



Electoral Commissioner

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

Dear Minister

In accordance with section 17 of the *Commonwealth Electoral Act 1918* we have pleasure in submitting the Australian Electoral Commission's annual report and financial statements for the year ended 30 June 2000.

Yours sincerely

T.R. Morling  
Chairperson

Mark Cunliffe  
A/g Electoral Commissioner

Dennis Trewin  
Commissioner

29 September 2000

Cover photograph–top: *Lining up to vote in the referendum, Casey Station, Antarctica*

Photo credit: Sven Bartels

Cover photograph–bottom: *Voting in the ATSIIC elections by the Maningrida community. (Jabiru ward)*

Photo credit: Martin Kantor

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Annual

report

AUSTRALIAN ELECTORAL COMMISSION

1999–2000

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## ABOUT THIS REPORT

The annual report of the Australian Electoral Commission (AEC) documents the AEC's performance for the financial year ending 30 June 2000.

The report is presented in five main parts.

The first part provides a review by the Electoral Commissioner. It includes a summary of significant developments, an overview of the AEC's performance and the outlook for the year 2000–2001.

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

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

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

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

The fifth part provides information on matters required to be reported by legislation and other reporting requirements. This part of the report also includes appendixes containing

specific information or statistics required to be reported in departmental annual reports.

The financial statements can be found on page 101.

A glossary of terms and abbreviations starts on page 167. An index starts on page 171.

### Our readers

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

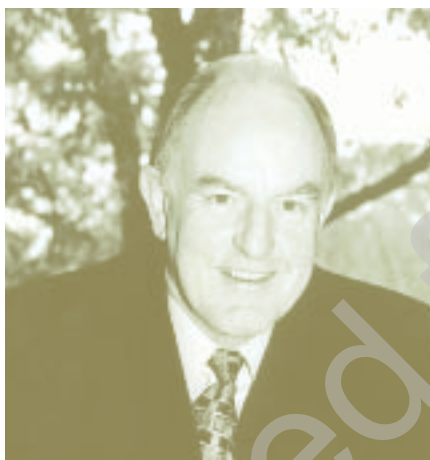
- voters, including new voters;
- political participants (Members of Parliament, political parties, candidates and interest groups);
- State and Territory electoral authorities;
- other government agencies (Federal, State and local);
- the media;
- students; and
- AEC staff.

### Contact officer

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

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## REVIEW BY ELECTORAL COMMISSIONER

**Andy Becker**

The year 1999–2000 was a notable one for the Australian Electoral Commission (AEC). For the first time since Federation, a copy of the Australian Constitution was mailed to every elector, for the 1999 Federal Referendum. The year was notable also for the increasing recognition of the role Australia plays in providing electoral assistance to the international community. Particularly significant was the assistance the AEC provided the United Nations in East Timor and the commencement of the capacity building project in Papua New Guinea in collaboration with AusAID and the PNG Electoral Commission. It was also a year in which AEC staff embraced changes in the way the Commission conducts its business, from the successful implementation of continuous roll updating to the automation of the dispatching of postal votes.

The major achievement of the year was undoubtedly the successful conduct of the 1999 Federal Referendum, which involved some 60,000 polling officials assisting over 12 million electors to vote in over 8,000 polling places. The production of the 'Yes/No Case' pamphlet was the largest single print

job ever undertaken in Australia and the largest single mailout. The 1999 Federal Referendum also provided the AEC with an opportunity to showcase some of the performance initiatives, which have been implemented since the 1998 Federal Election. Among these, the Automated Postal Vote Issuing System was introduced in response to the continued increase in the number of postal vote applications received by the AEC at recent federal elections. Also, for the first time, the primary source of official results and main means of transmitting results to the media and other interested parties was the virtual tally room housed on a specially created Internet web site.

The fourth round of Aboriginal and Torres Strait Islander Commission (ATSIC) Regional Council elections took place in October 1999, in close proximity to the 1999 Federal Referendum. A total of 49,000 of the estimated 220,000 eligible Aboriginal and Torres Strait Islander people voted at 122 pre-poll voting centres, 525 static polling places, 44 hospitals and 65 prisons.

Further afield, the AEC continued to offer electoral support to the international community. Of particular

note was the AEC's support for the East Timor ballot, which received widespread praise. This support was acknowledged in a letter received from the Director of the United Nation's Electoral Assistance Division. This letter thanked the AEC for 'the incredible contribution' that AEC staff had made to the success of the East Timor Popular Consultation and noted that without the AEC team, 'the consultation would not have happened'.

Two compliance issues gained prominence during the year. The first arose from the Funding and Disclosure Report on the 1998 Federal Election, which was tabled in Parliament in June 2000. The report reviewed election funding and election financial disclosure schemes as well as the related operations of the annual disclosure scheme, disclosure compliance audits and party registration. A number of issues were closely scrutinised and as a result the AEC has made recommendations for changes to the *Commonwealth Electoral Act 1918*, including closing 'loopholes' which could be used to avoid public disclosure. The second compliance issue concerned the supply to, and use by, prescribed authorities (certain Commonwealth Departments and Agencies) of elector information in electronic format. The AEC will be proposing legislative amendments to clarify issues related to the provision of elector information to a range of potential recipients.

Behind the scenes, AEC staff managed Year 2000 compliance and Goods and Services Tax implementation issues with minimal disruption to everyday business. Redistributions commenced in Western Australia and the Northern Territory and were finalised in South Australia, Tasmania and New South Wales. Significant corporate and support services and education reviews were commenced during the year in line with government policy on Competitive

Tendering and Contracting. In addition, a major performance improvement was achieved with the successful implementation of continuous roll update (CRU) which will enable the AEC to more efficiently manage workload peaks and troughs, particularly prior to a major electoral event.

On a personal note, I was both proud to be appointed as the new Electoral Commissioner and sad to bid farewell to my predecessor, Bill Gray. During his five years with the Commission, Bill drove a number of key process improvement and change initiatives, which have helped to ensure that the AEC continues to remain an international authority in the efficient conduct of elections. During 1999–2000, the AEC also welcomed new Australian Electoral Officers in the Northern Territory and Tasmania and bade farewell to Bill McLennan, who retired as non-judicial member of the Commission in June 2000. The AEC greatly appreciates the advice and assistance Bill provided over his term of appointment. At the end of the reporting period, appointment procedures are underway for a new non-judicial member of the Commission and a new Deputy Electoral Commissioner. Subsequently Mr Dennis Trewin, the Australian Statistician was appointed as the non-judicial member of the Commission from 10 July 2000 for a period of five years.

Looking forward, I believe that enhancements will continue to be made in the way we do business and that the role of the AEC will continue to expand and diversify in the year ahead. Key to the build-up towards the next federal election will be the implementation of a number of improvement priorities identified in the Joint Standing Committee on Electoral Matters (JSCEM) report on the 1998 Federal Election. Whilst acknowledging the

professionalism of the AEC in the administration and smooth running of the 1998 election, the JSCEM made 59 recommendations for improvements to the electoral process, many of which were suggested by the AEC in written submissions.

2000–2001 promises to be a rewarding year for the Commission. Research conducted by an external agency during the past year suggests that the AEC's Customer Service Charter standards are already being met to a high level through the provision of electoral services and

information. However, as the next federal election approaches, the AEC will continue to initiate improvements in its service delivery. Particular challenges in the year ahead include regularising the provision of electoral information, continual progress towards meeting Competitive Tendering and Contracting requirements, preparation towards Electronic Transaction Act (ETA) implementation, including managing stakeholder concerns regarding the privacy of information, and the cementing of alliances with the AEC's State and Territory electoral colleagues.



**Andy Becker**  
AEC Electoral Commissioner

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## OVERVIEW OF THE AUSTRALIAN ELECTORAL COMMISSION

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

# OVERVIEW OF THE AUSTRALIAN ELECTORAL COMMISSION

## Description of the Australian Electoral Commission

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

The AEC operates as an independent statutory authority under the *Commonwealth Electoral Act 1918* and is authorised to operate the federal electoral system in Australia. The Electoral Act established the Commission with three Commissioners. As at 30 June 2000 these were:

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

Mr Andy Becker, who was the previous Deputy Electoral Commissioner, was appointed as Electoral Commissioner on 23 March 2000. Mr Bill Gray AM, the previous Electoral Commissioner retired from the AEC on 14 January 2000. Mr Bill McLennan AM retired as the Australian Statistician on 30 June 2000 and so ceased to be a member of the Commission. Mr Dennis Trewin, the incoming Australian Statistician was appointed non-judicial member of the Commission from 10 July 2000.

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

situated in Canberra and a Head Office in each State capital city and Darwin. There are 148 House of Representatives Electoral Divisions and each has its own Divisional Office.

## Role and functions

### Legislative basis and power

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

- the *Commonwealth Electoral Act 1918* for:
  - conducting elections
  - maintaining the electoral roll
  - providing international electoral assistance in cases approved by the Minister for Foreign Affairs and Trade
  - registering political parties
  - paying public funding to election candidates and parties and disclosing financial details for political parties and others
  - determining representation entitlements
- the *Referendum (Machinery Provisions) Act 1984* for conducting referendums;
- the *Aboriginal and Torres Strait Islander Commission Act 1989* for conducting elections for the Aboriginal and Torres Strait Islander Commission (ATSIC); and
- the *Workplace Relations Act 1996* for conducting industrial elections.

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

## Mission

The AEC's mission is to:

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

## Purpose

The AEC's purpose is to:

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

## Functions

The AEC aims to serve the Australian people by:

- conducting federal parliamentary elections and referendums;
- maintaining the Commonwealth Electoral Roll under arrangements with State and Territory electoral bodies;
- conducting elections for ATSI, industrial organisations and various other bodies;
- assisting with the conduct of some State, Territory and local government elections;
- providing electoral information and education programs;
- providing party registration and funding and disclosure services to parties, candidates and others; and
- conducting and promoting research into electoral matters.

The responsibility of the AEC also extends beyond Australia's coastline by

providing international electoral assistance in cases approved by the Minister for Foreign Affairs.

## Values

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

## The AEC's organisational structure

Broadly, the Australian Electoral Commission (AEC) provides the Australian people with an independent electoral service which meets their needs and which encourages them to participate in the electoral process. The organisational structure through which the AEC undertook this role for 1999–2000 is shown in **Figure 1** on page 13.

The membership of senior management committees, and their roles, is shown in **Figure 7** on page 82 under the Management and Accountability section of this report. Further information on the AEC's organisation is shown under 'AEC offices' on page 11.

## The Commissioners

The Commissioners are shown on page 8 of this report under heading 'Description of the Australian Electoral Commission'.

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

The Electoral Commissioner, as Chief Executive Officer, has the powers of a Secretary of a Department of the

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

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

### **Senior executives and their responsibilities**

The Electoral Commissioner is assisted by a Deputy Electoral Commissioner, a First Assistant Commissioner, three Assistant Commissioners and Australian Electoral Officers for each State and the Northern Territory and Deputy Australian Electoral Officers for the States of NSW and Victoria.

#### **Deputy Electoral Commissioner**

Mr Mark Cunliffe is currently acting in this position pending its permanent filling. This position has responsibility to:

- assist the Electoral Commissioner in the conduct of Federal Parliamentary Elections and Referendums, and the conduct of certain other elections, including for ATSIIC, and for industrial organisations;
- work closely with the Electoral Commissioner with respect to the day-to-day management of the AEC;

- conduct the business of the AEC in accordance with policy and procedures that are approved by the Electoral Commissioner and the Commission;
- represent the AEC in a range of forums, locally, nationally and as appropriate, internationally; and
- play a key role in meeting the challenges of a service-oriented agency operating within a modern public sector framework.

#### **First Assistant Commissioner, Finance and Support Services**

This position is temporarily vacant while Mr Mark Cunliffe, who is the nominal occupant, is acting in the Deputy Electoral Commissioner's position. This position has responsibility to:

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

#### **Other senior executives and key staff**

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

- elections and enrolment, Mr Paul Dacey;



- corporate services, Ms Barbara Davis; and
- information technology, Mr Tim Pickering.

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

- manage the AEC’s activities within the State;
- administer, within the State or Territory, all Acts and Regulations relating to the Commonwealth electoral system and the conduct of elections and referendums;
- exercise statutory powers under the various Acts; and
- represent the Electoral Commissioner at conferences and meetings with Commonwealth and State Government officials, industrial organisation representatives and the press.

The occupants of the Australian Electoral Officer positions are:

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

### AEC offices

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

### Central Office

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

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

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

### AEC organisation in the States and the Northern Territory

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

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

## AEC phone numbers and addresses

You can call the AEC national enquiry centre on 13 23 26.

### Central Office

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

### Western Australia

28 Thorogood Street  
BURSWOOD WA 6100  
(08) 9470 7299

### New South Wales

4th Floor, Roden Cutler House  
24 Campbell Street  
SYDNEY NSW 2000  
(02) 9375 6333

### South Australia

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

### Victoria

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

### Tasmania

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

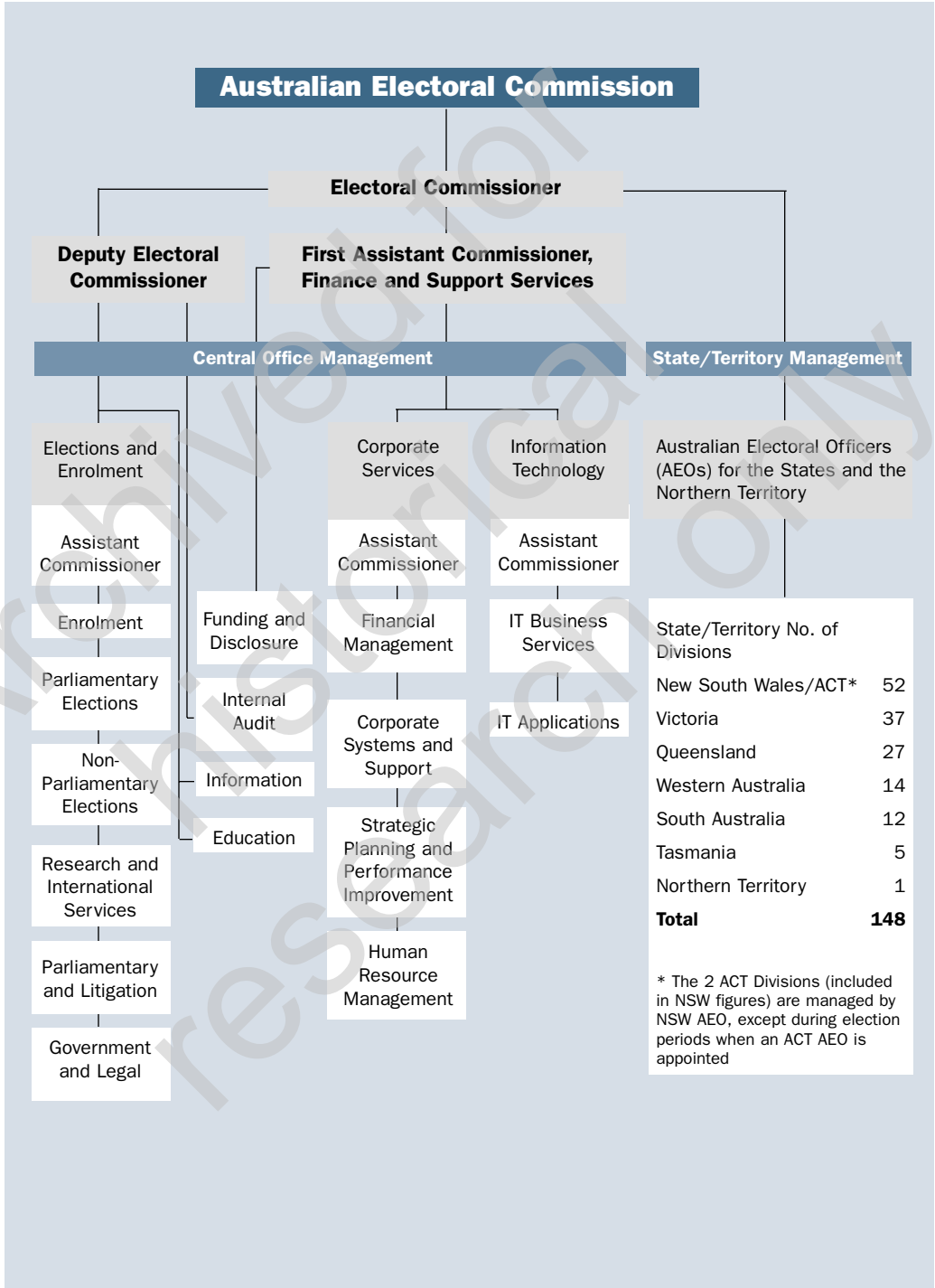
### Queensland

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

### Northern Territory

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

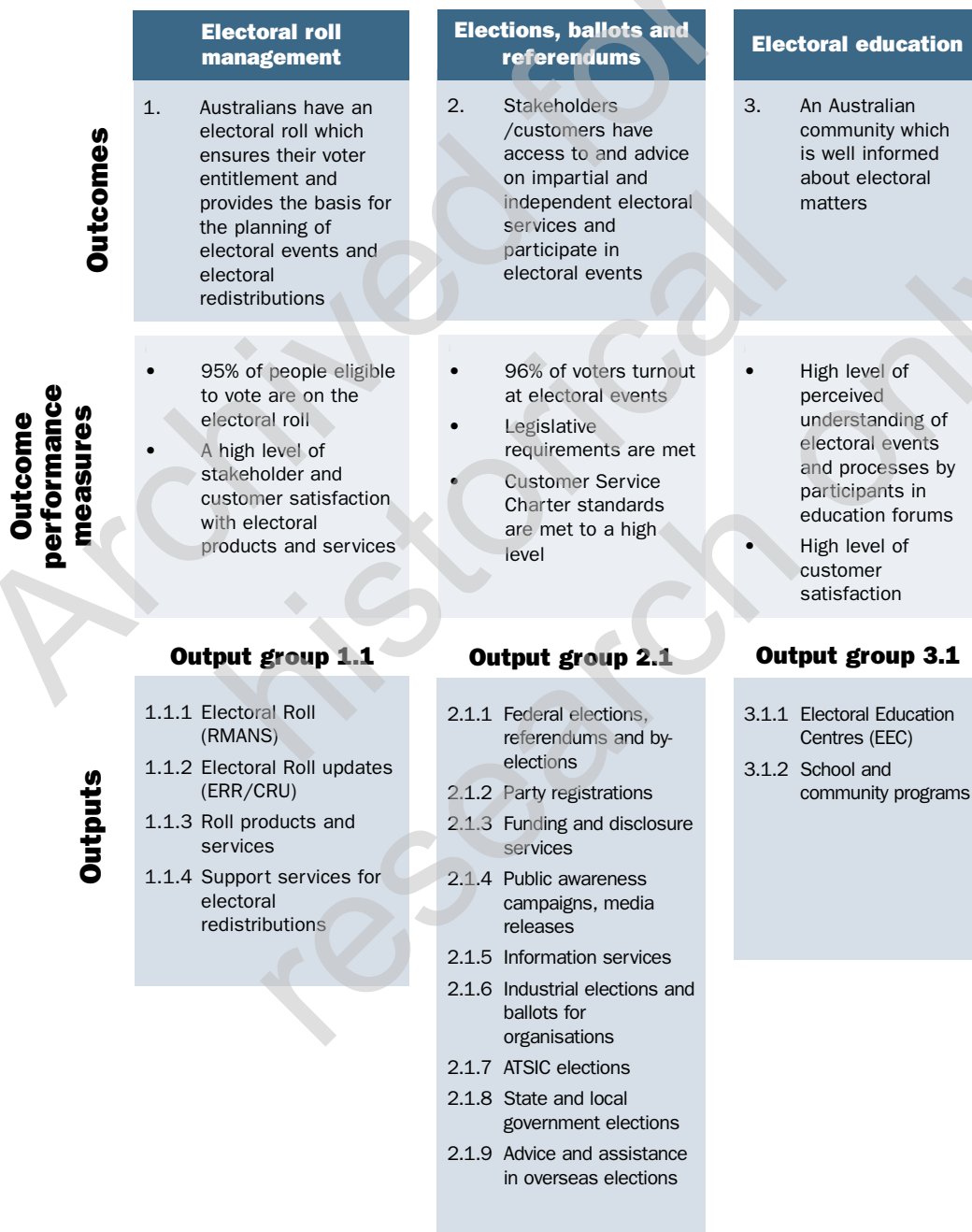
Figure 1: Organisation chart



## Outcome and output structure

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

Figure 2: AEC’s outcome and output structure



**Former program structure—new outcome/output structure**

and Budgeting (PMB) and the new outcome/output framework. It should be noted that under PMB, the AEC existed as a single program within the Department of Finance and Administration portfolio. There were no sub-programs.

**Table 1** compares the AEC’s program structure under Program Management

*Table 1: Comparison between the AEC’s Program Management and Budgeting and outcome/output frameworks*

<b>Program management budgeting</b>	<b>Outcomes/outputs</b>	
<b>Program 11</b> Ensure a fair and equitable Commonwealth electoral system  This program was for the AEC as a whole	Outcome 1	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	Stakeholders/customers have access to and advice on impartial and independent electoral services and participate in electoral events
	Outcome 3	An Australian community which is well informed about electoral matters
Sub-programs Nil	Output Group 1.1	Electoral roll management
	Output Group 2.1	Elections, ballots and referendums
	Output Group 3.1	Electoral education
Appropriations for Program 11 Special appropriations <i>Commonwealth Electoral Act 1918—Electoral Roll Review</i> Appropriation Bill 1 Running costs, including section 31 receipts	Appropriations for all output groups Special appropriations <i>Commonwealth Electoral Act 1918—Electoral Roll Review</i> Appropriation Bill 1 Price of outputs Appropriations for all outcomes Appropriation Bill 1 Departmental outputs Special appropriations <i>Commonwealth Electoral Act 1918—Electoral Roll Review</i>	

**Variations to outcome/output structure from Portfolio Budget Statements format**

There were no changes to the format of the outcome/output structure as reflected in the 1999–2000 Portfolio Budget Statements.

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# Report on

## OUTCOME ONE

### **Electoral roll management**

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

## Outcome 1—Summary of resources

Table 2: Outcome 1—Electoral roll management

	Budget* 1999–2000 \$'000	Actual expenses 1999–2000 \$'000	Budget** 2000–2001 \$'000
<b>Price of departmental outputs</b>			
<b>Special appropriation</b>			
<i>Commonwealth Electoral Act 1918— Electoral Roll Review</i>	9,000	5,984	9,000
<b>Total special appropriations</b>	<b>9,000</b>	<b>5,984</b>	<b>9,000</b>
<b>Departmental appropriation Appropriation structure 1999–2000 Running costs</b>	<b>36,703</b>	<b>27,713</b>	<b>41,671</b>
<b>Output Group 1.1—Electoral roll management</b>			
Output 1.1.1—Electoral roll (RMANS)	26,503	15,444	31,413
Output 1.1.2—Electoral roll updates (ERR/CRU)	9,941	10,363	9,286
Output 1.1.3—Roll products and services	192	515	214
Output 1.1.4—Support services for electoral redistributions	67	1,391	758
<b>Total Output Group 1.1</b>	<b>36,703</b>	<b>27,713</b>	<b>41,671</b>
Revenue from Government (Appropriation) for departmental outputs	45,703	33,697	50,671
Revenue from other sources	2,960	5,680	3,885
<b>Total price of outputs</b>	<b>48,663</b>	<b>39,377</b>	<b>54,556</b>
<b>TOTAL RESOURCING FOR OUTCOME 1 (Total price of outputs and administered expenses)</b>	<b>48,663</b>	<b>39,377</b>	<b>54,556</b>

	1999–2000	2000–2001
<b>STAFF YEARS (NUMBER)</b>	<b>294</b>	<b>405</b>

\* Full-year budget, includes additional estimates

\*\* Budget prior to additional estimates

In addition, the AEC employs casual staff to assist with enrolment and roll review activities. Full-time equivalent staff years in 1999–2000 for casuals was 62.



# OUTCOME 1

## Electoral roll management

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

To deliver an effective electoral roll, the AEC undertook enrolment maintenance and updating activities and focussed on meeting the requirements of internal and external users of roll-based products. Updating activities were considerably enhanced by the implementation of Continuous Roll Update (CRU) methodologies to maintain the accuracy of the Electoral Roll. The achievement of

Outcome 1 was measured by the high percentage of people eligible to vote who are on the electoral roll, a high level of stakeholder and customer satisfaction and an electoral roll that has enabled successful redistributions in three States and facilitated commencement of the process in Western Australia and the Northern Territory.

The following is a report of performance results for 1999–2000 for Outcome 1 in relation to its output group of electoral roll management and outputs. Namely,

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

## Overall performance results

Table 3: Outcome 1—Electoral roll management

Output group	Performance indicator	Performance target	Performance results
Electoral roll management	Percentage of people eligible to vote on the electoral roll	95%	12.43 million persons enrolled at 30 June 2000, 95% (estimate based on regular Newspoll survey) of people eligible to vote
	Level of stakeholder and customer satisfaction with electoral products and services	A high level of stakeholder and customer satisfaction	No significant complaints from stakeholders concerning electoral roll management

## Analysis: Electoral roll management

During 1999–2000 the principal outputs to meet the outcome of an accurate and up-to-date roll were the

implementation of the Continuous Roll Update to replace the previous two-yearly habitation review, the supply of roll products for the 1999 Federal Referendum and the maintenance of Joint Roll Arrangements with State and Territory governments.

The implementation of CRU nationally in February 1999 has significantly influenced enrolment activities at all operational levels in the AEC during 1999–2000. At 30 June 2000 there were 12.43 million persons enrolled, an increase in the participation rate of one per cent over the year. This increase, combined with the continuing high level of enrolment transactions processed by the AEC, contributes positively to the accuracy of the electoral roll.

Based on some positive feedback from stakeholders and lack of complaints concerning electoral products and services, a high level of stakeholder and customer satisfaction has been achieved. This was further confirmed by the results of a survey of clients conducted during the year. This survey also identified that further improvements could be made in the areas of enhanced product functionality and marketing of the products available. This is being addressed. All State and Territory electoral authorities

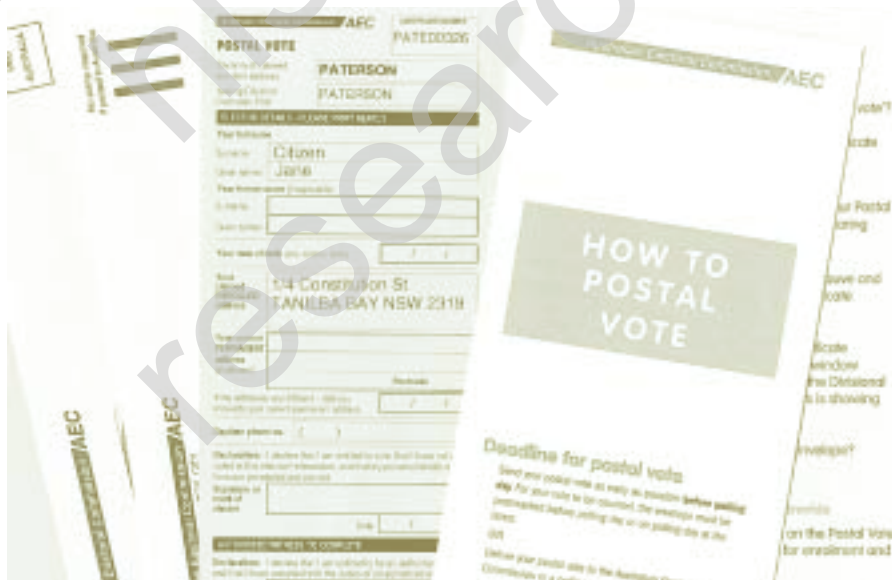
are satisfied with electoral roll products and services provided by the AEC. A high level of stakeholder and customer satisfaction was maintained by the Client Services Unit throughout the year. This was indicated in a customer survey undertaken by The Wallis Consulting Group. The survey revealed that satisfaction increased in comparison to previous years.

### Variations to performance targets

There have been no changes in performance targets for Outcome 1 and its supporting outputs from those contained in the 1999–2000 Portfolio Budget Statements.

### Purchaser/provider arrangements

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



Some of the contents of the postal vote envelope mailed to electors.

### Output 1.1.1—Electoral roll (RMANS)

The electoral roll is fundamental to conducting parliamentary elections. It is the key to voter entitlement at the Federal, State and Territory level and is the basis for electoral redistributions.

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

- processes enrolment and address data;
- surveys the requirements of internal and external users of roll-based products;

- investigates and implements new roll management strategies and systems;
- renegotiates joint roll arrangements with State and Territory electoral authorities;
- uses a range of information to update and review the roll; and
- produces information required for electoral redistributions.

The performance indicators and performance targets forecast in the 1999–2000 Portfolio Budget Statements and the performance results achieved in 1999–2000 are set out in **Table 4** below.

Table 4: Output 1.1.1

Output group	Performance indicator	Performance target	Performance results
Output 1.1.1 Electoral roll (RMANS)	Number of enrolment/address transactions processed (estimated)	2.2 million	2,463,256 transactions were processed
	Number of deletions processed (estimated)	0.45million	329,219 deletions were processed
	% of people eligible to vote are on the electoral roll	95%	95% (estimate) of people eligible to vote are on the electoral roll

### Analysis: Electoral roll (RMANS)

#### Roll maintenance

AEC divisional office staff process enrolment forms received from the public, roll data collected from Continuous Roll Update (CRU) activities and enrolment information arising from Federal and State and Territory electoral events. Staff check and amend address information on the roll

when required. Deletions arise when information is received that electors have left their enrolled address or that electors have died.

The reduction in the number of deletions reflects the success of CRU in reminding electors to update their enrolment details resulting in decreased numbers of objection actions being undertaken. This is supported by a corresponding increase in elector transfers.

At 30 June 2000 there were 12,430,851 electors enrolled on the

Commonwealth Electoral Roll. This is an increase of 191,060 (or an increase in the participation rate of one per cent)

on the enrolment at 30 June 1999. A summary of persons enrolled by State and Territory is shown in **Table 5** below.

Table 5: Number of persons enrolled by State/Territory 1993–2000

State/Territory	30/6/93	30/6/94	30/6/95	30/6/96	30/6/97	30/6/98	30/6/99	30/6/00
NSW	3,854,030	3,826,483	3,876,330	3,997,657	3,989,416	4,054,003	4,133,129	4,187,911
VIC	2,943,112	2,892,013	2,977,197	3,028,943	3,018,089	3,015,405	3,106,115	3,153,514
QLD	1,986,587	1,993,339	2,009,332	2,094,850	2,110,149	2,144,981	2,183,729	2,241,387
WA	1,043,923	1,040,779	1,063,318	1,104,162	1,119,266	1,124,910	1,156,691	1,169,243
SA	1,021,568	1,007,874	1,003,607	1,012,652	1,006,034	989,884	1,018,589	1,030,970
TAS	326,821	324,651	315,512	331,080	322,127	320,479	326,374	324,838
ACT	193,945	192,383	198,545	204,969	203,632	205,328	209,063	215,212
NT	94,765	97,792	93,943	103,124	104,151	104,648	106,101	107,776
Total	11,464,751	11,375,314	11,537,784	11,877,437	11,872,864	11,959,638	12,239,791	12,430,851

During the year the AEC processed 2,463,256 enrolment forms and amendments. Overall enrolment transactions were more than in the previous financial year due to the 1999 Federal Referendum and the increase in CRU activity.

**Table 6** provides a summary of the transactions processed for the period 1 July 1999 to 30 June 2000. There were 520,246 additions, 329,219 deletions and a further 167,906 'no change' enrolment forms (showing existing enrolment details or notifying a variation to details) processed. The 961,538 enrolment transactions within electoral divisions consist of transfers

of address and amendments to electors' enrolment and address details where no actual change of address took place. Interstate movement accounted for approximately nine per cent of transfers of enrolment.

There were 221,996 objections actioned in accordance with section 114 of the *Commonwealth Electoral Act 1918*. This is lower than it was in 1998–1999 due to electors transferring their enrolment, instead of being removed from the roll with a subsequent need for re-enrolment. This reflects the success of CRU in achieving efficiencies by encouraging electors to keep their enrolment up to date.

Table 6: Enrolment activity for the period 1/7/99 to 30/6/00

	NSW	VIC	QLD	SA	WA	TAS	ACT	NT	Total
ENROLMENT TRANSACTIONS ADDITIONS TO THE ROLL									
New enrolments	93,816	84,820	66,502	26,375	30,404	8,057	5,560	4,103	319,637
Reinstatements	10,188	2,954	4,514	210	3,069	1,050	266	195	22,446
Re-enrolments	57,254	40,528	40,004	8,223	20,605	5,271	2,582	3,696	178,163
Total additions	161,258	128,302	111,020	34,808	54,078	14,378	8,408	7,994	520,246
TRANSFERS BETWEEN DIVISIONS									
Intrastate	205,881	170,851	146,560	52,299	69,975	10,808	4,132	0	660,506
Interstate	36,637	28,393	42,334	11,435	11,919	5,396	9,619	7,327	153,060
Intradivision Movement/Amendment	272,777	215,904	235,452	74,734	92,493	31,092	21,124	17,962	961,538
Total Transfers	515,295	415,148	424,346	138,468	174,387	47,296	34,875	25,289	1,775,104
NO CHANGE ENROLMENT	57,687	36,033	28,144	19,178	15,212	5,491	3,765	2,396	167,906
TOTAL ENROLMENT FORMS PROCESSED	734,240	579,483	563,510	192,454	243,677	67,165	47,048	35,679	2,463,256
DELETION TRANSACTIONS									
Objections	62,409	53,620	46,476	10,207	31,166	11,537	1,260	5,321	221,996
Deaths	33,770	24,563	18,055	9,530	8,590	3,277	1,116	736	99,637
Duplications	1,798	2,567	1,248	718	872	93	56	234	7,586
TOTAL DELETIONS PROCESSED (NOT INCLUDING TRANSFERS)	97,977	80,750	65,779	20,455	40,628	14,907	2,432	6,291	329,219
TOTAL ELECTOR TRANSACTIONS	832,217	660,233	629,289	212,909	284,305	82,072	49,480	41,970	2,792,475
National and State/Territory totals for enrolment activity are subject to minor statistical adjustment. Application of Roll addition and deletion transactions will show minor differences to gazetted enrolment totals.									

### Enrolment transactions arising from the 1999 Federal Referendum

For the 1999 Federal Referendum 'close of rolls period' (between the issue of the writs on 1 October 1999 and the close of rolls on 8 October 1999) 315,104 enrolment forms were processed. This consisted of 98,800 additions to the roll, 203,896 transfers of address and amendment to enrolment details and 12,408 'no-change' enrolments. Over this close

of rolls period there were 6,617 death deletions. At the close of rolls there were 12,361,694 electors entitled to vote at the 1999 Federal Referendum. This included 7,676 seventeen-year-olds who turned 18 years of age by polling day.

From the commencement of publicity for the 1999 Federal Referendum on 20 September 1999 to the close of referendum related enrolment processing on 21 December 1999, there were approximately one million enrolment forms processed by AEC

divisional staff. An estimated 57 per cent of these transactions were from electors aged 30 years or younger.

The AEC's scanning system was used to compile lists of possible non-voters and possible multi-voters following the 1999 Federal Referendum. Prior to the referendum, the scanning operating systems and equipment were upgraded, resulting in a significant increase in processing rates.

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

The major Roll Management System (RMANS) project undertaken was in support of Continuous Roll Update (CRU). This included systems for the matching and mailing or culling of change of address information received from external sources and the identification of addresses for follow up by further mail review, fieldwork or telephone enquiry.

In addition, Australia Post Delivery Point Identifiers (DPID) were applied to the RMANS Address Register so that Australia Post DPID barcodes can be included on AEC mailings to achieve postage discounts.

Programming changes were made to enhance the recording of death notices on RMANS. These changes now permit the electronic processing of death data received from Registrars under section 108 of the *Commonwealth Electoral Act 1918* and the checking of death deletions against the national Fact of Death file. Work was also undertaken to support the 1999 Federal Referendum, the New South Wales, South Australian and Tasmanian redistributions and to meet specific requests from State and Territory electoral authorities.

### **Trends**

At the end of the financial year there were 12.43 million persons enrolled,

an estimated 95 per cent of the eligible population. This is an increase in the participation rate of one per cent over the year which, when combined with the continuing high level of transactions processed, contributes positively to the accuracy of the electoral roll.

Enrolment by young people (18 to 19 year-olds) is closely linked to the occurrence of electoral events. At the close of rolls for the 1999 Federal Referendum in October 1999, there were an estimated 75 per cent of eligible young persons enrolled, but at June 2000, this had declined to 60 per cent.

### **Significant changes in the nature of functions/services**

There were no significant changes in the nature of the functions or services of electoral roll management during the year.

### **Factors, events or trends influencing performance**

When compared to the rest of the year, the 1999 Federal Referendum led to an increase in enrolment transactions. For the period of the referendum (from the commencement of the publicity campaign on 20 September 1999 to 21 December 1999), the AEC processed an estimated one million changes to the roll, plus 250,000 return-to-sender 1999 Federal Referendum 'Yes/No Case' pamphlets and change of address advice notices.

State and Northern Territory electoral events during the year resulted in localised increases in enrolment activity. In particular, the Victorian State Election held in September 1999 and the New South Wales Local Government Election that took place in August 1999 resulted in an additional 125,000 enrolments.

**Performance information**

**Output 1.1.2—Electoral roll updates (ERR/CRU)**

The national implementation of the Continuous Roll Update (CRU) has significantly altered enrolment activities at all operational levels in the AEC. During 1999–2000 the principal outputs to meet the outcome of an accurate and up-to-date roll were the implementation of the CRU to replace the previous two-yearly habitation review, the supply of roll products for the 1999 Federal Referendum and the maintenance of Joint Roll Arrangements with State and Territory Governments.

The performance indicators and performance targets forecast in the 1999–2000 Portfolio Budget

Statements and the performance results achieved in 1999–2000 are set out in **Table 7** below.

**Analysis: Electoral roll updates (ERR/CRU)**

**Continuous Roll Update**

With Continuous Roll Update (CRU) there has been steady enrolment activity in each month of the year, a trend away from the previous fluctuations arising from the two-yearly habitation review.

Of the 2.46 million enrolment transactions processed during 1999–2000, an estimated one million resulted from CRU activities. These were made up of 750,000 from

Table 7: Output 1.1.2

Output group	Performance indicator	Performance target	Performance results
Output 1.1.2 Electoral roll updates (ERR/CRU)	Number of electoral roll update transactions from CRU including Address Register changes (estimated)	1 million	1.36 million roll transactions arising from CRU were recorded on RMANS. Of these, approximately one million related to changes to elector details and 356,844 to the RMANS Address Register
	Number of targeted doorknocks/address inquiries (estimated)	300,000	573,284
	Number of cards and amendments processed (estimated)	700,000	968,600
	Reduction of 'vacant' addresses (valid addresses at which there are no enrolments)	10% reduction pa	Significant progress against this target was made

AEC enrolment reminder mailings, 110,000 from fieldwork, 100,000 from State and Northern Territory electoral authority activities and 40,000 from the 1999 Federal Referendum. In addition, 356,844 changes were made to the RMANS Address Register.

Checks to confirm status were made at 377,574 or 36 per cent of vacant addresses during 1999–2000. As a result of both these checks and unprompted enrolments at other vacant addresses, a total of 444,627 or 42 per cent of the vacant addresses on the RMANS Address Register at 1 July 1999 became occupied or were marked as ineligible for enrolment during 1999–2000. While this is a significant reduction in real terms and well in excess of a 10 per cent reduction, a similar number of different addresses became vacant in 1999–2000.

Consequently, the number of vacant addresses on the Address Register at 30 June 2000 was 1,048,518 in comparison to 1,049,579 at 30 June 1999.

CRU activities undertaken in 1999–2000 included the following:

- The mailing of personalised and householder enrolment reminder letters using external data. A total of approximately one million letters were mailed using change of address information provided by Australia Post, Centrelink, and State and Territory electoral authorities.
- The mailing of review letters, including those to vacant addresses, using data extracted from the AEC's Roll Management System (RMANS). A total of 377,574 vacant letters were mailed.
- The inclusion of enrolment forms with mailing undertaken by various State and Territory agencies, for

example change of address for motor vehicle licences, rental bonds and utility connections. As well, a number of State and Territory authorities have undertaken activities to encourage young people to enrol. Enrolment forms collected at the local level are passed to the AEC for entry into RMANS.

- Review of address and enrolment details by fieldwork took place in Queensland, New South Wales, Tasmania, the Northern Territory and the Australian Capital Territory. The fieldwork was targeted at areas with a high turnover of electors or where there had been no reply to CRU letters. A total of 573,284 addresses were reviewed in the field in 1999–2000.
- The AEC processed an estimated 250,000 return-to-sender articles and change of address notifications arising from the national mailing of the 1999 Federal Referendum 'Yes/No Case' pamphlet. In addition, processing of roll information received following State and Territory elections was undertaken.
- A pilot program was undertaken in Tasmania to verify the accuracy of addresses held on RMANS. Western Australia has also carried out targeted checks on urban 'in-fill' areas to keep the RMANS Address Register current.
- Procedures for the enrolment of new citizens at citizenship ceremonies were maintained. This activity resulted in the enrolment of an estimated 85 per cent of new citizens immediately following the granting of their Australian citizenship at those ceremonies AEC staff attended.



## Trends

With Continuous Roll Update (CRU) there has been steady and consistent enrolment activity, a trend away from the previous fluctuations arising from the two yearly habitation review.

## Factors, events or trends influencing performance

The implementation of CRU nationally in February 1999 has significantly influenced and enhanced enrolment activities at all operational levels in the AEC during 1999–2000.



One of the public relations activities organised to promote the close of rolls.

### Output 1.1.3—Roll products and services

The Client Services Unit (CSU) provides a service characterised by a high level of accuracy and efficiency in producing Roll Products and Services for Joint Roll partners, Federal Senators and Members of Parliament, Federal political parties, medical researchers, the public, and the AEC itself.

The performance indicators and performance targets forecast in the 1999–2000 Portfolio Budget Statements and the performance results achieved in 1999–2000 are set out in **Table 8** below.

### Analysis: Roll products and services

Achievement of this output was confirmed in a survey of clients conducted in February 2000 by Wallis Consulting Group, a survey that had a 58 per cent response rate. The report commended the CSU on its high level of customer service, although it identified room for further improvement in the areas of enhanced product functionality and marketing of the range of products available. The client survey noted six complaints of which one was related to product errors. This represents a less than 0.1 per cent error rate of the total number of products provided.

Table 8: Output 1.1.3

Output group	Performance indicator	Performance target	Performance results
Output 1.1.3 Roll products and services	Time spent providing services to clients and stakeholders	Equivalent to staffing level of 4	A team of four staff members was able to achieve the required outcome of customer satisfaction in delivery of electoral roll products and services
	Number of products with errors as % of all products delivered	Not greater than 5%	Less than 0.1% error

With IT support, improved performance in service delivery over the year was attributed in part to the redevelopment of the Elector Access Information System (ELIAS) which, until its suspension in June 2000, provided a more functional system for political parties, Members of Parliament and Senators. This was linked to the incorporation of the *Electoral and Referendum Amendment Act (No. 1) 1999* amendments to the *Commonwealth Electoral Act 1918*. Further improvements to roll products and service delivery can be attributed to changes made to achieve Year 2000 (YK2) compliance, and ongoing maintenance and development.

### Joint roll arrangements

The Commonwealth has arrangements with each State and Territory for the maintenance of a joint roll or for a joint enrolment procedure, and for the sharing of agreed enrolment costs. A new rate to apply under the arrangement with New South Wales was agreed to in March 2000. Negotiations on the revision of rates commenced with electoral authorities in South Australia, Tasmania, the Australian Capital Territory and the Northern Territory in May 2000, and discussions commenced with the Western Australian Electoral Commission regarding a new arrangement to better reflect the

operation of joint enrolment procedures in that State.

In accordance with the arrangements, AEC Head Office staff met regularly with State and Territory electoral authorities to discuss joint enrolment issues.

Particular outcomes arising from the joint rolls included:

- Queensland—Electoral Commission Queensland has expressed a high level of satisfaction with enrolment growth in the State as a consequence of CRU activities, details of which were provided to the Queensland State Parliament's Legal and Constitutional Affairs Committee.
- Western Australia—An agreement has been negotiated with the Western Australian Electoral Commission for the conduct by the AEC of elections in 14 state districts for the forthcoming Legislative Assembly Election. The agreement also covers the use of the AEC call centre. Also, agreement was reached for the supply of Western Australian address data for CRU purposes.
- South Australia—Agreement was reached with the South Australian State Electoral Office for the supply of change of address data for CRU purposes.
- Victoria—CRU activities were undertaken by the Victorian Electoral Commission for the collection of enrolments from young people and from persons notifying change of address to State agencies.
- Tasmania—In response to requests from the Tasmanian Electoral Office, the AEC undertook a pilot program in urban areas to verify the accuracy of the RMANS Address Register.
- Australian Capital Territory—The AEC continued to receive enrolment

forms from the Australian Capital Territory Electoral Commission resulting from the 'whole of government one form does it all' change of address and electoral enrolment scheme.

The AEC also met with the State and Territory Electoral Commissioners at Electoral Council of Australia meetings concerning enrolment and CRU initiatives and the management of elections.

### Scanning

Under scanning agreements with the States and Territories, RMANS and the certified list scanning system were used for the production and subsequent checking of rolls used at the 1999 New South Wales Local Government Elections and at various by-elections in New South Wales, Tasmania and the Northern Territory.

### Client Services Unit

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

Federally, the major event during the reporting period was the November 1999 Federal Referendum. On a smaller scale three federal redistributions were processed for New South Wales, South Australia, and Tasmania.

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

- medical researchers for medical research purposes;
- members of the public on microfiche to help maintain integrity of the roll;

- members of the public and departmental agencies where data is of a statistical nature;
- Commonwealth Departments and agencies specified in Schedule 2 of the Electoral and Referendum Regulations 1940;
- Members of Parliament, Senators and political parties in the form of Elector Information Access System, (ELIAS), a database system.

However, in March 2000, the AEC decided to cease the sale of microfiche copies of the Roll to the public, due to the proliferation of non-electoral uses of public electoral roll information. By the end of the 1999–2000 year, a series of legal opinions had also reversed previous legal advice and so, the AEC's practices. As a result, the AEC had suspended the supply of roll products to medical researchers and also of ELIAS to Members of Parliament, Senators and federally registered political parties, pending amendments to the *Commonwealth Electoral Act 1918*. Provision of elector information to Commonwealth departments and scheduled agencies had also been suspended until a new regulation was made.

The CSU's primary performance measure, the Client Survey, canvassed all CSU clients with a 58 per cent response rate. All of the above was achieved to a high standard, as confirmed in the survey, within budget and specified timeframes. The number of complaints made to the Client Services Unit fell from nine per cent in 1997 (the previous client survey) to four per cent this year. Generally the complaints were to do with limitations with the design of particular Electoral Roll products and the timing of their production.

Areas of future improvement include design improvements, wider marketing of available products, and improved

flows of communication between the AEC and clients of the ELIAS product.

## Trends

The volume of work sustained by the CSU is comparable with previous years. The policy changes made in the last two months of the year affected the supply of roll information to clients including the ELIAS product, public microfiche and Schedule 2 agencies. This resulted in a slight, and temporary, reduction in workload in terms of electoral roll product output which was offset by the administrative and management effort in conducting related reviews and changes of procedures.

## Significant changes in the nature of functions/services

There were no further significant changes in the nature of the provision of roll products and services during the year other than those stated above.

## Factors, events or trends influencing performance

The provision of elector information to parliamentarians, political parties and prescribed Commonwealth authorities ceased, on legal advice, in June 2000. Projected outcomes were not achieved in the remaining short period.

The AEC had earlier verbal legal advice that it could provide elector information to prescribed authorities on tape or disk and had been doing so since approximately 1992. After questioning at Senate Estimates (Finance and Public Administration Committee hearings) on 24 May 2000, the AEC sought written legal advice to confirm that it was lawful to provide elector information to prescribed authorities in electronic format.

Initial written advice confirmed the earlier verbal advice. On 8 June 2000, however, the Solicitor General advised that the AEC could provide prescribed authorities with the elector information in electronic format but those authorities could not use the information without a regulation under section 91A(1) of the *Commonwealth Electoral Act 1918* to permit prescribed authorities to use it.

Related advice caused the AEC to cease the provision of elector information to parliamentarians, political parties and medical researchers in the form which had been provided, pending the passage of legislative amendments.

### Output 1.1.4—Support services for electoral redistributions

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

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

The performance indicators and performance targets forecast in the 1999–2000 Portfolio Budget Statements and the performance results achieved in 1999–2000 are set out in **Table 9** below.

Table 9: Output 1.1.4

Output group	Performance indicator	Performance target	Performance results
Output 1.1.4 Support services for electoral redistributions	Number of Redistribution Committees for which services were provided	3	Support services were provided to 5 Redistribution Committees. Three redistributions were concluded during the year
	Redistribution Committees' satisfaction with services provided	High level of satisfaction	A high level of satisfaction was achieved
	Services to Redistribution Committees completed on time	In accordance with timetable	Support services to Redistribution Committees were provided in accordance with timetable

### Analysis: Support services for electoral redistributions

Redistributions were concluded in New South Wales, South Australia and Tasmania during the year. These redistributions were carried out under section 59(2)(c) of the *Commonwealth Electoral Act 1918*, which provides for a State or Territory to be redistributed seven years after the last redistribution.

The electoral boundaries in these States were adjusted to provide for equitable representation in each electoral Division.

Redistributions in the Northern Territory and Western Australia commenced during the year. These two redistributions were triggered under section 59(2)(a) of the *Commonwealth Electoral Act 1918*, which provides for a redistribution to commence upon a change in the entitlement to representation in a State. Both the Northern Territory and Western Australia are now entitled to an extra member in the House of Representatives.

### Trends

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

The next redistribution required under section 59(2)(c) will be in Victoria, which is not due to commence until December 2001.

Depending on the timing of the next federal election, current population trends indicate that redistributions in South Australia and Queensland may be required under section 59(2)(a) and would commence around 13 months after the next federal election.

### **Significant changes in the nature of functions/services**

Section 63A(3) of the *Commonwealth Electoral Act 1918* was used for the first time in the redistribution of South Australia. This provision enables the AEC to determine an earlier projection time for equality of enrolments where it is of the opinion that a further redistribution may be required sooner than in seven years.

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

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

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# Report on

## OUTCOME TWO

### **Elections, ballots and referendums**

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

## Outcome 2—Summary of resources

Table 10: Outcome 2—Elections, ballots and referendums

	Budget* 1999–2000 \$'000	Actual expenses 1999–2000 \$'000	Budget** 2000–2001 \$'000
<b>Price of departmental outputs</b>			
<b>Special appropriation:</b>			
<i>Commonwealth Electoral Act 1918— Election Public Funding</i>	–	121	–
<b>Total special appropriations</b>	–	<b>121</b>	–
<b>Departmental appropriation Appropriation structure 1999–2000 Running costs</b>	<b>113,506</b>	<b>97,655</b>	<b>45,597</b>
<b>Output Group 2.1—Elections, ballots and referendums</b>			
Output 2.1.1—Federal elections, referendums and by-elections	78,268	61,662	35,778
Output 2.1.2—Party registrations	211	192	407
Output 2.1.3—Funding and disclosure services	633	762	1,115
Output 2.1.4—Public awareness campaigns, media releases	10,972	9,478	982
Output 2.1.5—Information services	16,551	16,815	943
Output 2.1.6—Industrial elections and ballots for organisations	6,070	7,728	5,556
Output 2.1.7—ATSIC elections	–	–	–
Output 2.1.8—State and local government elections	–	–	–
Output 2.1.9—Advice and assistance in overseas elections	801	1,018	816
<b>Total Output Group 2.1</b>	<b>113,506</b>	<b>97,655</b>	<b>45,597</b>
Revenue from Government (Appropriation) for departmental outputs	113,506	97,655	45,597
Revenue from other sources	9,134	11,150	2,492
<b>Total price of outputs</b>	<b>122,640</b>	<b>108,805</b>	<b>48,089</b>
<b>TOTAL RESOURCING FOR OUTCOME 2 (Total price of outputs and administered expenses)</b>	<b>122,640</b>	<b>108,926</b>	<b>48,089</b>

	1999–2000	2000–2001
<b>STAFF YEARS (NUMBER)</b>	<b>458</b>	<b>363</b>

\* Full-year budget, includes additional estimates

\*\* Budget prior to additional estimates

## OUTCOME 2

### Elections, ballots and referendums

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

The AEC provides impartial and independent electoral services for Parliamentary elections, non-parliamentary elections and ballots, including for the Aboriginal and Torres Strait Islander Commission (ATSIC) and industrial elections, services for registering political parties and international advice and assistance in overseas elections. The achievement of Outcome 2 was measured by the success of the ATSIC elections in October, the successful referendum conducted in November, which included

the largest mailout ever in Australia, a high voter turnout at the referendum and high levels of customer service.

What follows is a report of performance results for 1999–2000 for Outcome 2 in relation to its output group of elections, ballots and referendums and outputs, namely:

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

### Overall performance results

Table 11: Outcome 2—Elections, ballots and referendums

Output group	Performance indicator	Performance target	Performance results
Elections, ballots and referendums	Percentage of voter turnout at electoral events	96% voters turnout at electoral events	The turnout at the 1999 Federal Referendum was 95.1% of all eligible electors
	Extent to which legislative requirements are met	100%	100% of legislative requirements were met
	Extent to which Customer Service Charter standards are met	Customer Service Charter standards are met at a high level	Customer Service Charter standards were met at a high level

## Analysis: Elections, ballots and referendums

Despite intensive advertising campaigns and individual mailout of information, the level of voter participation in the 1999 Federal Referendum on the Republic and the Preamble was just under the 96 per cent target figure. Nevertheless, the 95.1 per cent figure achieved is a credible level of voter participation.

All legislative requirements for the conduct of elections, ballots and referendums were met and this is evidenced by the lack of substantiated challenges. There were unsuccessful challenges to some ATSI elections and local government elections and these are discussed further under the appropriate outputs.

The post-referendum elector survey found the attitude of voters towards polling officials was very positive with the friendliness, efficiency, helpfulness and integrity of polling officials rated most highly. The survey also found that 94 per cent of electors reported they

had no problems at the polling place. Of the six per cent who indicated a problem, the most common problem was queuing.

## Variations to performance targets

There have been no changes in performance targets for Outcome 2 and its supporting outputs from those contained in the 1999–2000 Portfolio Budget Statements.

## Purchaser/provider arrangements

The *Aboriginal and Torres Strait Islander Commission Act 1989* tasks the AEC with the conduct of elections for ATSI. In recognition of the requirement, Output 2.1.7 was identified as one of the AEC's outputs. The purchaser/provider relationship between ATSI and the AEC works well and performance achievements related to this arrangement are contained in the section of this report devoted to Output 2.1.7 starting on page 54.



The AEC held enrolment drives to encourage eligible Australians to correctly enrol for the 1999 Federal Referendum.

**Performance information**

**Output 2.1.1—Federal elections, referendums and by-elections**

Output 2.1.1 covers issues related to the planning, management evaluation and reporting of the conduct of federal elections, referendums and by-elections. During 1999–2000, a by-election and referendum were conducted and planning for the next federal election continued.

The performance indicators and performance targets forecast in the 1999–2000 Portfolio Budget Statements and the performance results achieved in 1999–2000 are set out in **Table 12** below.

**Analysis: Federal elections, referendums and by-elections**

**Federal elections**

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

Preparations for the conduct of the next federal election have progressed as planned and are explained in further detail in the following paragraphs.

A National Operations Conference was held in February 2000 in Canberra and

Table 12: Output 2.1.1

Output group	Performance indicator	Performance target	Performance results
Output 2.1.1 Federal elections, referendums and by-elections	Federal elections	Year 2001 Federal Election	Planning and preparedness for the next federal election have progressed as planned
	Planned referendums	1999 Federal Referendum	The 1999 Federal Referendum was successfully conducted with all requirements being met and completed within required timeframes
	Logistical capacity for by-elections	When required	The Holt By-election was successfully conducted (at the same time as the 1999 Federal Referendum) with all requirements being met and completed within required timeframes
	Operational systems, equipment and procedures are in place for the electoral event	According to timetables	Systems, equipment and procedures were in place for all federal electoral events. Timetables were met

was attended by AEC staff from all States and Territories. The objectives of the conference were to review the conduct of the 1999 Federal

Referendum, discuss issues arising from the *Electoral and Referendum Amendment Act (No. 1) 1999* and to prioritise operational activities to form

part of the 2000–2001 National Operational Plan. The issues identified at the conference have been included in the continual improvement processes that the AEC applies to election operational and material procurement strategies. Recommendations from the conference have been used to determine the priorities for review and upgrading of election systems and procedures.

An evaluation of election staff training methodologies, procedures, and processes was carried out following the referendum. The recommendations resulting from the review are currently being analysed. As well, election training materials are currently under review, and updating of the training material is ongoing.

An Automated Postal Vote Issuing System (APVIS) has been developed and was successfully trialed at the referendum. The APVIS is a system that allows for the centralised production and posting of postal voting material to electors. The system allows for the progress of a postal vote application to be monitored and reported on once it has been received and actioned by the AEC. This innovation allows AEC staff to quickly respond to postal voting enquiries made by applicants for postal votes irrespective of where the application was received and processed. This is especially valuable to AEC call centre staff, who can now report directly to enquirers. A review of the implementation and trial of the APVIS indicates that the system (with some modification) is suitable for use at the next and subsequent federal elections.

Election Management Systems (ELMS) are subject to continual review and improvement.

An Election Forecasting and Monitoring System was implemented for the referendum. This system allows for the

electronic storage of financial forecasts, from all AEC locations, resulting in the earlier and more accurate reporting of financial requirements for electoral events. A review of the system has been undertaken resulting in the identification of enhancements which are progressively being put in place. The successful implementation of the Election Financial Management system (EFM) has ensured that the system will play an important role in the AEC's forecasting and monitoring of election and referendum funding, for future electoral events.

Development of an integrated election materials logistical sub-system has progressed throughout the year. The system is currently undergoing testing, with implementation planned for the latter half of the 2000 calendar year.

Upgrades to other ELMS sub-systems have occurred. Changes to taxation legislation have been reflected in the Hire of Polling Place Agreements screens, and the Australian Business Number has been incorporated as required. By-election system testing has been conducted, and that system is ready for use.

Procurement strategies have been identified and implemented for generic election stores and stationery items. Contractual arrangements for supply of election specific stock have been reviewed and the elections purchasing timetable is progressing as planned.

## Referendum

The AEC planned for and conducted the 1999 Federal Referendum, which was held on 6 November 1999. The 1999 Federal Referendum put the following proposed laws before the people of Australia:

- *To alter the Constitution to establish the Commonwealth of Australia as a republic with the*

*Queen and Governor-General being replaced by a President appointed by a two-thirds majority of the members of the Commonwealth Parliament.*

- *To alter the Constitution to insert a preamble.*

The Governor-General issued writs for the referendum on 1 October 1999 with the following dates set in accordance with section 8 of the *Referendum (Machinery Provisions) Act 1984*:

- Issue of Writ on 1 October 1999;
- Close of Roll on 8 October 1999;
- Polling Day on 6 November 1999; and
- Return of Writ on or before 9 January 2000.

Planning and preparations for the 1999 Federal Referendum were completed within projected timeframes and in accordance with the provisions of the *Referendum (Machinery Provisions) Act 1984*.

Previously, where more than one question has been put to the people, all questions were printed on the one ballot paper. This was not the case with the 1999 Federal Referendum, as changes to section 25(2) of the *Referendum (Machinery Provisions) Act 1984* were introduced, which required the printing of separate ballot papers for each question. As a result, the AEC was required to source an extra 120 tonnes of ballot paper in order to accommodate the second ballot paper. This was achieved within the legislative timeframe.

In order to accommodate the second ballot paper, the AEC made changes to operational systems and procedures. The updating, printing, and distribution of training and procedural manuals, for use by more than 60,000 staff employed for Polling Day, was carried out successfully. The restructuring of face to face training for polling staff

and the delivery of the required training sessions was achieved on time.

A further dimension was the addition of a by-election for the Victorian seat of Holt. The by-election was required as a result of the resignation of the sitting member.

Logistical arrangements for the supply and delivery of material to the more than 8,000 polling locations around Australia and overseas were planned and implemented successfully. The count of votes cast at polling places occurred on polling night with the results being displayed on the AEC web site as received. Declaration votes were processed in accordance with the legislation in the post-polling day period and results issued as they became available.

Counting of all votes was finalised and the writs were returned to the Governor-General on 30 November 1999.



Trained telephone operators answering elector enquiries during the 1999 Federal Referendum.

### **Logistical capacity for by-elections**

The by-election sub-system of ELMS has been tested, assuring system preparedness should a by-election be called. Adequate supplies of materials, including sufficient cardboard polling place equipment, are available for use as required. Material for the training of polling staff and operational staff has been reviewed, and the revised packages are ready for printing as required.

On 30 June a writ was issued for a by-election in the division of Isaacs, due to the death of the Member. Polling day will be 12 August 2000. The AEC is prepared and ready to conduct by-elections as required.

### **Operational systems, equipment and procedures are in place and on time for the electoral event**

Operational systems are subject to continuous review and improvement. The ELMS suite of programs has been reviewed and suggested enhancements identified. Systems have been upgraded as required to ensure consistency with applicable legislation, and to cater for changes to legislation. For example the Polling Place Management system (PPMS) has been enhanced to cater for the GST.

The APVIS was implemented for the 1999 Federal Referendum and was considered to be an outstanding success. Further development of the system continues with the aim being to have APVIS available for future federal elections.

The ELMS continues to be in a state of readiness, with enhancements and improvements to the system ongoing. Testing of a new PPMS Materials sub-system commenced during the year and is progressing. The Election Financial Management system (EFM) was

implemented for the referendum and is being maintained and enhanced as a module of ELMS.

Other ELMS sub-systems including, pre-election and post election processing have been updated and enhanced as required and are in readiness for a future event.

### **Trends**

The AEC has conducted national electoral events in each of the last four calendar years, namely:

- Federal Election—March 1996;
- Constitutional Convention Election—November to December 1997;
- Federal Election—October 1998;
- ATSI elections—October 1999; and
- Referendum—November 1999.

This is a considerably increased frequency compared to the historic patterns.

### **Factors, events or trends influencing performance**

During the period from August to November 1999, AEC resources were involved in the conduct of the Popular Consultation of the East Timorese people through a direct ballot, ATSI elections, the 1999 Federal Referendum and the Holt By-election. These were all highly successful electoral events and the AEC was able to play its role in all of them almost concurrently without compromising performance or service standards.



### Output 2.1.2—Party registrations

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

- facilitation of nominations, verification of endorsement and printing of ballot papers;
- identification of parties eligible to receive public funding and electoral roll products; and
- identification of parties required to submit annual returns of income, expenditure and debts.

The performance indicators and performance targets forecast in the 1999–2000 Portfolio Budget Statements and the performance results achieved in 1999–2000 are set out in **Table 13** below.

#### Analysis: Party registration

A review of the continuing eligibility of certain federally registered political parties was completed. This review demonstrated that a number of parties

were no longer qualified for federal registration and these parties were deregistered by the AEC. The current party registration review program will continue to maintain the integrity of the AEC’s party registration system.

All applications for the registration of a political party or for changes to existing registered details were processed in a timely manner and in accordance with the provisions of the *Commonwealth Electoral Act 1918*.

The number of applications is dependent on factors outside the control of the AEC. The major factor contributing to low activity in 1999–2000 was that it was a non-election period at the federal level. Party registrations normally increase in the lead up to a Federal Election.

As at 30 June 2000, there was an application before the Administrative Appeals Tribunal seeking a review of an AEC decision to not register a proposed political party.

The analysis of performance for Output 2.1.3 (page 44) also includes aspects related to the performance of Output 2.1.2.

Table 13: Output 2.1.2

Output group	Performance indicator	Performance target	Performance results
Output 2.1.2 Party registrations	Number of applications processed (estimated)	12	5 applications were processed
	Changes to Register of Political Parties (estimated)	24	There were a total of 20 changes to the Register of Political Parties comprising 8 changes to details of registered officers and 12 party deregistrations
	Extent to which legislative requirements are met	100%	All applications for the registration of a political party or for changes to existing registered details were processed in accordance with the provisions of the <i>Commonwealth Electoral Act 1918</i>

### Output 2.1.3—Funding and disclosure services

The purpose of the funding and disclosure provisions of the *Commonwealth Electoral Act 1918* is to allow the electorate to be well informed on the major donors to political parties, groups and candidates and the major expenditures of those involved in the electoral process.

The performance indicators and performance targets forecast in the 1999–2000 Portfolio Budget Statements and the performance results achieved in 1999–2000 are set out in **Table 14** below.

### Analysis: Funding and disclosure services

The 1999–2000 financial year saw the first full year of the AEC undertaking a program of compliance audits of political parties and associated entities based upon risk assessments. A risk-based approach allows the AEC to utilise its limited resources more efficiently. It sees audit coverage targeted on those areas where it is believed that the greatest value to the public can be served.

Table 14: Output 2.1.3

Output group	Performance indicator	Performance target	Performance results
Output 2.1.3 Funding and disclosure services	Number of annual returns processed (estimated)	120 annual returns	166 annual returns were processed. The larger number of annual returns is explained by the AEC identifying a greater number of associated entities than was known last financial year
	Number of donor returns processed (estimated)	350 donor returns	777 donor returns were processed. The number of donors to political parties can be expected to increase during state and federal election years
	Extent to which returns comply with legislative requirements	100% compliance	The AEC's program of compliance audits seeks to assess the extent of compliance by political parties and associated entities with their disclosure responsibilities. During the year these audits did not uncover any instances of proven offences against the disclosure provisions of the <i>Commonwealth Electoral Act 1918</i>

A number of recommendations aimed at improving the effectiveness of party registration, the funding and disclosure legislation and the administration of those schemes were made in the Funding and Disclosure Report on the 1998 Federal Election. This report was tabled in Parliament in June 2000 and

can be accessed on the AEC's web site at [www.aec.gov.au](http://www.aec.gov.au).

With the ongoing review of practices and procedures for the party registration, funding and disclosure functions and the utilisation of new opportunities such as presented by the

Internet, the AEC has been able to continue to improve the quality of its outcomes from existing resources. Disclosure returns lodged by registered political parties, associated entities and donors to political parties for the 1998–1999 financial year were released to the AEC's web site in February 2000. The returns were also made available in a CD-ROM format. Previously copies of the disclosure returns were only available for inspection at capital city head offices of the AEC. The Internet initiative, in particular, has now made this information more widely available to the public. The web site is enhanced by search facilities which enables users easier access to specific information rather than having to peruse hundreds of individual return forms. This Internet facility has, not surprisingly, proven to be very popular. During February 2000, the month of release, more than 17,000 page views were downloaded (over 44,000 hits). In the period to 30 June 2000, the total number of page views was 31,209 (76,389 hits).

## Trends

The functions of party registration and funding and disclosure activities are largely dependent upon external factors. Applications to register a political party and donations made to political parties both rise during an election year. Consistently, with the October 1998 Federal Election occurring during the 1998–1999 disclosure reporting period, the activity for party registration, funding and disclosure was higher than that experienced in the current 1999–2000 financial year.

## Significant changes in the nature of functions/services

Significant changes in the nature of services provided during the year included the introduction of annual disclosure returns on the AEC Internet and in a CD-ROM format

### Output 2.1.4—Public awareness campaigns, media releases

Public awareness campaigns include advertising, public relations and publications and are undertaken with the objective of increasing public

knowledge of, and participation in, the electoral process.

The performance indicators and performance targets forecast in the 1999–2000 Portfolio Budget Statements and the performance results achieved in 1999–2000 are set out in **Table 15** below.

Table 15: Output 2.1.4

Output group	Performance indicator	Performance target	Performance results
Output 2.1.4 Public awareness campaigns, media releases	Number of media public relations hits achieved	100% of all electors	It is estimated that 100% of electors would have been reached
	Number of people reached through advertising campaigns	100% of all electors	On a prompted basis, the campaign achieved a reach of 81% of eligible voters
	Number of publications produced	10,000	Over 12 million
	Accuracy of material published	100% accuracy	99% accuracy was achieved
	Accuracy of information provided	100% accuracy	100% accuracy was achieved

#### Analysis: Public awareness campaigns, media releases

As part of the overall public information campaign for the 1999 Federal Referendum, which is also discussed in Output 2.1.5, the AEC distributed national, State and Territory media releases and detailed backgrounders during the referendum period. These media releases achieved good coverage in major metropolitan, regional, local, ethnic and community media. Of the 100 media releases, the public awareness campaign achieved over 1,000 media hits. It is difficult to measure whether 100 per cent of all electors were reached as a result of

this aspect of the campaign. However, based on the combined circulation and reach of the press, radio and television coverage it is estimated that 100 per cent of electors would have been reached.

The AEC conducted tracking research to measure the success of the AEC’s referendum advertising campaign in reaching and impacting on the voting public. A total of five national telephone surveys were undertaken before, during and after the advertising campaign. The research showed that all phases of the AEC advertising campaign succeeded in reaching the majority of Australian voters. Awareness of the advertising

messages peaked at planned times and on a prompted basis the campaign achieved a reach of 81 per cent of eligible voters. Although the performance target was 100 per cent of all electors the industry standard for a successful/high reach advertising campaign is 75–85 per cent.

The AEC exceeded the expected performance target for the number of publications produced due to the legislative requirement to produce the ‘Yes/No Case’ pamphlet for the referendum. The AEC was required to produce over 12 million pamphlets and to send one copy to every elector. In addition, as part of the public awareness campaign for the referendum, the AEC produced 12 editions of *Electoral Newsfile*, an

Electoral Backgrounder and the Scrutineers’ Handbook. Other Information publications produced during 1999–2000 include *Election 1998 Statistics*, *1999 Electoral Pocketbook* and *Your Vote* pamphlet (a guide to the electoral system).

It is believed that 99 per cent accuracy was achieved in the material published. This has been measured on the basis that there were no inaccuracies identified by stakeholders that would have required an erratum slip to be printed, however there was one known spelling mistake in one publication. On the basis of minimal negative feedback from stakeholders, it is also believed that 100 per cent accuracy was achieved in the information provided.



The overseas postal voting centre in Canberra sorting the 1999 Federal Referendum voting equipment sent to the 99 overseas voting posts.

### Output 2.1.5—Information services

Information services, including the AEC’s national telephone enquiry service, telephone interpreting service and web site are provided to ensure the public has access to accurate and timely information about the electoral process.

The performance indicators and performance targets forecast in the 1999–2000 Portfolio Budget Statements and the performance results achieved in 1999–2000 are set out in **Table 16** below.

### Analysis: Information services

#### Referendum public information campaign

The AEC developed and conducted an extensive public information campaign for the 1999 Federal Referendum. The aims of the campaign were to ensure all eligible electors were informed and understood what was required of them to fully participate in the referendum and to advise them of the services they had access to.

Table 16: Output 2.1.5

Output group	Performance indicator	Performance target	Performance results
Output 2.1.5 Information services	Number of calls answered (estimated)	550,000 telephone calls	562,344 calls. The national telephone enquiry service consisting of eight integrated call centres operated throughout the 1999 Federal Referendum period. The service answered a total of 447,344 calls over the operating period and the AEC divisional offices answered an additional 115,000 calls throughout the referendum period
	% of voter turnout at electoral events	96% voter turnout	Although the target of 96% voter turnout was not achieved, the turnout for the Referendum was 95.1 per cent which exceeded the 1988 Federal Referendum (94.23%)
	Accuracy of information provided	100% accuracy	The AEC provided complete and accurate information at all times in the financial year. An example of one initiative to ensure accuracy was the electronic interactive desktop operator system used by the call centres to ensure that all enquiries were answered promptly, accurately and consistently

The public information campaign involved a number of components including advertising, public relations, publications, a national telephone enquiry service and the Internet. There were also a number of specific activities directed at the key target groups of electors from non-English speaking backgrounds, Aboriginal and Torres Strait Islander electors and electors who are print handicapped or have a hearing disability.

The campaign was based around the key message of ‘Yes/No’. As it had been 11 years since the last federal referendum, the campaign used every opportunity to reinforce to electors the importance of using one of these two words when marking their ballot papers.

**Advertising campaign**

The AEC’s advertising campaign for the referendum consisted of national and State/Territory based advertising and cost over \$7.5 million. The national advertising was translated into 17 languages in the ethnic press, 25 languages on ethnic radio and 11 languages for ethnic television. In addition, radio advertisements were translated into 20 Indigenous languages and advertisements were broadcast on the Radio for the Print Handicapped network.

**Public relations**

The public relations campaign was another important component of the public information campaign for the referendum. The campaign involved media releases, media interviews, media briefings and photo opportunities.

**Publications**

The Information publications produced for the 1999 Federal Referendum were the following: *Scrutineers’ Handbook*, *Electoral Newsfiles* (Nos 84 to 87) and *Electoral Backgrounder: No. 10 Referendum Advertising*. All referendum

publications were available on the AEC web sites at [www.aec.gov.au](http://www.aec.gov.au) and [www.referendum.aec.gov.au](http://www.referendum.aec.gov.au).

**‘Yes/No Case’ pamphlet**

A major logistical challenge of the 1999 Federal Referendum was the production and delivery of an individually addressed 71-page pamphlet, which included a full copy of the Australian Constitution, to every Australian elector. A total of 12.9 million pamphlets were produced, making it the largest single print job and mailout ever undertaken in Australia. It was also the first time that a copy of the Constitution had been sent personally to every Australian elector.

Key information in the ‘Yes/No Case’ pamphlets was also provided on audio cassette, ASCII computer disc, braille and large print to assist electors who are print handicapped. The ‘Yes/No Case’ pamphlets were also available on the AEC’s web site in English and in an additional 14 languages.



Your official Referendum pamphlet.

Cover of Referendum '99 elector pamphlet.

### National telephone enquiry service

The national telephone enquiry service, consisting of eight dedicated call centres, one in each AEC capital city office, operated throughout the referendum period. The service answered a total of 447,344 calls over the referendum period.

An electronic interactive desktop operator system was used by the call centres to ensure that enquiries were answered promptly, accurately and consistently. This system gave the telephone operators access to referendum information on their computer screen, replacing the time-consuming paper shuffling that was used in the past.

The number of calls successfully answered by the service continues to increase over each electoral event and the information provided is of a consistently high standard.

### Telephone interpreting service

A telephone interpreting service to assist electors from non-English speaking backgrounds also operated during the 1999 Federal Referendum.

The service had 15 language specific telephone lines and one line for electors who did not speak any of the 15 specific languages available. During the referendum period a total of 10,098 calls were made to the interpreting service.

The interpreting service has proven to be a very effective means of ensuring that people from non-English speaking backgrounds, especially those with limited English language ability, have access to electoral information.

### Internet

The AEC Internet web site at [www.aec.gov.au](http://www.aec.gov.au) has played an increasingly important and comprehensive role in disseminating electoral information since it was first

launched prior to the 1996 Federal Election.

The Internet played an especially important role during the 1999 Federal Referendum as it was the official means of providing the results of the referendum. To speed the access to referendum information, the AEC established a separate web address at [www.referendum.aec.gov.au](http://www.referendum.aec.gov.au) which housed the virtual tally room and other referendum specific information.

During the referendum period, over 166,200 users accessed the AEC's two web addresses downloading 509,100 page views. The site proved to be very popular internationally with over 25 per cent of users accessing the site from overseas.

### Special target groups

The AEC's public information campaign included a number of activities directed at target groups to ensure all electors had the same access to information and the same opportunity to participate.

Measures undertaken to communicate with electors from non-English speaking backgrounds included advertisements translated into 25 languages, the telephone interpreting service and having the 'Yes/No' cases, translated into 14 languages, available on the AEC web site.

A remote area information program was undertaken in the weeks leading up to



Entry page to the referendum Internet web site.



the referendum polling day for Aboriginal and Torres Strait Islander electors. The program employed 29 Community Electoral Information Officers to visit Aboriginal communities and organisations to inform Indigenous electors of the referendum process and of polling arrangements and times. Radio advertising translated into 20 Indigenous languages was broadcast in every phase of the national advertising campaign.

Following the referendum, interviews were held with Indigenous people around Australia to examine the effectiveness of the AEC's advertising campaign for Indigenous electors. The research found that the majority of electors recalled television advertising with particularly high recall of the television formality advertisements. One of the strongest findings was that the electors were positive about advertising translated into Indigenous languages.

To meet the needs of electors who are print handicapped, key referendum information was produced in the alternative formats of audio cassette, ASCII disc, braille and large print. There was high demand for these alternative formats, with extra copies of all the formats being produced to meet the additional requests. An advertising campaign and publicity campaign were run to promote the availability of these alternative formats. To address the needs of deaf and hearing impaired electors, all AEC television commercials were closed captioned and Telephone Typewriter (TTY) facilities were available in Central Office and every AEC Head Office.

## Trends

Overall the level of performance achieved during the year was consistent with previous years, though through the use of technology the level of service, particularly with respect to the speed

with which information can be provided, has increased. This however is matched by increasing community expectations.

## Significant changes in the nature of functions/services

The 1999 Federal Referendum did not have a National Tally Room as it was determined that the Internet would be the most timely and cost effective way of providing the official referendum results to the media and other interested people on referendum night and in the post-referendum period.

A specially created web site at [www.referendum.aec.gov.au](http://www.referendum.aec.gov.au) was established to house the virtual tally room and cost just over \$214,000 to develop and operate.

On referendum night, the virtual tally room received a direct feed from the AEC's Referendum Night Results System to display a number of live tables containing a range of referendum results statistics. The site was constantly updated on referendum night as results were entered by Divisional Offices. On referendum night alone, over 154,000 users downloaded over 1.3 million page views on the virtual tally room web site, with the average user spending 45 minutes surfing the site. Peak use of the site occurred at 8 p.m. with 5,000 users per second accessing the site. In the three weeks following polling day, more than 55,300 people accessed over 597,264 page views.

Utilising the Internet to transmit electoral results is a key innovation which has been used successfully by the AEC at both the 1998 Federal Election and increasingly at the 1999 Federal Referendum. It has greatly enhanced the access that the media, those involved in the political process and other interested people have to timely progressive electoral results.

### Output 2.1.6—Industrial elections and ballots for organisations

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

The performance indicators and performance targets forecast in the 1999–2000 Portfolio Budget Statements and the performance results achieved in 1999–2000 are set out in **Table 17** below.

#### Analysis: Industrial elections and ballots for organisations

The AEC conducted 623 industrial elections and ballots. This was slightly more than expected, but nevertheless

represented a decrease of 50 on the previous year. In the 1998–1999 Annual Report, it was suggested that the figures may be part of a four-year election cycle. In that respect, although the total number of elections conducted was 42 fewer than in 1995–1996, the figure was consistent with the four-year cycle, inasmuch as this year’s figures were lower than 1998–1999, but higher than 1997–1998. If the cycle continues, the number of elections conducted should marginally increase in 2000–2001.

The proportion of returned ballot papers for industrial elections was 32.04 per cent, or 2.26 per cent less than the previous year, but remained slightly above the 10 yearly average. For certified agreement ballots, 109,946 ballot papers were issued and 77,357 (70.36 per cent) returned. This is a slight decrease from the previous year but is more than offset by the number of other fee-for-service ballots conducted.

Table 17: Output 2.1.6

Output group	Performance indicator	Performance target	Performance results
Output 2.1.6 Industrial elections and ballots for organisations	Number of elections conducted (estimated)	500–600 elections	623 elections were conducted
	Number of certified ballots conducted (estimated)	100–150 ballots	117 fee-for-service ballots conducted, including 77 certified agreement ballots
	Proportion of elections challenged in court	less than 2%.	Less than 1% of elections conducted resulted in election inquiries. No elections were overturned
	Extent to which Customer Service Charter standards are met	98% of the standard	On the basis that the AEC has received no formal or significant complaints and positive comment about the AEC has been received, it is considered that Service Charter standards have been met

For other commercial ballots, 1,903,517 ballot papers were issued and 500,592 (26.29 per cent) returned. Overall, the proportion of ballots conducted on a commercial basis increased from 86 to 117. (These figures do not include local government elections.)

Among the ballots conducted on a commercial basis, was an election for the NRMA, which resulted in the largest voter turn-out ever for that organisation and the second largest number of recorded votes for a postal ballot in Australian history (the Constitutional Convention vote in 1997 being the largest). See **Appendix E** for Industrial and Commercial Elections Statistics.

### **Industrial elections and ballots policy**

The AEC reviewed policy and procedures for industrial elections and commercial ballots and planned for major elections to ensure national consistency in the application of electoral rules. National guidelines for the conduct of certified agreement ballots were developed and issued in November 1999.

The AEC provided input into proposed legislative change, arising from the Workplace Relations Legislation Amendment (More Jobs, Better Pay) Bill 1999 and the Registered Organisations Bill 2000, and with respect to changes to the Workplace Relations Regulations. The AEC also provided a submission to the Senate Employment, Workplace Relations, Small Business and Education Committee, for its inquiry into the Workplace Relations Legislation Amendment (More Jobs, Better Pay) Bill 1999.

As a result of amendments to the *Workplace Relations Regulations Act 1996*, the AEC is able to maintain the rolls for industrial elections and ballots electronically and to provide copies of those rolls in an electronic format.

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

- ability to better meet current and anticipated legislative requirements;
- enhanced budgetary control/event costing/resource utilisation;
- encouragement of greater procedural and policy consistency;
- improved record-keeping and reporting functions;
- improved service delivery and products to clients;
- improved information provision to AEC senior management;
- less duplication of work across States; and
- less time spent on administrative functions.

Information about the AEC's industrial election service was provided in the ACTU National Directory and the directories of several Trades and Labour Councils.

As well as an updated CD-ROM version of the AEC's register of industrial elections legal decisions and advice was issued. The updated version included decisions and advice received during the 1999 calendar year.

### **Trends**

Overall the level of performance achieved during the year was consistent with previous years.

### Output 2.1.7—ATSIC elections

The *Aboriginal and Torres Strait Islander Commission Act 1989* tasks the Australian Electoral Commission with the conduct of elections for the Aboriginal and Torres Strait Islander Regional Councils and the Torres Strait Regional Authority.

The performance indicators and performance targets forecast in the 1999–2000 Portfolio Budget Statements and the performance results achieved in 1999–2000 are set out in **Table 18** below.

### Analysis: ATSIC elections

The triennial elections for the Aboriginal and Torres Strait Islander Commission (ATSIC) Regional Councils and the Torres Strait Regional Authority (TSRA) were conducted during the year. The elections were conducted in accordance with the *Aboriginal and Torres Strait Islander Commission Act 1989*, the Regional Council Election Rules and TSRA Election Rules. In addition, the AEC conducted elections for Zone representatives and Regional Council Officeholders.

Table 18: Output 2.1.7

Output group	Performance indicator	Performance target	Performance results
Output 2.1.7 ATSIC elections	Estimated number of casual vacancies	20 casual vacancies	ATSIC provided notification of six casual vacancies
	Estimated number of elections/by-elections	2 elections/by-elections	No by-elections were required
	Extent to which legislative requirements are met	100%	Legislative requirements were fully met

National Regional Council elections were conducted on Saturday 9 October 1999, across 115 wards. No elections were required in six wards as the number of candidates equalled the number of positions to be elected. In three other wards, there were fewer candidates than vacant positions, which resulted in further elections being conducted for those three wards on Saturday 4 December 1999. This resulted in the remaining positions being filled.

There was a slight decrease in voter turnout from 49,550 in 1996 to

49,252 in 1999. This would appear attributable to there not being a requirement for a ballot in six wards, where the candidates were elected unopposed. Based on figures from the 1996 elections, it is calculated that some 1,700 votes would have been cast if these six elections had been contested. Notwithstanding those wards, the number of voters overall marginally increased from the preceding election. It is also considered likely that changes to postal and pre-poll voting certification requirements may have negatively impacted on voter participation.

Elections for two Torres Strait Regional Authority positions were conducted in April 2000.

In addition to conducting Regional Council elections the AEC also conducted six casual vacancy recounts for Regional Councils. Casual vacancy recounts occur as a result of the death, retirement or removal of a Regional Councillor. The process involves the AEC advising previously unsuccessful candidates from that ward of the vacancy and inviting them to declare themselves as candidates. A recount of those candidates, using the ballot papers from the previous election is held to determine the successful candidate. It should be noted that, in accordance with the ATSiC Act, no casual vacancies were able to be filled from the time of the Minister's announcement of the October elections, until after the completion of the elections. Due to the relative stability of the Regional Councils, the six casual vacancies were far less than the 20

estimated. See **Appendix F** for details of casual vacancies.

There were four petitions lodged with the Federal Court of Australia following the 1999 round of ATSiC elections. For further details, refer to page 93.

### Trends

Information gathered from the last three ATSiC Regional Council elections has provided various trend indicators. One example has been the indication that the higher the population of younger people in a State/Territory, the higher the voter turnout is likely to be.

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



Photo credit: Martin Kantor

Voting for the ATSiC elections by the Nguu community on Bathurst Island. (Tiwi Islands ward)

### Output 2.1.8—State and local government elections

The AEC is one of a number of government providers of electoral services to local governments in Victoria, South Australia and Tasmania. As well the AEC is currently the provider of electoral services to the State Government of Tasmania.

The performance indicators and performance targets forecast in the 1999–2000 Portfolio Budget Statements and the performance results achieved in 1999–2000 are set out in **Table 19** below.

### Analysis: State and local government elections

#### State government

In Tasmania, the AEC assisted in the conduct of four Legislative Council elections and one by-election during the year. All legislative requirements were met and a high level of customer service was achieved.

#### Local government

In 1999–2000, the AEC conducted local government elections in Victoria and South Australia.

Table 19: Output 2.1.8

Output group	Performance indicator	Performance target	Performance results
Output 2.1.8 State and local government elections	Number of elections conducted	50% of the market share (VIC) (Considered inappropriate to predict national targets as currently only VIC affected)	In Victoria, 10 out of 54. In South Australia, 19 out of 38
	Extent to which Customer Service Charter standards are met	95%	On the basis that the AEC has received no formal or significant complaints and positive comment about the AEC has been received, it is considered that Service Charter standards have been met

#### Victoria

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

elections by tender and during 1999–2000 the Victorian State Electoral Commission was the successful tenderer for a large proportion of contracts. Nevertheless, the AEC was still able to gain 18 per cent of the market share, much less than anticipated.

In March 2000, the AEC conducted ballots for Greater Dandenong, Frankston, Yarra Ranges, Buloke, Gannawarra, Hindmarsh, Indigo,

Northern Grampians, West Wimmera and Yarriambiack. In Victoria, over 80 per cent of the local government elections were conducted by postal ballot. Of those conducted by the AEC, Greater Dandenong, Frankston and Yarra Ranges were conducted by attendance ballots, the remainder by postal ballot. A mailout of voter cards providing enrolment locality advice was used in two of those attendance ballot areas, resulting in more efficient services to electors on polling day, in particular more accurate marking of the roll and issuing ballot papers.

Three inquiries (in Wards within the Shires) were lodged with the Municipal Electoral Tribunal. One has subsequently been withdrawn, one related to authorisation of electoral material by candidates and the other is a general claim of an unspecified nature. It is not known when the two remaining inquiries will be held.

Statistical details regarding the voter turnout are contained in **Table 20**.

### **South Australia**

In South Australia, voting in local government elections is not compulsory. The legislation governing local council elections was changed in 1999. Among the many legislative

changes were provisions requiring all elections to be conducted concurrently and by postal ballot, with the State Electoral Commissioner appointed as the Returning Officer for all elections.

It was the first time a full state wide postal ballot was conducted, rather than a mix of attendance and postal votes. This resulted in an improved return rate, increasing from a previous average of 12 per cent to an average of 39 per cent. For the first time in South Australian local government elections, technology was used as an aid to count the votes. This automated system was provided by the AEC and proved very successful.

There were 508,672 eligible electors in the 19 council elections conducted by the AEC on a contractual basis with the State Electoral Commission. In total, there were 72 contested elections, with 382 candidates, of whom 57 were elected unopposed. There were full contests in four councils and only in one council were all candidates elected unopposed. There were no challenges to the results.

### **Tasmania**

There were no local government elections conducted in Tasmania in 1999–2000.

## Trends

Table 20: Voter turnout at Victorian local government elections

Council	No. of voters	No. of votes	% Participation
Hindmarsh	1,763	1,578	89.50
Buloke	4,574	3,921	85.72
Gannawarra	8,797	7,517	85.45
Northern Grampians	6,709	5,588	83.29
Yarriambiack	6,991	5,696	81.47
West Wimmera	4,663	3,746	80.33
Indigo Shire	11,282	8,783	77.84
Greater Dandenong	78,136	55,443	70.95
Frankston	83,239	57,962	69.63
Yarra Ranges	72,771	42,952	59.00

### Factors, events or trends influencing performance

As discussed above in the analysis, changes in the way local government elections are now conducted has substantially increased the participation rate.



### Output 2.1.9—Advice and assistance in overseas elections

Section 7(1)(fa) of the *Commonwealth Electoral Act 1918* specifies that one of the functions of the AEC is:

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

This output was specifically developed to address this function and in 1999–2000 advice and assistance in overseas elections was pursued and provided in a number of different locations.

The performance indicators and performance targets forecast in the 1999–2000 Portfolio Budget Statements and the performance results achieved in 1999–2000 are set out in **Table 21** below.

### Analysis: Advice and assistance in overseas elections

#### East Timor

The AEC provided support in a number of different ways for the Popular Consultation of the people of East Timor which was organised by the United Nations Mission in East Timor (UNAMET) and held on 30 August 1999. The Popular Consultation was undertaken to allow the East Timorese people to vote on whether they wished East Timor to become an independent country.

#### Computerisation of voter register

Computerisation of the voter register proceeded as follows:

- Records of each voter registration from East Timor, and from registration centres outside East Timor, were sent to a data entry bureau in Sydney, contracted by the UN, where data entry took place.
- The data so entered were then transferred to a database provided by the AEC, which was based on the database used for the AEC’s own Roll Management System.
- The AEC used that database, and associated software, to produce CD-ROMs containing print files, which were forwarded to printers contracted by the UN. Reports

Table 21: Output 2.1.9

Output group	Performance indicator	Performance target	Performance results
Output 2.1.9 Advice and assistance in overseas elections	Capability of providing services and advice to clients	Equivalent to staffing level of four	With current staffing levels, the AEC has provided effective services and advice to clients in all cases in which it has undertaken to do so
	Extent of client satisfaction with services performed pursuant to statutory functions	100%	Feedback from clients indicates a uniformly high level of satisfaction

identifying anomalies in the data were also produced, and provided to the Electoral Component of UNAMET.

- Lists of voters were produced by the UN-contracted printers.

Close liaison between the AEC's Information Technology Branch and the Electoral Component of UNAMET was required to ensure that these activities, undertaken under very tight time constraints, proceeded smoothly. All critical deadlines were met, and the published registers gave rise to very few objections. Given the difficulties associated with developing a full registration system in a short period, it is doubtful whether the computerisation of the registers would have been possible without the support provided by the AEC.

#### **Procurement of forms, equipment and materials for polling**

The AEC, supported by AusAID funding, supplied the bulk of the equipment and materials required for the polling. All forms, including the ballot papers, were printed in Australia. The only major items which the AEC did not supply were ballot boxes and seals, indelible ink used to prevent multiple voting, and voting compartments. The supply operation was coordinated from Darwin by the AEC's National Materials Planning Officer. The Electoral Component of UNAMET also deployed its Logistics Manager to Darwin to ensure close coordination between supplier and recipient. These arrangements worked most effectively.

#### **Development of counting forms and procedures**

In mid-August 1999, a meeting was held in Sydney between representatives of the AEC, the Electoral Component of UNAMET and the International Organization for Migration (IOM) (the organisation responsible for external

voting in countries other than Australia), at which the counting procedures for the ballot were devised. The detailed document setting out those procedures was subsequently finalised by the AEC.

#### **Preparations for and conduct of voter registration, polling and counting in Australia**

Preparations for the conduct of voter registration, polling and counting in Australia had started in May 1999, and continued at an ever-increasing pace as the commencement date for voter registration approached. The major tasks undertaken included the following:

- Paralleling the structures adopted by UNAMET in East Timor, a 'Regional Electoral Officer' was appointed from the AEC's staff for each of New South Wales, Victoria, Western Australia and the Northern Territory, the places where voter registration and polling were to proceed within Australia.
- Sites for registration centres in Sydney, Melbourne, Perth and Darwin were identified. The sites chosen were Campbelltown, Mount Druitt and Liverpool in greater Sydney; Melbourne City, Dandenong, St Albans and Oakleigh in greater Melbourne; and city sites in Darwin and Perth.
- A District Electoral Officer was appointed for each registration/polling centre. Those chosen were the Divisional Returning Officers from the relevant AEC Divisional Offices.
- In early July, a full-day training session for Regional and District Electoral Officers was held in Sydney.
- Multilingual casual staff who had been recruited for the purposes of the ballot were then trained by the District Electoral Officers. Security guards were also recruited.

These preparations were accompanied by an extensive program of information to advise eligible East Timorese of the arrangements which were being put in place.

- Advertising to promote the registration/polling centres commenced in mid-July. Radio advertisements in Tetum, Indonesian, and Portuguese consisted of 42 by 60 second spots in each language, airing between 16 July and 3 August. The advertisements were specific to the State/Territory in which the centres were located. There were also advertising spots on SBS radio.
- Press advertisements were published in Indonesian and Portuguese language newspapers.
- An AEC Information Sheet, copies of which were available in English, Portuguese, Tetum and Bahasa Indonesia was printed and distributed widely throughout community groups and Regional/District Electoral Officers' networks.
- Telephone Enquiry Lines, including Tetum, Indonesian and Portuguese language translator services, were provided.
- Numerous presentations about the ballot process were given to various community groups in Australia. Representatives from the AEC also gave interviews about registration procedures on community radio stations and to the press.
- A question and answer brochure about registration was written and distributed to a range of community groups and individuals.
- Information was also provided through the AEC's web site.

In general voter registration proceeded smoothly.

Arrangements for polling were relatively straightforward, though some last minute difficulties were created by the UN's decision to change the polling day from a weekend to a weekday. This meant that some of the premises that were to be used for polling were no longer available. To avoid voter confusion, a mailout was undertaken to all registered voters, informing them of the venues at which they would have to vote. The computerised register was used for that purpose.

Counting of votes took place in Melbourne on Tuesday 31 August, following the transfer of the ballot boxes containing votes cast in other places in Australia. Official observers from Indonesia and Portugal were present throughout the count, and indicated at the conclusion of the proceedings their satisfaction with the process.

#### **Briefing of official Australian observer delegation**

On 23 August, the AEC presented a session on electoral procedures as part of a broader briefing provided to the Australian Observer Mission deployed to East Timor during the period of the ballot.

#### **Activities post-ballot**

In the immediate aftermath of the ballot, the AEC took steps to hand over to the UN electronic copies of the data relating to registered voters which had been used to produce lists of voters. The data in question provided an accurate snapshot of the state of the adult population of East Timor in the period preceding the post-ballot violence, and were thought likely to provide a critical benchmark for any assessment of the scale of atrocities which had occurred.

The AEC has subsequently been asked by the UN to assist it with the permanent imaging of the hardcopy records of each registration. This

request is the subject of ongoing discussions.

### **Feedback on performance**

The AEC's support for the East Timor ballot received widespread praise. After the event the Director of the UN's Electoral Assistance Division wrote to the Electoral Commissioner in the following terms:

*Thank you for the incredible contribution you and your AEC colleagues made to the success of the East Timor Popular Consultation. If I were to put it bluntly, without you and your team, the consultation would not have happened. You have a magnificent group of people working for you. Without them, without your commitment and leadership, the human and technical adventure of designing and implementing a consultation in three months would have been impossible.*

In its formal report on its role in the ballot, the International Organization for Migration (IOM) wrote:

*IOM is truly thankful for the advice, support, and high level of team spirit afforded by the AEC, and commends their high level of professionalism.*

During public hearings at which the AEC gave evidence, members of the Senate Foreign Affairs, Defence and Trade References Committee considering the economic, social and political conditions in East Timor commended the AEC for its role in the East Timor consultation. The Special Minister for State, Senator the Hon. Chris Ellison, in his speech to the Senate on 21 September 1999 referred to the 'sterling' role of the AEC in assisting the United Nations, and said that the AEC 'has played a great role in the region in assisting in elections'.

### **Papua New Guinea**

The AEC is involved in a major project, funded by AusAID, to support the activities of the Papua New Guinea Electoral Commission (PNGEC).

In late 1999, AusAID deployed a Project Design Team to PNG. Led by the Australian Electoral Officer for Western Australia, and including two other AEC staff, the team produced a comprehensive report recommending a range of strategies to improve the capacity of the performance of the PNGEC. The five key objectives are:

1. to support the development of the institutional capacity of the Electoral Commission to plan and manage its activities (i.e. organisation and management issues);
2. to compile the Electoral Roll and devise and introduce a system of continuous review and updating;
3. to enhance the ability of the Electoral Commission to manage and conduct the elections in PNG;
4. to prepare and produce culturally appropriate information, education and civic materials on the electoral and parliamentary process by an information and community liaison unit, and to support a range of community awareness programs; and
5. to ensure that project supplies and services are programmed and managed in an efficient and effective manner in line with project plans, agreements, and contractual obligations and the expectations of the PNGEC and the Government of PNG.

The Project Design Team also identified the need for the PNG Common Roll to be in a state of readiness before June 2001, the earliest possible date for a General Election. The AEC was tasked by AusAID to work with the PNGEC to achieve this goal, and in April 2000, a team of AEC staff was deployed to Port Moresby for that purpose. Extensive work was done on the redesign of forms and procedures, and the development of computerised systems. The holding of a by-election in West New Britain provided an

opportunity for the new systems to be piloted, with voters coming to the polling stations being asked to provide enhanced enrolment information. The pilot was seen as highly successful; data were gathered on over 50,000 enrolled voters.

Indications are that AusAID and the PNGEC are most satisfied with the AEC's work in PNG to date, and that the AEC will be called upon to continue its work with the PNGEC over the coming years.

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

The AEC hosted the Pacific Islands, Australia and New Zealand Electoral Administrators' (PIANZEA) Network Workshop in Brisbane from 8 to 10 February 2000.

The workshop followed the inaugural Pacific Electoral Conference, convened at the AEC's initiative in Fiji in October 1997. At that conference the PIANZEA Network was established with the aim of encouraging communication and cooperation between electoral administrators in the Pacific region.

The objectives of the second PIANZEA workshop in Brisbane were to continue to foster communication and encourage cooperation between electoral bodies and administrators within the Pacific region, and to identify and address good governance issues relevant to the region. The workshop concentrated on the key issues likely to be faced by electoral administrators in the Pacific in the next two years.

Countries and territories represented at the workshop were: American Samoa, Australia, Fiji, French Polynesia, Kiribati, New Caledonia, New Zealand, Niue, Palau, Papua New Guinea, the Solomon Islands, Tonga, Vanuatu, and Wallis and Futuna.

Feedback received from participants regarding the benefits of the workshop

was most positive. The participants requested that the AEC continue to provide secretariat services to the PIANZEA network, and the AEC agreed to do so.

### **Visitor programs**

When major electoral events are held in Australia, the AEC's counterparts in other countries are often keen to take the opportunity to learn more about the Australian approach to the organisation of elections and referendums. The organisation of appropriate visitor programs by the AEC has now become a standard practice. During 1999–2000, two such programs were organised.

The first took place at the time of the Aboriginal and Torres Strait Islander Commission (ATSIC) Regional Council elections. The program was held in Cairns, with participants attending from Thailand, Vanuatu, Lesotho and Papua New Guinea. Participants were given extensive briefings covering the mechanics of the process and the context in which it was proceeding, and were taken to polling booths during the polling.

The second took place at the time of the November 1999 Federal Referendum, and was based in Canberra. Participants came from Bangladesh, Canada, Fiji, the Kyrgyz Republic, Lesotho, Nepal, Papua New Guinea, South Africa, Sri Lanka, Thailand, Tonga, Uganda and Vanuatu. The program catered for two groups of visitors: those who were able to come some time in advance of polling day, and those who could only come two or three days beforehand. The first group received extensive briefings on all aspects of the referendum process, and also travelled interstate to visit the AEC Head Offices, and also Divisional Offices, in Sydney, Brisbane and Hobart. The second group was provided with a series of briefings focussing on polling day procedures. On polling day, all of the visitors were taken to a

number of different polling booths in Canberra and the surrounding regions.

The programs were very much appreciated by all participants, and succeeded not only in conveying a great deal of information on Australian processes, but also in providing those attending with an opportunity to strengthen their links with their counterparts from the other countries represented in the programs.

### **Election Administrators' Course**

In December 1999, the AEC convened an Expert Advisory Group to advise on the development of curriculum for a short course targeted at electoral administrators from developing countries. Participants included experienced electoral administrators from Fiji, Indonesia, South Africa, the United Nations, and the International Institute for Democracy and Electoral Assistance. The group produced a detailed outline of the desirable content of a course. Further development work in this area is being undertaken by the AEC in cooperation with its overseas counterparts.

### **ATSIC elections—Work placements for staff of the South African Independent Electoral Commission**

In the period immediately preceding the ATSIC Regional Council elections, the AEC took the opportunity to arrange with the South African Independent Electoral Commission (IEC) for the placement of a number of IEC staff in AEC offices. Three staff, all from IEC provincial offices, each spent 35 days in Australia. After initial briefings in Canberra, they were deployed to Karratha and Kununurra in Western Australia, and Alice Springs in the Northern Territory. All three officers became heavily involved in the work of the offices in which they were placed. Feedback received from the

participants was enthusiastic, and strongly supported the arrangement of similar placements in the future.

### **Uganda**

In May 2000, an AEC officer was sent to Uganda to work with the Election Commission of Uganda on an evaluation of the civic education program which preceded the conduct of a referendum on whether Uganda should adopt a multi-party system of government. The evaluation included a survey of 2,000 eligible voters to gauge the impact which the education program had had on them. The project was still in train at the end of June 2000.

### **Commonwealth Secretariat capacity building**

In May 2000, the Acting Deputy Electoral Commissioner attended the 'Regional Election Management Training Program for Senior/Middle Level Electoral Officials from Commonwealth African Countries' held in Mauritius. His participation was at the request of the Commonwealth Secretariat. He presented two papers: one on 'improving the accuracy of voters registers' and another on 'disadvantaged voters: the disabled, the blind, the illiterate, the sick, prisoners and detainees, and the demented'.

### **Peacekeeping**

Since 1994, the AEC has helped the Australian Defence Force to provide training to officers on electoral aspects of peacekeeping operations. This program continued during 1999–2000. Presentations were given at the international peacekeeping seminar conducted by the Australian Defence Force Peacekeeping Centre, and at the Australian Army Command and Staff College, Queenscliff. Feedback indicated that the AEC's input had made a positive contribution to the outcomes of the training programs.

# Report on

## OUTCOME THREE

### Electoral education

An Australian community which is well informed about electoral matters.

## Outcome 3—Summary of resources

Table 22: Outcome 3—Electoral education

	<b>Budget*</b> <b>1999–2000</b> <b>\$'000</b>	<b>Actual</b> <b>expenses</b> <b>1999–2000</b> <b>\$'000</b>	<b>Budget**</b> <b>2000–2001</b> <b>\$'000</b>
<b>Price of departmental outputs</b>			
<i>Special appropriation:</i>			
	–	–	–
Total special appropriations	–	–	–
<b>Departmental appropriation</b> <i>Appropriation structure 1999–2000</i> <b>Running costs</b>	<b>4,946</b>	<b>6,565</b>	<b>5,749</b>
<b>Output Group 3.1—Electoral education</b>			
Output 3.1.1—Electoral Education Centres (EEC)	1,711	1,497	1,798
Output 3.1.2—School and community programs	3,235	5,068	3,951
<b>Total Output Group 3.1</b>	<b>4,946</b>	<b>6,565</b>	<b>5,749</b>
Revenue from Government (Appropriation) for departmental outputs	4,946	6,565	5,749
Revenue from other sources	–	–	15
<b>Total price of outputs</b>	<b>4,946</b>	<b>6,565</b>	<b>5,764</b>
<b>TOTAL RESOURCING FOR OUTCOME 3</b> <b>(Total price of outputs)</b>	<b>4,946</b>	<b>6,565</b>	<b>5,764</b>

	1999–2000	2000–2001
<b>STAFF YEARS (NUMBER)</b>	<b>65</b>	<b>46</b>

\* Full-year budget, includes additional estimates

\*\* Budget prior to additional estimates



## OUTCOME 3

### Electoral education

#### An Australian community which is well informed about electoral matters.

The AEC provides a comprehensive and effective electoral education service to the Australian community. In doing so it maintains electoral education centres and provides school and community electoral education programs. The achievement of Outcome 3 was measured by the results of education centre and other surveys which indicated

comprehensive electoral education services are being provided and that there is a high level of customer satisfaction. Electoral education services are making a substantial contribution to achieving an informed community on electoral matters.

What follows is a report of performance results for 1999–2000 for Outcome 3 in relation to its output group of electoral education and outputs, namely:

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

### Overall performance results

Table 23: Outcome 3—Electoral education

Output group	Performance indicator	Performance target	Performance results
Electoral education	Level of perceived understanding of electoral events and processes by participants in education forums	High level of perceived understanding	The current external evaluation of the AEC's electoral education program confirms the achievement of both these indicators
	Level of customer satisfaction	High level of customer satisfaction	Participants are highly satisfied with the range of programs, activities and resources provided

### Analysis: Electoral education

The AEC's electoral education programs operated very effectively throughout the year with significant increases in participation across programs generally. Data collected as part of the external evaluation of electoral education shows that the programs are highly regarded by participants and stakeholders alike.

The evaluation report states: 'Overall all electoral centre users reported very positive responses and noted the occurrence and the reinforcement of previous learning'. A civics and citizenship education survey recently conducted by the Victorian Department of Education with Victorian primary and secondary teachers, rated the AEC's education programs very highly and amongst the most useful in this field.

All national performance targets were either met or exceeded.

### **Electoral education programs' evaluation**

The AEC engaged Beckmann and Associates to undertake an evaluation of its electoral education programs. The evaluation commenced in December 1999 and will report in August 2000. The evaluation encompasses all current education programs and has sought responses, through meetings, questionnaires and interviews, from a wide range of clients and other stakeholders.

### **Variations to performance targets**

There have been no changes in performance targets for Outcome 3 and its supporting outputs from those in the 1999–2000 Portfolio Budget Statements.

### **Purchaser/provider arrangements**

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

### Output 3.1.1—Electoral Education Centres (EEC)

As part of its commitment to informing the Australian community about electoral matters the AEC has developed a number of education programs. An important component of these programs are the AEC’s EECs in Canberra, Melbourne and Adelaide. At these

centres visiting groups normally participate in a 90-minute session, including a mock election or referendum, on the Australian electoral system.

The performance indicators and performance targets forecast in the 1999–2000 Portfolio Budget Statements and the performance results achieved in 1999–2000 are set out in **Table 24** below.

Table 24: Output 3.1.1

Output group	Performance indicator	Performance target	Performance results
Output 3.1.1 Electoral Education Centres (EEC)	Number of visitors (estimated)	110,000	Total number of visitors was 105,680 plus 16,500 participants in outreach activities
	Level of perceived understanding of electoral events and processes by participants in EEC education sessions	75%	All visiting groups completed an exit survey questionnaire plus additional information was obtained through the electoral education programs evaluation. Responses indicate a level of understanding in excess of 75%
	Feedback and level of customer satisfaction	95%	Customer satisfaction from all sources was in excess of 95%

### Analysis: Electoral Education Centres (EEC)

EEC participant numbers continued to increase in Melbourne and Adelaide, the latter EEC now in its second year of operation. The Melbourne EEC has had another very strong year of growth with a 30 per cent increase. The Canberra EEC numbers, 65,450 for the year, remained relatively static due to being fully booked for much of the year while the Adelaide EEC had its first full year of operation. EEC staff, particularly those from Melbourne, undertook a range of outreach programs with both schools and the adult education sector (encompassing 16,500 participants)

and assisted other AEC staff with their school and community education activities. The Adelaide EEC is jointly funded by the AEC and the South Australian State Electoral Office.

Following a Federation Fund grant, the Canberra EEC is to be relocated to Old Parliament House at the start of the 2001 school year. Considerable planning and developmental work on the relocation has been undertaken. The relocation will allow for a significant increase in student visitor numbers plus provide for a public display area.

Funding support and resource materials were provided to the Western Australian Electoral Commission’s Perth EEC

during the year. This EEC is operating very successfully with approximately 12,000 students visiting per year.

The EECs continue to be very highly regarded by the education sector with visitor exit questionnaires and evaluation information indicating a consistently high level of satisfaction and repeat visits also continuing at a high level. Apart from servicing visiting groups, the EECs also provide a valuable source of advice and resources to the education sector.

During the lead up to the 1999 Federal Referendum the EECs (and Head Office and divisional staff) conducted large numbers of referendum sessions for school and community groups.

### Factors, events or trends influencing performance

The Federal Government’s national ‘Discovering Democracy’ civics and citizenship education project has generated significant additional interest and participation in the AEC’s electoral education programs from throughout the school sector, including professional development for teachers. The AEC has also been able to widely publicise its electoral education activities through Discovering Democracy forums and activities.

### Trends

Figure 3: Visitors to the Canberra EEC

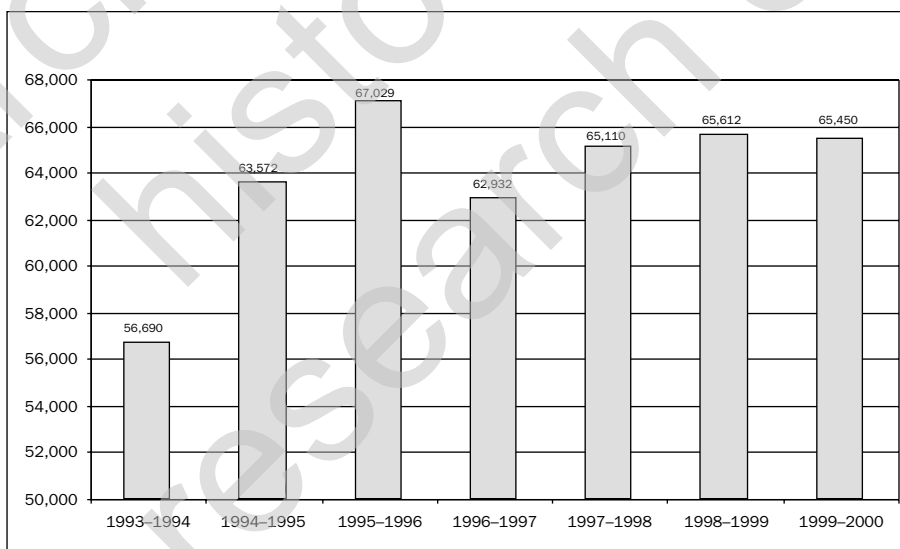


Figure 4: Visitors to the Melbourne EEC

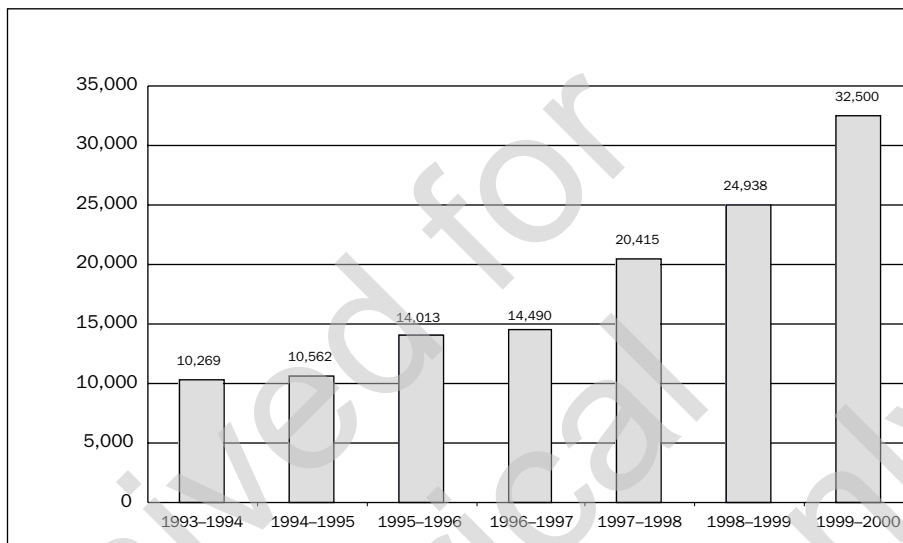


Figure 5: Visitors to the Adelaide



### Output 3.1.2—School and community programs

The AEC has a commitment to extending its reach into the community through targeted programs, in particular school programs. In the main, this involves staff from the AEC’s divisional offices visiting the schools and some community groups within their division to conduct electoral education sessions and related activities.

The performance indicators and performance targets forecast in the 1999–2000 Portfolio Budget Statements and the performance results achieved in 1999–2000 are set out in **Table 25** below.

Table 25: Output 3.1.2

Output group	Performance indicator	Performance target	Performance results
Output 3.1.2 School and community programs	Number of clients visited	100,000	Total number of clients was 165,885
	Number of requests for input into curriculum development (estimated)	6	Curriculum development input was provided to a total of 6 separate projects
	Number of teacher in-service sessions conducted	20	A total of 40 teacher in-or pre-service sessions were conducted with 962 participants
	Level of satisfaction with education sessions provided	90%	In excess of 90%. Satisfaction with in- and pre-service education sessions was indicated by questionnaires and further information collected by the electoral education programs evaluation

award-winning youth motivational and enrolment video, together with a comprehensive presenter’s guide, was produced and distributed.

The steady increase in the number of School and Community Visit program

### Analysis: School and community programs

#### School and Community Visit program

New strategies to improve both the quality and number of visits—where AEC Divisional staff conduct sessions and activities in schools and with community organisations—were fully implemented during the year. Of particular note is the national implementation of a Peer Support Scheme, where experienced divisional staff provide support and advice to other AEC staff in their area. States have been active in facilitating the operation of the scheme. A new

participants, mainly school students, has continued. The total for 1999–2000 represents a 31 per cent increase from the previous year. In particular Western Australia, South Australia and Tasmania recorded large

increases. The efforts of the Northern Territory Education Officer, Mr Don Christopherson, were recognised with the granting of a 'Discovering Democracy' Achievement Award.

### Education projects

The AEC continued to provide input into curriculum development where possible. During the year this included both the school and adult sectors of the Federal Government's national 'Discovering Democracy' civics and New South Wales 'Human Society and its Environment' curriculum, the Victorian 'Studies of Society and its Environment' curriculum, and the Victorian Law Foundation. This work included the AEC attending meetings, providing input and comment on curriculum materials, and developing curriculum and providing resource materials.

A range of electoral education information and resource materials is provided to teachers and other interested parties on request. Much of this material is also available on the

AEC's Internet home page. Promotion of the education material on the home page, particularly through appropriate teacher professional association newsletters, has been very successful with the number of visits to the site more than doubling during the year. The 'Discovering Democracy' project in particular has generated significant additional interest and participation in the AEC's programs from throughout the school sector, including professional development for teachers. The AEC has also been able to widely publicise its electoral education activities through 'Discovering Democracy' forums and activities.

'Your Vote Counts' teacher in- and pre-service workshops and sessions were conducted in all States and Territories except for Western Australia during the year. This comprised 40 activities with 962 participants. Client satisfaction with these activities remained very high. Most of these workshops, plus other professional development activities for teachers and adult educators, are conducted by staff from the AEC's Electoral Education Centres.

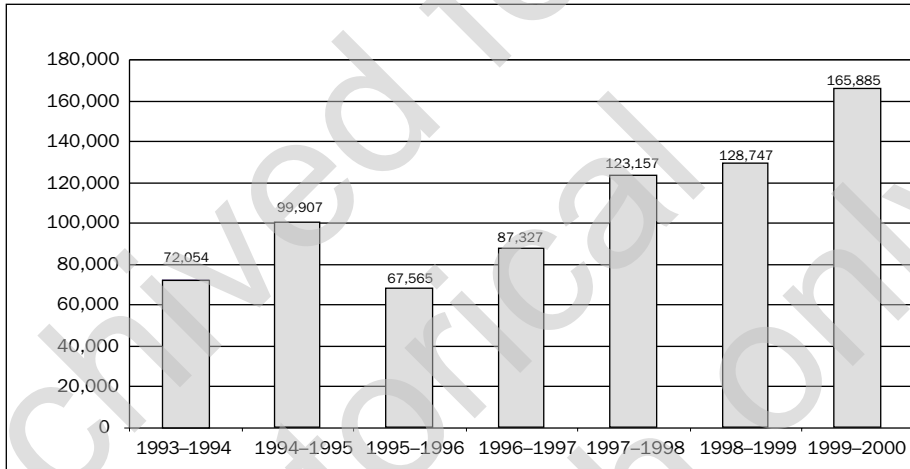


Circus performers encouraging Australians to vote during the 1999 Federal Referendum.

## Trends

Trend information for the school and community visits program is contained in **Figure 6**.

*Figure 6: Participants in school and community visits program sessions and activities*



## Factors, events or trends influencing performance

As noted above in relation to Output 3.1.1, the Federal Government's national 'Discovering Democracy' civics and citizenship education project has generated significant additional interest and participation in the AEC's electoral education programs from throughout the school sector, including professional development for teachers.



PERFORMANCE INFORMATION

# Report on

performance

## OTHER INFORMATION

Financial performance

Developments that may  
affect operations in the  
future

## ANALYSIS OF THE AEC'S FINANCIAL PERFORMANCE

The AEC's Financial Statements which commence on page 101 have been audited without adverse comment by the Australian National Audit Office.

The AEC's Departmental (Agency) Operating Statement for the year ended 30 June 2000 shows a significant net surplus. This surplus is due in part to the required accounting treatment that recognises appropriation revenue in the year to which the appropriation relates, unless a pricing agreement or other similar arrangement is in place. The conduct of major events, which impacted on the progress of planned projects by the AEC, also contributed to the surplus. While these projects will be progressed in 2000–2001, the expenditure for 1999–2000 was below anticipated levels.

It is noted that the AEC has not yet been able to implement some provisions of the *Electoral and Referendum Amendment Act (No. 1) 1999* as the regulations pertaining to enrolment provisions are not yet in place. However, in this instance, funding for this project has been carried forward.

The surplus for 1999–2000 is a material variation from the Portfolio Budget Statements 1999–2000 and which is significantly higher than the forecast result in the Portfolio Budget Statements 2000–2001 and much higher than the 1998–1999 result.

The Departmental (Agency) Operating Statement shows a large increase in sales revenue over 1998–1999. This increase is the result of additional activities undertaken, such as the conduct of the 1999 ATSIC Regional Elections; however the level of revenue is consistent with that forecast in the Portfolio Budget Statements 1999–2000.

The Departmental (Agency) Balance Sheet shows a material variation in the cash balance over 1998–1999. This variation is due to the introduction of the Commonwealth's devolved banking arrangements from 1 July 1999. As indicated previously, the AEC has received and banked funding for projects that have not yet been completed. This funding will be utilised in 2000–2001. In addition, funds in the Departmental Account relating to 1999–2000 revenue are retained to cover future employee leave and asset replacement.

The Balance Sheet shows large movements in land and buildings, and infrastructure, plant and equipment. These movements are mostly due to changes in accounting treatment with leasehold improvements moving from infrastructure, plant and equipment to land and buildings. This change in treatment also contributes to a variation to the Portfolio Budget Statements 1999–2000 and forecast actuals in the Portfolio Budget Statements 2000–2001. Liabilities in the Balance Sheet are significantly higher than 1998–1999 due to the treatment of appropriation as unearned income (refer to discussions above regarding Act No. 1), outstanding contract payments and recognition of some employee liabilities for the first time.

The Administered Operating Statement for the year ended 30 June 2000 shows a small contribution to Government, being the revenue collected by the AEC on behalf of Government. This result is consistent with the 1999–2000 estimates and the forecast 1999–2000 actuals published in the Portfolio Budget Statements 2000–2001.

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

The Electoral and Referendum Amendment Bill (No. 2) 1998 was introduced into the 38th Parliament on 14 May 1998. The Bill contained the balance of the legislative amendments, mostly of a reform nature, flowing from the Government's response to the Joint Standing Committee on Electoral Matters' 1996 Federal Election report. The Bill did not pass through the Parliament before it was dissolved for the 1998 Federal Election. The Bill was reintroduced into the 39th Parliament on 26 November 1998. It was passed by the Parliament on 29 September 1999 and received Royal Assent on 13 October 1999, becoming the Electoral and *Referendum Amendment Act*

(No.1) 1999. The majority of the provisions commenced either on Royal Assent or 28 days after Royal Assent. However, a number of provisions affecting the electoral enrolment process have yet to be proclaimed. These provisions will require first-time enrolment applicants to provide proof of identity, overseas born electors will be required to provide proof of citizenship and witnessing of enrolment applications will be restricted to electors in a prescribed class. Proclamation of these changes will proceed unless the related Regulations, expected to be made in the second half of calendar 2000, are disallowed by the Parliament.

Archived for  
historical  
research only

# Management

AND

Accountability

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## CORPORATE GOVERNANCE

### Main corporate governance practices in place

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

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

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

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

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

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

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

Like most government organisations, the AEC is increasingly focussing on output-driven management of resources against predefined and agreed performance measures and targets for time, cost and quality. The 1999–2000 financial year was the first year in which the new output/outcomes performance management and reporting framework has been in place,

based on ‘balanced scorecard’ principles and also reflected in performance management systems developed or in development for individual staff performance agreements. Specific priorities this year have been the continued implementation of the new output/outcomes and accrual frameworks and continuing to build a learning and performance culture for AEC operations. A critical step in moving to effective resource management has been to move the AEC from the constraint of existing practices and mindsets to an organisation prepared to embrace best practice.

At the strategic level, a Corporate Plan covering the period 1999–2002 has been introduced to communicate the overall direction that the AEC is taking within the context of achieving the AEC mission in an environment of continuing change. The Corporate Plan provides a strategic and operational focus that outlines the operating environment, improvement priorities, strategies, performance measures and targets in pursuit of national outcomes. The AEC Corporate Plan is an integral part of the performance planning process in that it provides the appropriate level of guidance without impeding innovative and creative planning and management practices.

The plan provided the high level direction that led to the development of the AEC’s subordinate one-year business plan, the National Operational Plan 1999–2000. This plan provided the national focus for the AEC’s priorities, strategies, performance measures and targets, in pursuit of higher level outcomes during 1999–2000.

As well as facilitating the development of these strategic plans and other corporate governance issues, sections within the AEC also assist the Executive to meet their responsibilities by

overseeing the implementation of a comprehensive and cohesive set of management tools. These are integrated within the core processes through which the AEC operates and are supportive of its strategic directions. The focus is to coordinate, propose and review appropriate methodologies and best practice, then implement agreed methodologies into the AEC’s planning and evaluation framework. As well as internal evaluation and reporting processes, the Annual Report also reports progress of achievements and delivery of outcomes and outputs against targets forecast in the AEC’s Portfolio Budget Statements and National Operational Plan.

The AEC has embraced a regime of continuous improvement, which is demonstrated by the instigation of two major reviews into Corporate and Support Services and Electoral Education functions. These reviews will finish early in 2000–2001 and when agreed outcomes are implemented, are expected to result in efficiencies through substantially improved business processes and structural reorganisation with some functions being considered for market testing.

The AEC has embraced a strategic planning regime which has positioned the AEC to deliver improved services in challenging times.

## **Senior management committees and their roles**

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

Figure 7: Senior management committees as at 30 June 2000

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



The purpose of each of these senior management committees is summarised below.

### **Management Board**

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

### **Executive Committee**

The Executive Committee meets weekly to consider current issues and their progress, and to provide policy and management advice to the Electoral Commissioner.

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

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

Responsibilities of the BPMC include:

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

### **Information Technology Steering Committee**

The Information Technology Steering Committee (ITSC) ensures a consistent approach to information technology across the AEC in accordance with corporate interests, legislative requirements and systems architecture.

The committee succeeds the Electoral Management Systems (ELMS) Steering Committee.

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

### **Audit Committee**

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

The primary functions of the Audit Committee are to:

- approve the Internal Audit strategic and annual work programs ensuring that appropriate higher risk areas are selected for coverage;
- consider audit reports ensuring appropriate actions are taken on recommendations and disseminate better practices;
- promote coordination between internal and external audit and follow up on relevant Auditor-General's Report recommendations;
- review and clear annual financial statements prior to signature by the Electoral Commissioner;
- review the performance of Internal Audit;
- review developments within Internal Audit profession as well as changes to statutory accounting and auditing requirements; and
- consider the status of and reports on fraud control.

## Corporate and operational plans

To accord with the Government's accrual based outcomes and outputs initiatives, the AEC developed its own planning, operating and reporting framework in 1998–1999. 1999–2000 was the first year that the new framework was used for a full cycle. While the new framework has assisted with the monitoring and management of performance within the AEC, the quarterly performance measurement and reporting cycle has placed heavy demands on AEC resources. As a result, a revised business cycle with biannual reviews of performance has been introduced. There should be no diminution in management's ability to assess performance within the AEC.

The AEC has a hierarchy of plans and associated performance measuring and monitoring processes in its performance management framework. A summary of the planning and reporting framework is provided in **Figure 8** (on page 86).

The key document in the hierarchy is the **AEC's Corporate Plan**. This plan has a three-year focus and currently covers the period 1999–2002. It is in this document that the AEC's mission, purpose and values are proclaimed, as well as the outcomes to be delivered and outputs produced. Priorities for improvement of the AEC's performance over the life of the plan are also included. In support of the achievement of these objectives, the plan also includes strategies that will be used and the criteria for measuring performance. It is from this plan that all subordinate plans are derived and linked.

The **National Operational Plan (NOP)** is similar to the Corporate Plan but has a one-year focus. It emphasises the achievement of the AEC's outputs for that year and which improvement priorities are to be progressed. It is in

this plan that output performance measures and targets are developed in detail. The Portfolio Budget Statements contains similar information, which is reported externally as part of the Government's budgetary processes. It is from the NOP that the AEC's yearly business plans are developed.

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

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

- **Strategic Property Plan**—Though not yet finalised, the three-year Strategic Property Plan will communicate the strategic direction for the long-term management of AEC property.
- **Corporate Information Technology Plan**—This plan outlines the direction of IT development within the AEC for the period 1999–2002.
- **Internal Audit Strategic Plan**—The IASP outlines the audit coverage for the period 1999–2002 as approved by the Audit Committee and covers key areas for quality improvement.
- **Fraud Control Plan**—This plan identifies areas of risk and contains strategies to prevent or minimise the incidence of fraud within the AEC.
- **Business Risk Management Plan**—The business risk management plan identifies areas of business risk within the AEC and how this risk will be managed. All sections of the AEC have

developed risk profiles as part of developing the plan to assist in the management of risk at all levels of the AEC.

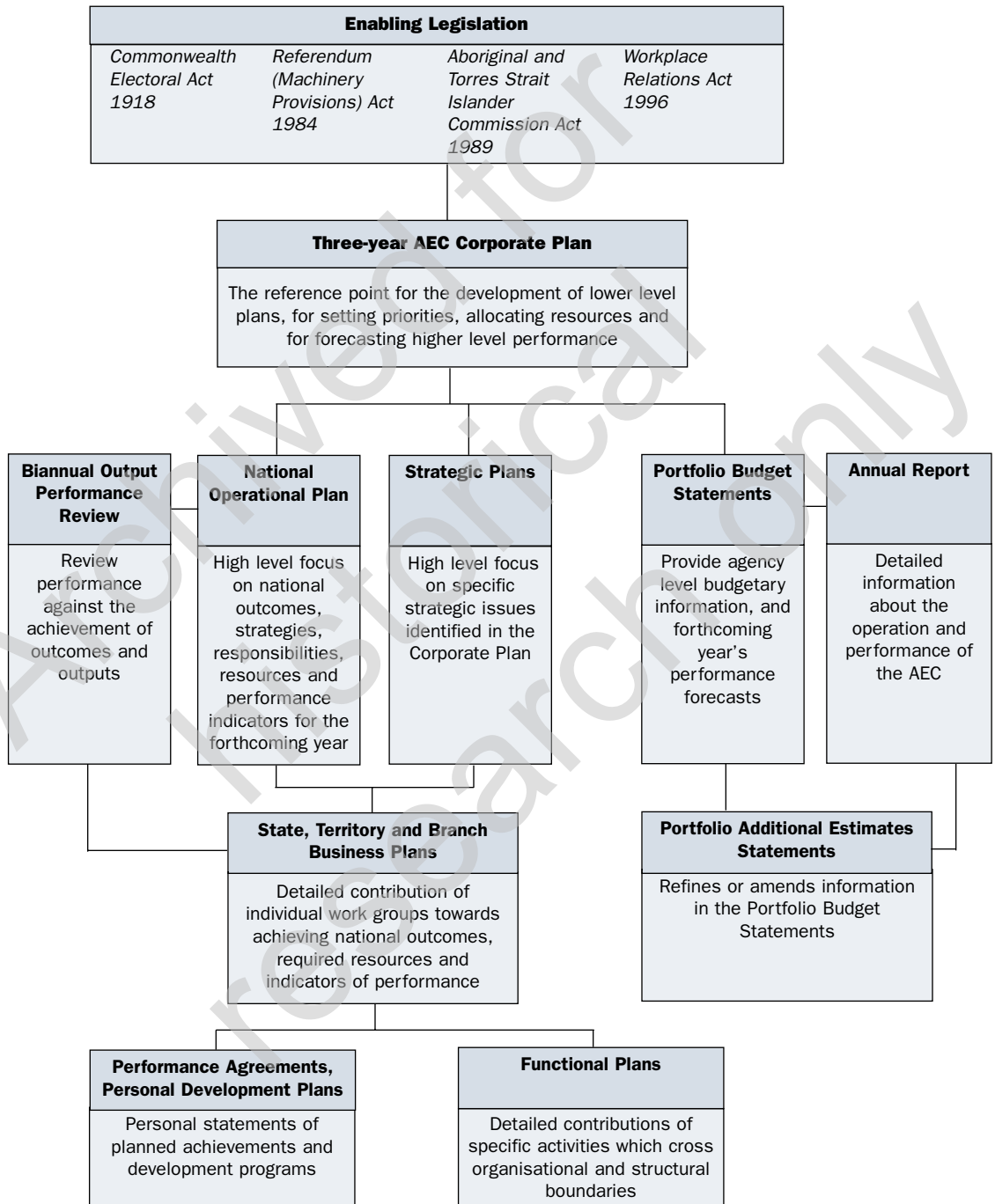
**Performance review**

While individual plans include specific evaluation processes for the area of interest covered by the plan, review of the overall performance of the AEC against the achievement of the outcomes and the provision of outputs is assessed biannually. At each review, output coordinators report progress towards the achievement of their outputs. Each output is assessed against the external performance measures contained in the Portfolio Budget Statements and NOP and against further internal measures also contained in the NOP. An analysis of

the information is provided to the Budget and Performance Management Committee (BPMP) who compile an overall report on the AEC’s performance for consideration by the Management Board. As part of the process short-term priorities are revised and excess resources moved to areas with developing priority. As well as these internal review processes, the AEC’s performance is also publicly reported by the Annual Report.

Strategic performance issues that arise from the performance review process are considered by senior management each year in a strategic management workshop that revisits the long-term direction the AEC is taking, reviews the outcomes and outputs of the AEC and amends the improvement priorities.

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



## Internal audit arrangements

### Internal audit

During 1999–2000, internal audit activity focussed on improving customer service and corporate support areas by reviewing key aspects of major electoral events as well as financial and accountability reviews of Central and Head Office operations.

Program managers continued to monitor identified business risks and controls under the AEC Risk Management Program. Risk management assessments were used to underpin operational planning to ensure key risks were properly addressed and prioritised and that resources were allocated in line with identified risks and management strategies. New business initiatives under section 7A of the *Commonwealth Electoral Act 1918* were assessed using the AEC risk management methodology.

### Internal control framework

Under the direction of the Audit Committee, the Internal Audit Section has implemented business risk and fraud risk management plans. The biennial review of AEC business and fraud risks was commenced towards the end of 1999–2000. The risk assessment process and management plans comply with guidelines issued by MAB/MIAC, the Australian New Zealand Standard 4360:1999 on Risk Management and the 1999 draft Fraud Control Policy of the Commonwealth. Risk treatment plans are developed for residual risks. The risk management plans call for regular monitoring of risk and plans and reassessment following any changes or proposed introduction of new services or systems.

## Year 2000 Compliance (Y2K)

At the date of this report no major or operational problems were encountered with the Year 2000 date change. All business continuity planning was achieved within the Office of Government Online's (OGO) deadlines.

## Ethical standards

Management and staff are expected to act with the utmost integrity and maintain ethical standards. The AEC has documented policy on equal opportunity and standards of workplace behaviour which are communicated to employees at the time of employment and reinforced by employee training programs and readily accessible Intranet listings and documentation, for example Code of Conduct information leaflets and values statement.

## Senior executives' remuneration

The basic rate of salary for statutory appointees is determined by the Remuneration Tribunal under the *Remuneration Tribunal Act 1973*. These appointees are not subject to performance pay but receive the 'Office Holder Supplement' allowance in lieu.

Other AEC senior executives' basic salary rate and salary range is determined by the Electoral Commissioner. Under the terms of the Australian Workplace Agreements that have been struck with these employees, the Electoral Commissioner is able to vary senior executives' salaries from time to time, with reference to, for example, remuneration increases awarded to statutory appointees by the Remuneration Tribunal and to salary levels for senior executive staff in the Australian Public Service.

It is the Electoral Commissioner who determines performance pay for the

AEC's non-statutory appointed senior executive staff. **Table 26** identifies the current base rate of salary in remuneration bands for statutory appointees and senior executive staff of the AEC.

*Table 26: Remuneration bands for statutory appointees and senior executive staff*

Remuneration band in \$	Number of staff
70,000–79,999	6
80,000–89,999	4
90,000–99,999	2
100,000–109,999	2
110,000–119,999	0
120,000–129,999	0
130,000–139,999	1

### Service Charter

The current AEC Customer Service Charter was implemented in June 1998 and has since been promoted through education and awareness sessions, distributed to staff nationally, and made available at public counters with an electronic version placed on the AEC web site. The organisation's performance against the AEC's 38 customer service standards, outlined in the Charter, has been measured through AEC feedback processes. Of the 932 instances of feedback received from the Australian voting population and AEC staff/stakeholders during the year, 276 complaints, 619 compliments and 37 suggestions were registered. Where appropriate, feedback facilitated process improvement, improved publications and a more effective web site as well as contributing to the AEC's business and operational plans.

Supplementary to the feedback processes used to measure AEC performance, a report submitted by

Woolcott Research Pty Ltd during October 1999, outlined the results of a customer, stakeholder and staff service survey undertaken on behalf of the AEC. The brief was to measure customer and staff satisfaction in relation to the delivery of services and products outlined in the AEC Customer Service Charter. Overall the findings showed a high level satisfaction with the service provided by the AEC across a very broad spectrum of service areas. Satisfaction with the service provided by the AEC is high not only amongst the general voting public and a variety of stakeholder and customer groups, but also amongst its own staff.

Voter satisfaction was generally high with only a few areas of importance emerging as potential areas for further action. In terms of 'publishing locations/opening hours at polling places' there appeared to be a need to reassess advertising and communications activities around election times. Stakeholders (which include media organisations, political parties and union management) were generally happy with the products and services provided by the AEC, however there appeared to be a need to address a number of issues. Feedback such as 'being proactive when needed', 'updating technology to improve the provision of timely and accurate information', 'having knowledgeable staff' and 'providing information in a way easily understood' were all identified as a primary focus for service improvement. Customers saw 'keeping up to date with technology' as important.

The Woolcott survey outlined suggested improvements from the three target groups: voters, customers and stakeholders, and AEC staff. There appeared to be a strong feeling amongst voters and staff that advertising, creating awareness and improving access to AEC staff and

resources would improve the service provided. Staff also suggested that training and improved technology resources would improve service delivery. A theme to emerge amongst each target group was that of electoral education. Suggestions for improvement from stakeholders, whilst in line with the other target groups, were generally at a much lower level.

Issues discussed in the Woolcott survey generally align with the issues raised from the range of feedback received during the year. As previously mentioned, this feedback facilitated process improvement, improved publications, and contributed to a more effective web site and the AEC's business and operational plans.

### **Workplace diversity and EEO**

This report encompasses staff employed under the *Australian Public Service Act 1999* (APS Act) and the *Commonwealth Electoral Act 1918* and thus fulfils the additional need for reporting requirements for the AEC to provide a report on staff who fall under the umbrella of the *Equal Employment Opportunity (Commonwealth Authorities) Act 1987*.

### **Equal Employment Opportunity (Commonwealth Authorities) Act 1987**

The AEC employs up to 60,000 casuals for very short periods during events and has recently reviewed selection documentation for all casual staff to ensure that a fair system is in place and the merit principle is being upheld in selection decisions. This review has resulted in a review of all position descriptions to ensure they are free of discrimination by incorporating workplace diversity principles and occupational health and safety in all selection criteria.

A revised policy is also being released to reinforce the need for merit based selection of casuals.

### **Workplace diversity**

The AEC's Workplace Diversity program, which incorporates the EEO program, has the following objectives:

- to ensure that recruitment and selection exercises in the AEC are free from unjustified discriminatory barriers;
- to provide appropriate promotion and career development opportunities to all ongoing staff throughout the AEC;
- to ensure AEC culture is one that enhances opportunities for all staff to progress their careers and to undertake personal development;
- to eliminate inappropriate interpersonal behaviour in the AEC workplace; and
- to ensure the 'mainstreaming' of EEO principles and practice.

**Table 27** represents the EEO profile of AEC staff (APS Act and Electoral Act) by nominal classification as at 30 June 2000 and **Table 28** benchmarks the AEC against the APS average as at 30 June for the years 1999 and 2000.

Table 27: EEO profile by nominal classification<sup>1</sup>, including ongoing and non-ongoing staff, at 30 June 2000

Salary range	Total staff	Women	CLDB	ATSI	PWD
Above \$73,538 (Senior Executive staff including Holders of Public Office)	14	2 14.3%	1 7.1%	0 0.0%	0 0.0%
\$64,848—\$73,538 (Exec level 2)	23	7 30.4%	0 0.0%	0 0.0%	0 0.0%
\$56,252—\$60,749 (Exec level 1)	58	21 36.2%	8 13.8%	0 0.0%	1 1.7%
\$43,949—\$50,485 (APS level 6)	194	38 19.6%	23 11.8%	1 0.5%	9 4.6%
\$40,691—\$43,148 (APS level 5)	52	22 42.3%	8 15.4%	0 0.0%	0 0.0%
\$36,482—\$39,611 (APS level 4)	35	16 47.1%	10 29.4%	3 8.8%	1 2.9%
\$32,733—\$35,329 (APS level 3)	203	121 59.6%	30 14.7%	2 1.0%	7 3.4%
\$28,738—\$31,869 (APS level 2)	267	236 88.6%	17 6.4%	2 0.8%	5 1.9%
Up to \$28,065 (APS level 1)	10	10 90.9%	2 18.2%	0 0.0%	0 0.0%
<b>Total</b>	<b>856</b>	<b>473</b> 55.3%	<b>99</b> 11.6%	<b>8</b> 0.9%	<b>23</b> 2.7%

Equivalent full-time 815

Source: Perspect HR system

**Notes:**

1. Excludes internal temporary assignments at higher level.



Table 28: Benchmarking AEC EEO representation against APS average

Target group	AEC % 1999–2000	AEC% 1998–1999	APS average %
Women	55.2	54.3	48.3
CLDB	11.5	12.1	15.3
Indigenous	0.9	0.9	1.9
PWD	2.7	2.9	4.2

**Key to above tables**

- APS Australian Public Service
- CLDB People from culturally or linguistically different backgrounds
- PWD People with disabilities
- AEO Australian Electoral Officers

When comparing the data in **Table 28** to the previous year’s data, representation of women has increased within the AEC and is seven percentage points higher than the APS average. People from culturally or linguistically different backgrounds have decreased by 0.6 of a percentage point and people with disabilities have decreased only slightly by 0.2 of a percentage point from the previous year. Aboriginal and Torres Strait Islander representation has remained static.

As part of the Workplace Diversity Program the AEC has endeavoured to ensure that AEC clients receive a responsive service tailored to meet their needs and that the workplace is free from inappropriate interpersonal behaviour. To this end, the AEC has prepared a Code of Conduct policy and a Customer Service Charter. The former incorporates EEO principles as well as a harassment free workplace where staff display appropriate behaviour towards each other and to clients and suppliers. The latter is under review with a view to broadening access to information by the public and through the development of a ‘Directory of Publication’ in alternative formats to facilitate access by people with

disabilities. An induction program incorporating AEC values, EEO Principles and Workplace Diversity will be launched within the coming months and will ensure new staff are educated on all aspects of EEO and Workplace Diversity. Awareness training on Workplace Diversity will also be undertaken for all staff.

In order to facilitate the retention of productive staff through the provision of appropriate personal and career opportunities and to develop a culture where staff are able to access opportunities for personal and career development the AEC has implemented strategies to promote job mobility, such as dedicated funds to assist with temporary staff movements. This has been achieved through temporary secondments being available for staff to develop skills in a range of areas. A performance management program which incorporates a personal development plan that integrates learning and development goals will be rolled out for all staff and will also reflect values and behaviours of the AEC. The AEC has also placed two senior female staff members on the Senior Women in Management Program.

Other key diversity strategies addressed by the AEC include:

- inclusion of diversity in supervision and management training programs;
- integration of diversity into business planning and strategic planning documents;
- developmental planning for the conduct of workplace diversity awareness workshops; and
- development of an Aboriginal and Torres Strait Islander Recruitment and Career Development Strategy (which through casual recruitment at election times attracts Indigenous Australians to the AEC).

Other workplace diversity initiatives commenced or undertaken in 1999–2000 include:

- development of a Disability Action Plan;
- review of the Diversity Plan to target priority areas;
- development of a booklet—*Achieving an Harassment Free Workplace*; and
- the use of regular flyers and workplace notes in the AEC communication system.

## **Social justice and equity**

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

## EXTERNAL SCRUTINY

### Developments in external scrutiny

The AEC's policy regarding provision of the electoral roll to prescribed authorities as set out in Schedule 2 of the Electoral and Referendum Regulations 1940 was the subject of intense public debate in the media and in Parliament during May–June 2000 following evidence provided to a Senate Estimates Committee hearing. This resulted in the need for amendments to the Electoral and Referendum Regulations 1940 to authorise use of elector information provided on tape or disk to prescribed authorities. The need for a range of other legislative amendments has also been identified.

### Judicial decisions and decisions of administrative tribunals

#### Administrative review

##### *Federal administrative review*

Certain administrative decisions made by the AEC are subject to review under the following legislation: the *Administrative Appeals Tribunal Act 1975*, the *Ombudsman Act 1976*, the *Administrative Decisions (Judicial Review) Act 1977*, the *Freedom of Information Act 1982* and the *Privacy Act 1988*. As at 30 June 2000 the AEC had the following matters outstanding:

- an Administrative Appeals Tribunal (AAT) matter relating to a decision to refuse an application to register a political party;
- an AAT matter relating to a decision to reject a claim for electoral enrolment;
- a Federal Court matter, on appeal from the AAT, relating to a decision to reject a claim for electoral enrolment; and
- a Federal Court matter relating to a decision to reject a claim for electoral enrolment.

#### **State and local government elections**

Of the 54 local government elections conducted in Victoria in March 2000, 14 are currently subject to inquiries by the Municipal Electoral Tribunal. Two of these, Frankston and Buloke, were conducted by the AEC.

#### **Judicial review**

##### **Industrial elections and ballots for organisations**

Only four elections resulted in court enquiries. Of these, one application was dismissed by the Federal Court, with costs awarded to the other parties; one related to the late lodgement of applications, with the Court determining there was no irregularity; and one concerned a technical matter where, because of the on-going nature of a previous court case, it was not possible to ascertain the membership roll. The fourth concerned some errors made by the AEC, but these were found by the Federal Court to be insufficient to affect the outcome of the ballot. Consequently, no elections were overturned.

##### **ATSIC elections**

In the 40-day period available after the declaration of the polls for the 1999 ATSIC elections, four petitions were filed in the Federal Court challenging the results of Regional Council elections. The grounds included

allegations of polling official error, electoral offences by candidates, and lack of secrecy of the ballot. One petition was withdrawn (*Lesage v Dickson*) and two of the petitions were dismissed for failing to comply with the requirements for petitions (*Whitby v Garlett and AEC and Hansen v AEC*). The final petition, which was filed by the AEC, resulted in the election of a new councillor to the Hobart Regional Council (*AEC v Tatnell and Wolf*).

#### **1998 Federal Election**

Nine petitions were filed with the High Court disputing the 1998 Federal Election. On 23 June 1999, the *Sue and Sharples* petitions resulted in the disqualification of an elected Senator, Ms Heather Hill, under section 44(i) of the Constitution. Following further orders by the Court, and a recount of the Queensland Senate ballot papers, Mr Len Harris, of the same political party as Ms Hill, was elected to take her place in the Senate on 2 July 1999. The other seven petitions have now been dismissed by the High Court.

On 11 May 1999, the *Rudolph* petition was filed with the High Court disputing the casual vacancy election of Senator Ross Lightfoot for the State of Western Australia. On 16 June 1999 the matter was referred to the Full Bench, and on 10 November 1999 the Court dismissed the petition because it was not filed within the permitted 40-day period after the 1998 Federal Election.

#### **1999 Federal Referendum**

During the 1999 Federal Referendum on the Republic and the Preamble, four injunction applications were filed with the Federal Court against the AEC. Two of these applications related to Aboriginal sovereignty (*Buzzacott and Coe*); another claimed that the pamphlet on the Preamble was misleading (*Ford*); and the fourth application claimed that instructions provided by the AEC to scrutineers on

marking 'Yes' or 'No' on the ballot paper were unlawful (*Benwell*). All four injunction applications were dismissed. There were no petitions filed with the High Court disputing the results of the 1999 Federal Referendum.

## **Reports by Auditor-General, a Parliamentary Committee or the Commonwealth Ombudsman**

### **Auditor-General**

There were no direct AEC Auditor-General's Report references for 1999–2000.

### **Parliamentary committees**

#### **Joint Standing Committee on Electoral Matters**

The Special Minister of State, Senator the Hon. Chris Ellison, provided a reference to the Joint Standing Committee on Electoral Matters (JSCEM) to inquire into and report on the conduct of the 1998 Federal Election and related matters. On 23 January 1999 the JSCEM invited submissions to the inquiry. The inquiry received a total of 261 submissions, including 11 submissions from the AEC. The JSCEM Report on the Conduct of the 1998 Federal Election was tabled on 26 June 2000.

#### **Other committees**

The Legal, Constitutional and Administrative Review Committee of the Queensland Parliament conducted an investigation into the yet to be proclaimed legislative changes to the *Commonwealth Electoral Act 1918* concerning enrolment requirements. The Queensland committee was strongly critical of the new requirements.

## MANAGEMENT OF HUMAN RESOURCES

### Effectiveness in managing and developing human resources to achieve the AEC's objectives

The Human Resource Management area is integral to the business of the AEC and provides a framework for efficient and effective people management in building the organisation's capability towards meeting its strategic direction and core business.

### Staff communication and consultation

The AEC believes that to achieve its outputs and outcomes there needs to be effective staff communication and consultation. The AEC achieves this through use of its:

- management structure with top down and bottom up communication;
- operational project teams with cross sectional staff representation;
- working parties on change processes;
- Intranet for distributing minutes of AEC key committees, regular updates to staff on key initiatives, regular staff newsletters and workplace notes and for staff suggestions; and
- peak staff consultative forum that meets regularly (the AEC Consultative Forum comprises the Electoral Commissioner (Chair), three management representatives and three employee-elected representatives).

Staff communication and consultation is further enhanced through the AEC's industrial agreement making processes.

### Workforce planning, staff retention and turnover

The AEC's staff turnover remains relatively stable. Staff turnover for the period 1 July 1999 to 30 June 2000 was extremely low at less than one per cent.

The AEC currently has in train initiatives addressing some aspects of workforce planning. The major initiatives of the year were reviews of Corporate Support and Electoral Education functions. Both reviews are nearing completion. Other planned initiatives include the development of a succession-planning program for key positions, the implementation of a performance management plan and improved recruitment and selection processes.

### Training and development undertaken and its impact

To enable effective and efficient people management within the AEC, an integrated approach linking training and development outcomes to organisation improvement priorities is being developed.

The focus of training and development strategies in 1999–2000 has been directed toward achieving the Improvement Priorities identified in the AEC Corporate Plan 1999–2002, of:

- broadening the skills base of staff members to enable more flexible management of electoral services; and
- systematically improving individual capabilities to match the AEC's future needs in respect of skills, organisation and procedures.

The AEC actively facilitated the provision of structured professional, technical and operational training and development activities for staff. Particular emphasis was given to building organisational capability by providing staff with opportunities to broaden their skills in the areas of contract management, project management and through the implementation of the Electoral Governance Graduate Certificate/Diploma at Griffith University.

Individual skill and career development has also been promoted through the Studybank program and by participation of AEC staff in other national staff development programs sponsored by the Public Service Merit Protection Commission (PSMPC).

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

The AEC will continue to revise training and development strategies in conjunction with the development and introduction of agreed performance management arrangements.

## **Features of certified agreements and Australian Workplace Agreements, and their impact**

### **Industrial agreements**

#### ***Certified Agreement***

The AEC Agreement 1998–2000 applies to staff employed under the *Public Service Act 1999* and not

covered by Australian Workplace Agreements (AWAs). The nominal expiry date of the agreement is 30 June 2000 but the provisions will continue after that date, until such time as the next agreement is certified.

During the reporting year 1999–2000 the AEC continued to implement and consolidate the provisions in its certified agreement. Significant during the period were:

- the commencement of the corporate services review to examine and identify opportunities in the delivery of corporate and support services; and
- the agreement between AEC management and unions on arrangements to be adopted for an AEC performance management scheme. This also allowed for a two per cent pay increase from July 1999.

#### ***Productivity gains***

An evaluation of the AEC Agreement is currently being undertaken with a view to determining the impact of the agreement on staff and identifying the extent to which productivity initiatives had achieved their objectives. The final report of the evaluation is scheduled to be completed in August 2000. Preliminary findings indicate that while identified productivity gains did not realise the full extent of expected savings, there were a number of non-financial benefits which provided improvements for both management and staff. These included:

- the implementation of mechanisms which provided more direct communication between management and staff on issues effecting workplace relations;
- the development of a consolidated document, easily accessible to all staff and stating employee terms and conditions in an easy to read format;

- the identification of organisational performance levels and standards of services and targets for improvements;
- provision for pay increases;
- a simplified classification structure for the AEC;
- a more flexible and people friendly environment for staff which included the implementation of new initiatives such as purchased leave, increased flexible leave arrangements and a salary sacrifice scheme.

Discussions with staff have commenced on the development of a new agreement with the election of staff representatives, the holding of focus groups and the establishment of a negotiating committee.

#### **Australian Workplace Agreements**

During the reporting year AWAs were concluded for all senior executive staff and some executive level staff. The AWAs contained a number of benefits and provided flexible arrangements that allowed staff to arrange their remuneration packages to suit individual circumstances.

### **Occupational health and safety performance**

The AEC has an Occupational Health and Safety (OH&S) policy that recognises its duty of care as outlined under the *Occupational Health and Safety (Commonwealth Employment Act) Act 1991*. The AEC established an Occupational Health and Safety Agreement with the CPSU in 1993 which was reviewed by the AEC National OH&S Committee during the year. A revised draft agreement is awaiting management and union approval.

OH&S activities and strategies continue to show positive outcomes during the

1999–2000 financial year. The AEC's premium for 1999–2000 has decreased from \$539,400 to \$378,685 (including GST). The claim frequency was also reduced with fewer claimants requiring time off work. This was the result of a decrease in the number of claims and a higher proportion of claims without time off work and partly due to the basis for calculating the premium.

Full details of the AEC's OH&S performance can be found in **Appendix B** which contains information to be reported in accordance with section 74 of the *Occupational Health and Safety (Commonwealth Employment Act) Act 1991*.

### **Statistics on staffing**

A staffing overview is provided at **Appendix A**.

## PURCHASING

### Assessment of performance against key purchasing objectives

With the exception of contracts associated with the management of AEC property, the letting of AEC major contracts for the provision of supplies, is managed utilising the expertise of a contracting cell. This cell was created to ensure that the AEC meets its obligations including the core principles articulated in government purchasing policy. Smaller value purchases are undertaken locally in accordance with AEC's Chief Executive Instructions, which are designed to ensure the

effective application of the relevant core principles. The AEC's performance under the above arrangements has been largely effective in meeting the fundamental requirements of Commonwealth Procurement guidelines and its supporting core principles. The AEC seeks however, to further improve its performance in the area of open and effective competition by introducing more effective systems for collection of information for inclusion in the publicly available business opportunities on the government advertising web site.

## ASSETS MANAGEMENT

### Effectiveness of assets management

The AEC has through its Information Technology (IT) outsourcing program significantly reduced the size of its assets base. The remaining major asset group is associated with property holdings. The management of the small amount of AEC-owned property assets and leased property has been contracted out to a service provider.

The AEC has determined this to be the most effective approach to the management of this class of assets. Though the overall management of assets is not considered a significant aspect of the AEC's strategic business, the AEC is considering closer management of the remaining classes of assets through the use of systems specifically designed to closely manage physical assets and pass data to financial systems.



## CONSULTANTS AND COMPETITIVE TENDERING AND CONTRACTING

### Consultancy services contracts let and expenditure

During the financial year, the AEC let 39 consultancy contracts with a total value of \$1,299,422. **Appendix G** contains individual information for each of the AEC's consultancy contracts let to the value of \$10,000 or more. It also contains a summary of the AEC's policy on the selection and engagement of consultants.

### Competitive tendering and contracting (CTC) contracts

During 1999–2000 there were no CTC contracts let over the value of \$100,000. The 1999–2000 Portfolio Budget Statements outlined the AEC's intention to conduct a number of evaluations and


performance improvement reviews in support of the Performance Improvement Cycle (PIC). Reviews into Corporate and Support Services, Electoral Education and Property Management Arrangements are currently being conducted with final reports due early in 2000–2001. The recommendations of these reviews may include identification of functions for further CTC consideration. Progress on implementing agreed recommendations from these reviews will be reported in accordance with Government policy and guidelines, as well as in future AEC annual reports.

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# Financial statements AND ACCOMPANYING NOTES

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**INDEPENDENT AUDIT REPORT**

**To the Special Minister of State**

**Scope**

I have audited the financial statements of the Australian Electoral Commission for the year ended 30 June 2000. The financial statements comprise:

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

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

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

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

SPD Box 787 CANBERRA ACT 2600  
 Canberra House 18 National Circuit  
 BARTON ACT  
 Phone 021 420 3196 Fax 021 420 3171

**Audit Opinion**

In my opinion,

- (i). the financial statements have been prepared in accordance with Schedule 2 of the Finance Minister's Orders; and
- (ii). the financial statements give a true and fair view, in accordance with applicable Accounting Standards, other mandatory professional reporting requirements and Schedule 2 of the Finance Minister's Orders, of
  - the financial position of the Australian Electoral Commission as at 30 June 2000 and the results of its operations and its cash flows for the year then ended, and
  - the Commonwealth assets and liabilities as at 30 June 2000 and the revenues and expenses and cash flows of the Commonwealth for the year then ended, which have been administered by the Australian Electoral Commission.

Australian National Audit Office



Willie Tan  
Senior Director

Delegate of the Auditor-General

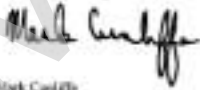
Canberra  
1 September 2000

Australian Electoral Commission

Statement by the Chief Executive

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In my opinion, the attached financial statements give a true and fair view of the matters required by Schedule 7 to the Finance Minister's Orders made under section 61 of the Financial Management and Accountability Act 1987.



Mark Cardillo  
Acting Electoral Commissioner

1 September 2000

## AUSTRALIAN ELECTORAL COMMISSION

# AGENCY OPERATING STATEMENT

for the period ended 30 June 2000

	Notes	1999-00 \$'000	1998-99 \$'000
<b>OPERATING REVENUES</b>			
Revenues from government	4A	155,997	121,808
Interest	4B	1,190	-
Sales of goods and services	4C	15,363	4,763
Net gains from sale of assets		28	-
Other	4D	249	1,752
<b>Total operating revenues (before abnormal items)</b>		<b>172,827</b>	<b>128,323</b>
<b>OPERATING EXPENSES</b>			
Employees	5A	75,591	77,032
Suppliers	5B	71,852	61,376
Depreciation and amortisation	5C	6,865	5,974
Write-down of assets	5D	236	74
Net losses from sales of assets	5E	203	31
Interest		-	-
<b>Total operating expenses</b>		<b>154,747</b>	<b>144,487</b>
<b>Operating surplus (deficit) before extraordinary items</b>		<b>18,080</b>	<b>(16,164)</b>
Gain on extraordinary items		-	-
<b>NET SURPLUS OR DEFICIT AFTER EXTRAORDINARY ITEMS</b>		<b>18,080</b>	<b>(16,164)</b>
<b>Net surplus (deficit) attributable to the Commonwealth</b>		<b>18,080</b>	<b>(16,164)</b>
Accumulated surpluses (deficit) at beginning of reporting period	11A	(2,340)	13,824
<b>Total available for appropriation</b>		<b>15,740</b>	<b>(2,340)</b>
Adjustment to accumulated results	11A	490	-
Capital use provided for or paid	11A	(3,905)	-
Dividends proposed or paid		-	-
<b>Accumulated surpluses at end of reporting period</b>	11A	<b>12,325</b>	<b>(2,340)</b>

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



## AUSTRALIAN ELECTORAL COMMISSION STATEMENT OF ADMINISTERED REVENUES AND EXPENSES

for the period ended 30 June 2000

	Notes	1999-00 \$'000	1998-99 \$'000
<b>OPERATING REVENUES</b>			
<b>Taxation</b>			
Fees and fines	6	-	772
<b>Total taxation</b>		-	772
<b>Non-taxation</b>			
Revenue from Government	4E	121	33,921
Sales of goods and services	4F	3,440	3,887
Other sources of non-taxation revenues	4G	1,726	460
<b>Total non-taxation</b>		5,287	38,268
<b>Total operating revenues</b>		5,287	39,040
<b>OPERATING EXPENSES</b>			
Suppliers		-	-
Net Write-down of assets		-	-
Interest		-	-
Other	5F	121	33,921
<b>Total operating expenses</b>		121	33,921
<b>Net contribution to the Budget Outcome (before extraordinary items)</b>		5,166	5,119
Extraordinary items		-	-
<b>Net contribution to the Budget Outcome</b>		5,166	5,119
Transfer to Commonwealth Public Account		(5,194)	(5,002)
<b>Net surplus or deficit</b>		(28)	117
Accumulated results at beginning of reporting period		879	(28,115)
Transfers from (to) reserves		-	28,877
Changes in accounting policy effected 1 July		-	-
<b>Accumulated results at end of reporting period</b>		851	879

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

## AUSTRALIAN ELECTORAL COMMISSION AGENCY BALANCE SHEET

As at 30 June 2000

	Notes	1999-00 \$'000	1998-99 \$'000
<b>ASSETS</b>			
<b>Financial assets</b>			
Cash		28,976	77
Receivables	7A	1,969	5,282
<b>Total financial assets</b>		<b>30,945</b>	<b>5,359</b>
<b>Non-financial assets</b>			
Land and buildings	8A,D	6,669	6,156
Infrastructure, plant and equipment	8B,D	5,040	4,762
Inventories	8E	1,799	1,649
Intangibles	8C,D	16,581	18,956
Other	8F	2,089	1,564
<b>Total non-financial assets</b>		<b>32,178</b>	<b>33,087</b>
<b>Total assets</b>		<b>63,123</b>	<b>38,446</b>
<b>LIABILITIES</b>			
<b>Debt</b>			
Other	9A	1,257	1,650
<b>Total debt</b>		<b>1,257</b>	<b>1,650</b>
<b>Provisions and payables</b>			
Capital use		1,941	-
Employees	10A	17,534	15,984
Suppliers	10B	3,117	1,930
Other	10C	5,402	264
<b>Total provisions and payables</b>		<b>27,994</b>	<b>18,178</b>
<b>Total liabilities</b>		<b>29,251</b>	<b>19,828</b>
<b>EQUITY</b>			
Capital		4,230	3,641
Reserves		17,317	17,317
Accumulated result		12,325	(2,340)
<b>Total equity</b>	11A	<b>33,872</b>	<b>18,618</b>
<b>Total Liabilities and Equity</b>		<b>63,123</b>	<b>38,446</b>
<b>Current liabilities</b>		<b>13,579</b>	<b>7,808</b>
<b>Non-current liabilities</b>		<b>15,672</b>	<b>12,020</b>
<b>Current assets</b>		<b>31,650</b>	<b>8,572</b>
<b>Non-current assets</b>		<b>31,473</b>	<b>29,874</b>

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

## AUSTRALIAN ELECTORAL COMMISSION STATEMENT OF ADMINISTERED ASSETS AND LIABILITIES

As at 30 June 2000

	Notes	1999-00 \$'000	1998-99 \$'000
<b>ASSETS</b>			
<b>Financial assets</b>			
Cash		1	17
Receivables	7B	871	862
Investments		-	-
Accrued revenues		-	-
Other financial assets	14C	52	-
<b>Total financial assets</b>		<b>924</b>	879
<b>Total assets</b>		<b>924</b>	879
<b>LIABILITIES</b>			
<b>Provisions and payables</b>			
Suppliers	10D	15	-
Grants		-	-
Other provisions and payables	10E	58	-
<b>Total provisions and payables</b>		<b>73</b>	-
<b>Total liabilities</b>		<b>73</b>	-
<b>EQUITY</b>			
Capital		-	-
Accumulated Results		851	879
Reserves		-	-
<b>Total equity</b>	11B	<b>851</b>	879
<b>Current liabilities</b>		<b>73</b>	-
<b>Non-current liabilities</b>		-	-
<b>Current assets</b>		<b>924</b>	879
<b>Non-current assets</b>		-	-

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

## AUSTRALIAN ELECTORAL COMMISSION

# STATEMENT OF CASH FLOWS

for the period ended 30 June 2000

	Notes	1999-00 \$'000	1998-99 \$'000
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Appropriations for outputs		161,139	126,051
Sales of goods and services		15,581	4,379
Interest		809	-
Other		293	1,754
<b>Total cash received</b>		<b>177,822</b>	<b>132,184</b>
<b>Cash used</b>			
Employees		(74,610)	(75,374)
Suppliers		(71,383)	(54,093)
Interest		-	-
Other		-	-
<b>Total cash used</b>		<b>(145,993)</b>	<b>(129,467)</b>
<b>Net cash from operating activities</b>	12A	<b>31,829</b>	<b>2,717</b>
<b>INVESTING ACTIVITIES</b>			
<b>Cash received</b>			
Proceeds from sales of property, plant and equipment		458	1,354
<b>Total cash received</b>		<b>458</b>	<b>1,354</b>
<b>Cash used</b>			
Purchase of property, plant and equipment		(5,654)	(3,859)
Other		-	-
<b>Total cash used</b>		<b>(5,654)</b>	<b>(3,859)</b>
<b>Net cash from investing activities</b>		<b>(5,196)</b>	<b>(2,505)</b>
<b>FINANCING ACTIVITIES</b>			
<b>Cash received</b>			
Other		4,230	-
<b>Total cash received</b>		<b>4,230</b>	<b>-</b>
<b>Cash used</b>			
Repayment of debt		-	(230)
Capital use paid		(1,964)	-
Dividends paid		-	-
<b>Total cash used</b>		<b>(1,964)</b>	<b>(230)</b>
<b>Net cash from (used by) financing activities</b>		<b>2,266</b>	<b>(230)</b>
<b>Net increase in cash held</b>		<b>28,899</b>	<b>(18)</b>
Cash at the beginning of the reporting period		77	95
<b>Cash at the end of the reporting period</b>		<b>28,976</b>	<b>77</b>

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

## AUSTRALIAN ELECTORAL COMMISSION ADMINISTERED CASH FLOWS

for the period ended 30 June 2000

	Notes	1999-00 \$'000	1998-99 \$'000
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Other taxes, fees and fines		-	772
Sales of goods and services		3,451	3,770
Interest		-	-
Dividends		-	-
Appropriations		121	33,921
Other		2,141	474
<b>Total cash received</b>		<b>5,713</b>	<b>38,937</b>
<b>Cash used</b>			
Subsidies		-	-
Personal benefits		-	-
Suppliers		-	-
Grants		-	-
Cash to Official Public Account		(5,194)	(5,002)
Other		(535)	(33,921)
<b>Total cash used</b>		<b>(5,729)</b>	<b>(38,923)</b>
<b>Net cash from operating activities</b>	12B	<b>(16)</b>	<b>14</b>
<b>INVESTING ACTIVITIES</b>			
<b>Cash received</b>			
Repayment of advances		-	-
<b>Total cash received</b>		<b>-</b>	<b>-</b>
<b>Cash used</b>			
Advances made		-	-
<b>Total cash used</b>		<b>-</b>	<b>-</b>
<b>Net cash from investing activities</b>		<b>-</b>	<b>-</b>
<b>Net increase(decrease) in cash held</b>		<b>(16)</b>	<b>14</b>
Cash at the beginning of the reporting period		17	3
<b>Cash at the end of the reporting period</b>		<b>1</b>	<b>17</b>

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

## AUSTRALIAN ELECTORAL COMMISSION

# SCHEDULE OF COMMITMENTS

as at 30 June 2000

Note	Agency		Administered	
	1999-00 \$'000	1998-99 \$'000	1999-00 \$'000	1998-99 \$'000
<b>BY TYPE</b>				
<b>Capital commitments</b>				
Land and buildings	114	-	-	-
Infrastructure, plant and equipment	11	-	-	-
Intangibles	6	-	-	-
<b>Total capital commitments</b>	<b>131</b>	-	-	-
<b>Other commitments</b>				
Operating leases <sup>1</sup>	53,160	54,606	-	-
Project commitments	1,515	6,205	-	-
Other commitments	-	143	-	-
<b>Total other commitments</b>	<b>54,675</b>	<b>60,954</b>	-	-
Commitments receivable <sup>2</sup>	(7,421)	(3,574)	(3,646)	(3,574)
<b>Net commitments</b>	<b>47,385</b>	<b>57,380</b>	<b>(3,646)</b>	<b>(3,574)</b>
<b>BY MATURITY</b>				
<b>All net commitments</b>				
One year or less	13,931	17,777	(3,646)	(3,574)
From one to two years	10,788	11,192	-	-
From two to five years	17,557	19,517	-	-
Over five years	5,109	8,894	-	-
<b>Net commitments</b>	<b>47,385</b>	<b>57,380</b>	<b>(3,646)</b>	<b>(3,574)</b>
<b>Operating Lease Commitments</b>				
One year or less	18,085	15,003	-	-
From one to five years	29,966	30,709	-	-
Over five years	5,109	8,894	-	-
<b>Net commitments</b>	<b>53,160</b>	<b>54,606</b>	-	-

NB: All 1999-00 commitments are GST inclusive where relevant. The comparatives have not been adjusted to reflect the GST.

- Operating leases included are effectively non-cancellable and comprise:
  - leases for office accommodation;
  - leasing of motor vehicles; and
  - a lease in relation to computer equipment and voice communications.
- Commitments receivable by the AEC relate to arrangements with each State and Territory for the sharing of certain electoral costs associated with the maintenance of the joint Commonwealth, State and Territory electoral rolls. Whilst these arrangements are ongoing, estimates have only been provided for one year due to uncertainty regarding changes in parameters such as elector population. Departmental Commitments Receivable include operational items, such as GST and Project related items.

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

## AUSTRALIAN ELECTORAL COMMISSION SCHEDULE OF CONTINGENCIES

as at 30 June 2000

Note	Agency		Administered <sup>1</sup>	
	1999-00 \$'000	1998-99 \$'000	1999-00 \$'000	1998-99 \$'000
<b>CONTINGENT LOSSES</b>				
Restoration costs – Office Leases <sup>2</sup>	332	1,790	-	-
Claims for damages/costs <sup>3</sup>	942	863	-	-
Indemnities	-	-	-	-
Other guarantees	-	-	-	-
<b>Total contingent losses</b>	<b>1,274</b>	<b>2,653</b>	-	-
<b>CONTINGENT GAINS</b>				
Claims for damages/costs	149	-	-	-
<b>Net contingencies</b>	<b>1,125</b>	<b>2,653</b>	-	-

- 1 There were no Administered contingencies at 30 June 2000 or 30 June 1999.
- 2 A number of property leases held require the AEC, at the conclusion of those leases, to restore, or “make good”, those premises to a similar state as that when first occupied. The significant variation between the reported 1998-99 figure and the 1999-00 figure is due to 1998-99 figure being based on valuation data provided by AVO for all AEC properties, while the 1999-00 figure is in part based on the AVO valuation, a number of properties have now been identified as not being subject to “make good” provisions.
- 3 The amount represents an estimate of the AEC's liability based on precedent cases.

## SCHEDULE OF UNQUANTIFIABLE CONTINGENCIES

### Agency

At 30 June 2000, the AEC had a number of legal claims against it relating to Public Liability Claims at polling locations. The AEC has denied liability and is defending the claims. It is not possible to estimate the amounts of any eventual payments that may be required in relation to these claims.

### Administered

There are no unquantifiable contingencies relating to the Administered operations of the AEC at 30 June 2000.

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

# AUSTRALIAN ELECTORAL COMMISSION

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

for the year ended 30 June 2000

### Note Description

1. Objectives of Australian Electoral Commission
2. Summary of Significant Accounting Policies
3. Events Occurring after Balance Date
4. Operating Revenues
5. Operating Expenses
6. Fees and fines
7. Financial Assets
8. Non-Financial Assets
9. Debt
10. Provisions and Payables
11. Equity
12. Cash Flow Reconciliation
13. Remote Contingencies
14. Appropriations
15. Reporting by Outcomes
16. Executive Remuneration
17. Services provided by the Auditor-General
18. Act of Grace Payments and Waivers
19. Average Staffing Levels
20. Financial Instruments

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



### **Note 1—Objectives of the Australian Electoral Commission**

The Australian Electoral Commission (AEC) is an independent statutory body established under the *Commonwealth Electoral Act 1918* for the purpose of conducting elections and referendums, maintaining the electoral roll and providing electoral information, education programs and related services.

While the AEC is predominantly funded by Parliamentary appropriations, revenue is also received for the provision of electoral services to other organisations.

The AEC is structured to meet three outcomes:

Outcome 1: **(An effective electoral roll)**

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

Outcome 2: **(Impartial and independent electoral services)**

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

Outcome 3: **(An informed community)**

An Australian community which is well informed about electoral matters.

### **Note 2—Summary of Significant Accounting Policies**

#### **2.1 Basis of Accounting**

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

The statements have been prepared in accordance with:

- *Requirements for the Preparation of Financial Statements of Commonwealth Agencies and Authorities* made by the Minister for Finance and Administration in August 1999 (Schedule 2 to the Financial Management and Accountability (FMA) Orders).
- Australian Accounting Standards;
- other authoritative pronouncements of the Australian Accounting Standards Boards; and
- the Consensus Views of the Urgent Issues Group.

The statements have been prepared having regard to:

- Statements of Accounting Concepts; and
- the Explanatory Notes to Schedule 2 issued by the Department of Finance and Administration

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

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

#### **2.2 Changes in Accounting Policy**

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

### 2.3 Agency and Administered items

Agency assets, liabilities, revenues and expenses are those items that are controlled by the AEC and they are used by the AEC in producing its outputs. These items include:

- infrastructure, plant and equipment used in providing goods and services;
- liabilities for employee entitlements;
- revenues from appropriations and independent sources in payment for outputs, and
- employee, supplier and depreciation expenses incurred in producing AEC outputs.

Administered items are those items controlled by Government and managed or oversighted by the AEC on behalf of the Government. These include election public funding and electoral fees and fines.

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

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

Administered items are distinguished from agency items in the Financial Statements by shading.

### 2.4 Reporting by Outcomes

A comparison of Budget and Actual figures by outcome specified in the Appropriation Acts relevant to the AEC is presented in Note 15. The net cost to Budget outcomes shown includes intra-government costs that are eliminated in calculating the actual budget outcome for the Government overall.

### 2.5 Revenues from Government

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

Policies for the accounting of revenue from Government follow; amounts and other details are given in Note 4.

#### *Agency Appropriations*

From 1 July 1999, the Commonwealth Budget has been prepared under an accruals framework.

Appropriations to the AEC for its departmental outputs are recognised as revenue to the extent they have been received into the AEC's bank account, are entitled to be received by the AEC at year end, or where a significant portion of the work required to produce the output has been completed.

Appropriations to the AEC for departmental capital items are recognised directly in equity, to the extent that the appropriation has been received into the AEC's bank account or are entitled to be received by the AEC at year end.

The appropriations for departmental capital items for 1999-2000 include the re-appropriation to the AEC of the certain unspent amounts from 1998-99. An equity injection of \$3,641,000 was paid to the AEC on 1 July 1999 representing the portion of unspent carryover. An additional \$589,000 was also paid to the AEC, representing funds previously classified as reserved money section 31 revenue received by DoFA under the Commonwealth's previous centralised banking arrangements.

This is a change in the policy adopted in prior years when agency appropriations, other than running costs, were recognised as revenue to the extent that the appropriations were spent. Amounts appropriated for agency running costs were recognised as revenue in the year of appropriation, except to the extent of

- unspent amounts not automatically carried over into the new financial year, and
- running costs borrowings.

#### *Administered appropriations*

Appropriations for administered expenses are recognised as revenue to the extent that expenses have been incurred up to the limit, if any, of each appropriation. Appropriations for administered capital are recognised as the amount appropriated by Parliament.

#### *Resources Received Free of Charge*

Services received free of charge are recognised in the Operating Statement 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 at their fair value when the asset qualifies for recognition, unless received from another government agency as a consequence of a restructuring of administrative arrangements.

In the latter case, the assets are initially recognised at the amounts at which they were recognised by the transferring agency immediately prior to the transfer.

In prior years, net assets received under a restructuring of administrative arrangements were recognised as revenue. From 1 July 1999, such asset transfer are designated as transactions of owners and adjusted directly against equity.

### **2.6 Other Revenue**

Revenue from the sale of goods is recognised upon the delivery of goods to customers. Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets. Revenue from disposal of non-current assets is recognised when control of the asset has passed to the buyer.

Agency revenue from the rendering of a service is recognised by reference to the stage of completion of contracts or other agreements to provide services to Commonwealth bodies.

The stage of completion is determined according to the proportion that costs incurred to date bear to the estimated total costs of the transaction.

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

All revenues described in this note are revenues relating to the core operating activities of the AEC, whether in its own right or on behalf of the Commonwealth. Details of revenue amounts are given in Note 4.

### **2.7 Assets Sales program**

The AEC had no major asset sales through OASITO to report for 1999-00 (1998-99: Nil).

### **2.8 Grants (Administered)**

The AEC administers election public funding on behalf of the Commonwealth. This is reported as *Other Administered Expense* under Note 5F.

Grant liabilities are recognised to the extent that the grant eligibility criteria have been satisfied. A commitment is recorded when the Commonwealth has a binding agreement to make the grants but criteria have not been satisfied.

## 2.9 Employee Entitlements

### *Leave*

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

The liability for annual leave reflects the value of total annual leave entitlements of all employees at 30 June 2000 and is recognised at the nominal amount.

The non-current portion of the liability for long service leave is recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at 30 June 2000. In determining the present value of the liability, the AEC has taken into account attrition rates and salary related increases through promotion and industrial agreements.

During 1999-2000 financial year a change in accounting policy was made to reflect the recognition of Superannuation and related on costs associated with accrued employee leave entitlements. This was done to better reflect the requirements of AAS30. Superannuation and related on costs associated with accrued employee leave entitlements have been recognised by:

- i) including an adjustment against Accumulated Results (\$594,000) to recognise prior years accrued liability; and
- ii) recording the associated current year expense (\$490,000) against the operating expenses for the period.

Prior years balances have not been restated to reflect the effective position, as it was impracticable to do so.

### *Separation and redundancy*

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

### *Superannuation*

Staff of Australian Electoral Commission contribute to the Commonwealth Superannuation Scheme and the Public Sector Superannuation Scheme. Employer contributions amounting to \$6,117,732 (1998-99: \$6,722,000) in relation to these schemes have been expensed in these financial statements.

Typically, these contributions are paid to the Commonwealth Superannuation Administration (ComSuper) each fortnight, fully extinguishing any accruing liability to the AEC.

The liability shown in Note 10A relating to Superannuation represents the end of reporting period accrued expense only.

Employer Superannuation Productivity Benefit contributions totalled \$1,053,503 (1998-99: \$1,667,000).

## 2.10 Leases

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

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

component and the interest expense.

Operating lease payments are charged to the Agency Operating Statement on a 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 by allocating lease payments between rental expense and reduction of the liability.

### **2.11 Borrowing costs**

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

### **2.12 Cash**

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

### **2.13 Financial instruments**

Accounting policies for financial instruments are stated at Note 20.

### **2.14 Acquisition of Assets**

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

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

### **2.15 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 \$1,000, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

#### *Revaluations*

Schedule 2 requires that buildings, infrastructure, plant and equipment be revalued progressively in accordance with the 'deprival' method of valuation in successive 3-year cycles.

The AEC is implementing the requirements of Schedule 2 as follows:

- freehold land and buildings will continue to be revalued every three years;
- leasehold improvements are revalued progressively on a geographical basis. The current cycles commenced in 1998-99.
- plant and equipment (P&E) assets were last revalued in June 1998. All assets currently included in this class will be revalued again prior to June 2001.
- internally developed software was initially revalued in 1997-98. All assets currently included in this class will be revalued again prior to the end of the 2000-01 financial year.

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

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

The application of the deprival method by the AEC values its land and buildings at current market buying price and its other assets at their depreciated replacement cost. Any assets, which would not be replaced or are surplus to requirements, are valued at net realisable value. At 30 June 2000, the AEC had no assets in this situation.

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

All valuations are independent except where noted.

*Recoverable amount test*

Schedule 2 requires the application of the recoverable amount test to agency non-current assets in accordance with AAS 10 Accounting for the Revaluation of Non-Current Assets. The carrying amounts of these non-current assets have been reviewed to determine whether they are in excess of their recoverable amounts.

*Depreciation and Amortisation*

Depreciable property plant and equipment assets are written-off to their estimated residual values over their estimated useful lives to the AEC using, in all cases, the straight line method of depreciation. Leasehold improvements are amortised on a straight-line basis over the lesser of the estimated useful life of the improvements or the unexpired period of the lease.

Depreciation/amortisation rates (useful lives) and methods are reviewed at each balance date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate. Residual values are re-estimated for a change in prices only when assets are revalued.

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

	<b>1999-2000</b>	1998-99
Buildings on freehold land	<b>40 years</b>	40 years
Leasehold improvements	<b>Lease term, or intention</b>	Lease term, or intention
Plant and equipment	<b>5 to 10 years</b>	5 to 10 years
Intangibles	<b>3 to 5 years</b>	5 to 10 years

The amortisation rate applicable to intangibles was incorrectly reported in 1998-99. The correct rate, according to the AEC's CEI, has been reported in the 1999-2000 column.

The aggregate amount of depreciation allocated for each class of asset during the reporting period is disclosed in Note 5C.

**2.16 Inventories**

No inventory is held for resale.

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

**2.17 Taxation**

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

**2.18 Capital Usage Charge**

A capital usage charge of 12% is imposed by the Commonwealth on the net departmental assets of the AEC. The charge is adjusted to take account of asset gifts and revaluation increments during the financial year.

**2.19 Foreign Currency**

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

**2.20 Insurance**

The Commonwealth's insurable risk managed fund, called 'Comcover', commenced operations in 1998-99. The Australian Electoral Commission has general insurance coverage with the fund for risks other than workers compensation, which is dealt with via continuing arrangements with Comcare.

**2.21 Comparative Figures**

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

Comparatives are not presented in Notes dealing with the Reporting on Outcomes, due to 1999-2000 being the first year of the implementation of accrual budgeting.

**2.22 Rounding**

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

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

**Note 3—Events Occurring after Balance Date**

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

Notes to and forming part of the Financial Statements	1999–00 \$'000	1998–99 \$'000
<b>Note 4—Operating Revenues</b>		
<b>Note 4A.—Revenues from Government</b>		
Appropriations for outputs	155,945	121,661
Resources received free of charge	52	147
Total	155,997	121,808
<b>Note 4B.—Interest</b>		
Interest	1,190	-
<b>Note 4C.—Sales of Goods and Services</b>		
Goods	4,211	-
Services	11,152	4,763
Total	15,363	4,763
<b>Note 4D.—Other Revenues</b>		
Revenues from independent sources	249	1,752
<b>Note 4E.—Administered Revenue from Government</b>		
Election public funding	121	33,921
<b>Note 4F.—Administered Sales of Goods and Services</b>		
Goods	3,440	3,887
Services	-	-
Total	3,440	3,887
<b>Note 4G.—Other Administered Revenues</b>		
Candidate deposits forfeited – Federal Election	6	254
Electoral fines and penalties	1,254	-
Other	466	206
Total	1,726	460
<b>Note 5.—Operating Expenses</b>		
<b>Note 5A.—Employee Expenses</b>		
Remuneration (for services provided)	72,807	76,703
Separation and redundancy	282	329
Total remuneration	73,089	77,032
Other employee expenses	2,502	-
Total	75,591	77,032



<b>Notes to and forming part of the Financial Statements</b>	<b>1999–00</b>	1998–99
	<b>\$'000</b>	\$'000
<b>Note 5B.—Suppliers Expenses</b>		
Supply of goods and services	<b>60,426</b>	49,692
Operating lease rentals	<b>11,426</b>	11,684
Total	<b>71,852</b>	61,376
<b>Note 5C.—Depreciation and Amortisation</b>		
Depreciation of property, plant and equipment	<b>2,355</b>	2,009
Amortisation of software	<b>4,510</b>	3,965
Total	<b>6,865</b>	5,974
The aggregate amounts of depreciation or amortisation expensed during the reporting period for each class of depreciable asset are as follows:		
Buildings on freehold land	<b>25</b>	30
Leasehold improvements	<b>1,356</b>	1,154
Plant and equipment	<b>28</b>	15
IT equipment	<b>153</b>	94
Computer software	<b>4,510</b>	3,965
Office equipment	<b>502</b>	466
Furniture & fittings	<b>291</b>	250
Total	<b>6,865</b>	5,974
No depreciation or amortisation was allocated to the carrying amounts of other assets.		
<b>Note 5D.—Write down of assets</b>		
Financial assets		
Receivables	<b>6</b>	6
Non-financial assets		
Plant & equipment—write-off	<b>26</b>	68
Intangibles—write-off	<b>204</b>	-
Total	<b>236</b>	74
<b>Note 5E.—Net loss from sale of assets</b>		
Infrastructure, plant & equipment	<b>192</b>	31
Land and buildings	<b>11</b>	-
	<b>203</b>	31
<b>Note 5F.—Other Administered Expenses</b>		
Election public funding	<b>121</b>	33,921
<b>Note 6.—Administered—Fees and fines</b>		
Fines and penalties	-	772

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

Notes to and forming part of the Financial Statements	1999–00 \$'000	1998–99 \$'000
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**Note 7—Financial Assets**

**Note 7A.—Receivables—Agency**

Payments for outputs (DoFA)	-	3,641
Goods and services	<b>1,558</b>	1,573
Interest	<b>381</b>	
Other debtors	<b>36</b>	74
Less: Provision for doubtful debts	<b>(6)</b>	(6)
<b>Total</b>	<b>1,969</b>	<b>5,282</b>

Receivables are aged as follows:

Not Overdue	<b>1,919</b>	5,264
Over due by:		
less than 30 days	<b>9</b>	7
30 to 60 days	-	2
60 to 90 days	-	-
more than 90 days	<b>41</b>	9
	<b>1,969</b>	<b>5,282</b>

**Note 7B.—Receivables—Administered**

Sales of goods and services	<b>871</b>	862
Other debtors	-	-
<b>Net Receivables</b>	<b>871</b>	<b>862</b>

No administered receivables were overdue at 30 June 2000 or 30 June 1999

Notes to and forming part of the Financial Statements	1999-00 \$'000	1998-99 \$'000
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**Note 8—Non-financial assets**

From 1999-2000 the grouping of asset classes that make up each of the main report categories (ie; Land and buildings, Infrastructure, plant and equipment, and Intangibles) has been modified from 1998-99 to better reflect the requirements of Note 9D. 1998-99 data has been revised in accordance with this new grouping.

**Note 8A.—Land and buildings**

Freehold Land—at 1998 valuation	<b>220</b>	371
Total land	<b>220</b>	371
Buildings on freehold land—at 1998 valuation	<b>285</b>	540
Accumulated depreciation	<b>(32)</b>	(27)
	<b>253</b>	513
Leasehold Improvements—at cost	<b>3,390</b>	856
Accumulated Amortisation	<b>(810)</b>	(106)
	<b>2,580</b>	750
Leasehold Improvements—at 1998-99 valuation	<b>7,678</b>	7,695
Accumulated Amortisation	<b>(4,864)</b>	(4,199)
	<b>2,814</b>	3,496
Leasehold Improvements—at 1998-99 management valuation	<b>1,511</b>	1,559
Accumulated Amortisation	<b>(732)</b>	(569)
	<b>779</b>	990
Leasehold Improvements in progress—at cost	<b>23</b>	36
Total Buildings	<b>6,449</b>	5,785
Total Land and Buildings	<b>6,669</b>	6,156

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

Notes to and forming part of the Financial Statements	1999–00 \$'000	1998–99 \$'000
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**Note 8B.—Infrastructure, plant and equipment**

Plant and equipment—at cost	4,100	2,586
Accumulated depreciation	(1,552)	(895)
	<b>2,548</b>	1,691

Plant and equipment—at June 1998 valuation	6,593	7,188
Accumulated depreciation	(4,101)	(4,117)
	<b>2,492</b>	3,071

Total Plant and Equipment	<b>5,040</b>	4,762
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The revaluations were in accordance with the revaluation policy stated at Note 2 and were completed by an independent valuer, B Hurrell FVLE (Val).

**Note 8C. Intangibles**

Computer software		
External software—at cost	479	28
Accumulated depreciation	(326)	(3)
	<b>153</b>	25

Internally developed software—at cost	4,035	1,311
Accumulated depreciation	(782)	(124)
	<b>3,253</b>	1,187

Internally developed software at June 1998 valuation	36,944	37,392
Accumulated Depreciation	(24,089)	(20,551)
	<b>12,855</b>	16,841

Internally developed software—in progress	320	903
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Total Intangibles	<b>16,581</b>	18,956
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The Australian Electoral Commission is undertaking some internal software development.

**Notes to and forming part of the Financial Statements**
**Note 8D.—Analysis of Property, Plant, Equipment and Intangibles**
**TABLE A**
**Movement summary 1999-00 for all assets irrespective of valuation basis**

Item	Land	Buildings	Total Land and Buildings	Plant and Equipment	Computer software Total - Intangibles	TOTAL
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Gross value as at 1 July 1999</b>	371	10,686	11,057	9,774	39,634	60,465
Recognition of non-financial asset (Note 11A)	-	451	451	504	330	1,285
Additions:						
• Acquisition of replacement assets	-	2,092	2,092	1,296	2,266	5,654
• Acquisition of New Assets	-	-	-	-	-	-
Revaluations: write-ups/(write-downs)	-	-	-	-	-	-
Assets transferred in / (out)	-	-	-	-	-	-
Write-offs	-	(87)	(87)	(62)	(453)	(602)
Disposals	(151)	(255)	(406)	(819)	-	(1225)
<b>Gross value as at 30 June 2000</b>	<b>220</b>	<b>12,887</b>	<b>13,107</b>	<b>10,693</b>	<b>41,777</b>	<b>65,577</b>
<b>Accumulated Depreciation / Amortisation as at 1 July 1999</b>		4,901	4,901	5,012	20,678	30,591
Recognition of non-financial assets (Note 11A)	-	251	251	286	258	795
Depreciation / amortisation charge for assets held 1 July 1999	-	28	28	62	201	291
Depreciation / amortisation charge for additions	-	1,354	1,354	911	4,309	6,574
Revaluations	-	-	-	-	-	-
Assets transferred in /(out)	-	-	-	-	-	-
Write-offs	-	(75)	(75)	(47)	(250)	(372)
Disposals	-	(21)	(21)	(571)	-	(592)
<b>Accumulated Depreciation / Amortisation as at 30 June 2000</b>	<b>-</b>	<b>6,438</b>	<b>6,438</b>	<b>5,653</b>	<b>25,196</b>	<b>37,287</b>
<b>Net book value as at 30 June 2000</b>	<b>220</b>	<b>6,449</b>	<b>6,669</b>	<b>5,040</b>	<b>16,581</b>	<b>28,290</b>
<b>Net book value as at 1 July 1999</b>	<b>371</b>	<b>5,785</b>	<b>6,156</b>	<b>4,762</b>	<b>18,956</b>	<b>29,874</b>

**Notes to and forming part of the Financial Statements**
**TABLE B**
**Summary of balances of assets at valuation as at 30 June 2000**

Item	Land	Buildings	Total Land and Buildings	Plant and Equipment	Computer software Total - Intangibles	TOTAL
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>As at 30 June 2000</b>						
Gross value	220	9,474	9,694	6,593	36,944	53,231
Accumulated Depreciation/ amortisation	-	5,628	5,628	4,101	24,089	33,818
<b>Net Book Value</b>	220	3,846	4,066	2,492	12,855	19,413
<b>As at 30 June 1999</b>						
Gross value	371	9,794	10,165	7,188	37,392	54,745
Accumulated Depreciation/ amortisation	-	4,795	4,795	4,117	20,551	29,463
<b>Net Book Value</b>	371	4,999	5,370	3,071	16,841	25,282

Notes to and forming part of the Financial Statements	1999-00 \$'000	1998-99 \$'000
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**Note 8E.—Inventories**

**Inventories not held for sale**

Election Equipment at cost (ie., ballot paper and ballot boxes)	<b>1,799</b>	1,649
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All Australian Electoral Commission inventories are current assets.

**Note 8F.— Other**

Prepayments	<b>2,089</b>	1,564
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**Note 9—Debt**

**Note 9A.—Other Debt**

Lease incentives	<b>1,257</b>	1,650
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**Note 10—Provisions and Payables**

**Note 10A.—Employees**

Salaries and wages	<b>897</b>	641
Leave	<b>16,427</b>	15,244
Superannuation	<b>140</b>	99
Workers' compensation	-	-
Separation and redundancies	<b>70</b>	-
Aggregate employee entitlement	<b>17,534</b>	15,984
Other	-	-
Total	<b>17,534</b>	15,984

**Note 10B.—Suppliers**

Trade creditors	<b>2,185</b>	1,929
Operating lease rentals	<b>932</b>	1
	<b>3,117</b>	1,930

**Note 10C.—Other**

Other creditors	<b>260</b>	52
Unearned Income - Payments for outputs (DoFA)	<b>5,142</b>	-
Legal liability	-	212
	<b>5,402</b>	264

**Note 10D.—Administered Suppliers**

Trade creditors	<b>15</b>	-
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**Note 10E.—Administered Provisions and Payables - Other**

Administered Special Account Balance	<b>52</b>	-
Overpaid Administered Transfer to DoFA	<b>6</b>	-
	<b>58</b>	-

**Notes to and forming part of the Financial Statements**
**Note 11—Equity**
**Note 11A.—Equity—Agency**

Item	Capital		Accumulated results		Asset revaluation reserve		Total reserves		TOTAL EQUITY	
	1999-00 \$'000	1998-99 \$'000	1999-00 \$'000	1998-99 \$'000	1999-00 \$'000	1998-99 \$'000	1999-00 \$'000	1998-99 \$'000	1999-00 \$'000	1998-99 \$'000
<b>Balance at 1 July 1999</b>	<b>3,641</b>	-	<b>(2,340)</b>	13,824	<b>17,317</b>	15,032	<b>17,317</b>	15,032	<b>18,618</b>	28,856
Operating result	-	-	<b>18,080</b>	(16,164)	-	-	-	-	<b>18,080</b>	(16,164)
Equity Appropriation	<b>589</b>	3,641	-	-	-	-	-	-	<b>490</b>	3,641
Adjustment to accumulated results	-	-	<b>490</b>	-	-	-	-	-	<b>523</b>	-
Capital Use Charge	-	-	<b>(3,905)</b>	-	-	-	-	-	<b>(3,905)</b>	-
Net revaluation increases	-	-	-	-	-	2,285	-	2,285	-	2,285
Net revaluation decreases	-	-	-	-	-	-	-	-	-	-
<b>Balance 30 June 2000</b>	<b>4,230</b>	3,641	<b>12,325</b>	(2,340)	<b>17,317</b>	17,317	<b>17,317</b>	17,317	<b>33,872</b>	18,618

Adjustment to accumulated results is made up of:

i) Recognition of understated 1998-99 Prepayment	27
ii) Recognition of understated 1998-99 Receivables	745
iii) Recognition of existing non financial assets	490
iv) Recognition of overstated 1998-99 Lease Incentive liability	(178)
v) Recognition of pre 1999-00 portion of superannuation leave on-cost liability recognised for the first time this year	(594)
	<u>490</u>



**Notes to and forming part of the Financial Statements**

**Note 11B.—Equity—Administered**

Item	Capital		Accumulated results		Other reserve		Total reserves		TOTAL EQUITY	
	1999-00 \$'000	1998-99 \$'000	1999-00 \$'000	1998-99 \$'000	1999-00 \$'000	1998-99 \$'000	1999-00 \$'000	1998-99 \$'000	1999-00 \$'000	1998-99 \$'000
<b>Balance at 1 July 1999</b>	-	-	879	(28,115)	-	28,877	-	28,877	879	762
Injection of Capital	-	-	-	-	-	-	-	-	-	-
Contribution to Budget Outcome	-	-	5,166	117	-	-	-	-	5,166	117
Amount to Official Public Account	-	-	(5,194)	-	-	-	-	-	(5,194)	-
Changes in accounting policy	-	-	-	-	-	-	-	-	-	-
Transfers to/(from) reserves	-	-	-	28,877	-	(28,877)	-	(28,877)	-	-
<b>Balance 30 June 2000</b>	-	-	851	879	-	-	-	-	851	879

Notes to and forming part of the Financial Statements	1999-00 \$'000	1998-99 \$'000
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**Note 12—Cash Flow Reconciliation**

**Note 12A.—Agency Reconciliation**

**Reconciliation of operating surplus to net cash provided by operating activities:**

Operating surplus (deficit)	18,080	(16,164)
Depreciation/Amortisation	6,865	5,974
Loss (Profit) on sale of non-current assets	175	31
Provision for bad and doubtful debts	6	-
Write down of assets	235	74
Decrease (increase) in receivables	4,064	408
Decrease (increase) in inventories	(150)	2,866
Decrease (increase) in prepayments	(497)	4,663
Increase (decrease) in employee liabilities	210	1,445
Increase (decrease) in suppliers liability	923	(366)
Increase (decrease) in other liabilities	1,347	256
Decrease (increase) in other assets	571	-
Initial recognition of loan from future running costs	-	(111)
Adjustment for capital component of 1998/99	-	-
Appropriation carryover	-	3,641
<b>Net cash provided by operating activities</b>	<b>31,829</b>	<b>2,717</b>

**Note 12B.—Administered Reconciliation**

Reconciliation of net contribution to budget outcomes to net cash provided by operating activities:

Net contribution or cost to the budget outcome	5,166	5,119
Cash to Commonwealth Public Account from operations	(5,194)	(5,002)
Net surplus or deficit	(28)	117
Decrease (increase) in receivables	(9)	(103)
Increase (decrease) in suppliers liability	15	(366)
Increase (decrease) in other provisions	58	-
Decrease (increase) in other financial assets	(52)	-
<b>Net Cash from Operating Activities</b>	<b>(16)</b>	<b>14</b>

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

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**Notes to and forming part of the Financial Statements**

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**Note 13—Remote Contingencies**

**Note 13A.—Agency**

The Australian Government Solicitor’s Office has identified a \$10m contingent liability relating to pending legal action. The likelihood of the claim being successful is considered remote.

**Note 13B.—Administered**

There were no Administered Remote Contingencies.

**Note 14—Appropriations**

**Note 14A.—Agency appropriations**

**Annual appropriations for Departmental items (price of outputs)**

	<b>1999-2000</b>
	\$’000
Balance available at 1 July	
Add: Appropriation Acts No 1 & 3 credits	-
Section 6—Act 1—basic appropriations (budget)	<b>160,722</b>
Section 6—Act 3—basic appropriations	<b>8,283</b>
Section 9—adjustments	<b>(7,867)</b>
Section 10—Advance to the Finance Minister	-
Section 11—Comcover receipts	-
Add: FMA Act	
s30 appropriations	-
s31 appropriations	<b>16,830</b>
<b>Total appropriations available for the year</b>	<b>177,968</b>
<b>Expenses during the year</b>	<b>154,780</b>
<b>Balance of appropriations for outputs at 30 June</b>	<b>23,188</b>

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

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**Notes to and forming part of the Financial Statements**


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**Note 14A.**
**Annual Appropriations for Departmental non-revenue items**

	Equity injections 1999-2000	Loans 1999-2000	Carryovers 1999-2000
	\$	\$	\$
Balance available at 1 July	-	-	-
Add: Appropriation Acts No 2 (Budget)	-	-	<b>3,641</b>
Add: Advance to the Finance Minister	-	-	-
Add: FMA Act s30 appropriations	-	-	-
Add: Appropriation Act No 4	<b>589</b>	-	-
Total appropriations available for the year	<b>589</b>	-	<b>3,641</b>
Expenditure debited during the year	-	-	-
Balance of appropriations for capital at 30 June 2000	<b>589</b>	-	<b>3,641</b>

**Note 14B. - Administered appropriations**

The AEC does not receive any Annual Administered Appropriations under Appropriation Acts 1 or 2.

**Note 14C. - Special Accounts**

	1999-2000
	\$
<b>Funds Held Pending Refund</b>	
Legal authority – <i>Financial Management and Accountability Act 1997; s20</i>	
Purpose – for receipt of moneys temporarily held for possible future repayment, for example, candidate deposits.	
<b>Balance as at 1 July 1999</b>	<b>260,264</b>
Add: Receipts from appropriations	-
Receipts from other sources	<b>214,532</b>
Less: Expenditure in 1999-00	<b>423,274</b>
<b>Balance as at 30 June 2000</b>	<b>51,522</b>

## Notes to and forming part of the Financial Statements

**Note 15 Reporting of Outcomes Reporting by Outcomes**

Item	Outcome 1		Outcome 2		Outcome 3		Total	
	Budget \$'000	Actual \$'000	Budget \$'000	Actual \$'000	Budget \$'000	Actual \$'000	Budget \$'000	Actual \$'000
Net Subsidies, benefits and grants expenses	-	-	-	121	-	-	-	121
Other administered expenses	-	-	-	-	-	-	-	-
<i>Total net administered expenses</i>	-	-	-	121	-	-	-	121
Add Net cost of entity outputs	53,513	39,264	107,425	108,874	4,946	6,643	165,884	154,781
Outcome before abnormal/extraordinary items	53,513	39,264	107,425	108,995	4,946	6,643	165,884	154,902
Abnormal/extraordinary items	-	-	-	-	-	-	-	-
<b>Net Cost to Budget Outcome</b>	<b>53,513</b>	<b>39,264</b>	<b>107,425</b>	<b>108,995</b>	<b>4,946</b>	<b>6,643</b>	<b>165,884</b>	<b>154,902</b>
Total assets deployed as at 30/6/00	7,697	12,176	27,122	48,048	1,832	2,899	36,651	63,123
Net assets deployed as at 30/6/00	3,577	7,113	12,604	25,065	852	1,694	17,033	33,872

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**Notes to and forming part of the Financial Statements**


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**Major Agency Revenues & Expenses by outcome**

	Outcome 1 Actual \$'000	Outcome 2 Actual \$'000	Outcome 3 Actual \$'000
<b>Major expenses</b>			
Employees	15,874	55,937	3,780
Suppliers	15,096	53,195	3,594
Depreciation	1,442	5,080	343

**Major sources of revenues other than from government**

Sale of goods and services	5,680	11,150	-
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**Major Administered Revenues & Expenses by outcome**

	Outcome 1 Actual \$'000	Outcome 2 Actual \$'000	Outcome 3 Actual \$'000
<b>Major expenses</b>			
Grants	-	121	-
Subsidies	-	-	-
Personal benefits	-	-	-

**Major sources of revenues other than from government**

Fees and fines	-	1,250	-
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**Notes to and forming part of the Financial Statements**

Outcomes	Administered Expenses \$'000				Departmental Outputs \$'000				Total Appropriations \$'000 (E) = (A) + (B)	Total Expenses \$'000 (F) = (A) + (D)
	Expenses against Special Appropriations	Expenses against Annual Appropriations Act 1 & 3	Appropriation Act 2 & 4 (SPP's & New Outcomes)	Total Administered Expenses (A)	Expenses against Government Special Appropriations	Annual Appropriation Acts	Total Revenue from other sources (C)	Total Expenses (D)		
<b>Outcome 1</b>	-	-	-	-	<b>5,984</b>	<b>27,713</b>	<b>33,697</b>	<b>5,680</b>	<b>39,377</b>	<b>39,377</b>
• Actual	-	-	-	-	9,000	36,703	45,703	2,960	48,663	48,663
• Budget	-	-	-	-	-	-	-	-	-	-
<b>Outcome 2</b>	<b>121</b>	-	-	<b>121</b>	-	<b>97,655</b>	<b>97,655</b>	<b>11,150</b>	<b>108,805</b>	<b>108,926</b>
• Actual	-	-	-	-	-	113,506	113,506	9,134	122,640	122,640
• Budget	-	-	-	-	-	-	-	-	-	-
<b>Outcome 3</b>	-	-	-	-	-	<b>6,565</b>	<b>6,565</b>	-	<b>6,565</b>	<b>6,565</b>
• Actual	-	-	-	-	-	4,946	4,946	-	4,946	4,946
• Budget	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>121</b>	-	-	<b>121</b>	<b>5,984</b>	<b>131,933</b>	<b>137,917</b>	<b>16,830</b>	<b>154,747</b>	<b>154,868</b>
• Actual	-	-	-	-	9,000	155,155	164,155	12,094	176,249	176,249
• Budget	-	-	-	-	-	-	-	-	-	-
									<b>Appropriation Act 2</b>	
									<b>Administered Capital</b>	
									• Actual	
									• Budget	
									<b>Appropriation Act 2</b>	
									<b>Departmental Capital</b>	
									• Actual	<b>3,641</b>
									• Budget	3,641
									<b>Total Appropriations</b>	<b>141,679</b>
									• Actual	167,796
									• Budget	

NB Expenses may be incurred against funding sources not separately identified in this table but which may be included in the total expenses column eg expenses incurred by special accounts under section 20 of the FMA Act.

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

**Notes to and forming part of the Financial Statements 1999-2000 1998-99**

**Note 16—Executive Remuneration**

The number of Executive who received or were due to receive total remuneration of \$100,000 or more:

	Number	Number
\$100 000 to \$110 000	-	2
\$110 001 to \$120 000	2	2
\$120 001 to \$130 000	2	3
\$130 001 to \$140 000	2	4
\$140 001 to \$150 000	4	-
\$160 001 to \$170 000	1	-
\$170 001 to \$180 000	1	-
\$180 001 to \$190 000	-	1
\$280 001 to \$290 000	1	-

The aggregate amount of total remuneration of Executives shown above. **\$1,944,545** \$1,554,885

The aggregate amount of separation and redundancy payments during the year to Executives shown above. **\$144,100** \$72,026

**Note 17—Services provided by the Auditor-General**

Financial statement audit services are provided free of charge to the AEC.

	\$	\$
<b>The Fair Value of audit services provided was:</b>	<b>50,000</b>	50,000

No other services were provided

**Note 18—Act of Grace Payments and Waivers and Defective Administration Scheme**

No Act of Grace payments were made during the reporting period.

One debt of \$2,730 owing to the Commonwealth was waived during 1999-2000 pursuant to subsection 34(1) of the Financial Management and Accountability Act 1997.

**Note 19—Average Staffing Levels**

The average staffing levels for the AEC in 1999-00 were 817 (781 for 1998-99).



**Notes to and forming part of the Financial Statements**

**Note 20—Financial Instruments**

**Note 20A.—Terms, conditions and accounting policies**

Financial Instrument	Notes	Accounting Policies and Methods (including recognition criteria and measurement basis)	Nature of underlying instrument (including significant terms & conditions affecting the amount, timing and certainty of cash flows)
<b>Financial Assets</b>			
Cash		<p>Financial assets are recognised when control over future economic benefits is established and the amount of the benefit can be reliably measured.</p> <p>Deposits are recognised at their nominal amounts. Interest is credited to revenue as it accrues.</p>	<p>The AEC invests funds with the Reserve Bank of Australia at call. Monies in the Agency's bank accounts are swept into the Official Public Account nightly and interest is earned on the daily balance at rates based on money market call rates. Rates have averaged 5% for the year. Interest is paid in arrears on the first business day after the end of each quarter.</p>
Receivables for goods and services	7A	<p>These receivables are recognised at the nominal amounts due less any provision for bad and doubtful debts. Collectability of debts is reviewed at balance date. Provisions are made when collection of the debt is judged to be less rather than more likely.</p>	<p>Receivables are with entities external to and within the Commonwealth. Credit terms are net 30 days (1998-99: 30 days).</p>
Accrued revenue	7C	<p>Interest is credited to revenue as it accrues. Interest is received in arrears on the first business day after the end of each quarter.</p>	

**Notes to and forming part of the Financial Statements**

**Note 20A.—Terms, conditions and accounting policies continued**

Financial Instrument	Notes	Accounting Policies and Methods (including recognition criteria and measurement basis)	Nature of underlying instrument (including significant terms & conditions affecting the amount, timing and certainty of cash flows)
<b>Financial liabilities</b>			
Lease Incentives	9A	<p>Financial liabilities are recognised when a present obligation to another party is entered into and the amount of the liability can be reliably measured.</p> <p>The lease incentive is recognised as a liability on receipt of the incentive. The amount of the incentive is reduced on a straight-line basis over the life of the lease by allocating lease payments between rental expense and reduction of the liability.</p>	<p>The AEC has received lease incentives, on entering into various leases for commercial properties throughout Australia, in the form of rent-free periods and cash payments. Lease payments are made monthly in advance.</p>
Trade creditors	10B	<p>Creditors and accruals are recognised at their nominal amounts, being the amounts at which the liabilities will be settled.</p>	<p>Settlement is usually made net 30 days.</p>
	10C	<p>Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).</p>	

**Notes to and forming part of the Financial Statements**

**Note 20B.—Interest Rate Risk: Agency**

Financial Instrument	Notes	Floating Interest Rate	Fixed Interest Rate				Non-Interest Bearing	Total	Weighted Average Effective Interest Rate	
			1 year or less	1 to 2 years	2 to 5 years	> 5 years				
		99-00 \$'000	98-99 \$'000	99-00 \$'000	98-99 \$'000	99-00 \$'000	98-99 \$'000	99-00 %	98-99 %	
<b>Financial Assets</b>										
Cash		28,976	-	-	-	-	77	28,976	77	5.0
<b>Receivables for:</b>										
Appropriations	7A	-	-	-	-	-	3,641	-	3,641	-
Goods and Services	7A	-	-	-	-	-	1,558	1,571	1,558	-
Interest	7A	-	-	-	-	-	381	381	381	-
Other	7A	-	-	-	-	-	30	70	30	-
<b>Total Financial Assets (Recognised)</b>		28,976	-	-	-	-	1,969	5,359	30,945	5,359
<b>Total assets</b>								63,123	38,446	
<b>Financial Liabilities</b>										
Lease incentives	9A	-	-	-	-	-	1,257	1,650	1,257	-
Trade creditors	10B	-	-	-	-	-	3,117	1,929	3,117	-
Other creditors	10B	-	-	-	-	-	260	52	260	-
Other liabilities		-	-	-	-	-	7,083	212	7,083	-
<b>Total Financial Liabilities (Recognised)</b>		-	-	-	-	-	11,717	3,843	11,717	3,843
<b>Total Liabilities</b>								29,251	19,828	

Notes to and forming part of the Financial Statements									
<b>Interest Rate Risk: Administered</b>									
Financial Instrument	Notes	Floating Interest Rate	Fixed Interest Rate			Non-Interest Bearing	Total	Weighted Average Effective Interest Rate	
			1 year or less	1 to 2 years	2 to 5 years			> 5 years	99-00
		99-00 \$'000	98-99 \$'000	99-00 \$'000	98-99 \$'000	99-00 \$'000	98-99 \$'000	%	%
<b>Financial Assets</b>									
Cash		-	-	-	-	1	17	-	-
Receivables	7B	-	-	-	-	871	862	-	-
Other		-	-	-	-	52	-	-	-
<b>Total Financial Assets (Recognised)</b>		-	-	-	-	<b>923</b>	<b>879</b>		
<b>Total assets</b>						<b>924</b>	<b>879</b>		
<b>Financial Liabilities</b>									
Trade creditors		-	-	-	-	15	-	-	-
Other creditors		-	-	-	-	58	-	-	-
<b>Total Financial Liabilities (Recognised)</b>		-	-	-	-	<b>73</b>	-	-	-
<b>Total Liabilities</b>						<b>73</b>	-		

<b>Notes to and forming part of the Financial Statements</b>	<b>1999-00 \$'000</b>	<b>1998-99 \$'000</b>
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**Note 20C.— Net Fair Values of Financial Assets and Liabilities**
**Agency**

	Note	Total carrying amount	Aggregate net fair value	Total carrying amount	Aggregate net fair value
<b>Financial Assets</b>					
Cash		<b>28,976</b>	<b>28,976</b>	77	77
Receivables for Goods and Services	7A	<b>1,969</b>	<b>1,969</b>	5,282	5,282
<b>Total Financial Assets</b>		<b>30,945</b>	<b>30,945</b>	5,359	5,359
<b>Financial Liabilities (Recognised)</b>					
Lease incentives	9A	<b>1,257</b>	<b>1,257</b>	1,650	1,650
Creditors	10B	<b>3,117</b>	<b>3,117</b>	1,981	1,981
Other		<b>7,343</b>	<b>7,343</b>	212	212
<b>Total Financial Liabilities (Recognised)</b>		<b>11,717</b>	<b>11,717</b>	3,843	3,843

**Administered**
**Financial Assets**

Cash		<b>1</b>	<b>1</b>	17	17
Receivables	7B	<b>871</b>	<b>871</b>	862	862
Other		<b>52</b>	<b>52</b>	212	212
<b>Total Financial Assets</b>		<b>924</b>	<b>924</b>	879	879

*Financial assets*

The net fair values of cash and non-interest-bearing monetary financial assets approximate their carrying amounts.

*Financial liabilities*

The net fair values of the finance lease, surplus space and lease incentive liabilities, and guarantees are based on discounted cash flows using current interest rates for liabilities with similar risk profiles. (Where the liability is on a floating rate of interest, the method returns the principal amount).

The net fair values for trade creditors and grant liabilities are short-term in nature, are approximated by their carrying amounts.

The net fair values of indemnities are regarded as the maximum possible loss which the Commonwealth faces while the indemnity remains current.

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**Notes to and forming part of the Financial Statements**

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**Note 20D.—Credit Risk Exposures**

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

The AEC has no significant exposures to any concentrations of credit risk.

All figures for credit risk referred to do not take into account the value of any collateral or other security.

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# Other

## information



**Matters required by  
legislation**

**Other information**

**Appendixes**

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## MATTERS REQUIRED BY LEGISLATION

For information on specific statutory provisions relating to:

- Occupational health and safety—refer to **Appendix B**;
- Freedom of information—refer to **Appendix C**; and
- Advertising and market research—refer to **Appendix D**.

## OTHER INFORMATION

### **Discretionary grants**

The AEC does not administer any discretionary grants.

## APPENDIX A

### Staffing overview

#### Staff profile by nominal classification, gender and location at 30 June 2000

Classification	Total women	Total men	Total staff	Ongoing staff		Non-Ongoing staff		Total staff
				F/T	P/T	F/T	P/T	
<b>Operative staff <sup>1</sup></b>								
Electoral Commissioner	0	1	1	1	0	0	0	1
Deputy Electoral Commissioner	0	1	1	1	0	0	0	1
Senior Executive Staff <sup>2</sup>	2	10	12	12	0	0	0	12
Executive Level 2	6	15	21	21	0	0	0	21
Executive Level 1	21	33	54	51	3	0	0	54
Australian Public Service Level 6	38	154	192	188	3	1	0	192
Australian Public Service Level 5	22	30	52	48	3	1	0	52
Australian Public Service Level 4	16	18	34	31	1	1	1	34
Australian Public Service Level 3	120	80	200	174	7	15	4	200
Graduate	2	1	3	3	0	0	0	3
Australian Public Service Level 2	232	30	262	146	56	49	11	262
Australian Public Service Level 1	9	0	9	2	0	5	2	9
<b>Operative staff total</b>	<b>468</b>	<b>373</b>	<b>841</b>	<b>678</b>	<b>73</b>	<b>72</b>	<b>18</b>	<b>841</b>
<b>Inoperative staff <sup>3</sup></b>								
Executive Level 2	1	1	2	2	0	0	0	2
Executive Level 1	0	4	4	4	0	0	0	4
Australian Public Service Level 6	0	2	2	2	0	0	0	2
Australian Public Service Level 4	0	1	1	1	0	0	0	1
Australian Public Service Level 3	1	2	3	3	0	0	0	3
Australian Public Service Level 2	2	0	2	2	0	0	0	2
Australian Public Service Level 1	1	0	1	1	0	0	0	1
<b>Inoperative staff total</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>
<b>Grand total</b>	<b>473</b>	<b>383</b>	<b>856</b>	<b>693</b>	<b>73</b>	<b>72</b>	<b>18</b>	<b>856</b>

#### Equivalent full time staff

##### Notes:

- Operative Staff: Staff who are actually at work as at 30/6/2000.
- This includes senior executive staff engaged under section 35(1)(b) of the *Commonwealth Electoral Act 1918* and Australian Electoral Officers.
- Inoperative Staff: Includes staff on long term leave absences.
- The difference between 'equivalent full time staff' (815) and 'total staff' (856) is due to job sharing and part-time employment.

Source: *Perspect HR system*

Central Office			Head Offices			Divisional Offices			Total staff
Women	Men	Total	Women	Men	Total	Women	Men	Total	
0	1	<b>1</b>	0	0	<b>0</b>	0	0	<b>0</b>	<b>1</b>
0	0	<b>0</b>	0	0	<b>0</b>	0	0	<b>0</b>	<b>1</b>
1	2	<b>3</b>	1	8	<b>9</b>	0	0	<b>0</b>	<b>12</b>
5	9	<b>14</b>	1	6	<b>7</b>	0	0	<b>0</b>	<b>21</b>
18	13	<b>31</b>	3	20	<b>23</b>	0	0	<b>0</b>	<b>54</b>
9	24	<b>33</b>	4	12	<b>16</b>	25	118	<b>143</b>	<b>192</b>
12	9	<b>21</b>	10	21	<b>31</b>	0	0	<b>0</b>	<b>52</b>
5	7	<b>12</b>	11	11	<b>22</b>	0	0	<b>0</b>	<b>34</b>
11	8	<b>19</b>	28	12	<b>40</b>	81	60	<b>141</b>	<b>200</b>
2	1	<b>3</b>	0	0	<b>0</b>	0	0	<b>0</b>	<b>3</b>
4	3	<b>7</b>	25	6	<b>31</b>	203	21	<b>224</b>	<b>262</b>
0	0	<b>0</b>	5	0	<b>5</b>	4	0	<b>4</b>	<b>9</b>
<b>67</b>	<b>77</b>	<b>144</b>	<b>88</b>	<b>96</b>	<b>184</b>	<b>313</b>	<b>199</b>	<b>512</b>	<b>841</b>
1	1	<b>2</b>	0	0	<b>0</b>	0	0	<b>0</b>	<b>2</b>
0	4	<b>4</b>	0	0	<b>0</b>	0	0	<b>0</b>	<b>4</b>
0	0	<b>0</b>	0	0	<b>0</b>	0	2	<b>2</b>	<b>2</b>
0	0	<b>0</b>	0	1	<b>1</b>	0	0	<b>0</b>	<b>1</b>
0	0	<b>0</b>	0	0	<b>0</b>	1	2	<b>3</b>	<b>3</b>
0	0	<b>0</b>	0	0	<b>0</b>	2	0	<b>2</b>	<b>2</b>
0	0	<b>0</b>	1	0	<b>1</b>	0	0	<b>0</b>	<b>1</b>
1	5	<b>6</b>	1	1	<b>2</b>	3	4	<b>7</b>	<b>15</b>
<b>68</b>	<b>82</b>	<b>150</b>	<b>89</b>	<b>97</b>	<b>186</b>	<b>316</b>	<b>203</b>	<b>519</b>	<b>856</b> <sup>4</sup>

815 <sup>4</sup>

## APPENDIX B

### Occupational health and safety

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

The AEC has an Occupational Health and Safety (OH&S) policy that recognises its duty of care as outlined under the OH&S Act. The AEC established an Occupational Health and Safety Agreement with the CPSU in 1993. The AEC National OH&S Committee reviewed this agreement and the draft is awaiting management and union approval.

#### Activities

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

- the AEC National OH&S committee continued to meet every three months;
- State OH&S committees continue to meet on a regular basis;
- relevant staff undertook COMCARE case management training, OH&S training and information courses on a regular basis during the year to maintain the AEC's technical skills in this area and to raise staff awareness of OH&S;
- staff attended COMCARE client network meetings to maintain contacts with other OH&S professionals and to keep up to date with the latest developments in the field; and
- OH&S training videos aimed specifically at work-station usage were purchased during the year and will be used as part of a national training and awareness program to be developed for AEC staff.

### COMCARE premium

The AEC's 1999–2000 COMCARE premium decreased from the 1998–1999 premium of \$539,400 to \$378,685 (including GST). The decrease was partly due to reduced claim frequency and a higher proportion of claims without time off work and partly due to a new basis for calculating the premium. The premium rate itself decreased from 1.15 cents per wage and salary dollar to 0.78 cents. (The overall rate for the whole of the APS decreased from 1.03 cents per wage and salary dollar in 1998–1999 to 0.98 cents in 1999–2000.) Claim frequency also showed a reduction from 1.166 to 1.127 per million dollar wages and salary.

#### Reportable OH&S statistics

Selection of OH&S representatives:	16
Tests carried out on equipment:	5
Dangerous occurrences reported:	3

#### Investigations

As a result of COMCARE conducting a planned investigation of the AEC during late 1999, authorised under section 40 of the OH&S Act, a number of initiatives have been identified and/or commenced, including:

- the development of a national Hazard Management Policy and procedural instructions in accordance with Comcare recommendations;
- the development of an information strategy to advise AEC staff on OH&S issues;
- a review of OH&S training for all AEC staff; and
- the development of management systems to improve OH&S reporting and awareness.

**OH&S directions and notices**

No directions concerning an immediate threat to the health and safety of any person were given to the AEC under section 45 of the OH&S Act during the year. Nor were any notices issued concerning the duties of the employer in relation to health and safety representatives, or prohibitions notices or improvement notices under sections 30, 46, or 47 of the OH&S Act.

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## APPENDIX C

### Freedom of information

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

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

### Availability of access

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

People seeking information should, in the first instance, contact either the AEC's Central Office or the Head Office in their State or Territory. Addresses and telephone numbers are on page 12.

### Making an FOI request

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

The Freedom of Information Officer  
Australian Electoral Commission  
PO Box E201  
KINGSTON ACT 2604  
Telephone: (02) 6271 4687  
Fax: (02) 6271 4457

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

Unless you are seeking access to information about yourself, you will need to pay the standard FOI application fee of \$30 when applying. Additional processing charges may also apply. If it proves difficult to either identify the document or provide access in the form requested, the FOI officer will contact you to try to satisfy your inquiry.

### Major documents

The legislation from which the AEC's activities derive is shown in the 'Overview of the Australian Electoral Commission' on page 8 of this report. Another key document is the AEC's Corporate Plan 1999–2002.

### Files and information

The AEC produces printed and microfiche versions of the Electoral Roll, maps of electoral divisions, and other electoral publications. These may be inspected at the Information Sections at the AEC's Central Office and Head Offices. Printed copies of the Electoral Roll are also available for inspection and sale at all AEC offices.

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

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

For more information, please contact an office of the AEC listed on page 12.

**Arrangements for public involvement**

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

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## APPENDIX D

### Advertising and market research

#### (a) Advertising agencies

Name of agency	Details	(\$) Amount paid
Whybin TBWA	Referendum advertising	668,488

#### (b) Market research organisations and polling organisations

Name of agency	Details	(\$) Amount paid
Newspoll Market Research	Periodic surveys on the extent of enrolment by persons eligible to do so.	13,280
Eureka Strategic Research	Federal Referendum advertising benchmark and tracking research and post referendum survey	131,803
ARTD Management and Research	Research on the Federal Referendum advertising campaign for indigenous electors	19,500

#### (c) Media advertising agencies

Name of agency	Details	(\$) Amount paid
AIS Media	Federal redistributions advertising.	21,680
AIS Media	Federal Referendum advertising (non-campaign)	819,983
Mitchells and Partners	Federal Referendum advertising (campaign)	6,050,769



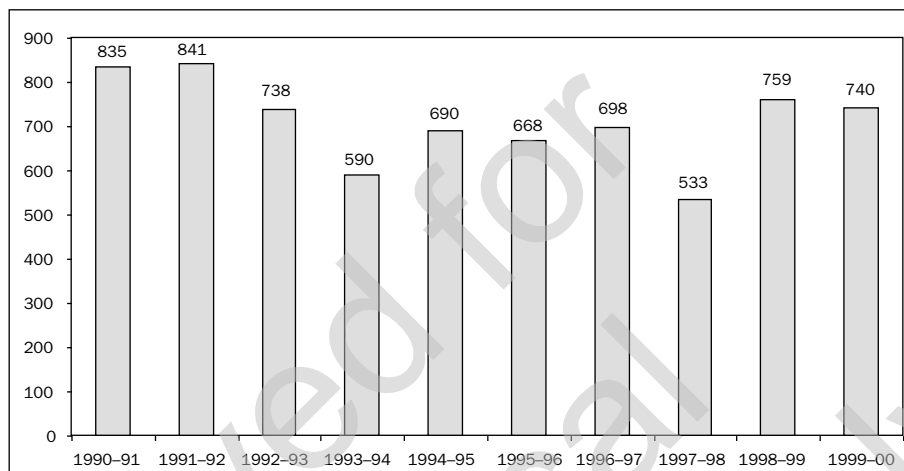
## APPENDIX E

### Industrial and commercial elections statistics

Statistics, by State/Territory, for elections and ballots completed in 1999–2000

	VIC	NSW	QLD	SA	WA	TAS	ACT	NT	Total
<b>ELECTIONS AND BALLOTS</b>									
No. of contested industrial elections	42	45	10	19	12	10	9	2	<b>149</b>
No. of uncontested industrial elections	102	106	61	50	52	59	28	16	<b>474</b>
Certified Agreement Ballots	24	14	5	0	4	5	24	1	<b>77</b>
Other commercial elections and ballots	4	10	1	2	18	2	3	0	<b>40</b>
Total No. of elections and ballots completed 1/7/1999 to 30/6/2000	172	175	77	71	86	76	64	19	<b>740</b>
<b>CANDIDATES</b>									
No. of candidates for contested Offices (industrial)	532	1,029	101	189	76	84	105	15	<b>2,131</b>
No. of candidates for uncontested Offices (industrial)	1,106	1,404	724	469	514	363	226	88	<b>4,894</b>
Total No. of candidates	1,638	2,433	825	658	590	447	331	103	<b>7,025</b>
<b>BALLOT PAPERS</b>									
No. of voters to whom ballot papers issued (industrial)	264,372	578,217	42,012	102,736	28,204	11,720	15,437	2,293	<b>1,044,991</b>
No. of voters who returned ballot papers (industrial)	104,205	165,925	10,963	35,818	7,379	4,719	4,764	1,114	<b>334,887</b>
No. of voters to whom ballot papers issued (certified agreements)	563,65	28,864	8,792	n/a	3,068	1,523	10,667	667	<b>109,946</b>
No. of voters who returned ballot papers (certified agreements)	43,074	17,089	5,250	n/a	2,244	925	8,266	509	<b>77,357</b>
No. of voters to whom ballot papers issued (other commercial)	3,808	1,848,635	n/a	6,566	42,666	n/a	1,842	n/a	<b>1,903,517</b>
No. of voters who returned ballot papers (other commercial)	1,985	479,081	n/a	6,552	11,133	n/a	1,841	n/a	<b>500,592</b>
Total No. of ballot papers issued	324,545	2,455,716	50,804	109,302	73,938	13,243	27,946	2,960	<b>3,058,454</b>
<b>Total No. of ballot papers returned</b>	<b>149,264</b>	<b>662,095</b>	<b>16,213</b>	<b>42,370</b>	<b>20,756</b>	<b>5,644</b>	<b>14,871</b>	<b>1,623</b>	<b>912,836</b>

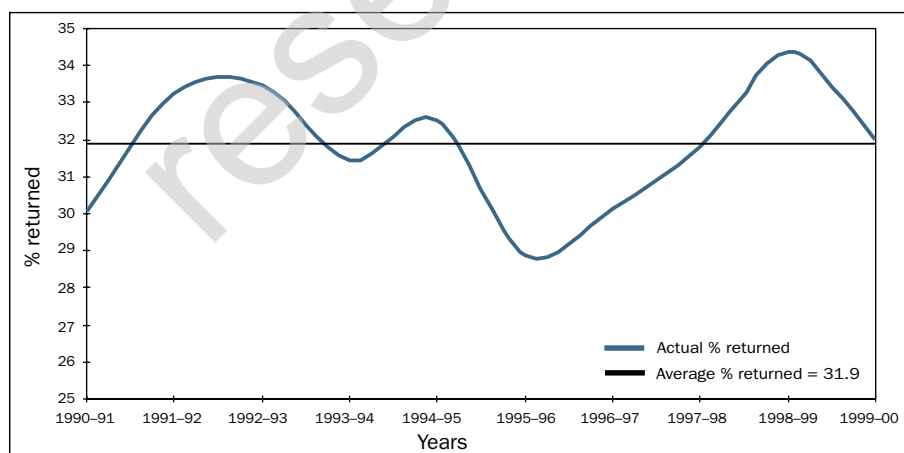
Trend in numbers of industrial and commercial elections and ballots conducted



Number of ballot papers issued and returned in elections and ballots

Year	Ballot papers issued	Ballot papers returned
1990-1991	1,637,166	490,958
1991-1992	1,865,421	620,438
1992-1993	1,715,508	574,475
1993-1994	1,522,216	478,896
1994-1995	1,298,598	422,547
1995-1996	940,626	271,748
1996-1997	1,204,770	362,825
1997-1998	728,571	231,800
1998-1999	864,036	296,847
1999-2000	1,044,991	334,887

Percentage of ballot papers returned in elections and ballots



## APPENDIX F

### Aboriginal and Torres Strait Islander Commission election statistics

#### ATSIC—1999 Regional Council Election statistics

Region	Ward ***	Vacancies	Votes received		Date declared	
			Nominations	1996 1999		
<b>New South Wales</b>						
Bourke	NSW Far West	3	6	425	440	27/10/99
	Wangkumara	8	17	1,064	1,139	27/10/99
Coffs Harbour	Gattang	8	24	1,233	1,303	27/10/99
	Northern Rivers	4	16	899	1,064	27/10/99
Queanbeyan	Bogong	2	4	429	144	27/10/99
	Canberra	4	6		212	27/10/99
	Umbara	6	14	703	546	27/10/99
Sydney *	Campbelltown	3	8	1,632	347	27/10/99
	Coogee	1	6		160	27/10/99
	La Perouse	1	3		130	27/10/99
	Penrith	6	8		485	27/10/99
	Wollongong	1	4		133	27/10/99
Tamworth	Gamilaroi	4	12	647	585	27/10/99
	Quirindi	5	15	523	622	27/10/99
	Tingha	3	14	532	610	27/10/99
Wagga Wagga	Deniliquin	1	2	180	170	27/10/99
	Murrumbidgee/Lachlan	4	7	740	666	27/10/99
	Wirawangam	7	18	850	1,136	27/10/99
<b>State total</b>		<b>71</b>	<b>184</b>	<b>9,857</b>	<b>9,892</b>	

#### Queensland

Brisbane	Brisbane Metro	6	21	1,113	957	27/10/99
	Ipswich and South Coast	4	17	729	678	27/10/99
	North Coast	2	9	218	273	27/10/99
Cairns *	Cairns	5	20	2,186	808	27/10/99
	Innisfail	2	3		202	27/10/99
	Tableland-Douglas	3	12		811	27/10/99
	Yarrabah	2	6		620	27/10/99
Cooktown *	Aurukun	2	5	2,668	456	27/10/99
	Cape York	3	11		713	27/10/99
	Coen	1	2		343	27/10/99
	Hopevale	2	10		593	27/10/99
	Kowanyama	2	3		681	27/10/99

Region	Ward ***	Votes received			Date declared	
		Vacancies	Nominations	1996		1999
<b>Queensland</b>						
Mount Isa	Burke	1	3	434	330	27/10/99
	Carpentaria	1	1	255	N/A	27/10/99
	Mornington	2	5	367	398	27/10/99
	Mount Isa	5	20	526	584	27/10/99
	South East	2	7	334	235	27/10/99
Rockhampton *	Gladstone	2	9	1,551	316	27/10/99
	Longreach	1	1		N/A	27/10/99
	Rockhampton	4	17		384	27/10/99
	Wide Bay	4	9		393	27/10/99
	Woorabinda	1	3		273	27/10/99
Roma *	Cunnamulla	1	7	1,698	374	27/10/99
	Roma	2	8		317	27/10/99
	Toowoomba	6	24		652	27/10/99
	Wondai	3	9		525	27/10/99
Townsville	Charters Towers	1	2	96	98	27/10/99
	Ingham	1	3	228	216	27/10/99
	Mackay	4	9	534	474	27/10/99
	Palm Island	2	5	0	585	27/10/99
	Townsville	4	19	744	670	27/10/99
<b>State total</b>		<b>81</b>	<b>280</b>	<b>13,681</b>	<b>13,959</b>	
<b>Victoria</b>						
Ballarat	Tumbukka	7	19	772	670	21/10/99
	West Melbourne	5	12	382	366	21/10/99
Wangaratta	East Melbourne	6	11	254	231	19/10/99
	Gippsland	3	10	260	275	19/10/99
	Goulburn Valley	3	6	271	226	19/10/99
<b>State total</b>		<b>24</b>	<b>58</b>	<b>1,939</b>	<b>1,768</b>	
<b>Tasmania</b>						
Hobart *	Burnie	4	7	1,094	169	27/10/99
	Hobart	6	14		526	27/10/99
	Launceston	2	4		129	27/10/99
<b>State total</b>		<b>12</b>	<b>25</b>	<b>1,094</b>	<b>824</b>	
<b>Western Australia</b>						
Broome	Broome	6	13	409	466	25/10/99
	Outer Areas	4	16	409	479	25/10/99
Derby	Bandaral Ngadu	5	5	740	N/A	25/10/99
	Jayida Buru	5	8	624	523	25/10/99

Region	Ward ***	Vacancies	Votes received		Date declared	
			Nominations	1996 1999		
<b>Western Australia</b>						
Geraldton *	Gascoyne	3	10	822	372	25/10/99
	Geraldton	4	10		325	25/10/99
	Meekatharra	1	2		136	25/10/99
	Mullewa	1	4		131	25/10/99
	Murchison	1	5		125	25/10/99
Kalgoorlie	Garigurla	4	9	318	384	26/10/99
	Goolbit	3	6	192	201	26/10/99
	Mulga Marlu	2	5	213	212	26/10/99
Kununurra	Kutjungka	2	6	209	159	28/10/99
	Wunan	5	11	682	645	28/10/99
	Yarleyel **	3	1	354	257	28/10/99
Narrogin	Albany	3	10	461	505	25/10/99
	Bunbury	4	10	164	262	25/10/99
	Moora	1	1	37	N/A	25/10/99
	Narrogin	1	6	170	199	25/10/99
	Northam	2	4	184	155	25/10/99
Perth *	Bibra	2	6	1,393	250	27/10/99
	Gnangara	3	14		396	27/10/99
	Walunga	3	12		362	27/10/99
	Wungong	2	11		402	27/10/99
	Yunderup	2	8		273	27/10/99
South Hedland	Ashburton	1	3	98	108	28/10/99
	East Pilbara	1	3	184	139	28/10/99
	Port Hedland	5	10	254	417	28/10/99
	Roebourne	3	7	241	298	28/10/99
Warburton	Cundeelee	1	2	98	122	25/10/99
	Warburton	4	8	547	553	25/10/99
	Western Desert	4	8	312	275	25/10/99
<b>State total</b>		<b>91</b>	<b>234</b>	<b>9,115</b>	<b>9,131</b>	
<b>South Australia</b>						
Adelaide	Kaurna	9	22	499	589	27/10/99
	Murrundi	3	9	346	316	27/10/99
Ceduna	Kakarrara Wilurrara	2	8	115	160	22/10/99
	Wangka Pulka North	4	12	262	372	22/10/99
	Wangka Pulka South	3	6	153	162	22/10/99
Port Augusta	Amata	2	3	162	188	27/10/99
	Cooper Pedy	1	5	177	122	27/10/99
	Indulkana	2	6	278	318	27/10/99
	Nulla Wanga Tjuta North	1	5	59	72	27/10/99
	Nulla Wanga Tjuta South	5	17	361	420	27/10/99
<b>State total</b>		<b>32</b>	<b>93</b>	<b>2,412</b>	<b>2,719</b>	

Region	Ward ***	Votes received				Date declared
		Vacancies	Nominations	1996	1999	
<b>Northern Territory</b>						
Alice Springs	Alice Springs	10	27	938	1,042	28/10/99
Apatula	Artarpilta	4	7	605	657	28/10/99
	Impiyara	1	3	139	151	28/10/99
	Papunya	6	22	1,239	1,419	28/10/99
Darwin	Balang Garnang	1	3	54	45	21/10/99
	Darwin	7	16	825	640	21/10/99
	Palmerston **	3	2	154	96	21/10/99
	Wagait	1	2	146	153	21/10/99
Jabiru	Coburg	1	2	162	213	21/10/99
	Daly River	1	1	337	N/A	21/10/99
	Jabiru	4	7	782	618	21/10/99
	Tiwi Islands	3	4	794	838	21/10/99
	Wadeye	2	2	375	N/A	21/10/99
Katherine	Ward 1	2	5	424	469	25/10/99
	Ward 2	1	3	196	178	25/10/99
	Ward 3	3	14	437	424	25/10/99
	Ward 4	2	3	435	453	25/10/99
	Ward 5	3	5	783	661	25/10/99
Nhulunbuy	Barra	5	12	524	670	22/10/99
	Bulunu	3	9	514	767	22/10/99
	Mamarika	3	5	454	446	22/10/99
Tennant Creek *	Alpurrurulam	1	2	1,135	91	26/10/99
	Barkly	2	5		195	26/10/99
	Tennant Creek	4	7		335	26/10/99
	Wauchope **	3	2		398	26/10/99
<b>State total</b>		<b>76</b>	<b>170</b>	<b>11,452</b>	<b>10,959</b>	
<b>National total</b>		<b>387</b>	<b>1,044</b>	<b>49,550</b>	<b>49,252</b>	

**Notes:**

\* These regions were previously made up of a single ward.

\*\* Further elections for these wards were conducted on 4 December 1999.

\*\*\* Some wards may have been renamed since the 1996 Regional Council elections.

**ATSI—Regional Council casual vacancy statistics—1999 to 2000**

Notification date	Regional council	State	Region	Ward	Former member	New member	Eligible candidates	Post date	Declaration date	Declarations received
28/10/99	Wangka Wilurrara	SA	Ceduna	Wangka Pulka South	Jennifer Johncock	Barry Jack Johncock	3	29/10/99	19/11/99	2
21/12/99	Tumbukka	VIC	Ballarat	Tumbukka	Geoff Clark	Tim Chatfield	12	23/12/99	13/1/00	5
16/3/00	Jabiru	NT	Jabiru	Jabiru	Jonathan Nadji	Lynette Miller	3	7/4/00	28/4/00	2
16/3/00	Ngarda-Ngarli-Yarrdu	WA	South Hedland	Roebourne	John Cedar	Wilfred Hicks	4	10/4/00	1/5/00	3
31/3/00	Yilli Rreung	NT	Darwin	Darwin	Greg Bonson	Rose Damaso	9	17/4/00	8/5/00	3
1/5/00	South East Queensland Indigenous	QLD	Brisbane	Brisbane Metro	Les Malezer	Fred Coolwell	15	18/5/00	8/6/00	9

**ATSI—1999 Zone Representatives results**

Zone	Regions in zone	Number of nominations	Regional council members	Votes recorded
New South Wales (East)	Coffs Harbour Tamworth	5	24	24
New South Wales (Metropolitan)	Sydney	3	12	12
New South Wales (West)	Bourke Queanbeyan Wagga Wagga	1	35	Unopposed
Northern Territory (Central)	Alice Springs Apatula Tennant Creek	2	31	29
Northern Territory (North)	Darwin Jabiru Katherine Nhulunbuy	7	45	39
Queensland (Far North West)	Cooktown Mt Isa	4	21	21
Queensland (Metropolitan)	Brisbane	5	12	12
Queensland (North)	Cairns Townsville	3	24	24
Queensland (South)	Rockhampton Roma	2	24	24
South Australia	Adelaide Ceduna Port Augusta	6	32	31
Tasmania	Hobart	4	12	12
Torres Strait	Thursday Island Horn/Prince of Wales Islands	2	20	19
Victoria	Ballarat Wangaratta	4	24	23
Western Australia (Central)	Geraldton South Hedland	3	20	2
Western Australia	Broome (North) Derby Kununurra	4	30	2
Western Australia	Kalgoorlie (South East) Warburton	3	18	1
Western Australia	Narrogin (South West) Perth	7	23	2



**ATSI—Regional council officeholders elections**

Zone	Regions in zone	Number of nominations	Regional council members	Votes recorded
Adelaide	Chairperson	3	12	12
	Deputy Chairperson	3		12
Alice Springs	Chairperson	2	10	10
	Deputy Chairperson	2		10
Apatula	Chairperson	1	11	Unopposed
	Deputy Chairperson	2		11
Ballarat	Chairperson	2	12	12
	Deputy Chairperson	2		12
Bourke	Chairperson	2	11	11
	Deputy Chairperson	2		11
Brisbane	Chairperson	3	12	12
	Deputy Chairperson	1		Unopposed
Broome	Chairperson	3	10	10
	Deputy Chairperson	2		10
Cairns	Chairperson	3	12	12
	Deputy Chairperson	3		12
Ceduna	Chairperson	3	9	8
	Deputy Chairperson	4		8
Coffs Harbour	Chairperson	1	12	Unopposed
	Deputy Chairperson	2		12
Cooktown	Chairperson	2	10	10
	Deputy Chairperson	1		Unopposed
Darwin	Chairperson	3	12	11
	Deputy Chairperson	3		11
Derby	Chairperson	4	10	10
	Deputy Chairperson	3		10
Geraldton	Chairperson	2	10	10
	Deputy chairperson	2		10
Hobart	Chairperson	2	12	12
	Deputy Chairperson	4		12
Jabiru	Chairperson	4	11	10
	Deputy Chairperson	3		10
Kalgoorlie	Chairperson	5	9	9
	Deputy Chairperson	3		9
Katherine	Chairperson	5	11	10
	Deputy Chairperson	4		10
Kununurra	Chairperson	2	10	10
	Deputy Chairperson	2		10

**ATSIC—Regional council officeholders elections *continued***

Zone	Regions in zone	Number of nominations	Regional council members	Votes recorded
Mount Isa	Chairperson	3	11	11
	Deputy Chairperson	4		11
Narrogin	Chairperson	3	11	11
	Deputy Chairperson	4		11
Nhulunbuy	Chairperson	4	11	7
	Deputy Chairperson	3		8
Perth	Chairperson	3	12	12
	Deputy Chairperson	3		12
Port Augusta	Chairperson	2	11	11
	Deputy Chairperson	2		11
Queanbeyan	Chairperson	5	12	12
	Deputy chairperson	3		12
Rockhampton	Chairperson	3	12	12
	Deputy Chairperson	2		12
Roma	Chairperson	2	12	12
	Deputy Chairperson	2		12
South Hedland	Chairperson	1	10	Unopposed
	Deputy Chairperson	1		Unopposed
Sydney	Chairperson	3	12	12
	Deputy Chairperson	2		12
Tamworth	Chairperson	4	12	12
	Deputy Chairperson	2		12
Tennant Creek	Chairperson	1	10	Unopposed
	Deputy Chairperson	1		Unopposed
Torres Strait Regional Authority	Chairperson	5	20	19
	Deputy Chairperson	2		19
Townsville	Chairperson	3	12	12
	Deputy Chairperson	2		12
Wagga Wagga	Chairperson	2	12	12
	Deputy Chairperson	1		Unopposed
Wangaratta	Chairperson	2	12	12
	Deputy Chairperson	2		12
Warburton	Chairperson	1	9	Unopposed
	Deputy Chairperson	1		Unopposed

## APPENDIX G

### Consultancies applicable to 1999–2000 financial year

The AEC's policy for the engagement of consultants is contained in section 7 of the Electoral Commissioner's Finance Directions. The AEC may engage consultants under section 35(2) of the *Commonwealth Electoral Act 1918*. Consultants are normally only engaged where projects or assignments can be clearly specified in terms of a final product or outcome such as:

- evaluation of tenders;
- review of procedures;
- development of a system or specified enhancement to an existing system; or
- training staff in specialised skills.

Before the delegate gives approval to engage a consultant, the following criteria must be met:

- the consultancy must meet AEC corporate planning objectives;

- alternatives to the use of consultants must have been fully considered;
- the required skills are not readily available in the AEC;
- the consultancy must not be used to circumvent other processes within the AEC;
- cost and timeframes must be reasonable;
- selection arrangements must:
  - be publicly defensible
  - result in fair competition
  - provide effective services
  - provide value for money
  - promote open and effective competition
- the consultancy must have been budgeted for;
- clear and comprehensive specifications and outcomes developed; and
- the criteria for evaluation of responses has been developed.

Proposed consultancies in excess of \$200,000 are considered by the Executive Committee.

## Consultancy contracts over \$10,000 let during 1999–2000

Name of consultant	Nature/purpose of consultancy	Contract price	Selection process used	Publicly advertised	Reason for consultancy
Michels Warren	Public relations for the 1999 Federal Referendum	\$211,946	Selective tender	No	*
ARTD Management and Research Consultants	Research on the referendum advertising campaign for Indigenous electors	\$20,000	Selective tender	No	*
Perform Information Design Solutions	Design of all electoral forms	\$18,475	Selective tender	No	*
Delson Systems Pty Ltd	Develop software for 'Certified List' printing	\$17,718	Selective tender	No	*
Goninan and Associates Pty Ltd	Quality assure 1998–99 Financial Statements	\$15,160	Selective tender	No	*
RE Beckman and Assoc	Electoral education programs evaluation	\$57,486	Selective tender	Yes	**
Interim Technology Associates	Provide technical advice on software applications	\$240,000	Selective tender	Yes	*
MASTECH Asia Pacific Pty Ltd	Provide technical advice on software applications	\$250,000	Selective tender	Yes	*
Remunerator (AUST) Pty Ltd	Administration of a flexible remuneration service (salary sacrifice scheme)	\$10,070	Selective tender	Yes	***
PSI Consulting Pty Ltd	AEC PIC Corporate Services Review	\$146,000	Selective tender	Yes	**
Interim Technology Associates	Information technology assistance program (PNG)	\$13,756	Selective tender	No	*
PSI Consulting Pty Ltd	Property management review	\$27,000	Selective tender	No	**
Electronic Services Pty Ltd	Maintenance of the AEC's web site	\$81,000	Selective tender	No	*
Eureka Strategic Research	Tracking research and post polling of AEC's 1999 Federal Referendum advertising	\$131,803	Selective tender	No	*****
Wallis Consulting Group	Information Technology Branch Customer Service Unit survey	\$13,210	Selective tender	No	****

### Key to 'Reason for consultancy'

- \* Expertise not available in the AEC
- \*\* Need for independent study
- \*\*\* Government initiative
- \*\*\*\* Need for independent survey
- \*\*\*\*\* Auditing expertise

# Glossary

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<b>AAT</b>	Administrative Appeals Tribunal	<b>Court of Disputed Returns</b>	A candidate, elector or the AEC may dispute the validity of an election by a petition to the High Court sitting as the Court of Disputed Returns. The court has wide powers to resolve the matter
<b>AEC</b>	Australian Electoral Commission	<b>CPSU</b>	Community and Public Sector Union
<b>AECPAY</b>	The staffing management and payroll processing application used in the employment and payment of casual staff (in particular election casuals, polling officials, and electoral roll review officers) employed under the <i>Commonwealth Electoral Act 1918</i>	<b>CRU</b>	Continuous Roll Update
<b>ANAO</b>	Australian National Audit Office	<b>CSC</b>	Computer Science Corporation Australia Pty Ltd
<b>APS</b>	Australian Public Service	<b>CSU</b>	Client Services Unit
<b>APVIS</b>	Automated Postal Vote Issuing System	<b>EEC</b>	Electoral Education Centre
<b>ATSIC</b>	Aboriginal and Torres Strait Islander Commission	<b>EEO</b>	Equal Employment Opportunity
<b>AWAs</b>	Australian Workplace Agreements	<b>ELIAS</b>	Elector Information Access System
<b>CCD</b>	Census Collection District	<b>ELMS</b>	Computerised federal Election Management System
<b>CEIs</b>	AEC's Chief Executive Instructions	<b>ERC</b>	Estimates Review Committee
<b>COMCARE</b>	The body corporate established by section 68 of the <i>Safety, Rehabilitation Compensation Act 1988</i> , which administers compensation arrangements for Commonwealth employees	<b>ERR</b>	Electoral Roll Review
<b>Corporate governance</b>	Processes encompassing authority, accountability, stewardship, leadership, direction and control of an organisation	<b>Financial year</b>	From 1 July to 30 June inclusive
		<b>FMIS</b>	Financial Management Information System
		<b>FOI</b>	Freedom of information
		<b>Funding and Disclosure</b>	This has two main parts: public funding of election campaigns and disclosure of certain financial details by candidates, political parties and other persons and groups who submit returns to the AEC. It helps to manage public funding and

	disclosure provisions in accordance with the <i>Commonwealth Electoral Act 1918</i>		
<b>IT</b>	Information technology		
<b>JSCEM</b>	Joint Standing Committee on Electoral Matters	<b>re-enrolments</b>	equal representation the boundaries must be re-drawn periodically Addition to the roll of the names of electors who are not currently enrolled but who have a history of enrolment
<b>New enrolments</b>	Addition to the roll of the names of electors who have no enrolment history	<b>referendum</b>	A proposal to alter the Constitution put to the vote. The Australian Constitution can only be altered by a majority of electors in a majority of states passing the proposed amendment
<b>Nominations system</b>	The system accepts candidate details and produces data for other systems that are used in the conduct of the election. It also automatically produces camera-ready ballot papers for both ordinary and postal ballot papers	<b>re-instatements</b>	Addition to the roll of the names of electors who have been removed from the roll incorrectly. This includes people who have been removed from the roll by objection action but are subsequently found to have moved to another address within the same subdivision
<b>OH&amp;S</b>	Occupational health and safety	<b>RMANS</b>	Computerised Federal Electoral Roll Management System
<b>Polling Place Management System</b>	The system maintains a national polling place register. It provides a management system for the appointment, abolition, change of name and change of location of polling places. The system also maintains historical data relevant to each polling place, and is used by other Election Management Systems (ELMS)	<b>roll</b>	The list of voters eligible to vote at an election
<b>redistribution</b>	A redistribution is the redrawing of the boundaries of the federal electoral divisions for a State or Territory. The size of these divisions is determined by population. To ensure	<b>roll-based products</b>	Products generated by computer from the Federal electoral roll
		<b>transfers</b>	Transfer of enrolment details of currently enrolled electors when they move to an address in another division
		<b>TSRA</b>	Torres Strait Regional Authority

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