included in non-current assets unless management intends to dispose of the asset within 12 months of the balance sheet date.

Available-for-sale financial assets are recorded at fair value. Gains and losses arising from changes in fair value are recognised directly in the reserves (equity) with the exception of impairment losses. Interest is calculated using the effective interest method and foreign exchange gains and losses on monetary assets are recognised directly in profit or loss. Where the asset is disposed of or is determined to be impaired, part or all of the cumulative gain or loss previously recognised in the reserve is included in profit for the period.

Where a reliable fair value can not be established for unlisted investments in equity instruments cost is used. The AEC has no such instruments.

Held-to-maturity investments

Non-derivative financial assets with fixed or determinable payments and fixed maturity dates that the group has the positive intent and ability to hold to maturity are classified as held-to-maturity investments. Held-to-maturity investments are recorded at amortised cost using the effective interest method less impairment, with revenue recognised on an effective yield basis.

Loans and receivables

Trade receivables, loans and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'loans and receivables'. They are included in current assets, except for maturities greater than 12 months after the balance sheet date. These are classified as non current assets. Loans and receivables are measured at amortised cost using the effective interest method less impairment. Interest is recognised by applying the effective interest rate.

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.
- *Available for sale financial assets*—If there is objective evidence that an impairment loss on an available for sale financial asset has been incurred, the amount of the difference between its cost, less principal repayments and amortisation, and its current fair value, less any impairment loss previously recognised in expenses, is transferred from equity to the Income Statement.
- *Available for sale financial assets (held at cost)*—If there is objective evidence that an impairment loss has been incurred 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.

1.12 Financial Liabilities

Financial liabilities are classified as either financial liabilities 'at fair value through profit or loss' or other financial liabilities.

Financial liabilities are recognised and derecognised upon 'trade date'.

Financial liabilities at fair value through profit or loss

Financial liabilities at fair value through profit or loss are initially measured at fair value. Subsequent fair value adjustments are recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any interest paid on the financial liability.

Other financial liabilities

Other financial liabilities, including borrowings, are initially measured at fair value, net of transaction costs.

Other financial liabilities are subsequently measured at amortised cost using the effective interest method, with interest expense recognised on an effective yield basis.

The effective interest method is a method of calculating the amortised cost of a financial liability and of allocating interest expense over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash payments through the expected life of the financial liability, or, where appropriate, a shorter period.

Supplier and other payables

Supplier and other payables are recognised at amortised cost. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).

1.13 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 asset or liability in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain and contingent liabilities are disclosed when settlement is greater than remote.

1.14 Financial Guarantee Contracts

Financial guarantee contracts are accounted for in accordance with AASB139. They are not treated as a contingent liability, as they are regarded as financial instruments outside the scope of AASB137.

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' recognised.

Revaluations

Fair values for each class of asset are determined as shown below:

<i>Asset Class</i>	<i>Fair value measured at:</i>
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 operating result. Revaluation decrements for a class of assets are recognised directly through operating result 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:

	2008	2007
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 2008. 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.

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, less accumulated amortisation and accumulated impairment losses.

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 (2006–07: 3 to 10 years).

All software assets were assessed for indications of impairment as at 30 June 2008.

1.18 Inventories

No inventory is held for resale.

Inventories held for distribution are valued at cost, adjusted 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.

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 Deregulation. 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 17. 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

	2008	2007
<u>Revenue</u>	\$'000	\$'000

Note 3A: Revenue from Government

Appropriations:

Departmental outputs	175,483	100,792
Departmental Special Appropriations	9,000	9,000
Total revenue from Government	184,483	109,792

Note 3B: Sale of goods and rendering of services

Provision of goods - related entities	72	55
Provision of goods - external parties	9,721	9,406
Rendering of services - related entities	3,431	1,617
Rendering of services - external parties	672	1,083
Total sale of goods and rendering of services	13,896	12,161

Note 3C: Other revenue

Sundry Income	48	217
Total other revenue	48	217

Gains

Note 3D: Sale of assets

Infrastructure, plant and equipment		
Proceeds from sale	22	-
Net gain from sale of assets	22	-

Note 3E: Other gains

Resources received free of charge	74	70
Total other gains	74	70

Note 4 Expenses

	2008	2007
	\$'000	\$'000

Note 4A: Employee benefits

Wages and salaries	88,474	50,605
Superannuation		
Defined contribution plans	7,535	7,032
Defined benefit plans	1,027	448
Leave and other entitlements	5,253	5,208
Separation and redundancies	501	120
Total employee benefits	102,790	63,413

Note 4B: Suppliers

Provision of goods – related entities	5,210	4,150
Provision of goods – external parties	55,230	23,285
Rendering of services – related entities	5,756	2,167
Rendering of services – external parties	21,788	20,649
Operating lease rentals:		
Minimum lease payments	9,620	9,176
Workers compensation premiums	1,059	603
Total supplier expenses	98,663	60,030

Note 4C: Depreciation and amortisation

Depreciation:		
Infrastructure, plant and equipment	2,510	2,291
Buildings	1,255	1,408
Total depreciation	3,765	3,699
Amortisation:		
Intangibles:		
Computer Software	1,576	1,959
Total amortisation	1,576	1,959
Total depreciation and amortisation	5,341	5,658

Note 4D: Write-down and impairment of assets

Impairment of financial asset		
bad and doubtful debts expense	(2)	(14)
Asset Write-Downs from		
impairment on leasehold improvements	184	57
impairment of property, plant and equipment	1,208	34
impairment on intangible assets	262	-
other	-	6
Total write-down and impairment of assets	1,652	83

Note 5 Financial assets

	2008	2,007
	\$'000	\$'000

Note 5A: Cash and cash equivalents

Cash on hand or on deposit	1,057	1,331
Total cash and cash equivalents	1,057	1,331

Note 5B: Trade and other receivables

Goods and services	1,282	1,445
Appropriations receivable:		
for existing outputs	21,479	33,458
for additional outputs	740	-
Total appropriations receivable	22,219	33,458
GST receivable from the Australian Taxation Office	315	762
Other:		
Other receivables	1,447	405
Total other receivables	1,447	405
Total trade and other receivables (gross)	25,263	36,070
Less Allowance for doubtful debts:		
Goods and services	(32)	(34)
Total trade and other receivables (net)	25,231	36,036

Receivables are represented by:

Current	25,231	36,036
Non-current	-	-
Total trade and other receivables (net)	25,231	36,036

Receivables are aged as follows:

Not overdue	23,981	34,626
Overdue by:		
Less than 30 days	1,233	1,376
30 to 60 days	12	9
61 to 90 days	5	25
More than 90 days	32	34
Total receivables (gross)	25,263	36,070

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	(32)	(34)
Total allowance for doubtful debts	(32)	(34)

Note 5 Financial assets (continued)**Reconciliation of the allowance for doubtful debts:**

Movements in relation to 2008

	Goods and services 2008 \$'000	Total 2008 \$'000
Opening balance	34	34
Amounts written off	-	-
Amounts recovered and reversed	(2)	(2)
Increase/decrease recognised in net surplus	-	-
Closing balance	32	32

Movements in relation to 2007

	Goods and services 2007 \$'000	Total 2007 \$'000
Opening balance	48	48
Amounts written off	-	-
Amounts recovered and reversed	(14)	(14)
Increase/decrease recognised in net surplus	-	-
Closing balance	34	34

Note 6 Non-financial assets

	2008 \$'000	2007 \$'000
--	----------------	----------------

Note 6A: Land and buildings

Leasehold improvements

– fair value	13,976	16,203
– accumulated depreciation	(9,460)	(14,667)
– in progress	143	1,772

Total leasehold improvements**Total land and buildings (non-current)**

4,659	3,308
4,659	3,308

Indicators of impairment were found for land and buildings with a net result of \$183,820 which has been expensed.

Note 6 Non-financial assets (continued)

	2008 \$'000	2007 \$'000
Note 6B: Infrastructure, plant and equipment		
Infrastructure, plant and equipment:		
- gross carrying value (at fair value)	11,784	13,290
- accumulated depreciation	(6,005)	(6,820)
Total infrastructure, plant and equipment	5,779	6,470
Total infrastructure, plant and equipment (non-current)	5,779	6,470

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.

Indicators of impairment were found for infrastructure, plant and equipment with a net result of \$1,207,958 which has been expensed.

Note 6C: Intangibles

Computer software at cost:		
Internally developed – in progress	947	1,702
Internally developed – in use	28,621	26,677
Externally developed – in use	3,779	4,260
Total Computer Software	33,347	32,639
accumulated amortisation - internally developed	(23,614)	(22,680)
accumulated amortisation - externally developed	(2,368)	(2,453)
Total intangibles (non-current)	7,365	7,506

Indicators of impairment were found for intangible assets with a net result of \$261,689 which has been expensed.

Note 6D: Inventories

Election Equipment at cost (ballot paper and voting equipment)	617	3,511
Total inventories (current)	617	3,511

During 2007-08 \$5,280,794 of inventory held for distribution was recognised as an expense (2006-07: \$450,684)

No items of inventory are recognised at fair value less cost to sell.

Note 6E: Other non-financial assets

Prepayments	1,603	1,235
Total other non-financial assets	1,603	1,235

All other non-financial assets are current assets.

No indicators of impairment were found for other non-financial assets.

Note 6 Non-financial assets (continued)**Note 6F: Analysis of property, plant and equipment****TABLE A – Reconciliation of the opening and closing balances of property, plant and equipment (2007-08)**

	Buildings \$'000	Other IP & E \$'000	Total \$'000
As at 1 July 2007			
Gross book value	17,975	13,290	31,265
Accumulated depreciation/amortisation and impairment	(14,667)	(6,820)	(21,487)
Net book value 1 July 2007	3,308	6,470	9,778
Additions:			
by purchase	2,790	3,027	5,817
Depreciation/amortisation expense	(1,255)	(2,510)	(3,765)
Impairments recognised in the operating result	(184)	(1,208)	(1,392)
Disposals:			
Other disposals	-	-	-
Net book value 30 June 2008	4,659	5,779	10,438
Net book value as of 30 June 2008 represented by:			
Gross book value	14,119	11,784	25,903
Accumulated depreciation/amortisation and impairment	(9,460)	(6,005)	(15,465)
	4,659	5,779	10,438

TABLE B – 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:			
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

Note 6 Non-financial assets (continued)**Note 6G: Intangibles*****Table A: Reconciliation of the opening and closing balances of intangibles . (2007-08)***

	Computer software internally developed \$'000	Computer software purchased \$'000	Total \$'000
As at 1 July 2007			
Gross book value	28,379	4,260	32,639
Accumulated depreciation/amortisation and impairment	(22,680)	(2,453)	(25,133)
Net book value 1 July 2007	5,699	1,807	7,506
Additions:			
by purchase or internally developed	1,217	480	1,697
Amortisation	(961)	(615)	(1,576)
Impairments recognised in the operating result	-	(262)	(262)
Disposals:			
other disposals	-	-	-
Net book value 30 June 2008	5,955	1,410	7,365
Net book value as of 30 June 2008 represented by:			
Gross book value	29,569	3,778	33,347
Accumulated depreciation/amortisation and impairment	(23,614)	(2,368)	(25,982)
	5,955	1,410	7,365

Note 6 Non-financial assets (continued)*Table B: Reconciliation of the opening and closing balances of intangibles (2006-07)*

	Computer software internally developed \$'000	Computer software purchased \$'000	Total \$'000
As at 1 July 2006			
Gross book value	25,987	3,501	29,488
Accumulated 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:			
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)
	<u>5,699</u>	<u>1,807</u>	<u>7,506</u>

Note 7 Payables

	2008 \$'000	2007 \$'000
Note 7A: Suppliers		
Trade creditors	<u>7,714</u>	<u>12,462</u>
Total supplier payables	<u><u>7,714</u></u>	<u><u>12,462</u></u>
Supplier payables are represented by:		
Current	7,714	12,462
Non-current	-	-
Total supplier payables	<u><u>7,714</u></u>	<u><u>12,462</u></u>

Settlement is usually made net 30 days.

Note 7B: Other Payables

Unearned revenue - other	<u>880</u>	<u>710</u>
Total Other Payables	<u><u>880</u></u>	<u><u>710</u></u>

Note 8 Provisions

	2008 \$'000	2007 \$'000
Note 8A: Employee provisions		
Salaries and wages	955	701
Leave	18,743	19,164
Superannuation	157	165
Separations and redundancies	498	-
Total employee provisions	20,353	20,030
Represented by:		
Current	17,838	17,419
Non-current	2,515	2,611
Total employee provisions	20,353	20,030

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 are \$6,593,450 (2007: \$6,041,145), and in excess of one year \$13,759,560 (2007: \$13,989,101).

Note 8B: Other provisions

Lease incentives	158	220
Restoration obligations	1,018	1,218
Other provisions	-	20
Total other provisions	1,176	1,458
Other provisions are represented by:		
Current	442	273
Non-current	734	1,185
Total other provisions	1,176	1,458

	Lease Incentives \$'000	Provision for restoration \$'000	Other \$'000	Total \$'000
Carrying amount 1 July 2007	220	1,218	20	1,458
Additional provisions made	41	145	-	186
Amounts used	(103)	(345)	(20)	(468)
Closing balance 2008	158	1,018	-	1,176

The AEC currently has 130 agreements for the leasing of premises which 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

	2008 \$'000	2007 \$'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	1,057	1,331
Balance Sheet	<u>1,057</u>	<u>1,331</u>
Difference	<u>-</u>	<u>-</u>
Reconciliation of operating result to net cash from operating activities:		
Operating result	(9,923)	(6,944)
Depreciation /amortisation	5,341	5,658
Net write down of non-financial assets	1,654	84
Gain on disposal of assets	(22)	-
(Increase) / decrease in net receivables	11,579	3,258
(Increase) / decrease in inventories	2,894	(2,808)
(Increase) / decrease in prepayments	(368)	(129)
Increase / (decrease) in employee provisions	323	442
Increase / (decrease) in supplier payables	(4,748)	7,431
Increase / (decrease) in other payables	170	(397)
Increase / (decrease) in other provisions	<u>(282)</u>	<u>(72)</u>
Net cash from / (used by) operating activities	<u>6,618</u>	<u>6,523</u>

Note 10 Contingent liabilities and assets

Quantifiable Contingencies

At 30 June 2008, the AEC had no quantifiable contingencies.

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 (2007: \$62,700).

Unquantifiable Contingencies

At 30 June 2008, the AEC had no unquantifiable contingencies.

Note 11 Senior executive remuneration

	2008	2007
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
\$160 000 to \$174 999	-	3
\$175 000 to \$189 999	3	2
\$190 000 to \$204 999	3	3
\$205 000 to \$219 999	4	4
\$220 000 to \$234 999	2	-
\$235 000 to \$249 999	-	2
\$250 000 to \$264 999	2	-
\$265 000 to \$279 999	-	1
\$310 000 to \$324 999	1	1
\$355 000 to \$369 999	1	-
Total	19	17

The aggregate amount of total remuneration of senior executives shown above.

\$4,032,891 \$3,541,137

The aggregate amount of separation and redundancy/termination benefit payments during the year to executives shown above.

\$154,333 \$112,243

Note 12 Remuneration of auditors

	2008 \$'000	2007 \$'000
Financial statement audit services are provided free of charge to the agency.		
The fair value of the services provided was:	74	70
	74	70

No other services were provided by the Auditor-General.

Note 13 Financial instruments

	2008 \$'000	2007 \$'000
13A Categories of financial instruments		
Financial Assets		
Held-to-maturity financial assets		
Cash at Bank	<u>1,057</u>	<u>1,331</u>
	<u>1,057</u>	<u>1,331</u>
Loans and receivables financial assets		
Receivables for goods and services	<u>3,044</u>	<u>2,612</u>
	<u>3,044</u>	<u>2,612</u>
Carrying amount of financial assets	<u>4,101</u>	<u>3,943</u>
Financial Liabilities		
At amortised cost		
Trade creditors	<u>7,714</u>	<u>12,462</u>
	<u>7,714</u>	<u>12,462</u>
Carrying amount of financial liabilities	<u>7,714</u>	<u>12,462</u>
13B Net income and expense from financial assets		
Loans and receivables		
Impairment	<u>(2)</u>	<u>(14)</u>
Net gain/(loss) loans and receivables	<u>(2)</u>	<u>(14)</u>
Net gain/(loss) from financial assets	<u>(2)</u>	<u>(14)</u>

The net expense from financial assets not at fair value through profit and loss is \$2,000 (2007: \$14,000).

13C Fair value of financial instruments

	Carrying amount 2008 \$'000	Fair value 2008 \$'000	Carrying amount 2007 \$'000	Fair value 2007 \$'000
FINANCIAL ASSETS				
Cash at bank and on hand	1,057	1,057	1,331	1,331
Receivables for goods and services	3,044	3,044	2,612	2,612
Total	4,101	4,101	3,943	3,943
FINANCIAL LIABILITIES				
Trade creditors	7,714	7,714	12,462	12,462
Total	7,714	7,714	12,462	12,462

Note 13 Financial instruments (continued)

13D Credit risk

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

The AEC has no significant exposures to any concentration of credit risk.

The following table illustrates the AEC's gross exposure to credit risk, excluding any collateral or credit enhancements.

	2008 \$'000	2007 \$'000
Financial assets		
Cash at bank and on hand	1,057	1,331
Receivables for goods and services	3,044	2,612
Total	4,101	3,943

Credit quality of financial instruments not past due or individually determined as impaired

	Not Past Due Nor Impaired 2008 \$'000	Not Past Due Nor Impaired 2007 \$'000	Past due or impaired 2008 \$'000	Past due or impaired 2007 \$'000
Receivables for goods and services	3,044	2,612	-	-
Total	3,044	2,612	-	-

Ageing of financial assets that are past due but not impaired for 2008

	0 to 30 days \$'000	31 to 60 days \$'000	61 to 90 days \$'000	90+ days \$'000	Total \$'000
Receivables for goods and services	2,995	12	5	32	3,044
Total	2,995	12	5	32	3,044

Ageing of financial assets that are past due but not impaired for 2007

	0 to 30 days \$'000	31 to 60 days \$'000	61 to 90 days \$'000	90+ days \$'000	Total \$'000
Receivables for goods and services	2,544	9	25	34	2,612
Total	2,544	9	25	34	2,612

Note 13 Financial instruments (continued)

13E Liquidity risk

The AEC's financial liabilities are payables, loans from government, finance leases and other interest bearing liabilities. The exposure to liquidity risk is based on the notion that the AEC will encounter difficulty in meeting its obligations associated with financial liabilities. This is highly unlikely due to appropriation funding and mechanisms available to the AEC and internal policies and procedures put in place to ensure there are appropriate resources to meet its financial obligations.

The following tables illustrates the maturities for financial liabilities.

	On demand 2008 \$'000	within 1 year 2008 \$'000	1 to 5 years 2008 \$'000	> 5 years 2008 \$'000	Total 2008 \$'000
Trade Creditors	-	7,714	-	-	7,714
Total	-	7,714	-	-	7,714

	On demand 2007 \$'000	within 1 year 2007 \$'000	1 to 5 years 2007 \$'000	> 5 years 2007 \$'000	Total 2007 \$'000
Trade Creditors	-	12,462	-	-	12,462
Total	-	12,462	-	-	12,462

13F Market risk

The AEC holds basic financial instruments that do not expose the AEC to certain market risks. The AEC is not exposed to 'Currency risk' or 'Other price risk'.

Note 14: Income Administered on Behalf of Government

	2008 \$'000	2007 \$'000
<u>Revenue</u>		
Non taxation revenue		
<u>Note 14A: Other revenue</u>		
Electoral fines	1,204	74
Candidate deposits	564	3
Other	8	11
<i>Total other revenue</i>	<u>1,776</u>	<u>88</u>

Note 15: Expenses Administered on Behalf of Government

	2008 \$'000	2007 \$'000
<u>Expenses</u>		
<u>Note 15A: Grants</u>		
Private Sector:		
Election public funding	49,003	-
<i>Total grants</i>	<u>49,003</u>	<u>-</u>
<u>Note 15B: Other expenses</u>		
Refunds - electoral fines & penalties	23	-
<i>Total other expenses</i>	<u>23</u>	<u>-</u>

Note 16: Assets Administered on Behalf of Government

	2008 \$'000	2007 \$'000
<u>Financial Assets</u>		
<u>Note 16A: Cash and cash equivalents</u>		
Cash on hand or on deposits	-	-
<i>Total cash and cash equivalents</i>	<u>-</u>	<u>-</u>

Note 17: Administered Reconciliation Table

	2008 \$'000	2007 \$'000
<i>Opening administered assets less administered liabilities as at 1 July</i>	-	2
Plus: Administered income	1,776	88
Less: Administered expenses	(49,026)	-
Administered transfers to/from Australian Government:		
Appropriation transfers from OPA:		
Annual appropriations for administered expenses	49,003	8
Transfers to OPA	(1,753)	(98)
<i>Closing administered assets less administered liabilities as at 30 June</i>	<u>-</u>	<u>-</u>

Note 18: Administered Contingent Liabilities*Unquantifiable Administered Contingencies*

There are no administered contingencies, remote or quantifiable, for the AEC.

Note 19: Administered Contingent Assets

There are no administered contingent assets for the AEC.

Note 20: Administered Financial Instruments

There are no administered financial instruments for the AEC.

Note 21 Appropriations
Table A: Acquittal of Authority to Draw Cash from the Consolidated Revenue Fund for Ordinary Annual Services Appropriations

Particulars	Administered Expenses						Departmental Outputs		Total	
	Outcome 1		Outcome 2		Outcome 3		2008	2007	2008	2007
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000			\$'000	\$'000
Balance brought forward from previous period	-	-	-	-	-	-	-	-	30,064	33,031
Appropriation Act:										
Appropriation Act (No.1) 2007-08	-	-	-	-	-	-	-	-	175,551	98,660
Appropriation Act (No.3) 2007-08	-	-	-	-	-	-	-	-	-	2,132
Appropriation Act (No.5) 2007-08	-	-	-	-	-	-	-	-	-	-
FMA Act:										
Refunds credited (FMA section 30)	-	-	-	-	-	-	-	-	559	658
Appropriations to take account of recoverable GST (FMA section 30A)	-	-	-	-	-	-	-	-	9,208	4,325
Annotations to 'net appropriations' (FMA section 31)	-	-	-	-	-	-	-	-	15,291	13,461
Appropriation reduction by s. 9 determination (current year)	-	-	-	-	-	-	-	-	(808)	-
Total appropriation available for payments	-	-	-	-	-	-	-	-	229,865	152,267
Cash payments made during the year (GST inclusive)	-	-	-	-	-	-	-	-	213,274	122,203
Appropriations credited to Special Accounts (excluding GST)	-	-	-	-	-	-	-	-	-	-
Balance of Authority to Draw Cash from the Consolidated Revenue Fund for Ordinary Annual Services Appropriations	-	-	-	-	-	-	-	-	16,591	30,064
Represented by										
Cash at bank and on hand	-	-	-	-	-	-	-	-	1,057	1,331
Departmental appropriations receivable	-	-	-	-	-	-	-	-	15,219	27,971
GST receivable from the ATO	-	-	-	-	-	-	-	-	315	762
Total	-	-	-	-	-	-	-	-	16,591	30,064

On 24 June 2008, the Minister for Finance and Deregulation determined a reduction in departmental output appropriations following the application of a one-off two per cent efficiency dividend. The amount determined under Subsection 9(1) of *Appropriation Act (No. 1) 2007-08* was \$808,000. On 26 June 2008, the Minister for Finance and Deregulation approved \$740,000 for the Gippsland By-election held on 28 June 2008. These funds will be appropriated in the 2008-09 Additional Estimates.

Note 21
Appropriations (continued)

Note 21 Appropriations (continued)**Table C: Acquittal of Authority to Draw Cash from the Consolidated Revenue Fund - Special Appropriations (Unlimited Amount)**

Particulars of legislation providing appropriation	2008	2007
	\$'000	\$'000
<i>Commonwealth Electoral Act 1918 - Electoral Roll Review</i>		
Cash payments made during the year	9,000	9,000
Appropriations credited to Special Accounts	-	-
Refunds credited (net) (FMA Act section 30)	-	-
Total charged to appropriation	9,000	9,000
<i>Estimated actual</i>	-	-
<i>Commonwealth Electoral Act 1918 - Election Public Funding</i>		
Cash payments made during the year	49,003	-
Appropriations credited to Special Accounts	-	-
Refunds credited (net) (FMA Act section 30)	-	-
Total charged to appropriation	49,003	-
<i>Estimated actual</i>	-	-

Table D: Acquittal of Authority to Draw Cash from the Consolidated Revenue Fund - Special Appropriations (Refund Provisions)

Particulars of legislation providing appropriation including purpose ³	2008	2007
	\$'000	\$'000
<i>Financial Management and Accountability Act 1997 - s28</i>		
Refund of Receipts		
Cash payments made during the year	23	-
Appropriations credited to Special Accounts	-	-
Refunds received (net) (FMA Act section 30)	-	-
Total charged to special appropriation	23	-
<i>Budget estimate (FMA Act section 28)</i>	-	-

Note 22: Compensation and Debt Relief

	2008 \$	2007 \$
Administered		
No 'Act of Grace' expenses were incurred during the reporting period (2007: No expenses).	-	-
The estimated amount outstanding in relation to payments being made on a periodic basis as at 30 June 2008 was nil (Nil at 30 June 2007).		
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> (2007: No waivers).		
No ex-gratia payments were provided for during the reporting period. (2007: No payments)		
Departmental		
No payments were made during the reporting period. (2007: No payments)	-	-

Note 23: Assets Held in Trust

	2008 \$	2007 \$
Note 23A: Other Trust Monies		
Legal authority – <i>Financial Management and Accountability Act 1997; s20</i>		
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	20	124
Receipts during the year	904,554	16
Available for payments	904,574	140
Payments made:		
Title passed to Australian Government	(564,008)	(116)
Returned to original owner	(338,042)	(4)
Closing	(902,050)	(120)
Total	2,524	20

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	
	2008	2007	2008	2007	2008	2007	2008	2007
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Expenses								
Administered	-	-	49,026	-	-	-	49,026	-
Departmental	54,737	96,221	114,989	28,105	38,720	4,858	208,446	129,184
Total expenses	54,737	96,221	164,015	28,105	38,720	4,858	257,472	129,184
Costs recovered from provision of goods and services to the non government sector								
Administered	-	-	-	-	-	-	-	-
Departmental	-	-	-	-	-	-	-	-
Total costs recovered	-	-	-	-	-	-	-	-
Other external revenues								
Administered	-	-	(1,776)	(88)	-	-	(1,776)	(88)
Departmental	(9,802)	(9,635)	(4,083)	(2,646)	(81)	(97)	(13,966)	(12,378)
Total other external revenues	(9,802)	(9,635)	(5,859)	(2,734)	(81)	(97)	(15,742)	(12,466)
Net cost/(contribution) of outcome	44,935	86,586	158,156	25,371	38,639	4,761	241,730	116,718

All outcomes are described in Note 1.1.

Note 24 Reporting of Outcomes (continued)

Note 24B: Major Classes of Departmental Revenues and Expenses by Output Groups and Outputs

Outcome 1	Output Group 1				Outcome 1 Total	
	Output 1.1.1		Output 1.1.2			
	2008 \$'000	2007 \$'000	2008 \$'000	2007 \$'000	2008 \$'000	2007 \$'000
Departmental expenses						
Employees	28,889	45,312	675	1,406	29,564	46,718
Suppliers	22,734	44,050	1,036	1,381	23,770	45,431
Depreciation and amortisation	1,358	3,877	45	149	1,403	4,026
Other expenses	-	44	-	2	-	46
Total departmental expenses	52,981	93,283	1,756	2,938	54,737	96,221
Funded by:						
Revenues from government	46,909	78,112	1,555	2,657	48,464	80,769
Sale of goods and services	9,784	9472	-	1	9,784	9,473
Other non-taxation revenues	17	157	1	5	18	162
Total departmental revenues	56,710	87,741	1,556	2,663	58,266	90,404

Note 24 Reporting of Outcomes (continued)**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	
	2008	2007	2008	2007	2008	2007	2008	2007
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Departmental expenses								
Employees	62,241	7,290	362	276	833	743	188	1,550
Suppliers	39,151	6,304	253	200	715	527	1,182	1,401
Depreciation and amortisation	2,666	704	16	26	41	72	36	125
Other expenses	-	8	-	-	-	1	-	1
Total departmental expenses	104,058	14,306	631	502	1,589	1,343	1,406	3,077
Funded by:								
Revenues from government	92,132	12,553	559	472	1,407	1,286	1,244	2,236
Sale of goods and services	-	(2)	-	-	-	1	2,317	542
Other non-taxation revenues	34	24	-	1	1	2	-	5
Total departmental revenues	92,166	12,575	559	473	1,408	1,289	3,561	2,783

Note 24 Reporting of Outcomes (continued)

Note 24B: Major Classes of Departmental Revenues and Expenses by Output Groups and Outputs (continued)

Outcome 2	Output Group 2						Outcome 2 Total	
	Output 2.1.5		Output 2.1.6					
	2008	2007	2008	2007			2008	2007
	\$'000	\$'000	\$'000	\$'000			\$'000	\$'000
Departmental expenses								
Employees	2,758	1,473	1,114	947			67,496	12,279
Suppliers	2,037	533	1,209	1,237			44,547	10,202
Depreciation and amortisation	126	93	61	76			2,946	1,096
Other expenses	-	1	-	1			-	12
Total departmental expenses	4,921	2,100	2,384	2,261			114,989	23,589
Funded by:								
Revenues from government	4,358	1,654	2,111	1,359			101,811	19,560
Sale of goods and services	500	1,085	1,228	969			4,045	2,595
Other non-taxation revenues	2	4	1	4			38	40
Total departmental revenues	4,860	2,743	3,340	2,332			105,894	22,195

Note 24 Reporting of Outcomes (continued)

Note 24B: Major Classes of Departmental Revenues and Expenses by Output Groups and Outputs (continued)

Outcome 3	Output Group 3						Outcome 3 Total	
	Output 3.1.1		Output 3.1.2		Output 3.1.3		2008	2007
	2008	2007	2008	2007	2008	2007		
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Departmental expenses								
Employees	1,318	1,029	1,445	1,779	4,027	2,210	6,790	5,018
Suppliers	1,352	516	3,159	1,246	26,427	2,053	30,938	3,815
Depreciation and amortisation	70	115	121	170	801	250	992	535
Other expenses	-	1	-	2	-	3	-	6
Total departmental expenses	2,740	1,661	4,725	3,197	31,255	4,516	38,720	9,374
Funded by:								
Revenues from government	2,426	2,050	4,184	3,036	27,672	4,447	34,282	9,533
Sale of goods and services	64	88	-	1	4	4	68	93
Other non-taxation revenues	1	3	2	5	10	7	13	15
Total departmental revenues	2,491	2,141	4,186	3,042	27,686	4,458	34,363	9,641

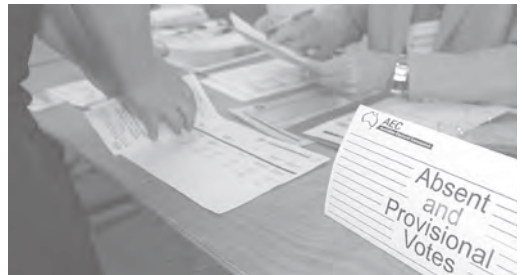
Note 24 Reporting of Outcomes (continued)**Note 24C: Major Classes of Administered Revenues and Expenses by Outcomes**

	Outcome 1		Outcome 2		Outcome 3		Total	
	2008	2007	2008	2007	2008	2007	2008	2007
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Administered Income								
Fees and fines	-	-	1,204	74	-	-	1,204	74
Other	-	-	572	14	-	-	572	14
Total administered income	-	-	1,776	88	-	-	1,776	88
Administered Expenses								
Grants	-	-	49,003	-	-	-	49,003	-
Other	-	-	564	3	-	-	564	3
Total Administered Expenses	-	-	49,567	3	-	-	49,567	3

Outcomes 1, 2 and 3 are described in Note 1.1.



Appendices



Appendix A

Staffing overview

The following tables provide details of the AEC's staffing complement in 2007–08. To assist comparisons, the figures in parentheses show the totals for 2006–07.

Table 41 Ongoing staff employed, including staff on higher duties arrangements, by classification, gender and location, 30 June 2008

Location and classification	Female		Male		Total
	Part-time	Full-time	Part-time	Full-time	
Australian Capital Territory	11 (15)	92 (92)	2 (2)	78 (88)	183 (197)
Electoral Commissioner	0 (0)	0 (0)	0 (0)	1 (1)	1 (1)
Deputy Electoral Commissioner	0 (0)	0 (0)	0 (0)	1 (1)	1 (1)
SE Band 2 ^{a,b}	0 (0)	1 (1)	0 (0)	1 (1)	2 (2)
SE Band 1 ^a	0 (0)	2 (2)	0 (0)	4 (4)	6 (6)
Executive Level 2 ^c	1 (1)	10 (8)	0 (1)	13 (15)	24 (25)
Executive Level 1 ^d	5 (5)	22 (28)	0 (0)	25 (28)	52 (61)
APS Level 6	2 (6)	33 (20)	1 (1)	19 (22)	55 (49)
APS Level 5	0 (0)	3 (6)	0 (0)	5 (8)	8 (14)
APS Level 4	2 (1)	11 (16)	1 (0)	4 (3)	18 (20)
APS Level 3	1 (1)	8 (10)	0 (0)	4 (4)	13 (15)
APS Level 2	0 (0)	1 (0)	0 (0)	1 (1)	2 (1)
APS Level 1	0 (1)	1 (1)	0 (0)	0 (0)	1 (2)
New South Wales	22 (24)	91 (86)	2 (2)	64 (66)	179 (178)
Australian Electoral Officer	0 (0)	0 (0)	0 (0)	1 (1)	1 (1)
SE Band 1	0 (0)	0 (1)	0 (0)	0 (0)	0 (1)
Executive Level 2	0 (0)	1 (1)	0 (0)	1 (1)	2 (2)
Executive Level 1	0 (0)	2 (2)	0 (0)	8 (7)	10 (9)
APS Level 6	0 (0)	32 (29)	0 (0)	28 (28)	60 (57)
APS Level 5	0 (0)	3 (3)	0 (0)	2 (4)	5 (7)
APS Level 4	0 (0)	2 (2)	0 (0)	1 (2)	3 (4)
APS Level 3	4 (2)	31 (27)	1 (1)	18 (18)	54 (48)
APS Level 2	18 (22)	20 (21)	1 (1)	5 (5)	44 (49)
Victoria	17 (24)	65 (61)	2 (2)	40 (48)	124 (135)
Australian Electoral Officer ^b	0 (0)	1 (0)	0 (0)	1 (1)	2 (1)
SE Band 1	0 (0)	0 (0)	0 (0)	0 (1)	0 (1)
Executive Level 2	0 (0)	1 (1)	0 (0)	0 (0)	1 (1)
Executive Level 1	0 (0)	4 (5)	0 (0)	3 (4)	7 (9)
APS Level 6	0 (0)	14 (14)	0 (0)	22 (25)	36 (39)
APS Level 5	0 (0)	0 (0)	0 (0)	5 (5)	5 (5)
APS Level 3	1 (3)	28 (26)	0 (0)	7 (9)	36 (38)
APS Level 2	16 (21)	17 (15)	2 (2)	2 (3)	37 (41)
Queensland	9 (8)	41 (54)	1 (2)	33 (40)	84 (104)
Australian Electoral Officer	0 (0)	1 (1)	0 (0)	0 (0)	1 (1)
Executive Level 2	0 (0)	0 (0)	0 (0)	1 (1)	1 (1)
Executive Level 1	0 (0)	0 (0)	0 (0)	3 (3)	3 (3)
APS Level 6	0 (0)	10 (11)	0 (0)	18 (23)	28 (34)
APS Level 5	0 (0)	3 (3)	0 (0)	2 (1)	5 (4)
APS Level 4	0 (0)	0 (1)	0 (0)	1 (1)	1 (2)

Location and classification	Female		Male		Total
	Part-time	Full-time	Part-time	Full-time	
APS Level 3	0 (0)	19 (23)	0 (0)	7 (9)	26 (32)
APS Level 2	9 (8)	8 (15)	1 (2)	1 (2)	19 (27)
Western Australia	9 (9)	20 (26)	2 (2)	20 (23)	51 (60)
Australian Electoral Officer	0 (0)	0 (1)	0 (0)	1 (0)	1 (1)
Executive Level 2	0 (0)	0 (0)	0 (0)	1 (1)	1 (1)
Executive Level 1	0 (0)	0 (0)	0 (0)	2 (2)	2 (2)
APS Level 6	1 (0)	6 (3)	0 (0)	11 (14)	18 (17)
APS Level 5	0 (0)	0 (1)	0 (0)	1 (2)	1 (3)
APS Level 4	1 (0)	2 (2)	1 (1)	1 (1)	5 (4)
APS Level 3	3 (0)	9 (14)	0 (0)	3 (3)	15 (17)
APS Level 2	4 (9)	3 (5)	1 (1)	0 (0)	8 (15)
South Australia	10 (14)	26 (24)	3 (1)	16 (19)	55 (58)
Australian Electoral Officer	0 (0)	0 (0)	0 (0)	1 (1)	1 (1)
Executive Level 2	0 (0)	1 (1)	0 (0)	0 (0)	1 (1)
Executive Level 1	0 (0)	1 (0)	0 (0)	2 (2)	3 (2)
APS Level 6	0 (1)	8 (7)	0 (0)	8 (7)	16 (15)
APS Level 5	0 (0)	2 (2)	0 (0)	1 (2)	3 (4)
APS Level 4 ^e	9 (11)	0 (0)	3 (1)	0 (3)	12 (15)
APS Level 3	0 (0)	9 (9)	0 (0)	4 (4)	13 (13)
APS Level 2	1 (2)	5 (5)	0 (0)	0 (0)	6 (7)
Tasmania	3 (1)	10 (13)	0 (0)	10 (9)	23 (23)
Australian Electoral Officer	0 (0)	1 (1)	0 (0)	0 (0)	1 (1)
Executive Level 1	0 (0)	0 (0)	0 (0)	2 (2)	2 (2)
APS Level 6	0 (0)	2 (3)	0 (0)	3 (4)	5 (7)
APS Level 5	0 (0)	1 (1)	0 (0)	2 (2)	3 (3)
APS Level 4	0 (0)	0 (0)	0 (0)	1 (0)	1 (0)
APS Level 3	2 (1)	2 (5)	0 (0)	2 (1)	6 (7)
APS Level 2	1 (0)	4 (3)	0 (0)	0 (0)	5 (3)
Northern Territory	0 (0)	5 (6)	0 (0)	5 (5)	10 (11)
Australian Electoral Officer	0 (0)	0 (0)	0 (0)	1 (1)	1 (1)
Executive Level 1	0 (0)	0 (0)	0 (0)	1 (1)	1 (1)
APS Level 6	0 (0)	1 (1)	0 (0)	1 (1)	2 (2)
APS Level 5	0 (0)	1 (1)	0 (0)	0 (0)	1 (1)
APS Level 4	0 (0)	2 (2)	0 (0)	1 (1)	3 (3)
APS Level 3	0 (0)	1 (1)	0 (0)	0 (0)	1 (1)
APS Level 2	0 (0)	0 (1)	0 (0)	1 (1)	1 (2)
AEC total	81 (95)	350 (362)	12 (11)	266 (298)	709 (766)

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 paid leave.
- c Includes two members of staff acting in Executive Level 2 positions and one Executive Level Officer on temporary transfer to another agency at 30 June 2008.
- d Includes one member of staff acting in an Executive Level 1 position, one Executive Level Officer on temporary transfer to another agency and one member of staff on paid leave at 30 June 2008.
- e Electoral education centre (EEC) staff are shown as South Australian staff, regardless of their physical location, because the South Australian 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 2006–07.

Source: PayGlobal HR System

Table 42 Non-ongoing staff employed, including staff on higher duties arrangements, by classification, gender and location, 30 June 2008

Location and classification	Female		Male		Total
	Part-time	Full-time	Part-time	Full-time	
Australian Capital Territory	4 (2)	10 (18)	0 (3)	3 (10)	17 (33)
Executive Level 2	0 (0)	1 (1)	0 (0)	0 (2)	1 (3)
Executive Level 1	1 (0)	2 (2)	0 (1)	0 (0)	3 (3)
APS Level 6	0 (0)	0 (2)	0 (2)	0 (6)	0 (10)
APS Level 5	2 (1)	0 (3)	0 (0)	2 (1)	4 (5)
APS Level 4	1 (0)	2 (1)	0 (0)	1 (0)	4 (1)
APS Level 3	0 (1)	5 (8)	0 (0)	0 (1)	5 (10)
APS Level 2	0 (0)	0 (1)	0 (0)	0 (0)	0 (1)
New South Wales	4 (10)	3 (7)	0 (2)	0 (3)	7 (22)
APS Level 6	0 (0)	0 (0)	0 (0)	0 (2)	0 (2)
APS Level 5	0 (0)	0 (0)	0 (1)	0 (0)	0 (1)
APS Level 3	0 (0)	1 (2)	0 (0)	0 (0)	1 (2)
APS Level 2	4 (10)	2 (5)	0 (1)	0 (1)	6 (17)
Victoria	11 (0)	3 (2)	0 (0)	0 (2)	14 (4)
Executive Level 1	0 (0)	0 (0)	0 (0)	0 (1)	0 (1)
APS Level 6	0 (0)	0 (0)	0 (0)	0 (1)	0 (1)
APS Level 5	0 (0)	1 (1)	0 (0)	0 (0)	1 (1)
APS Level 3	0 (0)	2 (1)	0 (0)	0 (0)	2 (1)
APS Level 2	7 (0)	1 (0)	0 (0)	0 (0)	8 (0)
Queensland	17 (13)	6 (8)	1 (2)	1 (1)	25 (24)
Executive Level 1	0 (0)	0 (0)	0 (1)	0 (0)	0 (1)
APS Level 6	0 (0)	0 (0)	0 (0)	1 (0)	1 (0)
APS Level 4	0 (0)	1 (1)	0 (0)	0 (1)	1 (2)
APS Level 3	0 (0)	3 (1)	0 (0)	0 (0)	3 (1)
APS Level 2	17 (13)	2 (6)	1 (1)	0 (0)	20 (20)
Western Australia	5 (4)	5 (1)	1 (0)	1 (1)	12 (6)
APS Level 6	0 (0)	0 (0)	0 (0)	1 (0)	1 (0)
APS Level 3	0 (0)	2 (1)	0 (0)	0 (1)	2 (2)
APS Level 2	5 (4)	3 (0)	1 (0)	0 (0)	9 (4)
South Australia	10 (13)	4 (3)	3 (3)	0 (2)	17 (21)
APS Level 4	9 (7)	1 (0)	3 (2)	0 (0)	13 (9)
APS Level 3	0 (0)	1 (1)	0 (1)	0 (2)	1 (4)
APS Level 2	1 (6)	2 (2)	0 (0)	0 (0)	3 (8)
Tasmania	0 (2)	0 (0)	0 (0)	0 (0)	0 (2)
APS Level 2	0 (2)	0 (0)	0 (0)	0 (0)	0 (2)
Northern Territory	1 (0)	0 (0)	0 (0)	0 (0)	1 (0)
APS Level 3	1 (0)	0 (0)	0 (0)	0 (0)	1 (0)
AEC Total	52 (44)	31 (39)	5 (10)	5 (19)	93 (112)

APS = Australian Public Service

Note: Figures in parentheses are for 2006–07.

Source: PayGlobal HR System

Appendix B**Occupational health and safety**

The AEC is committed to promoting, maintaining and ensuring the health, safety and welfare at work of its employees. The AEC provides an annual report on its OHS performance in accordance with s. 74 of the *Occupational Health and Safety Act 1991* (OHS Act).

Policies

As a result of changes made to the OHS Act in March 2007, the AEC was required to develop Health and Safety Management Arrangements (HSMAs) to replace existing OHS policies and guidelines. Following a staff consultation process, the new HSMAs, which widen consultative mechanisms to include all staff, were developed in late 2007 and approved in January 2008.

The new arrangements provide a framework for managing OHS in the AEC, incorporating:

- the AEC's existing OHS policy and OHS Agreement
- the structure, responsibilities and operations of national and local health and safety committees and designated work groups
- a consultative framework for OHS, including dispute resolution arrangements
- a requirement for health and safety representatives and their deputies to be elected by their work colleagues.

Other policy milestones achieved during the year included:

- approval and implementation of the new Workstation Assessments Policy in January 2008
- review of the Influenza Vaccinations Policy, and implementation of the revised policy in March 2008
- development of a remote localities policy, which is expected to be finalised by September 2008.

Health and safety initiatives

The AEC's OHS and Injury Management Plan 2004–07 sets out the agency's OHS objectives and responsibilities. The plan allowed the AEC to track its performance in OHS and injury prevention and management across the organisation. A new plan for 2008–10 is being developed.

The AEC remains focused on timely and effective injury management, including early intervention strategies to return AEC employees to work, in accordance with Comcare legislation and AEC policies and guidelines. The AEC also continues to provide health promotion strategies to improve the health and wellbeing of staff.

During the year, the following activities 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 made available to all employees through the AEC intranet.
- AEC employees attended Comcare client network meetings and conferences to keep up to date with developments in OHS and rehabilitation management.
- Under its preventive health strategy, the AEC provided a national influenza vaccination program for staff in April and May 2008.
- The AEC's Employee Assistance Program was reviewed, and a new provider commenced in February 2008.
- The AEC engaged a service provider to deliver ergonomic workstation assessment services. The service provider is available to conduct specified assessments at any AEC work location in Australia, for new employees or employees who are experiencing injury or discomfort.

A number of OHS initiatives were introduced in preparation for the 2007 federal election. These included:

- developing and distributing to all state and divisional offices the *OHS Election Pack*, including information on manager responsibilities, reporting accidents and incidents, and preventing injury; a mini safety/hazard inspection checklist; and exercises for office workers
- providing first aid kits for all polling places
- updating OHS information in various election training manuals
- conducting independent risk assessment and inspections of the National Tally Room in Canberra.

Health and safety outcomes

As a result of the AEC's ongoing commitment and 2007–08 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.
- Vacancies for health and safety representatives were filled efficiently in preparation for the busy election period.
- Early intervention resulted in reduced time off work for new claims during 2007–08. Although the number of new claims increased as a result of election activities, time off work for new claims decreased, from 42 weeks in 2006–07 to 28 weeks in 2007–08.

Comcare premiums

The AEC's actual and estimated Comcare premiums for four financial years are shown in Table 43.

Table 43 Comcare premiums, 2005–06 to 2008–09

	Actual 2005–06	Actual 2006–07	Actual 2007–08	Estimated 2008–09
Annual premium	\$892,037	\$714,102	\$1,009,573	\$1,036,802

The Comcare premium for 2008–09 is estimated to be \$1,036,802. An increase in the premium rate can be influenced by various factors such as the number and cost of claims in 2007 (due to the federal election) and the increase in payroll figures for 2007–08.

Claims management

Compensation and non-compensation claims are managed centrally through the Human Resources Strategy and Development section. Rehabilitation and case management services, amounting to approximately 20 hours per week, are performed by an external service provider.

Compensation claims

Table 44 shows new claims for the past four financial years.

Table 44 New Comcare claims, 2004–05 to 2007–08

	2004–05	2005–06	2006–07	2007–08
New claims	49	14	27	28

During 2007–08, the AEC managed a total of 69 compensation claims, of which 28 were new claims. This increase in the number of claims managed was mainly due to election-related activities.

Claims from slips, trips and falls, body stressing and a work-related motor vehicle accident resulted in the highest levels of lost time.

The AEC continued to successfully provide early intervention to expedite a return to work and reduce time off work.

Non-compensable cases

During 2007–08, the AEC managed 12 non-compensable cases, including fitness for continued duty assessments, invalidity retirement, and rehabilitation and counselling support. This was a significant decrease in comparison to 2006–07, when 26 non-compensable cases were managed by the AEC.

Incident statistics

As shown in Table 45, the number of reports of accidents and incidents increased significantly in 2007–08. However, the increase was consistent with the higher workload associated with preparations for and the conduct of the 2007 federal election.

The main increase was in slips, trips and falls, most of which occurred at polling places on the day of the federal election.

Table 45 Accident and incident reports, 2004–05 to 2007–08

	2004–05	2005–06	2006–07	2007–08
Accidents/incidents reported	88	41	86	140
Dangerous occurrences	77	36	85	126

Investigations, directions and notices

Comcare conducted one investigation under s. 41 of the OHS Act into an incident that occurred at a polling place for the 2007 federal election. The investigation concluded that the AEC had breached s. 16 of the OHS Act.

As a result, the AEC agreed to notify Comcare four weeks prior to the next federal election of the actions that it has undertaken in response to the investigation. The AEC intends to strengthen its procedures and documentation in relation to meal breaks, ensure proper education of polling staff, and consider alternative employment options for polling day.

No notices or directions were issued pursuant to s. 29, s. 46 or s. 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 Deregulation portfolio. Information about the portfolio can be found on the Department of Finance and Deregulation's website (www.finance.gov.au).

Information about the AEC's organisational structure can be found in the 'Overview' section of this report 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*
- *Financial Management and Accountability Act 1997*
- *Freedom of Information Act 1982*
- *Privacy Act 1988*
- *Public Service Act 1999*
- *Referendum (Machinery Provisions) Act 1984*
- *Workplace Relations Act 1996*.

Categories of documents open to the public

Many documents held by the AEC are available free of charge to members of the public. They can be obtained through the AEC website or by telephoning 13 23 26 (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 46 describes the AEC documents that are available free of charge for public inspection.

Table 46 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

In accordance with Part IV of the *Commonwealth Electoral Act 1918*, a number of stages during a redistribution require public notification and consultation.

At the commencement of a redistribution process, the Electoral Commissioner invites suggestions and comments from the public through newspaper advertisements and in the Commonwealth Gazette. The notices state the addresses and deadlines for making suggestions and comments. Subsequently, notification of a redistribution proposal is published in newspapers and the Gazette, including an invitation to lodge objections to the proposal and comments on objections. The Act provides for further public consultation in specified circumstances, and requires formal notification of subsequent steps in the process.

Information on redistributions is also made available on the AEC website.

Party registration

Under s. 132 of the *Commonwealth Electoral Act 1918*, any person may make objections to the registration of a political party, on the grounds 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.

When a political party applies for registration, the AEC is required to publish notice of the application in the Commonwealth Gazette and through newspaper advertisements. The notice must state the address and deadline for lodging objections. The AEC will consider any objection made within one month of the announcement, if it:

- is submitted in writing, is signed by the objector and specifies a street address for the objector
- states the grounds for the objector's belief that the application for party registration should be refused.

Procedures for accessing documents under the FOI Act

Members of the public may apply to access AEC documents that are not otherwise generally available, under Part III of 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 ensure their applications comply with s. 15 of the FOI Act.

Initial contact point

Applications for access under the FOI Act to 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 should be imposed for processing FOI Act requests.

The AEC has an internal policy that no application fee will be imposed where the FOI request solely relates to the applicant's own personal information. 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.

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 (payment must accompany the request). FOI Act cases may, of course, also involve proceedings for external administrative or judicial review.

Freedom of information statistics

Tables 47 and 48 show FOI Act requests handled by the AEC over the three most recent financial years.

Table 47 Freedom of information requests, 2005–06, 2006–07 and 2007–08

Request status	2005–06	2006–07	2007–08
On hand at 1 July	1	1	4
Received during period	5	17	20
On hand at 30 June	1	4	0

Table 48 Resolution of freedom of information requests, 2005–06, 2006–07 and 2007–08

Method of resolution	2005–06	2006–07	2007–08
Request withdrawn	1	2	5
Access granted in full	3	6	11
Access granted in part	1	5	6
Access refused in full	0	1	2
Request transferred	0	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 49 details the AEC's use of such services in 2007–08.

Table 49 Commissions paid to advertising and market research agencies, 2007–08

Agency type	Agency name	Details	Amount (\$) ^a
Advertising agency	BMF Advertising	To assist in the development and production of 2007 federal election advertising campaign and non-campaign advertising materials	1,397,235
Public relations agency	Haystac Public Affairs	To assist in the implementation of public awareness activities, and provide advice	512,694
	Origin Communications	To develop and implement 2007 federal election public relations activities for Indigenous electors	139,077
	Cultural Perspectives	To develop and implement 2007 federal election public relation activities for electors from culturally and linguistically diverse backgrounds	51,056
Market research organisation	Eureka Strategic Research	To conduct benchmarking, tracking and evaluation studies for the 2007 federal election advertising campaign	188,064
	Woolcott Research	To test materials for the 2007 federal election advertising campaign	47,750
	Newspoll	To conduct an ongoing tracking study to monitor enrolment among Australian adults	54,912
Media placement agency	Universal McCann	To place campaign advertising	21,087,781
	hma Blaze	To place non-campaign advertising	2,098,055
Direct mail agency	Salmat	To sort and mail direct mail information material	329,273

a Figures do not include goods and services tax.

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 specified people and/or organisations who receive electoral roll information under the Act.

Provision of electoral roll information to medical researchers

Item 2 of subsection 90B(4) of the *Commonwealth Electoral Act 1918* states that electoral roll information may be given to ‘any person or organisation that conducts medical research or provides a health screening program’. Use of electoral roll information given under this item is limited by paragraph 91A(2A)(c) and the permitted purposes listed in Regulation 9 of the Electoral and Referendum Regulations 1940.

During 2007–08, the AEC provided information from the Commonwealth electoral roll to medical researchers and those conducting health screening programs as shown in Table 50.

Table 50 Provision of information to medical researchers and those conducting health screening surveys, 2007–08

Institution/contact	Data provided
Dr Lesley Day Accident Research Centre, Monash University	All electors aged 80–99 years from the divisions of Ashton, Batman, Bruce, Calwell, Casey, Chisholm, Deakin, Dunkley, Gellibrand, Goldstein, Gorton, Higgins, Holt, Hotham, Isaacs, Jagajaga, Kooyong, Lalor, La Trobe, Maribyrnong, Melbourne, Melbourne Ports, Menzies, Scullin and Wills in Victoria.
Ms Sarah Jacek Prince of Wales Hospital and University of New South Wales	All electors aged 100 years or older. 1,000 electors from the Division of Hughes and 1,000 electors from the Division of Cook in New South Wales.
Dr Juleen Cavanaugh Medical Genetics Research Unit, Australian National University	All electors in the age ranges of 18–29, 30–39, 40–49, 50–59 and 60–99 years from the divisions of Canberra and Fraser in the Australian Capital Territory.
Associate Professor Kathleen Griffiths Centre for Mental Health Research, Australian National University	All electors aged 18–65 years, in five-year age ranges, from the divisions of Hume in New South Wales, Indi and Maribyrnong in Victoria, and Canberra in the Australian Capital Territory.
Dr Mary-Anne Kedda School of Public Health and School of Life Sciences, Queensland University of Technology	All Queensland male electors aged 40–89 years, in five-year age ranges.
Mr Steve Cole Bowel Health Service, Repatriation General Hospital, Daw Park, South Australia	All electors aged 50–74 years from the divisions of Boothby and Hindmarsh in South Australia.

Table 50 (continued)

Institution/contact	Data provided
Dr Deborah Loxton Women's Health Australia, University of Newcastle	All female electors in the age ranges of 27–36, 55–64 and 80–89 years.
Dr Mary-Anne Kedda Institute of Health and Biomedical Innovation, Queensland University of Technology	All Queensland male electors aged 40–89 years, in five-year age ranges.
Ms Andrea Petriwskyj Australasian Centre on Ageing, University of Queensland	31,130 electors aged 55–120 years, in 10-year age ranges, from the Division of Blair in Queensland.
Dr Sue Mei Lau Department of Diabetes and Endocrinology, Westmead Hospital	Data match of 181 persons for the Long Term Effects of Gestational Diabetes Study.
Dr David Brennan School of Dentistry, University of Adelaide	702 electors aged 60–69 years from the Division of Adelaide in South Australia.
Ms Kate Fairweather-Schmidt CSIRO Human Nutrition, Adelaide	362 male and 362 female electors from New South Wales, 277 male and 277 female electors from Victoria, 211 male and 211 female electors from Queensland, 106 male and 106 female electors from Western Australia, 87 male and 87 female electors from South Australia, 28 male and 28 female electors from Tasmania, 19 male and 19 female electors from the Australian Capital Territory and 10 male and 10 female electors from the Northern Territory.
Professor Joanne Wood School of Optometry, Institute of Health and Biomedical Innovation	1,000 randomly selected electors in the age ranges 65–74 and 75–84 years, from the divisions of Brisbane, Griffith, Lilley and Ryan in Queensland.
Ms Kristie Adams University of Melbourne	Data match of 8,205 persons for the Tasmanian Longitudinal Health Study.
Dr Richard Cohn Centre for Children's Cancer and Blood Disorders, Sydney Children's Hospital	Data match of 181 persons for the Factors Influencing the Cause and Disease Outcomes of Childhood Central Nervous System Tumours Study.
Ms Carmel Apicella School of Population Health, University of Melbourne	Data match of 23,168 persons for the Australian Breast Cancer Family Registry Program Study, the Australasian Colorectal Cancer Family Registry Program Study and the Genetic and Environmental Determinants of Mammographic Density; A Twins and Sisters Study.
Ms Shirley Murray The International Diabetes Institute, Caulfield, Victoria	Data match of 1,290 persons for the Australian Diabetes, Obesity and Lifestyle Study.
Mr Ashleigh Kenny School of Popular Health and Clinical Practice, University of Adelaide	Data match of 636 persons for the Childhood Cognitive Antecedents of Adult Psychopathology: Follow up of the Port Pirie Lead Cohort in Adulthood Study
Dr Dianna Magliano International Diabetes Institute Caulfield, Victoria	All electors aged 25–99 years, in five-year age ranges, from the divisions of Bruce, Chisholm and Deakin in Victoria.
Dr Penny Webb Cancer and Population Studies, Queensland Institute of Medical Research	7,540 randomly selected female electors aged 30–79 years, in five-year age ranges, across all states and the Australian Capital Territory.

Institution/contact	Data provided
Dr Eun-Keek Park Research and Education Unit, Workers' Compensation Dust Diseases Board of New South Wales	10,000 randomly selected electors aged 25–75 years from New South Wales.
Dr Kaarin Anstey Centre for Mental Health Research, Australian National University	4,000 male and 4,000 female electors aged 65–95 years, in 10-year age ranges from the divisions of Canberra and Fraser in the Australian Capital Territory.
Mr Bayzid Rahman School of Public Health, University of Sydney	18,500 randomly selected electors aged 20–74 years, in five-year age ranges, from the divisions of Banks, Bennelong, Berowra, Blaxland, Bradfield, Chifley, Cook, Fowler, Grayndler, Hughes, Kingsford Smith, Lindsay, Mackellar, Mitchell, North Sydney, Parramatta, Prospect, Reid, Sydney, Warringah, Watson, Wentworth and Werriwa in New South Wales.
Ms Anne Ellershaw Faculty of Health Sciences, University of Adelaide	65,855 randomly selected electors in five-year age ranges from 18–99 and aged 100 years or more.
Professor Rod McClure School of Medicine, Griffith University, Queensland	2,000 electors aged 18–99 years from the Division of Kennedy, 1,000 electors aged 18–99 years from Division of Dawson, and 1,000 electors aged 18–99 years from the Division of Hinkler, in Queensland.
Dr Monika Janda School of Public Health and Institute of Health and Biomedical Innovation, Queensland University of Technology	5,000 male electors aged 50–80 years from Queensland.
Ms Joanna Collins School of Psychology, University of Adelaide	1,500 electors aged 18–70 years from the Division of Barker in South Australia.
Dr Angela Chang School of Health and Rehabilitation Sciences, University of Queensland	880 randomly selected electors from the divisions of Bonner, Bowman, Brisbane, Dickson, Lilley, Longman and Petrie in Queensland.
Dr Angela Chang School of Health and Rehabilitation Sciences, University of Queensland	920 randomly selected electors from the divisions of Bonner, Bowman, Brisbane, Dawson, Dickson, Fisher, Lilley, Longman, Oxley, Petrie and Ryan in Queensland.
Dr Kirsten McCaffrey School of Public Health University of Sydney	300 male and 300 female randomly selected electors from each of the divisions of Calare, Cowper, Eden-Monaro, Farrer, Hunter, Lyne, New England, Parkes, Paterson and Riverina in New South Wales (a total of 6,000 electors).
Dr Kirsten McCaffrey School of Public Health University of Sydney	600 male and 600 female electors aged 40 years and over, in five-year age ranges, from the divisions of Bass and Denison in Tasmania.
Dr Richard Wood-Baker Department of Respiratory Medicine, Royal Hobart 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, Ryan, Moreton, Oxley, Petrie and Rankin in Queensland (a total of 150,000 electors).
Dr Graham Radford-Smith Department of Gastroenterology, Royal Brisbane and Women's Hospital	171 randomly selected female electors aged 22–40 years, in two-year age ranges, from each of the states of New South Wales, Victoria, Queensland, Western Australia, South Australia and Tasmania (a total of 1,026 electors).

Table 50 (continued)

Institution/contact	Data provided
Dr Graham Radford-Smith Department of Gastroenterology, Royal Brisbane and Women's Hospital	All electors aged 100 years and over from the divisions of Banks, Barton, Bennelong, Berowra, Blaxland, Chifley, Cook, Fowler, Greenway, Hughes, Lindsay, Lowe, Mackellar, Macquarie, Mitchell, Parramatta, Prospect, Reid, Warringah, Watson and Werriwa in New South Wales.
Dr Anna Callan Telethon Institute for Child Health Research, Subiaco, Western Australia	250 male and 250 female randomly selected electors aged 25–50 years from each of the divisions of Adelaide, Boothby, Kingston and Hindmarsh in South Australia (a total of 2,000 electors).
Sarah Jacek Prince of Wales Hospital and University of New South Wales	1,500 male and 1,500 female randomly selected electors aged 25–50 years from the divisions of Adelaide, Boothby, Hindmarsh and Kingston in South Australia (a total of 3,000 electors).
Dr Varinderpal Dhillon CSIRO Health Sciences and Nutrition, Adelaide	84 female and 84 male electors aged 25–75 years, in five-year age ranges, from the divisions of Bass, Braddon and Lyons in Tasmania.
Dr Varinderpal Dhillon CSIRO Health Sciences and Nutrition, Adelaide	All electors aged 18–99 years, in five-year age ranges, from the divisions of Calare, Cowper, Lyne, New England, Page and Parkes in New South Wales (a total of 495,761 electors).
Professor Madelaine Bell School of Human Life Sciences, University of Tasmania	2,400 randomly selected electors aged 30–85 years, in five-year age ranges, from Queensland.
Dr Clare Coleman Centre for Rural and Remote Mental Health, Bloomfield Hospital	2,400 randomly selected electors aged 30–85 years, in five-year age ranges, from Queensland.
Dr Rachel Neale Cancer and Population Studies, Queensland Institute of Medical Research	2,400 randomly selected electors aged 30–84 years, in five-year age ranges, from Queensland.

Provision of electoral roll information to Schedule 1 agencies and authorities

Item 4 of subsection 90B(4) of the *Commonwealth Electoral Act 1918* states that electoral roll information may be given to 'a prescribed authority'. The prescribed authorities are listed in Schedule 1 to the Electoral and Referendum Regulations 1940, and the use of the electoral roll information is limited to the permitted purposes listed in that schedule.

Schedule 1 agencies and authorities are granted access to electoral roll information after providing the AEC with justification for access in terms of their statutory functions and Information Privacy Principle 11 (IPP 11) of the *Privacy Act 1988*. IPP 11 permits 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.

During 2007–08, the AEC provided information from the Commonwealth electoral roll to Schedule 1 agencies and authorities as shown in Table 51.

Table 51 Provision of information to Schedule 1 agencies and authorities, 2007–08

Institution	Date provided
Australian Commission for Law Enforcement Integrity	February 2008, May 2008
Australian Communications and Media Authority	August 2007, November 2007, February 2008
Australian Crime Commission	February 2008
Australian Customs Service	August 2007, November 2007, February 2008, May 2008
Australian Federal Police	August 2007, November 2007, February 2008, May 2008
Australian Quarantine and Inspection Service	November 2007, May 2008
Australian Securities and Investments Commission	August 2007, November 2007, February 2008, May 2008
Australian Security Intelligence Organisation	August 2007, November 2007, February 2008, May 2008
Australian Taxation Office	August 2007, November 2007, February 2008, May 2008
Australian Transaction Reports and Analysis Centre	August 2007, November 2007, February 2008, May 2008
Centrelink	August 2007, November 2007, February 2008, May 2008
Commonwealth Director of Public Prosecutions	August 2007, November 2007, February 2008, May 2008
ComSuper	August 2007, November 2007, February 2008, May 2008
Department of Education, Science and Training	August 2007
Department of Employment and Workplace Relations	August 2007, November 2007, February 2008, May 2008
Department of Foreign Affairs and Trade	August 2007, November 2007, February 2008, May 2008
Department of Immigration and Citizenship	August 2007, November 2007
Department of Veterans' Affairs	November 2007
Insolvency and Trustee Service Australia	August 2007, November 2007, February 2008, May 2008

Provision of electoral roll information to Regulation 7 persons and organisations

Items 5 to 7 of subsection 90B(4) of the *Commonwealth Electoral Act 1918* state that electoral roll information may be given to a prescribed person or organisation that:

- verifies, or contributes to the verification of, the identity of persons for the purposes of the *Financial Transaction Reports Act 1988*
- is a reporting entity or an agent of a reporting entity and carries out applicable customer identification procedures under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*
- or
- provides information for the purpose of facilitating the carrying out of applicable customer identification under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*, under an arrangement with a reporting entity or an agent of a reporting entity.

The prescribed persons and organisations are set out in Regulation 7 of the Electoral and Referendum Regulations 1940. Use of electoral roll information given to these persons and organisations is limited to the permitted purposes in section 91A of the *Commonwealth Electoral Act 1918*.

During 2007–08, the AEC provided information from the Commonwealth electoral roll to Regulation 7 persons and organisations as shown in Table 52.

Table 52 Provision of information to Regulation 7 persons and organisations, 2007–08

Institution	Date provided
ACXIOM Australia Pty Ltd	February 2008, June 2008
Betfair Pty Ltd	June 2008
Perceptive Communication Pty Ltd	December 2007, February 2008, June 2008
The Global Data Company Pty Ltd	February 2008, June 2008
VEDA Advantage Information Services and Solutions Ltd	December 2007, February 2008, June 2008

Provision of electoral roll information to members of the House of Representatives, senators and federally registered political parties

In accordance with subsection 90B(1) 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 2007 to June 2008, as shown in tables 53 and 54.

Table 53 Provision of information to members of the House of Representatives and senators, 2007–08

Recipient	Constituency/position	Roll data provided	Date provided
The Hon. Kate Ellis MP	Member for Adelaide	Adelaide	July 2007–June 2008
Ms Catherine King MP	Member for Ballarat	Ballarat	July 2007– February 2008, April 2008–June 2008
Mr Daryl Melham MP	Member for Banks	Banks	December 2007, June 2008
Mr Daryl Melham MP	Member for Banks	Banks, Watson	July 2007–June 2008
Mr Patrick Secker MP	Member for Barker	Barker	July 2007–June 2008
The Hon. Robert McClelland MP	Member for Barton	Barton	July 2007–June 2008
Ms Jodie Campbell MP	Member for Bass	Bass	January 2008, February 2008, April 2008–June 2008
The Hon. Martin Ferguson AM, MP	Member for Batman	Batman	July 2007– February 2008, April 2008–June 2008
Mr Steve Gibbons MP	Member for Bendigo	Bendigo	July 2007–February 2008, April 2008–June 2008
The Hon. John Howard MP	Member for Bennelong	Bennelong	June 2007–December 2007
The Hon. Maxine McKew MP	Member for Bennelong	Bennelong	May 2008, June 2008
Mr Shayne Neumann MP	Member for Blair	Blair	January 2008– June 2008
Mr Jason Clare MP	Member for Blaxland	Blaxland	December 2007– June 2008
Mr Michael Hatton MP	Member for Blaxland	Banks, Blaxland, Lowe, Watson	July 2007– December 2007
Ms Kerry Rea MP	Member for Bonner	Bonner	January 2008, February 2008, April 2008–June 2008
Mr Andrew Laming MP	Member for Bowman	Bowman	December 2007
Mr Andrew Laming MP	Member for Bowman	Bowman, Rankin	July 2007– December 2007
Mr Mark Baker MP	Member for Braddon	Braddon	June 2007–December 2007
Mr Sid Sidebottom MP	Member for Braddon	Braddon	January 2008, February 2008, April 2008–June 2008
The Hon. Dr Brendan Nelson MP	Member for Bradfield	Bradfield	December 2007, June 2008
The Hon. Dr Brendan Nelson MP	Member for Bradfield	Bradfield, North Sydney, Warringah	July 2007–June 2008
The Hon. Kim Beazley MP	Member for Brand	Brand	July 2007– December 2007
The Hon. Gary Gray AO, MP	Member for Brand	Brand	January 2008, February 2008, April 2008–June 2008
The Hon. Arch Bevis MP	Member for Brisbane	Brisbane	December 2007, June 2008
The Hon. Arch Bevis MP	Member for Brisbane	Brisbane, Petrie	July 2007–June 2008
The Hon. Alan Griffin MP	Member for Bruce	Bruce	July 2007– February 2008, April 2008–June 2008

Table 53 (continued)

Recipient	Constituency/position	Roll data provided	Date provided
Mr Peter Andren MP	Member for Calare	Calare	December 2007
Mr Peter Andren MP	Member for Calare	Calare, Macquarie	July 2007–December 2007
Ms Maria Vamvakinou MP	Member for Calwell	Calwell	July 2007–December 2007, March 2008–June 2008
Ms Annette Ellis MP	Member for Canberra	Canberra	July 2007–June 2008
Ms Kirsten Livermore MP	Member for Capricornia	Capricornia	December 2007, June 2008
Ms Kirsten Livermore MP	Member for Capricornia	Capricornia, Flynn	July 2007–June 2008
The Hon. Greg Combet AM, MP	Member for Charlton	Charlton	June 2008
Ms Kelly Hoare MP	Member for Charlton	Charlton	December 2007
Ms Kelly Hoare MP	Member for Charlton	Charlton, Shortland	July 2007–December 2007
The Hon. Roger Price MP	Member for Chifley	Chifley	December 2007, January 2008, June 2008
The Hon. Roger Price MP	Member for Chifley	Chifley, Greenway, Lindsay, Prospect	July 2007–June 2008
Ms Anna Burke MP	Member for Chisholm	Chisholm	July 2007–February 2008, April 2008–June 2008
The Hon. Bruce Baird MP	Member for Cook	Cook	July 2007–December 2008
Mr Scott Morrison MP	Member for Cook	Cook	January 2008–June 2008
Mr Darren Cheeseman MP	Member for Corangamite	Corangamite	Feb 2008, April 2008, May 2008, June 2008
Mr Gavan O'Connor MP	Member for Corio	Corio	July 2007–December 2007
Mr Richard Marles MP	Member for Corio	Corio	January 2007, February 2007, April 2008–June 2008
The Hon. Graham Edwards MP	Member for Cowan	Cowan	July 2007–January 2008
Mr Luke Simpkins MP	Member for Cowan	Cowan	February 2008, April 2008–June 2008
Mr Luke Hartsuyker MP	Member for Cowper	Cowper	January 2008–June 2008
Ms Sharon Bird MP	Member for Cunningham	Cunningham	July 2007–December 2007, February 2008, April 2008–June 2008
The Hon. Julie Bishop MP	Member for Curtin	Curtin	February 2008, April 2008–June 2008
Mr James Bidgood MP	Member for Dawson	Dawson	January 2008–June 2008
Mr Phillip Barresi MP	Member for Deakin	Deakin	July 2007–January 2008
Mr Mike Symon MP	Member for Deakin	Deakin	January 2008, February 2008, April 2008–June 2008
The Hon. Duncan Kerr SC, MP	Member for Denison	Denison	July 2007–December 2007, February 2008, April 2008–June 2008

Recipient	Constituency/position	Roll data provided	Date provided
Mr Ken Ticehurst MP	Member for Dobell	Dobell	July 2007–December 2007
Mr Ken Ticehurst MP	Member for Dobell	Dobell, Robertson	July 2007–January 2008
Mr Craig Thomson MP	Member for Dobell	Dobell	January 2008–June 2008
The Hon. Bruce Billson MP	Member for Dunkley	Dunkley	February 2008, April 2008–June 2008
The Hon. Dr Mike Kelly AM, MP	Member for Eden-Monaro	Eden-Monaro	January 2008–June 2008
The Hon. Alexander Somlyay MP	Member for Fairfax	Fairfax	July 2007–December 2007
The Hon. Alexander Somlyay MP	Member for Fairfax	Fairfax, Wide Bay	December 2007, March 2008–June 2008
Mr Chris Trevor MP	Member for Flynn	Flynn	February 2007, April 2008–June 2008
Mr Brett Raguse MP	Member for Forde	Forde	January 2008–June 2008
Mrs Julia Irwin MP	Member for Fowler	Fowler	July 2007–December 2007, June 2008
Mrs Julia Irwin MP	Member for Fowler	Blaxland, Fowler, Hughes, Werriwa	December 2007, February 2008–June 2008
Mr Harry Quick MP	Member for Franklin	Franklin	December 2007
Ms Julie Collins MP	Member for Franklin	Franklin	April 2008–June 2008
The Hon. Bob McMullan MP	Member for Fraser	Canberra, Fraser	July 2007–December 2007, February 2008–June 2008
The Hon. Bob McMullan MP	Member for Fraser	Fraser	July 2007–January 2008
The Hon. Dr Carmen Lawrence MP	Member for Fremantle	Fremantle	December 2007
Ms Melissa Parke MP	Member for Fremantle	Fremantle	January 2008, February 2008, April 2008–June 2008
The Hon. Nicola Roxon MP	Member for Gellibrand	Gellibrand	July 2007–December 2007, February 2008, April 2008–June 2008
Mrs Joanna Gash MP	Member for Gilmore	Gilmore	July 2007–December 2007
Mrs Joanna Gash MP	Member for Gilmore	Gilmore, Hume, Throsby	July 2007–January 2008
The Hon. Andrew Robb AO, MP	Member for Goldstein	Goldstein	December 2007, February 2008, April 2008–June 2008
The Hon. Brendan O'Connor MP	Member for Gorton	Gorton	July 2007–February 2008, April 2008–June 2008
The Hon. Anthony Albanese MP	Member for Grayndler	Grayndler	July 2007–January 2008
The Hon. Anthony Albanese MP	Member for Grayndler	Grayndler, Sydney	July 2007–December 2007, February 2008–June 2008
Mrs Louise Markus MP	Member for Greenway	Greenway	May 2008, June 2008
Mr Rowan Ramsey MP	Member for Grey	Grey	January 2008–June 2008

Table 53 (continued)

Recipient	Constituency/position	Roll data provided	Date provided
The Hon. Kevin Rudd MP	Member for Griffith	Griffith	December 2007, June 2008
The Hon. Kevin Rudd MP	Member for Griffith	Griffith, Moreton	February 2008–June 2008
The Hon. Ian Macfarlane MP	Member for Groom	Groom	January 2008–June 2008
The Hon. John Anderson MP	Member for Gwydir	Gwydir	December 2007
The Hon. John Anderson MP	Member for Gwydir	Calare, Hunter, Macquarie, New England, Parkes	July 2007–January 2008
Mr Stuart Henry MP	Member for Hasluck	Hasluck	July 2007–December 2007
Ms Sharryn Jackson MP	Member for Hasluck	Hasluck	January 2008, February 2008, April 2008–June 2008
Mr Steve Georganas MP	Member for Hindmarsh	Hindmarsh	December 2007, February 2008–June 2008
The Hon. Anthony Byrne MP	Member for Holt	Holt	July 2007–December 2007, February 2008, April 2008–June 2008
The Hon. Simon Crean MP	Member for Hotham	Hotham	July 2007–January 2008, March 2008–June 2008
The Hon. Danna Vale MP	Member for Hughes	Hughes	July 2007–December 2007
The Hon. Danna Vale MP	Member for Hughes	Cook, Hughes	July 2007–January 2008
Mr Alby Schultz MP	Member for Hume	Hume	December 2007, June 2008
Mr Alby Schultz MP	Member for Hume	Hume, Fowler, Macarthur	July 2007–December 2007, February 2008–June 2008
The Hon. Joel Fitzgibbon MP	Member for Hunter	Hunter	December 2007, June 2008
The Hon. Joel Fitzgibbon MP	Member for Hunter	Hunter, Newcastle, Paterson	July 2007–June 2008
Ms Ann Corcoran MP	Member for Isaacs	Isaacs	July 2007–January 2008
Mr Mark Dreyfus QC, MP	Member for Isaacs	Isaacs	December 2007, February 2008, April 2008, June 2008
The Hon. Jenny Macklin MP	Member for Jagajaga	Jagajaga	January 2008, February 2008, April 2008–June 2008
The Hon. Bob Katter MP	Member for Kennedy	Kennedy	June 2008
The Hon. Bob Katter MP	Member for Kennedy	Herbert, Kennedy	July 2007–December 2007, February 2008–June 2008
The Hon. Peter Garrett AM, MP	Member for Kingsford Smith	Kingsford Smith	July 2007–June 2008
Ms Amanda Rishworth MP	Member for Kingston	Kingston	June 2008
Mr Petro Georgiou MP	Member for Kooyong	Kooyong	July 2007–February 2008, April 2008–June 2008

Recipient	Constituency/position	Roll data provided	Date provided
Mr Jason Wood MP	Member for La Trobe	La Trobe	July 2007–December 2007
The Hon. Julia Gillard MP	Member for Lalor	Lalor	July 2007–February 2008, April 2008–June 2008
The Hon. Warren Entsch MP	Member for Leichhardt	Leichhardt	July 2007–January 2008
The Hon. Warren Entsch MP	Member for Leichhardt	Kennedy, Leichhardt	July 2007–January 2008
Mr Jim Turnour MP	Member for Leichhardt	Leichhardt	February 2008–June 2008
The Hon. Wayne Swan MP	Member for Lilley	Lilley	December 2007, June 2008
The Hon. Wayne Swan MP	Member for Lilley	Lilley, Petrie	July 2007–June 2008
The Hon. Jackie Kelly MP	Member for Lindsay	Lindsay	December 2007
The Hon. Jackie Kelly MP	Member for Lindsay	Fowler, Greenway, Lindsay, Macquarie	July 2007–January 2008
Mr David Bradbury MP	Member for Lindsay	Lindsay	January 2008–June 2008
The Hon. Warren Snowdon MP	Member for Lingiari	Lingiari	July 2007–December 2007, February 2008
Mr Jon Sullivan MP	Member for Longman	Longman	January 2008–June 2008
The Hon. John Murphy MP	Member for Lowe	Lowe	July 2007–December 2007, June 2008
The Hon. John Murphy MP	Member for Lowe	Blaxland, Grayndler, Lowe, Reid	December 2007, February 2008–June 2008
The Hon. Dick Adams MP	Member for Lyons	Lyons	July 2007–February 2008, April 2008–June 2008
The Hon. Pat Farmer MP	Member for Macarthur	Macarthur	July 2007–January 2008
The Hon. Pat Farmer MP	Member for Macarthur	Fowler, Macarthur, Werriwa	December 2007
The Hon. Bronwyn Bishop MP	Member for Mackellar	Mackellar	January 2008
The Hon. Bob Debus MP	Member for Macquarie	Macquarie	July 2007–December 2007, February 2008–June 2008
Mr Tony Zappia MP	Member for Makin	Makin	February 2008–June 2008
Mr John Forrest MP	Member for Mallee	Mallee	December 2007, February 2008, April 2008–June 2008
Mr Bob Sercombe MP	Member for Maribyrnong	Maribyrnong	July 2007–December 2007
The Hon. Bill Shorten MP	Member for Maribyrnong	Maribyrnong	February 2008, April 2008–June 2008
The Hon. Fran Bailey MP	Member for McEwen	McEwan	January 2008, February 2008, April 2008–June 2008
Mr Russell Broadbent MP	Member for McMillan	McMillan	July 2007–January 2008

Table 53 (continued)

Recipient	Constituency/position	Roll data provided	Date provided
The Hon. Lindsay Tanner MP	Member for Melbourne	Melbourne	July 2007–December 2007, February 2008, April 2008–June 2008
Mr Michael Danby MP	Member for Melbourne Ports	Melbourne Ports	July 2007–December 2007, February 2008, April 2008–June 2008
The Hon. Alan Cadman MP	Member for Mitchell	Mitchell	July 2007–January 2008
The Hon. Alan Cadman MP	Member for Mitchell	Berowra, Mitchell, Parramatta	July 2007–January 2008
Mr Graham Perrett MP	Member for Moreton	Moreton	January 2008–June 2008
Mr Tony Windsor MP	Member for New England	New England	July 2007–December 2007, February 2008–June 2008
Ms Sharon Grierson MP	Member for Newcastle	Newcastle	July 2007–January 2008
Ms Sharon Grierson MP	Member for Newcastle	Charlton, Newcastle, Shortland	December 2007, February 2008–June 2008
The Hon. Wilson Tuckey MP	Member for O'Connor	O'Connor	July 2007–February 2008, April 2008–June 2008
Mr Bernie Ripoll MP	Member for Oxley	Oxley	July 2007–December 2007, June 2008
Mr Bernie Ripoll MP	Member for Oxley	Blair, Oxley, Rankin	July 2007–December 2008, April 2008–June 2008
Ms Janelle Saffin MP	Member for Page	Page	March 2008–June 2008
Ms Julie Owens MP	Member for Parramatta	Parramatta	December 2007, June 2008
Ms Julie Owens MP	Member for Parramatta	Bennelong, Mitchell, Parramatta, Prospect, Reid	July 2007–December 2007, February 2008–June 2008
The Hon. Stephen Smith MP	Member for Perth	Perth	July 2007–January 2008, March 2008–June 2008
Mrs Yvette D'Ath MP	Member for Petrie	Petrie	January 2008–June 2008
Mr Rodney Sawford MP	Member for Port Adelaide	Port Adelaide	December 2007
Mr Mark Butler MP	Member for Port Adelaide	Port Adelaide	July 2007–December 2007, February 2008–June 2008
The Hon. Chris Bowen MP	Member for Prospect	Prospect	July 2007–December 2007, June 2008
The Hon. Chris Bowen MP	Member for Prospect	Fowler, Prospect	January 2008–June 2008
The Hon. Dr Craig Emerson MP	Member for Rankin	Rankin	December 2007, June 2008
The Hon. Dr Craig Emerson MP	Member for Rankin	Forde, Moreton, Rankin,	July 2007–June 2008

Recipient	Constituency/position	Roll data provided	Date provided
The Hon. Laurie Ferguson MP	Member for Reid	Reid	December 2007, June 2008
The Hon. Laurie Ferguson MP	Member for Reid	Blaxland, Prospect, Reid	July 2007–December 2007, February 2008–June 2008
The Hon. Justine Elliot MP	Member for Richmond	Richmond	December 2007, June 2008
The Hon. Justine Elliot MP	Member for Richmond	Page, Richmond	July 2007–June 2008
Mrs Kay Hull MP	Member for Riverina	Riverina	July 2007–June 2008
The Hon. Jim Lloyd MP	Member for Robertson	Robertson	January 2008
Ms Belinda Neal MP	Member for Robertson	Robertson	January 2008–June 2008
Mr Harry Jenkins MP	Member for Scullin	Scullin	December 2007, February 2008, April 2008–June 2008
Ms Jill Hall MP	Member for Shortland	Shortland	July 2007–December 2007, June 2008
Ms Jill Hall MP	Member for Shortland	Dobell, Newcastle, Shortland	July 2007–December 2007, February 2008–June 2008
Mr Damian Hale MP	Member for Solomon	Solomon	July 2007–April 2008
Mr Michael Keenan MP	Member for Stirling	Stirling	January 2008
Mr Kim Wilkie MP	Member for Swan	Swan	July 2007–December 2007
Mr Steve Irons MP	Member for Swan	Swan	December 2007, February 2008, April 2008, June 2008
The Hon. Tanya Plibersek MP	Member for Sydney	Sydney	July 2007–December 2007, June 2008
The Hon. Tanya Plibersek MP	Member for Sydney	Kingsford Smith, Sydney, Wentworth	January 2008–June 2008
Dr Dennis Jensen MP	Member for Tangney	Tangney	July 2007–January 2008
Ms Jennie George MP	Member for Throsby	Throsby	July 2007–December 2007, June 2008
Ms Jennie George MP	Member for Throsby	Cunningham, Throsby	December 2007, February 2008–June 2008
Mr Nick Champion MP	Member for Wakefield	Wakefield	July 2007–June 2008
The Hon. Tony Abbott MP	Member for Warringah	Warringah	January 2008–June 2008
The Hon. Tony Burke MP	Member for Watson	Watson	December 2007, June 2008
The Hon. Tony Burke MP	Member for Watson	Barton, Lowe, Watson	January 2008, April 2008–May 2008
The Hon. Malcolm Turnbull MP	Member for Wentworth	Wentworth	June 2008
Mr Chris Hayes MP	Member for Werriwa	Werriwa	December 2007, June 2008
Mr Chris Hayes MP	Member for Werriwa	Fowler, Werriwa	July 2007–December 2007, February 2008–June 2008
Mr Kelvin Thomson MP	Member for Wills	Wills	July 2007–February 2008, April 2008–June 2008

Table 53 (continued)

Recipient	Constituency/position	Roll data provided	Date provided
Senator Kate Lundy	Senator for the Australian Capital Territory	Australian Capital Territory	July 2007–June 2008
Senator George Campbell	Senator for New South Wales	New South Wales	July 2007– January 2008, March 2008– June 2008
Senator the Hon. Helen Coonan	Senator for New South Wales	New South Wales	July 2007– January 2008, March 2008– June 2008
Senator the Hon. John Faulkner	Senator for New South Wales	New South Wales	July 2007– January 2008, March 2008– June 2008
Senator Concetta Fierravanti-Wells	Senator for New South Wales	New South Wales	July 2007–June 2008
Senator Michael Forshaw	Senator for New South Wales	New South Wales	July 2007– January 2008, March 2008– June 2008
Senator the Hon. Bill Heffernan	Senator for New South Wales	New South Wales	July 2007–June 2008
Senator Steve Hutchins	Senator for New South Wales	New South Wales	July 2007– January 2008, March 2008– June 2008
Senator Sandy Macdonald	Senator for New South Wales	New South Wales	July 2007– January 2008, March 2008– June 2008
Senator Fiona Nash	Senator for New South Wales	New South Wales	July 2007– October 2007
Senator Kerry Nettle	Senator for New South Wales	New South Wales	July 2007–June 2008
Senator Marise Payne	Senator for New South Wales	New South Wales	July 2007– January 2008, March 2008– June 2008
Senator the Hon. Ursula Stephens	Senator for New South Wales	New South Wales	July 2007–June 2008
Senator Trish Crossin	Senator for the Northern Territory	Northern Territory	July 2007–June 2008
Senator Andrew Bartlett	Senator for Queensland	Queensland	July 2007– January 2008, March 2008– June 2008
Senator the Hon. Ronald Boswell	Senator for Queensland	Queensland	July 2007– January 2008, March 2008– June 2008
Senator Sue Boyce	Senator for Queensland	Queensland	August 2007, December 2007, February 2008– June 2008

Recipient	Constituency/position	Roll data provided	Date provided
Senator the Hon. George Brandis SC	Senator for Queensland	Queensland	July 2007–January 2008, March 2008–June 2008
Senator John Hogg	Senator for Queensland	Queensland	July 2007–January 2008, March 2008–June 2008
Senator the Hon. Joe Ludwig	Senator for Queensland	Queensland	July 2007–January 2008, March 2008–June 2008
Senator the Hon. Ian Macdonald	Senator for Queensland	Queensland	July 2007–January 2008, March 2008–June 2008
Senator the Hon. Brett Mason	Senator for Queensland	Queensland	July 2007–January 2008, March 2008, May 2008, June 2008
Senator the Hon. Jan McLucas	Senator for Queensland	Queensland	July 2007–June 2008
Senator Claire Moore	Senator for Queensland	Queensland	July 2007–June 2008
Senator Russell Troad	Senator for Queensland	Queensland	July 2007–June 2008
Senator Cory Bernardi	Senator for South Australia	South Australia	July 2007–February 2008, April 2008–June 2008
Senator Simon Birmingham	Senator for South Australia	South Australia	August 2007, December 2007–February 2008, April 2008–June 2008
Senator Grant Chapman	Senator for South Australia	South Australia	July 2007–January 2008, March 2008–June 2008
Senator the Hon. Alan Ferguson	Senator for South Australia	South Australia	July 2007–January 2008, April 2008–June 2008
Senator Annette Hurley	Senator for South Australia	South Australia	July 2007–February 2008, April 2008–June 2008
Senator Linda Kirk	Senator for South Australia	South Australia	July 2007–February 2008, April 2008–June 2008
Senator Anne McEwen	Senator for South Australia	South Australia	July 2007–February 2008, April 2008–June 2008
Senator the Hon. Nick Minchin	Senator for South Australia	South Australia	July 2007–February 2008, April 2008–June 2008
Senator the Hon. Amanda Vanstone	Senator for South Australia	South Australia	July 2007–October 2007
Senator Mary Jo Fisher	Senator for South Australia	South Australia	December 2007, January 2008, February 2008, April 2008–June 2008
Senator the Hon. Penny Wong	Senator for South Australia	South Australia	July 2007–February 2008, April 2008–June 2008

Table 53 (continued)

Recipient	Constituency/position	Roll data provided	Date provided
Senator Dana Wortley	Senator for South Australia	South Australia	July 2007–February 2008, April 2008–June 2008
Senator the Hon. Eric Abetz	Senator for Tasmania	Tasmania	July 2007–February 2008, April 2008–June 2008
Senator David Bushby	Senator for Tasmania	Tasmania	August 2007, December 2007, February 2008, April 2008, May 2008
Senator Bob Brown	Senator for Tasmania	Tasmania	July 2007–February 2008, April 2008–June 2008
Senator Carol Brown	Senator for Tasmania	Tasmania	July 2007–February 2008, April 2008–June 2008
Senator the Hon. Paul Calvert	Senator for Tasmania	Tasmania	July 2007–October 2007
Senator the Hon. Richard Colbeck	Senator for Tasmania	Tasmania	July 2007–February 2008, April 2008–June 2008
Senator Christine Milne	Senator for Tasmania	Tasmania	July 2007–February 2008, April 2008–June 2008
Senator Kerry O'Brien	Senator for Tasmania	Tasmania	July 2007–February 2008, April 2008–June 2008
Senator Stephen Parry	Senator for Tasmania	Tasmania	July 2007–February 2008, April 2008–June 2008
Senator Helen Polley	Senator for Tasmania	Tasmania	July 2007–February 2008, April 2008–June 2008
Senator the Hon. Nick Sherry	Senator for Tasmania	Tasmania	July 2007–February 2008, April 2008–June 2008
Senator John Watson	Senator for Tasmania	Tasmania	July 2007–February 2008, April 2008–June 2008
Senator Lyn Allison	Senator for Victoria	Victoria	July 2007–February 2008, April 2008–June 2008
Senator the Hon. Kim Carr	Senator for Victoria	Victoria	July 2007–February 2008, April 2008–June 2008
Senator Jacinta Collins	Senator for Victoria	Victoria	May 2008–June 2008
Senator the Hon. Stephen Conroy	Senator for Victoria	Victoria	July 2007–February 2008, April 2008–June 2008
Senator Steve Fielding	Senator for Victoria	Victoria	July 2007–February 2008, April 2008–June 2008
Senator Mitch Fifield	Senator for Victoria	Victoria	July 2007–February 2008
Senator the Hon. Rod Kemp	Senator for Victoria	Victoria	July 2007–February 2008, April 2008–June 2008

Recipient	Constituency/position	Roll data provided	Date provided
Senator Gavin Marshall	Senator for Victoria	Victoria	July 2007–February 2008, April 2008–June 2008
Senator Julian McGauran	Senator for Victoria	Victoria	July 2007–February 2008, April 2008–June 2008
Senator the Hon. Kay Patterson	Senator for Victoria	Victoria	July 2007–February 2008, April 2008–June 2008
Senator Robert Ray	Senator for Victoria	Victoria	July 2007–February 2008, April 2008–June 2008
Senator the Hon. Michael Ronaldson	Senator for Victoria	Victoria	July 2007–February 2008, April 2008–June 2008
Senator the Hon. Judith Troeth	Senator for Victoria	Victoria	July 2007–October 2007, December 2007
Senator Judith Adams	Senator for Western Australia	Western Australia	July 2007–February 2008, April 2008–June 2008
Senator Mark Bishop	Senator for Western Australia	Western Australia	July 2007–February 2008, April 2008–June 2008
Senator the Hon. Ian Campbell	Senator for Western Australia	Western Australia	July 2007–October 2007
Senator Alan Eggleston	Senator for Western Australia	Western Australia	July 2007–February 2008, April 2008–June 2008
Senator the Hon. Christopher Ellison	Senator for Western Australia	Western Australia	July 2007–February 2008, April 2008–June 2008
Senator the Hon. Christopher Evans	Senator for Western Australia	Western Australia	July 2007–February 2008, April 2008–June 2008
Senator the Hon. David Johnston	Senator for Western Australia	Western Australia	July 2007–February 2008, April 2008–June 2008
Senator Ross Lightfoot KSJ, JP	Senator for Western Australia	Western Australia	July 2007–February 2008, April 2008–June 2008
Senator Andrew Murray	Senator for Western Australia	Western Australia	July 2007–February 2008, April 2008–June 2008
Senator Rachel Siewert	Senator for Western Australia	Western Australia	July 2007–February 2008, April 2008–June 2008
Senator Glenn Sterle	Senator for Western Australia	Western Australia	July 2007–February 2008, April 2008–June 2008
Senator Ruth Webber	Senator for Western Australia	Western Australia	July 2007–June 2008
Senator Mathias Cormann	Senator for Western Australia	Western Australia	December 2007–February 2008, April 2008–June 2008

Table 54 Provision of information to federally registered political parties, 2007–08

Political party recipient	Roll data provided	Date provided
Australian Labor Party—Australian Capital Territory Branch	Australian Capital Territory	July 2007–June 2008
Australian Labor Party—New South Wales Branch	New South Wales	July 2007–June 2008
Australian Labor Party—New South Wales Branch	New South Wales	February 2008–June 2008
Australian Labor Party—Queensland Branch	Queensland	July 2007–June 2008
Australian Labor Party—South Australian Branch	South Australia	July 2007–June 2008
Australian Labor Party—Victorian Branch	Victoria	July 2007–February 2008, April 2008–June 2008
Australian Labor Party—Federal Secretariat	National	July 2007–June 2008
Christian Democratic Party	New South Wales	December 2007–February 2008
Christian Democratic Party	Western Australia	April 2008–June 2008
Family First	New South Wales	September 2007, March 2008
Citizens Electoral Council of Australia	Victoria	July 2007–October 2007, December 2007–February 2008
Liberal Party of Australia—Federal Secretariat	National	July 2007–June 2008
Liberal Party of Australia—New South Wales Division	New South Wales	July 2007–June 2008
Liberal Party of Australia—Queensland Division	Queensland	July 2007–October 2007, December 2007–June 2008
Liberal Party of Australia—Victorian Division	Victoria	July 2007–October 2008, December 2007–February 2008, April 2008–June 2008
Liberal Party of Australia—Western Australian Division	Western Australia	July 2007–October 2007, December 2007–February 2008, April 2008–June 2008
National Party of Australia—Federal Secretariat	New South Wales, Victoria, Queensland, Western Australia, South Australia, Australian Capital Territory	July 2007–October 2007, December 2007–January 2008, March 2008–June 2008
National Party of Australia—New South Wales Branch	New South Wales	July 2007–June 2008
National Party of Australia—Queensland Branch	Queensland	July 2007–June 2008
National Party of Australia—Victorian Branch	Victoria	July 2007–October 2007, December 2007–February 2008, April 2008–June 2008
National Party of Australia—South Australian Branch	South Australia	December 2007–June 2008
National Party of Australia—Western Australian Branch	Western Australia	July 2007–October 2007, December 2007–June 2008
Republican Party of Australia	New South Wales	August 2007, December 2007, January 2008, February 2008, May 2008, June 2008

Political party recipient	Roll data provided	Date provided
The Greens—New South Wales	New South Wales	July 2007–October 2007, December 2007–June 2008
Australian Greens—Victoria	Victoria	July 2007–October 2007, December 2007–June 2008
Australian Greens—Victoria	Victoria	December 2007–February 2008, April 2008–June 2008
Australian Greens—South Australia	South Australia	June 2008
One Nation Western Australia	Western Australia	January 2008
Non-Custodial Parents Party— New South Wales	New South Wales	October 2007, December 2007–April 2008
Help End Marijuana Prohibition (HEMP) Party	New South Wales	October 2007, December 2007
Australian Democrats—National Secretariat	National	December 2007–June 2008

Appendix F

Ecologically sustainable development

The AEC strives to use natural resources efficiently, manage waste, and reduce energy consumption. The AEC provides an annual report on its environmental performance in accordance with s. 516A of the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act).

Relationship between AEC activities and the principles of ESD

The AEC is responsible for conducting federal elections and referendums and maintaining the Commonwealth electoral roll. The AEC's business activities are not directly linked to the principles of environmentally sustainable development (ESD), as these activities do not impact on matters of national environmental significance as outlined under the EPBC Act.

However, the AEC continues to seek ways to operate in an ecologically sustainable manner, reduce its day-to-day impact on the environment and effectively reduce consumption of finite natural resources. This includes providing a healthy working environment for AEC employees, and having appropriate recycling practices in place to reduce landfill and waste.

Relationship between AEC outcomes and ESD objectives

The AEC's outcomes do not have a relationship with ESD objectives.

Environmental impacts of AEC activities

The AEC's activities do not impact on matters of national environmental significance. However, the AEC endeavours to use fully recyclable or at least partially recyclable products wherever possible: the cardboard products used for polling place materials are one example. To reduce office paper consumption, all AEC printers have a default setting of double-sided printing. Environmental impacts are also considered in the design and layout of all new or upgraded accommodation.

Actions taken to minimise the environmental impacts of AEC activities

During 2007–08, actions undertaken by the AEC to improve its environmental performance included:

- operating a fully serviced facility for the collection of paper, cardboard, PET plastics, aluminium and glass containers at the national office—approximately 221,000 litres of material were collected for recycling
- installing water-saving devices such as dual-flush cisterns, water-saving shower heads and flick-mix water taps
- ensuring that spent toner cartridges were disposed of appropriately.

The AEC's strategies comply with the recommendations of the Australian National Audit Office Audit Report No.47 of 1988–99, the Department of the Environment, Water, Heritage and the Arts policy *Energy Efficiency in Government Operations* (EEGO), and the Fleet Monitoring Body guidelines in relation to the use of ethanol.

Throughout the year, 43 per cent of the AEC's business vehicle fleet met or exceeded the recommended Green Vehicle Guide rating. All of the replacement passenger vehicles that were leased during 2007–08 exceeded the rating. The AEC also reduced the number of vehicles in its business fleet by one in 2007–08.

The AEC's energy consumption is monitored by the AEC's contracted property services provider, and the total consumption for each financial year is reported to the AEC in September of the following financial year. The report for September 2007 shows that the AEC's energy usage for tenant light and power in 2006–07 was 8,327 megajoules (MJ) per person. This is slightly above the target for 2011–12 of less than 7,500 MJ per person per annum, as set out in the EEGO policy. The AEC is working with the contracted property service provider to develop and implement strategies to reduce energy consumption and to meet the targets set by the EEGO policy by 2011–12.

Mechanisms for measuring and improving actions taken to reduce the environmental impact of AEC activities

The AEC's environmental management system (EMS) has been in place since 2004 and is designed to assist in identifying environmental risks and improving environmental performance within the AEC and the broader community.

The EMS incorporates four standard operating procedures, covering 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
- incorporating energy-efficient lighting in all current and new fit-outs
- recycling paper, cardboard, aluminium cans and toner cartridges.

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 generally 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 consultancy contracts let by the AEC in 2007–08.

Table 55 Consultancy contracts to the value of \$10,000 or more let during 2007–08

Consultant	Description	Contract price including GST (\$)	Selection process ^a	Justification ^b
Gibson Quai-AAS Pty Ltd	Expert technical advice re telecommunications services tender	22,532	Select tender	B
Australian Security Intelligence Organisation	Federal election risk assessment	24,483	Direct sourcing	C
Ernst & Young	Code of conduct investigation	80,423	Direct sourcing	C
Kamira Stacey Consulting	Code of conduct investigation	21,201	Direct sourcing	C
Performance and Governance Pty Ltd	Code of conduct investigation	12,558	Direct sourcing	C
The Loch Group Pty Ltd	Advice to the Audit Committee	24,000	Direct sourcing	C
Total		185,197		

GST = goods and services tax

- 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 fee-for-service elections statistics

Table 56 provides a statistical breakdown by state or territory of industrial and fee-for-service elections undertaken by the AEC in 2007–08.

Table 56 Activities in relation to industrial elections and fee-for-service ballots, 2007–08

	NSW	Vic.	QLD	WA	SA	Tas.	ACT	NT	Total
Elections and ballots									
Contested industrial elections	21	23	7	6	9	8	3	4	81
Uncontested industrial elections	47	47	23	20	21	25	21	9	213
Protected action ballots	58	184	21	26	13	9	0	3	314
Fee-for-service collective agreement ballots	11	15	8	5	0	2	6	2	49
Fee-for-service elections and other ballots ^a	5	6	3	1	1	1	0	0	17
Other elections and ballots	0	1	0	0	0	0	0	0	1
Total	142	276	62	58	44	45	30	18	675
Offices—Industrial elections									
Positions available	1,094	1,954	608	498	711	408	416	92	5,781
Unfilled positions	198	1,067	173	225	261	81	218	21	2,244
Total	1,292	3,021	781	723	972	489	634	113	8,025
Candidates—Industrial elections									
Candidates for contested positions	310	245	112	120	111	112	22	38	1,070
Candidates for uncontested positions	765	816	397	238	400	279	191	51	3,137
Total	1,075	1,061	509	358	511	391	213	89	4,207
Ballot papers									
Issued (industrial)	68,473	134,465	56,487	50,860	83,462	28,275	2,663	4,401	429,086
Returned (industrial)	12,032	29,562	11,532	15,628	17,442	9,692	691	1,415	97,994
Issued (protected action)	4,048	68,307	5,772	904	411	1,424	0	1,424	82,290
Returned (protected action)	3,380	44,570	3,315	677	304	862	0	771	53,879
Issued (fee-for-service collective agreements)	8,386	5,330	2,683	1,027	0	836	3,376	127	21,765
Returned (fee-for-service collective agreements)	5,055	2,823	2,248	673	0	664	2,578	90	14,131
Issued (other fee-for-service)	33,633	2,858	186,684	130	3,840	1,232	0	0	228,377
Returned (other fee-for-service)	5,263	2,730	12,879	130	2,155	880	0	0	24,037
Total issued	114,540	210,960	251,626	52,921	87,713	31,767	6,039	5,952	761,518
Total returned	25,730	79,685	29,974	17,108	19,901	12,098	3,269	2,276	190,041

^a Does not include the plebiscite for Queensland Local Government Area amalgamations conducted in November and December 2007. See the report on performance for Output 2.1.4 for details of this activity.

Appendix I

Publications

The AEC produces a wide range of publications, in print, electronic and audiovisual formats. Publications can be obtained through the AEC website (www.aec.gov.au) or by telephoning 13 23 26.


Table 57 shows the AEC information products that were available to the public in 2007–08. Symbols indicate the publication format: hardcopy , online , CD , DVD  or VHS .

Table 57 Publications available from the AEC, 2007–08
























































































Corporate		
Annual Report 1998–99 to 2006–07	 	Documents the AEC's performance for the financial year.
Corporate Plan 2007–08	 	Clearly outlines the values, duties and responsibilities of the AEC and links them to the organisation's purpose and aim.
Disability Action Plan 2008–11		Provides a mechanism for coordinating the AEC's efforts to meet its responsibilities under the Commonwealth Disability Strategy.
Service Charter	 	Explains how the AEC achieves its committed objectives.
<i>The Tally Board</i> Issues 1–4	 	Provides information about AEC programs, activities and electoral issues.
Education		
<i>All You Ever Wanted to Know About Democracy</i>	 	Explains how democracy works, including information on the history of voting in Australia.
<i>Australia Votes</i>		Explains the democratic system in Australia, covering enrolling and voting.
<i>Australian Referendums 1906–99</i>		Provides information on the history of referendums, including referendum questions and results.
<i>Constitutional Referendums</i>	 	Provides an outline of the referendum process, and includes details of all referendums to date.
<i>Count me in!</i> (formerly <i>Australian Democracy Magazine</i>)	 	Provides information on the structure of Australian democracy and the voting process for the Parliament of Australia.
<i>Delivering Democracy—education services</i>	 	Outlines the AEC's wide range of educational resources.
<i>Democracy Rules</i>	 	Connects students with important themes in democracy, such as participation, representation and the investigation of developing democracies—includes interactive activities.
<i>Democracy the Australian Way</i>		Traces the development of representative democracy and the franchise in Australia from before federation to the present day.
<i>Do Something</i>		Aims to encourage young people to enrol to vote, through a contemporary drama.
<i>Down for the Count</i>		Explains how votes are counted for both the House of Representatives and the Senate in federal elections.
<i>Every Vote Counts</i>		Explains how a federal election is planned and conducted, set against the background of the 2004 federal election.

Table 57 (continued)

Federation information and activity sheets		Cover four topics pertaining to Australian federation.
<i>History of the Indigenous Vote</i>	 	Provides information on the history of Indigenous people's right to vote in Australia.
<i>Vote—It's Important</i>		Explains why participation is important, how to enrol and how to vote correctly (presented by Cathy Freeman and David Ngoombujarra).
General information		
<i>Fact sheet—Australian Defence Forces electoral guide</i>		Explains how Defence personnel can enrol to vote for the electoral division of their home.
<i>Fact sheet—By-elections</i>		Explains how and why by-elections are held.
<i>Fact sheet—Deadlines for enrolment for federal elections</i>		Lists important changes in the deadlines for enrolling to vote (available in 22 languages).
<i>Fact sheet—Enrolling and voting for people experiencing homelessness</i>		Explains how to enrol and vote if you are experiencing homelessness.
<i>Fact sheet—How to vote</i>	 	Explains how to correctly fill out enrolment forms (available in 22 languages).
<i>Fact sheet—Prisoner enrolment and voting</i>		Explains voting entitlements for prisoners aged 18 years or older, serving a sentence of less than three years, serving a sentence of periodic detention, on early release, or on parole.
<i>Fact sheet—Proof of identity for enrolment</i>		Lists three ways a voter can demonstrate proof of identity for enrolment (available in 22 languages).
<i>Fact sheet—Three levels of government</i>		Explains that Australian citizens vote to elect representatives to each of three levels of government—federal, state or territory and local (available in 22 languages).
<i>Fact sheet—Tips on filling in your electoral enrolment form</i>		Explains how all Australian citizens who are aged 18 years or older and have lived at their current address for at least one month must enrol and vote (available in 22 languages).
<i>How to Nominate for Federal Parliamentary Elections</i>		Provides information for people who are interested in nominating as candidates for election to the House of Representatives or the Senate.
<i>Your Vote—A guide to enrolling and voting in federal elections</i>	 	Provides information on enrolling and voting in federal elections.
Election or event specific information		
<i>Behind the Scenes: The Election Report</i>		Provides information about how the AEC conducted all aspects of a federal election.
2001 2004	 	
<i>Candidate's Handbook—2007 federal election</i>	 	Provides information for candidates standing for election for the House of Representatives or the Senate.
<i>Candidate's Handbook for by-elections</i>		Provides information for candidates standing for election for the House of Representatives in a by-election.
Division finders		Includes an alphabetical listing of all localities and streets within a state or territory and is used to identify the division to which any address belongs.
Divisional maps		Provide details of the boundaries of each division, to street name level. These maps are available from AEC divisional offices for a cost of \$10.80 each.
<i>Electoral Pocketbook</i>		Contains results and other information on a federal election, in a handy size for easy access.
2001 2004	 	
Electoral redistribution 1901–1988		Provides maps of electoral divisions as set by redistributions from 1901 to 1988.

Federal Electoral Boundaries Map 2001, 2004 and 2007	 	Provides information on electoral boundaries and electoral divisions.
<i>Federal Election Statistics</i>	 	Provides the election statistics for the 1993, 1996, 1998, 2001 and 2004 federal elections in Excel tables and text delimited files; includes data import files for people who wish to build their own databases. (Please note this will no longer be produced as all information is now located in the virtual tally room on the AEC website.)
Federal Results Map 2001, 2004	 	Provides information on electoral boundaries, election results and electoral divisions for both the House of Representatives and Senate.
2007 Federal Election House of Representatives Results Map	 	Provides information on electoral boundaries, election results and electoral divisions for the House of Representatives.
<i>National Electoral Division Profiles 2004</i>		Provides statistical and demographic information on the 150 federal electoral divisions in Australia.
Redistribution reports 2004 to 2008	 	Provide details of electoral boundary redistributions (including proposed redistributions).
<i>Scrutineer's Handbook—2007 federal election</i>	 	Provides information for the scrutineers at the federal election.
<i>Scrutineer's Handbook for by-elections</i>		Provides information for scrutineers during a by-election.
<i>Electoral Backgrounders Nos 14–20</i>	 	Provide information to support understanding of the aspects of electoral legislation that give rise to most questions and complaints during an electoral period.
<i>Electoral Newsfiles</i> Nos 70–135 Nos 1–69	  	Provide regular information bulletins on electoral events, redistributions, legislative changes and other electoral issues, from 1997 to 2007.
Funding and disclosure		
<i>Federal Registration of Political Parties—Handbook</i>	 	Provides guidance on the process for the registration of political parties, the operation of the Register of Political Parties, and party deregistration.
<i>Funding and Disclosure Handbook for Associated Entities 2006 and 2007</i>	 	Assists associated entities of registered political parties to better understand the requirements of the financial disclosure provisions of Australian electoral law.
<i>Funding and Disclosure Handbook for Donors 2006 and 2007</i>	 	Assists donors to better understand the requirements of the financial disclosure provisions of Australian electoral law.
<i>Funding and Disclosure Handbook for Political Parties 2006 and 2007</i>	 	Assists registered political parties to better understand the requirements of the financial disclosure provisions of Australian electoral law.
<i>Funding and Disclosure Handbook for Candidates 2007</i>	 	Assists candidates and Senate groups to understand the election funding and disclosure provisions of Australian electoral law.
<i>Funding and Disclosure Election Report 1996, 1998, 2001 and 2004</i>	 	Provides an analysis of the election funding and financial disclosure schemes as they operated at the federal election.
Industrial elections		
<i>Industrial Elections—A Guide for Organisations Registered under the Workplace Relations Act 1996</i>		Provides general information about elections conducted under the <i>Workplace Relations Act 1996</i> , for registered industrial organisations and their members.
<i>Industrial Elections—Model Rules for the Conduct of Elections for Office</i>		Contains a set of model rules to comply with Section 147 of Schedule 1B of the <i>Workplace Relations Act 1996</i> .
<i>Industrial Elections—Procedures</i>		Outlines the steps in the conduct of industrial elections and identifies the roles and responsibilities of the major stakeholders.
<i>Industrial Elections—Voting Systems</i>		Explains the main features of the most commonly used voting systems and the fundamental differences between them.

Appendix J

Election facts and figures

Table 58 sets out some details relating to the 2007 federal election, providing comparisons with the 2004 federal election where applicable.

Table 58 Key facts and figures about the federal election

	2004	2007
Enrolment		
Electors enrolled at the close of rolls	13,021,230	13,645,073
Nominations		
Candidates nominated	1,421	1,421
Candidates nominated for the House of Representatives	1,091	1,054
Candidates nominated for the Senate	330	367
Number of political parties registered when the register of political parties closed	62	53
Number of candidates fielded by registered parties	52	46
Voting		
Voter turnout as a percentage of enrolment	94.3%	94.8%
Percentage of electors that cast an ordinary vote	82.5%	80.3%
Percentage of electors that cast an early vote	5.8%	8.2%
Percentage of electors that cast an absent vote	6.0%	5.8%
Percentage of electors that cast a postal vote	5.0%	5.5%
Percentage of electors that cast a provisional vote	0.7%	0.2%
The level of informality in the House of Representatives	5.2%	3.9%
Votes that were issued overseas	68,544	70,092
Votes cast using trial electronic voting machines for electors who were blind or had low vision	Not applicable	850
Votes cast using trial electronic voting for Defence personnel on certain overseas deployments	Not applicable	1,511
Polling arrangements		
Polling places in Australia on election day	7,729	7,723
Early voting centres in Australia	309	429
Overseas polling places	100	104
Election resources		
Ballot papers printed (excluding those used for postal and overseas votes)	40,574,880	41,248,025
Households that received the AEC publication <i>Your official guide to the 2007 federal election</i>	Not applicable	Approximately 8 million
Temporary staff employed	Approximately 67,700	Approximately 80,000
Election call centre		
Calls received in the election period (from announcement to two weeks after election day)	Approximately 630,000	over 580,000
Calls answered by an operator	Approximately 485,000	431,337

	2004	2007
Calls answered via the Interactive Voice Response System	Approximately 145,000	Over 150,000
Email inquiries received from announcement to two weeks after election day ^a	17,483	38,295
AEC website		
Visitors to the AEC website during the election	Approximately 800,000	Over 3.2 million
Page views during the election	Approximately 6.8 million	Over 14.4 million
Searches on the online enrolment verification facility during the election	Not applicable	Approximately 2.6 million
Transactions on the polling place locator service during the election	Not applicable	Over 5 million
Virtual tally room		
Pages available on the VTR on election night	180	1,200
Frequency of VTR results updated updates on election night	Every 5 minutes	Every 90 seconds
Frequency of VTR results updated updates in the post-election period	Every 2 hours	Every 15 minutes
Hits received on VTR on election night	13.5 million	Over 43 million
Election expenditure		
Total expenses (excluding public funding) for the election	\$75,338,712	\$113,162,860
Average cost per elector (excluding public funding)	\$5.79	\$8.29
Total expenses (including public funding)	\$117,264,871	\$162,165,498

a This function was not part of the call centre in 2004.



References



Abbreviations list

AAT	Administrative Appeals Tribunal
ABS	Australian Bureau of Statistics
AEC	Australian Electoral Commission
AEO	Australian Electoral Officer
AFP	Australian Federal Police
ANAO	Australian National Audit Office
APS	Australian Public Service
APSC	Australian Public Service Commission
APVIS	AEC's postal vote issuing system
AWA	Australian Workplace Agreement
BRIDGE	Building Resources in Democracy, Governance and Elections
CEIO	Community Electoral Information Officer
CEPU	Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union
CRU	continuous roll update
EEC	electoral education centre
EMG	Executive Management Group
EMS	environmental management system
EPBC Act	<i>Environment Protection and Biodiversity Conservation Act 1999</i>
ESD	environmentally sustainable development
EVM	electronic voting machines
FOI Act	<i>Freedom of Information Act 1982</i>
GENESIS	general enrolment, elections support and information system
HREOC	Human Rights and Equal Opportunity Commission
HRSD	Human Resources Strategy and Development
HSMA	Health and Safety Management Arrangements
HSR	health and safety representative
Integrity Act	<i>Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006</i>
JSCEM	Joint Standing Committee on Electoral Matters
MP	Member of Parliament
NACARAS	North and Central Australia Remote Area Strategy
NSWEC	New South Wales Electoral Commission

OHS	occupational health and safety
OHS Act	<i>Occupational Health and Safety Act 1991</i>
PIANZA	Pacific Islands, Australia and New Zealand Electoral Administrators' Network
POI	proof of identity
PVP	postal voting package
RMANS	roll management system
SCVP	School and Community Visits Program
SES	Senior Executive Service
TES	targeted enrolment stimulation
TSRA	Torres Strait Regional Authority
VET	virtual evaluation team
VTR	virtual tally room
YES	Youth Electoral Study

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