



# Australian Electoral Commission 2001–2002 Annual Report

2002 YEAR OF THE OUTBACK



Electoral Commissioner

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Senator the Hon. Eric Abetz  
Special Minister of State  
Parliament House  
Canberra ACT 2600

Dear Minister

In accordance with section 17 of the *Commonwealth Electoral Act 1918* we have pleasure in submitting the Australian Electoral Commission's annual report and financial statements for the year ending 30 June 2002.

Yours sincerely

T.R. Morling  
Chairperson

Andy Becker  
Electoral Commissioner

Dennis Trewin  
Commissioner

25 September 2002

**AUSTRALIAN ELECTORAL  
COMMISSION ANNUAL REPORT  
2001-02**

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Cover (main picture) – Remote polling for the 2001 federal election at the community of Minyallina (Campbell Springs), an outstation of Borroloola in the Gulf of Carpentaria.

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# Report

## ABOUT THIS REPORT

**The annual report of the Australian Electoral Commission (AEC) documents the AEC's performance for the financial year ending 30 June 2002.**

The report is presented in six main parts:

- a review by the Electoral Commissioner including a summary of significant developments, an overview of the AEC's performance and the outlook for the year 2002-03
- an overview of the AEC including its legislative basis and structure
- an outline of highlights and outcomes for the organisation over the past 12 months
- a report on the AEC's performance that is structured around the organisation's outcomes and outputs framework identified in its 2001-02 portfolio budget statements, Corporate Plan 1999-02 and National Operational Plan 2001-02. This section lists financial and staffing resources summaries, descriptions of the outcome and performance information as well as outputs that were produced in achieving the planned outcomes
- a report on management and accountability in the areas of corporate governance, external scrutiny, human resources management, purchasing, assets, consultants and competitive tendering and contracting, and
- information required to be reported by legislation and other reporting requirements. This section also includes appendices with detailed information and statistics.

Financial statements can be found on page 97. A glossary of terms and abbreviations can be found on page 179.

### OUR READERS

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

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

### CONTACT OFFICER

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# Report

## ELECTORAL COMMISSIONER'S REPORT



“Our success in conducting the 2001 federal election is testimony to the unrivalled professionalism of AEC staff and I express my sincere thanks for their dedication and commitment.”

**That a General Election is a watershed in Australia's history is unarguable. The year of the election is of no less significance for the Australian Electoral Commission, as the expertise and dedication of its staff in planning and preparing for the largest of peacetime events, bear fruit. It is also a time when intense public scrutiny and the transparency of the system satisfy a number of objectives, from reassuring the electorate of the integrity of the democratic process, to providing a showcase for the professionalism of an otherwise self-effacing AEC contingent.**

A snapshot of the November 10 election demonstrates the scale of the task involved. During the 2001 election, the AEC managed over 7,700 polling places, coordinated over 100 mobile polling teams and over 100

overseas polling places and engaged over 60,000 temporary staff. Over 5.6 million hits were received on our election night website and more than 500,000 calls answered in the national call centre – a significant improvement in capacity compared with the 1998 election.

The AEC also conducted an extensive public information campaign for the 2001 election to maximise public awareness and participation. The integrated campaign consisted of national and local advertising, public relations activities, Internet websites including the virtual tally room on election night and publications including the elector leaflet distributed to over 7.5 million households. Elements of the campaign which were targeted at electors with particular information needs included advertising in 19 indigenous and 18 other languages, advertising and public relations messages in youth and disability media, an interpreting telephone service covering 15 languages and community education programs.

The success in conducting the 2001 federal election is testimony to the unrivalled professionalism of AEC staff and I express my sincere thanks for their dedication and commitment.

Turning to other matters, international demand for AEC assistance continued to grow. In conjunction with the Papua New Guinea Electoral Commission and the UN sponsored Independent Electoral Commission in East Timor, AusAID-funded capacity building programs were delivered in both countries. Other highlights of the year's activities included major AusAID-funded projects in support of the elections held in Fiji and the Solomon Islands and preparatory work for the implementation of a new voter registration system throughout the Federated States of Micronesia. In addition, for the federal election, the AEC arranged its largest ever international visitor program, involving over 60 participants from 19 countries.

Underpinning many of these activities was innovative work in the development of generic voter registration systems and with the International Institute for Democracy and Electoral Assistance and the Electoral Assistance Division of the United Nations, producing a ground-breaking course for electoral administrators in developing countries.

During the past year, the AEC's management of the electoral roll came under further scrutiny. In May 2001, the Australian National Audit Office (ANAO) commenced a performance audit on the integrity of the electoral roll. The ANAO concluded that the electoral roll is of high integrity and can be relied on for electoral purposes and found also that AEC roll management, policies and procedures are effective. The audit also found that some areas of the AEC's management of the roll could be improved by better targeting and expansion of data sources to update the roll, strengthening strategic relationships with key stakeholders and better identification and management of risks relating to roll integrity. It also made 12 recommendations aimed at improving the integrity of the roll, all of which the AEC supports and is working to implement.

A second area of public scrutiny relates to the party registration and funding and disclosure provisions of the CEA. An inquiry into electoral funding of political parties commenced in July 2001 but unfortunately was not able to be finalised before Parliament was prorogued. The AEC has made a number of recommendations on these matters and hopes that the Joint Standing Committee on Electoral Matters may yet address them.

Corporate governance and leadership development have continued to be a main focus for the administration of the AEC over the past year. In July 2001 we introduced our new strategic plan which outlined the eight strategies identified as keys to the ongoing development of our business. These include developing a number of service delivery options for customers, running workshops to understand what issues concern our customers and staff, implementing measures that further enhance the accuracy of the electoral roll and finalising our leadership development process. During the past year, we also established a new corporate governance

framework to support our revised structure and strategic direction. I believe that we are already seeing the benefits of this new framework in terms of performance and accountability and a better integration of the management of outcomes and outputs with business planning and reporting.

A number of significant senior management changes took place during the year. In Canberra, I was pleased to welcome Tim Pickering and Barbara Davis as First Assistant Commissioners Electoral Operations and Business Support respectively and congratulate our five new Assistant Commissioners on their appointments. In the States, we welcomed three new Australian Electoral Officers – Chris Drury in South Australia, David Farrell in New South Wales and Daryl Wight in Victoria. And, we bade farewell to their predecessors, Geoff Halsey, Frances Howat and David Muffet. Bob Longland too, left us after many years as AEO Queensland to become that State's Electoral Commissioner.

The year ahead promises to be both a rewarding and relatively tough one for the AEC. In the immediate future, we will be managing ATSIC elections, continuing to provide electoral advice and assistance to emerging nations and forging ahead with our eight major strategies. But it will also bring with it an extremely tight budgetary situation – one that will see the AEC having to match priorities closely with available resources. However, I am confident that, with the support of the management team and our dedicated and committed staff, we can meet these challenges.



**Andy Becker**  
Electoral Commissioner





## Overview

# THE AUSTRALIAN ELECTORAL COMMISSION

### AEC overview

The AEC is responsible for providing Australia's people with an independent electoral service capable of meeting their needs, while enhancing their understanding of, and participation in, the electoral process.

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

### DESCRIPTION

The organisation operates as an independent statutory authority under the *Commonwealth Electoral Act 1918* and is responsible for the federal electoral system in Australia. The Commonwealth Electoral Act was amended in 1984, which established the Commission with three commissioners. At 30 June 2002, these commissioners were:

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

The AEC operates over a wide geographical base, with a central office in Canberra and a head office in each State capital and Darwin. There are 150 House of Representatives electoral divisions and each has its own divisional office.

### ROLE AND FUNCTIONS

#### LEGISLATIVE BASIS AND POWER

The AEC operates under the following legislative authority:

- the *Commonwealth Electoral Act 1918* for:
  - conducting federal elections
  - maintaining the electoral roll
  - promoting public awareness of electoral education and information programs and by other means

- providing international electoral assistance in cases approved by the Minister for Foreign Affairs and Trade
- registering political parties
- paying public funding to election candidates and parties and disclosing financial details for political parties and others
- determining representation entitlements
- the *Referendum (Machinery Provisions) Act 1984* for conducting referendums
- the *Commonwealth Electoral Legislation (Provision of Information) Act 2000* relating to the provision of elector information on tape or disk under the *Commonwealth Electoral Act 1918*
- the *Representation Act 1983* increasing the number of Senators for each State to 12
- the *Aboriginal and Torres Strait Islander Commission Act 1989* for conducting elections for the Aboriginal and Torres Strait Islander Commission (ATSIC), and
- the *Workplace Relations Act 1996* for conducting industrial elections.

It is from this legislation that the AEC's core business processes, purpose, values and leadership capabilities have been developed.

#### CORE BUSINESS PROCESSES

The AEC's core business processes are to:

- prepare for, conduct and review elections
- manage the electoral roll
- educate and inform the community to participate in the electoral process
- provide advice and assistance on electoral matters in Australia and overseas
- ensure political parties comply with financial disclosure requirements, and
- support electoral redistributions.

## PURPOSE

Its purpose is to help its primary customer, the eligible voter, to have a say in who will represent them in the government of Australia.

## VALUES

The AEC fosters the following core values in its staff:

- independence and neutrality
- integrity and accuracy
- mutual respect
- respect for the law
- service, and
- transparency.

## LEADERSHIP CAPABILITIES

The organisation encourages and supports its leaders to:

- provide direction
- communicate well
- create the right climate
- be values driven
- be people focused, and
- be achievement oriented.

## ORGANISATIONAL STRUCTURE

The AEC provides Australians with an independent electoral service, which meets their electoral needs and which encourages them to participate in the electoral process. The organisational structure for 2001-02 is shown in [figure 1](#) on page 10.

The membership of senior management committees and their roles is shown in [figure 7](#) on page 78 under management and accountability. Further information on the organisation is shown under AEC offices on page 8.

## THE 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 Act.

The Electoral Commissioner, as Chief Executive Officer, has the powers of a Secretary of a Department of the Commonwealth and has responsibility for management of and strategic leadership in relation to:

- the AEC's enrolment and election activities
- conducting:
  - federal parliamentary elections and referendums
  - certain other elections including for ATSI and for industrial organisations
  - electoral education programs
- conducting electoral research
- administering the AEC's human, financial and other resources
- providing assistance for elections and referendums in foreign countries, and
- national dissemination of electoral information and education services.

## SENIOR EXECUTIVES AND THEIR RESPONSIBILITIES

Assisting the Electoral Commissioner is a Deputy Electoral Commissioner, two First Assistant Commissioners and five Assistant Commissioners. Australian Electoral Officers assist the Electoral Commissioner for each State and the Northern Territory.

### AUSTRALIAN ELECTORAL OFFICERS:

New South Wales	Mr David Farrell
Victoria	Mr Daryl Wight
Queensland	Mr Paul Anderson (Acting)
Western Australia	Ms Anne Bright (Acting)
South Australia	Dr Chris Drury
Tasmania	Mr Alex Stanelos
Northern Territory	Mr Bill Shephard

## AEC OFFICES

Offices are organised geographically with a central office in Canberra and a head office in each State and the Northern Territory. Divisional offices are located in or near each of the 150 House of Representatives electoral divisions.

### CENTRAL OFFICE

The AEC's central office is organised functionally into the following branches, each managed by an Assistant Commissioner:

- Elections Branch
- Enrolment and Education Branch
- Information and Research Branch
- Corporate Services Branch, and
- Information Technology Branch.

In addition, there is a Strategic Policy Unit which reports directly to the Electoral Commissioner, and an International Section, which reports directly to the Deputy Electoral Commissioner.

## THE AEC IN THE STATES AND NORTHERN TERRITORY

Australian Electoral Officers (AEOs) for each State and the Northern Territory are responsible for managing activities within the State or Territory, including conducting elections for the Senate and the House of Representatives and referendums.

Each State and Territory is divided into electoral divisions that correspond to the number of members of the House of Representatives to which they are entitled. There is now a total of 150 electoral divisions. The New South Wales AEO has administrative responsibility for the Australian Capital Territory division between elections. During an election period, an Australian Capital Territory AEO is appointed.

## **CONTACT DETAILS**

The AEC national telephone enquiry number is 13 23 26.

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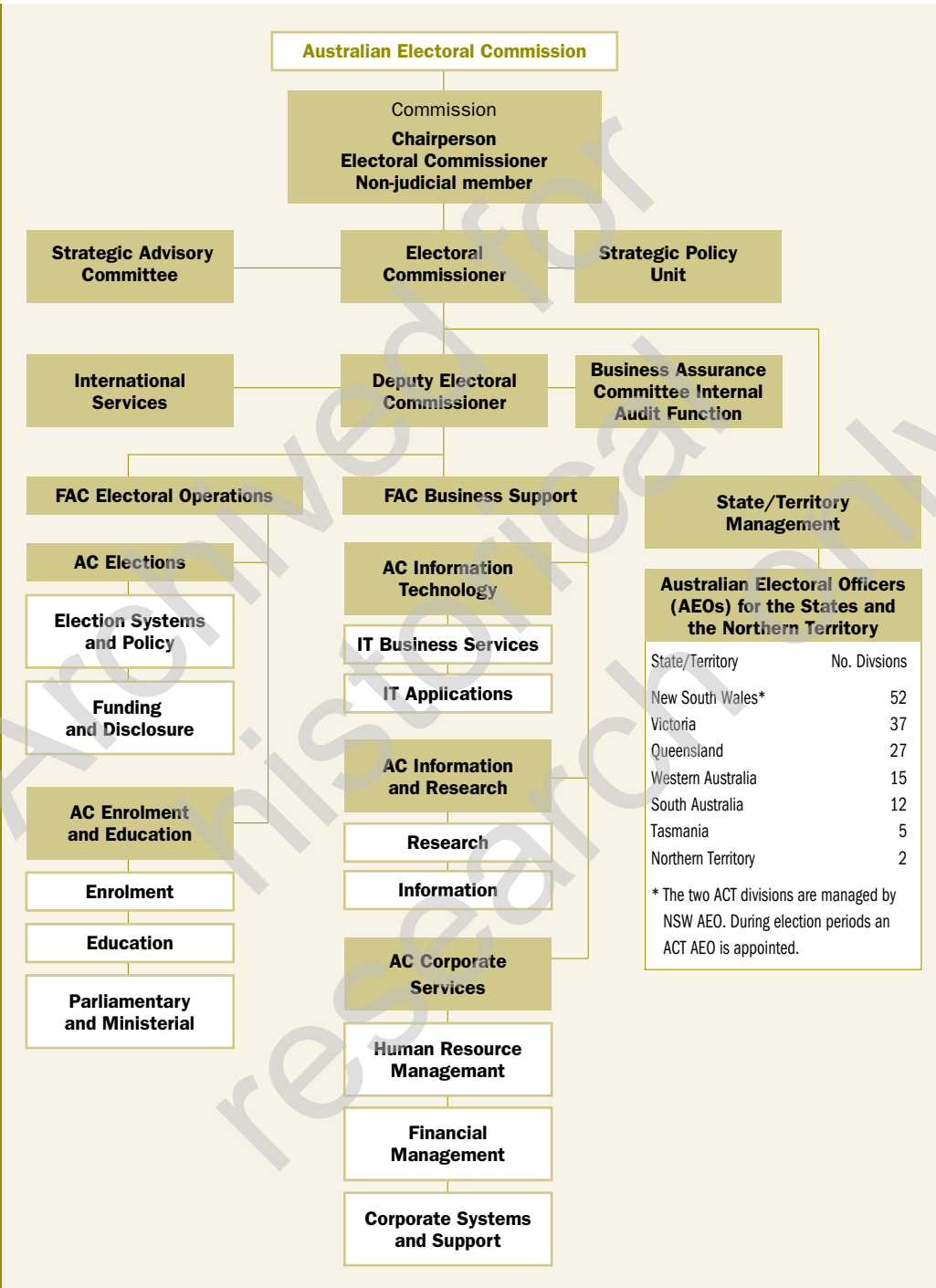
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### **NORTHERN TERRITORY**

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**FIGURE 1: ORGANISATIONAL CHART**



## OUTCOME AND OUTPUT STRUCTURE

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

**FIGURE 2: AEC'S OUTCOME AND OUTPUT STRUCTURE**

### OUTCOMES

Electoral roll management	Elections, ballots and referendums	Electoral education
1. Australians have an electoral roll which ensures their voter entitlement and provides the basis for the planning of electoral events and electoral redistributions	2. Stakeholders/customers have access to and advice on impartial and independent electoral services and participate in electoral events	3. An Australian community which is well informed about electoral matters

### OUTCOME PERFORMANCE

<ul style="list-style-type: none"> <li>95% of people eligible to vote are on the electoral roll</li> <li>Australians have access to their voting entitlement</li> <li>Electoral roll meets requirements to a high degree for providing the basis for planning electoral events and electoral redistributions</li> <li>A high level of stakeholder and customer satisfaction with electoral products and services</li> </ul>	<ul style="list-style-type: none"> <li>96% of voters turnout at electoral events</li> <li>Legislative requirements are met</li> <li>Customer service charter standards are met to a high level</li> </ul>	<ul style="list-style-type: none"> <li>High level of perceived understanding of electoral events and processes by participants in education forums</li> <li>High level of customer satisfaction</li> </ul>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### OUTPUTS

Output group 1.1	Output group 2.1	Output group 3.1
1.1.1 Electoral roll (RMANS)	2.1.1 Federal elections, referendums and by-elections	3.1.1 Electoral education centres (EECs)
1.1.2 Electoral roll updates (ERR/CRU)	2.1.2 Party registrations	3.1.2 School and community programs
1.1.3 Roll products and services	2.1.3 Funding and disclosure services	
1.1.4 Support services for electoral redistributions	2.1.4 Public awareness campaigns and media releases	
	2.1.5 Information services	
	2.1.6 Industrial elections and ballots for organisations	
	2.1.7 ATSIC elections	
	2.1.8 State and local government elections	
	2.1.9 Advice and assistance in overseas elections	

Archived for  
historical  
research only





**Highlights**

AEC HIGHLIGHTS

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historical  
research only

# Highlights

## AEC HIGHLIGHTS

### **ELECTORAL ROLL MANAGEMENT**

- 12.74 million people were enrolled at 30 June 2002 or about 95 per cent of Australians who are eligible to enrol. This is an increase of 186,836 electors on the roll from the 2000-01 year.
- 2.98 million enrolment transactions were conducted for the year.
- There were 650,654 additions to the roll, 771,328 transfers between divisions and 1,093,071 address changes and other amendments made to elector details.
- 363,245 enrolments were received from first time electors.
- The continuous roll update (CRU) system was broadened to enable review and confirm elector addresses against those held on external databases.
- A new computerised data management system enabled online verification of Australian citizenship.
- An ANAO audit validated the integrity of the electoral roll.

### **ELECTIONS, BALLOTS AND REFERENDUMS**

- A successful 2001 federal election was conducted in November with voter participation at 94.85 per cent. Materials were supplied and delivered to more than 7,700 polling locations throughout Australia and overseas.
- The Aston by-election was also conducted successfully, together with 493 ballots for industrial organisations and 38 fee-for-service ballots.
- Preparations are well advanced for the October 2002 ATSIC election.
- The AEC's computerised election management systems were reviewed and enhanced for the federal election.
- Internet-based training packages were developed to provide better and more convenient training for AEC staff in remote, regional or international areas.
- The total amount of public funding paid to political parties and candidates for the federal election was \$38.56 million.

- An integrated public awareness campaign was conducted to reach 7.5 million households and 100 per cent of electors. Materials were translated into 26 ethnic and 19 indigenous languages and included materials in large print, Braille and audio cassettes.
- The AEC website was reviewed and enhanced to better meet the needs of clients and stakeholders. Modifications were made to the virtual tally room and new content was developed to support the federal election. The site handled more than 5.6 million hits on election night with a 100 per cent success rate and response rate of less than one second. There were 800,000 page views with an average visitor length of just over half an hour.
- Over 500,000 calls were answered at the AEC call centre during the election period.
- 10 applications for new parties were processed.
- Advice and assistance was provided in overseas electoral matters in Papua New Guinea, East Timor, Solomon Islands, Fiji, Botswana and the Federated States of Micronesia.
- The largest ever election visitor program was conducted with 86 guests from 19 countries travelling to Australia to witness the AEC's administration and conduct of the 2001 federal election.

### **ELECTORAL EDUCATION**

- High participation in AEC electoral education programs was recorded including the school and community visits program and the Your Vote Counts teacher education program.
- Over 95 per cent of participants were satisfied with electoral education programs and services.
- More than 3,300 electoral education sessions were conducted.
- A program of development for the AEC's electoral education centres (EECs) continued. Visitor numbers for Canberra were 65,209, Melbourne 32,672, Adelaide 8,212 and Perth 10,047.
- The *Helping you have your say* exhibition opened at Old Parliament House in Canberra in September.

## **AEC FINANCIAL**

- An ANAO audit of the AEC's financial statements has been returned without qualification.
- Budget figures are consistent with estimates for the year.
- Revenue from sales is higher than estimates because of increased international activities.

## **CORPORATE GOVERNANCE**

- A revised strategic planning and leadership framework was developed with the AEC's values, capabilities and core business processes reviewed.
- A new governance framework was established to support a revised strategic direction and to strengthen performance and accountability structures.
- The governance framework now integrates management of outcomes and outputs with business planning and reporting.
- The AEC's current workplace diversity program is being reviewed and revised in line with the organisation's changing work environment.
- A series of focus groups staged around Australia has found that public perception of the AEC is positive.

## **AEC PEOPLE**

- The AEC employed 861 people at 30 June 2002.
- Senior AEC executives continued to develop a leadership behavioural model.
- A revised action plan was developed to combat workplace harassment.
- An improved Intranet facility now has an enhanced, user-friendly format and specific sites for HR policies, workplace harassment, performance management, leadership development, occupational health and safety and diversity.
- A comprehensive review of the AEC's workforce was undertaken, and short and long-term succession strategies are being developed at the State and Territory level.



## Outcome 1

# REPORT ON PERFORMANCE

### Electoral roll management

The AEC's first outcome – electoral roll management – ensures Australians have their voter entitlement and provides the basis for planning electoral events and electoral redistributions.

# Outcome 1

## OUTCOME 1

### **2001-02 HIGHLIGHTS**

- 12,741,980 million people were enrolled to vote at 30 June 2002 including 363,245 new or first time electors who enrolled between 1 July 2001 to 30 June 2002.
- The national implementation of the continuous roll update program progressed with the addition of a number of large State and Territory external data sources and a major programming upgrade of IT systems. This allowed review activities in all States and Territories to be consolidated. Continual targeted reviewing identifies potential new electors and possible changes to entitlements of existing electors and electors no longer entitled to enrol (eg deceased).

## OUTCOME 1 – SUMMARY OF RESOURCES

TABLE 1: OUTCOME 1 – ELECTORAL ROLL MANAGEMENT

	Budget	Actual expenses	Budget
	2001-02 \$'000	2001-02 \$'000	2002-03 \$'000
<b>Price of departmental outputs</b>			
<i>Commonwealth Electoral Act 1918 –</i>			
Electoral Roll Review – Special Appropriation			
Output 1.1.2 – Electoral roll updates (ERR/CRU)	9,000	9,000	9,000
<b>Total special appropriations</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>
<b>Departmental appropriations</b>			
Output Group 1.1 – Electoral roll management			
Output 1.1.1 – Electoral roll (RMANS)	21,924	15,463	18,961
Output 1.1.2 – Electoral roll updates (ERR/CRU)	9,286	16,121	18,055
Output 1.1.3 – Roll products and services	650	535	737
Output 1.1.4 – Support services for electoral redistributions	316	308	714
<b>Total output group 1.1</b>	<b>32,176</b>	<b>32,427</b>	<b>38,467</b>
Total revenue from government (appropriations) contributing to price of departmental outputs	41,176	41,427	47,467
Revenue from other sources	3,500	4,719	3,840
<b>Total revenue from other sources</b>	<b>3,500</b>	<b>4,719</b>	<b>3,840</b>
<b>Total price of departmental outputs</b> (Total revenue from government and from other sources)	<b>44,676</b>	<b>46,146</b>	<b>51,307</b>
<b>Total estimated resourcing for outcome 1</b> (Total price of outputs and administered appropriations)	<b>44,676</b>	<b>46,146</b>	<b>51,307</b>
		<b>2001-02</b>	<b>2002-03</b>
<b>Average staffing level (number)</b>		<b>321</b>	<b>402</b>

The AEC also employs temporary staff to assist with enrolment and roll review activities. The full-time equivalent number for 2001-02 was 106 and estimate for 2002-03 is 82.

## OUTCOME 1 – ELECTORAL ROLL MANAGEMENT

The AEC continued its ongoing enrolment activities during the year. Key actions included:

- processing enrolments and amendments to elector and address information to ensure that the roll remains accurate and up-to-date
- processing enrolment forms received in a timely manner (the target is within three days), and
- stimulating enrolment and checking enrolment details under the continuous roll update (CRU) program.

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

The following report details outcome 1 performance results for 2001-02 against the output group of electoral roll management, namely:

- electoral roll
- electoral roll update
- roll products and services, and
- support services for electoral redistributions.

## OVERALL PERFORMANCE RESULTS

**TABLE 2: OUTCOME 1 – ELECTORAL ROLL MANAGEMENT**

Output group	Performance indicator and target	Performance results
<b>ELECTORAL ROLL MANAGEMENT</b>	Percentage of people eligible to vote who are on the electoral roll – target is 95%.	12.74 million people enrolled at 30 June 2002, an estimated 95% of eligible persons (based on ANAO audit and regular Newspoll surveys).
	Extent to which Australians have access to their voting entitlement – target is 100%.	Policies and procedures in place to ensure that all eligible Australians have access to their voting entitlement (eg voter entitlement information, roll updates and convenient and accessible polling arrangements).
	Extent to which the electoral roll provides the basis for planning of electoral events and electoral redistributions – target is to meet 90% of requirements.	Enrolment data was used to successfully run polling place and staffing estimates for the 2001 federal election. Data also used to commence the redistribution of electoral boundaries in Victoria.
	Level of stakeholder and customer satisfaction with electoral products and services – target is to meet customer service charter requirements.	Continual liaison with key stakeholders throughout the year ensured regular feedback on AEC service provision. The majority of this feedback was very positive.



## **ANALYSIS: ELECTORAL ROLL MANAGEMENT**

For 2001-02, the principal outputs to meet the outcome of an accurate and up-to-date roll were further expansion and consolidation of the CRU program, the supply of roll products for a range of electoral events and the maintenance of joint roll arrangements with State and Territory governments.

At 30 June 2002, there were 12,741,980 people enrolled, or about 95 per cent of those eligible to enrol. The participation rate, combined with a high level of enrolment transactions (2,978,634 for the year including deletions), is evidence of the roll's high level of currency and accuracy.

## **VARIATIONS TO PERFORMANCE TARGETS**

There were no changes to performance targets for outcome 1 and its supporting outputs from those contained in the 2001-02 portfolio budget statements.

## **PURCHASER/PROVIDER ARRANGEMENTS**

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

## **EXTERNAL SCRUTINY OF ELECTORAL MATTERS**

The Australian National Audit Office (ANAO) conducted a performance audit of the AEC between May 2001 and February 2002 to examine the integrity of the electoral roll. The report was tabled in Parliament in April 2002.

The audit consisted of file and document reviews, interviews with AEC staff, interviews with State and Territory electoral authorities and the secretariats of both the Joint Standing Committee on Electoral Matters and the Electoral Council of Australia. The ANAO also independently tested the roll, matching data on the electoral roll with data from the Health Insurance Commission and other relevant sources.

The ANAO concluded that overall the electoral roll is one of high integrity and that it can be relied on for electoral purposes. It also found that the AEC manages the electoral roll effectively and that AEC policies and procedures ensure the roll is accurate, complete, valid and secure. In particular, the organisation has mechanisms in place to provide assurance that the names and addresses on the electoral roll are legitimate and valid and that people who are eligible to vote are registered properly.

At the same time the ANAO concluded that there were areas of AEC roll management that could be improved and made a number of recommendations, all of which have been fully supported by the AEC.

The Electoral Commissioner welcomed the report which confirmed the AEC's long standing view on the reliability of the roll.

## **PARLIAMENTARY REVIEW**

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

The Federal Government's response to the Joint Standing Committee on Electoral Matters report *User friendly, not abuser friendly* was tabled in Parliament out of session on 4 October 2001. The report contained 18 recommendations including greater use of data matching, early close of rolls, the implementation of the enrolment provisions contained in the *Electoral and Referendum Amendment Act (No.1) 1999*, and increased penalties for enrolment fraud offences. The government supported 12 of the recommendations, supported two recommendations in principle, noted three recommendations and did not support one recommendation.

## **ADMINISTRATIVE REVIEW**

Certain administrative decisions made by the AEC are subject to review under 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*.

## ADMINISTRATIVE APPEALS TRIBUNAL

During 2001-02, the AEC dealt with:

- two appeals against decisions to enrol electors under their previous names – the first appeal was upheld and the second appeal was dismissed

- an appeal against a decision not to approve silent enrolment – a hearing was held on 8 July 2002 and a decision is pending, and
- an appeal against a decision to reject a claim for electoral enrolment from outside Australia – a hearing was set for 16 October 2002.

## OUTPUT 1.1.1 – ELECTORAL ROLL (RMANS)

The electoral roll is fundamental to conducting parliamentary elections. It is maintained on a computerised roll management system (RMANS) and is the key to voter entitlement at the federal, State, Territory and local government level as well as the basis for electoral redistributions.

To meet output 1.1.1, the AEC undertakes a number of activities including:

- processing enrolment and address data
- surveying the requirements of internal and external users of roll-based products

- investigating and implementing new roll management strategies and systems
- renegotiating joint roll arrangements with State and Territory electoral authorities
- using a range of information to update and review the roll, and
- producing information required for electoral redistributions.

The performance indicators and targets forecast in the 2001-02 portfolio budget statements and the performance results achieved are set out in [table 3](#).

**TABLE 3: OUTPUT 1.1.1 PERFORMANCE RESULTS**

Output group	Performance indicator and target	Performance results
<b>OUTPUT 1.1.1 – ELECTORAL ROLL (RMANS)</b>	Percentage of eligible people on the electoral roll – target is 95%.	ANAO audit and Newspoll survey results confirm 95% of eligible people are on the electoral roll.
	Number of enrolment transactions processed (not being deletions) each year – target is 2.3 million or greater.	There were 2,978,634 enrolment transactions made up of 2,515,053 enrolment forms and amendments processed and 463,581 deletions.
	Processing time for enrolment forms – target is within three business days of receipt.	Target met.
	Cost of entries on the RMANS database – target is less than \$2.75 an entry.	Target met.

## ANALYSIS: ELECTORAL ROLL (RMANS)

AEC divisional office staff continually process enrolment information and enter it into the computerised roll management system (RMANS) so that an accurate and up-to-date roll can be maintained. This includes information from enrolment forms received from newly eligible people, electors changing address and deletions from electors who have left their enrolled address or died.

Staff also process information received from CRU activities and elections and collect and update address and electoral area boundary information contained on the RMANS address register.

At 30 June 2002, there were 12,741,980 electors on the roll – an increase in the number of electors enrolled of 186,836 over 2000-01 mainly due to the federal election.

A summary of those enrolled by State and Territory is shown in [table 4](#).

**TABLE 4: NUMBER OF PEOPLE ENROLLED BY STATE/TERRITORY 1995–2002**

State/Territory	30-Jun-95	30-Jun-96	30-Jun-97	30-Jun-98	30-Jun-99	30-Jun-00	30-Jun-01	30-Jun-02
NSW	3,876,330	3,997,657	3,989,416	4,054,003	4,133,129	4,187,911	4,154,672	4,216,767
VIC	2,977,197	3,028,943	3,018,089	3,015,405	3,106,115	3,153,514	3,199,570	3,253,105
QLD	2,009,332	2,094,850	2,110,149	2,144,981	2,183,729	2,241,387	2,326,846	2,353,278
WA	1,063,318	1,104,162	1,119,266	1,124,910	1,156,691	1,169,243	1,203,847	1,204,743
SA	1,003,607	1,012,652	1,006,034	989,884	1,018,589	1,030,970	1,024,112	1,052,739
TAS	315,512	331,080	322,127	320,479	326,374	324,838	325,535	332,896
ACT	198,545	204,969	203,632	205,328	209,063	215,212	214,949	218,735
NT	93,943	103,124	104,151	104,648	106,101	107,776	105,611	109,717
<b>Total</b>	<b>11,537,784</b>	<b>11,877,437</b>	<b>11,872,864</b>	<b>11,959,638</b>	<b>12,239,791</b>	<b>12,430,851</b>	<b>12,555,142</b>	<b>12,741,980</b>

Divisional staff processed 2,515,053 enrolment forms and amendments throughout the year – 9.99 per cent higher than the previous year. There were 650,654 additions to the roll, 771,328 transfers of enrolment between divisions and 1,093,071 address changes and other amendments to elector details. A total of 463,581 deletions were made, including 106,247 deaths, 8,781 deletions of duplicate entries and 348,553 objection deletions, the majority being for electors no longer resident at their enrolled address. Full details of enrolment activity for the year 2001-02 is shown at [table 5](#).

A feature was the 363,245 enrolments received from new or first time electors. This reflects an increase in the combination of new citizens and young people enrolling associated with the federal election as well as those elections in the Australian Capital Territory and South Australia.

**TABLE 5: ENROLMENT ACTIVITY FOR THE PERIOD 01/07/2001 TO 30/06/2002**

	NSW	VIC	QLD	SA	WA	TAS	ACT	NT	Total
<b>ENROLMENT TRANSACTIONS</b>									
<b>Additions to the roll</b>									
New enrolments	135,712	85,964	59,261	29,512	32,345	9,206	7,421	3,824	363,245
Reinstatements	20,892	11,627	11,822	3,382	4,384	1,432	870	485	54,894
Re-enrolments	78,268	51,758	44,987	16,322	24,555	6,786	4,794	5,045	232,515
<b>TRANSFERS INTO DIVISIONS</b>									
Intrastate	203,176	159,777	125,352	56,609	62,075	10,399	4,094	1,952	623,434
Interstate	36,075	27,654	41,881	10,839	9,938	6,262	9,194	6,051	147,894
Intradivision amendment movement/	284,696	195,136	203,759	81,339	90,654	32,733	25,545	11,020	924,882
No change enrolment	52,898	38,828	25,253	15,419	21,922	6,258	5,151	2,460	168,189
<b>TOTAL ENROLMENT FORMS PROCESSED</b>									
	811,717	570,744	512,315	213,422	245,873	73,076	57,069	30,837	2,515,053
<b>DELETION TRANSACTIONS</b>									
Objections	121,699	67,771	83,927	7,649	49,547	7,199	7,024	3,737	348,553
Deaths	37,808	26,100	18,492	9,854	8,738	3,342	1,174	739	106,247
Duplications	2,864	2,216	1,609	757	788	127	168	252	8,781
<b>TOTAL DELETIONS PROCESSED</b>									
	162,371	96,087	104,028	18,260	59,073	10,668	8,366	4,728	463,581
<b>NOT INCLUDING TRANSFERS</b>									
Total elector transactions	974,088	666,831	616,343	231,682	304,946	83,744	65,435	35,565	2,978,634

**ENROLMENT TRANSACTIONS ARISING FROM THE 2001 FEDERAL ELECTION**

From the issue of the writ on 8 October 2001 to the close of rolls on 15 October 2001, the AEC processed 369,966 enrolment forms and 19,866 deletions from the rolls (including 8,785 death deletions). During this period 83,027 enrolment forms for new electors were processed, including about 70 per cent from 18 and 19 year olds.

At the close of rolls on 15 October 2001, there were 12,627,228 electors enrolled to vote at the federal election, with a further 9,500 17 year olds turning 18 years of age by polling day. The number of enrolled electors represents an increase in enrolment participation rates of the eligible population of 1.5 per cent to 96 per cent since the 1998 federal election. These figures indicate that steady and consistent CRU activities are placing people on the electoral roll and keeping them there by reviewing elector movements and targeting addresses that are either vacant or where the number of electors exceeds the expected limit.

## **IMPROVED ROLL MANAGEMENT TECHNIQUES**

The imaging of all historical and current enrolment documents, principally enrolment applications, commenced in 2000-01. The completion of imaging the historical records this year, together with the ongoing imaging of current records, will allow authorised staff online access to records which will improve the integrity and efficiency of the enrolment process.

A new function was added to RMANS, which enables the online verification of Australian citizenship, with data provided on a weekly basis from the Department of Immigration and Indigenous Affairs citizenship database.

The AEC purchased the national Fact of Death File, a compilation of data on deaths from all State and Territory births, deaths and marriages registries and undertook extensive data matching as an additional check to ensure that death deletions had been processed. Data matching with the file will continue each quarter.

## **TRENDS**

During 2001-02, CRU activity was suspended for six months however the announcement of a federal election provided an added stimulus for enrolment. Consequently, enrolment increased by 186,836 this year. This compares with the increase of 124,291 in 2000-01, when CRU activity was steady throughout the year and there was no federal election.

It is estimated that participation by those eligible in the 18-20 year old age group averaged 76 per cent throughout the year, reaching 82 per cent during the federal close of rolls, with peaks in the Australian Capital Territory and South Australia also reflecting elections in those jurisdictions. There was a distinct peak in the number of young electors who came onto the roll in New South Wales during the federal close of rolls, increasing to 74 per cent from 61 per cent at the end of August.

## **SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES**

Other than the ability to verify Australian citizenship, there were no significant changes in the nature of functions or services of electoral roll management during the year.

## **FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE**

CRU mailing was suspended from August 2001 as a consequence of plans by the federal government to proclaim the *Electoral and Referendum Amendment Act (No. 1) 1999* and the federal election.

Proclamation of the new legislation would have required a new enrolment form to enable electors to comply with the new enrolment provisions in the legislation. To avoid elector confusion with the changeover of forms so close to an election, the AEC suspended mail outs of enrolment reminder letters.

Mailing recommenced in March 2002 and all external data on hand since July 2001 has been incorporated in the 2002 mailings.

## **PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS**

During the year there were no significant performance issues relating to the customer service charter standards for output 1.1.1.

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

In November 2001, the Administrative Appeals Tribunal overturned an AEC decision which was based on the inappropriate names provision in the *Electoral and Referendum Amendment Act (No. 1) 2001*. The AEC will be taking action to have the legislation clarified.

## OUTPUT 1.1.2 – ELECTORAL ROLL UPDATES

Despite the suspension of CRU mailings for six months during the year, the CRU program was expanded and enhanced to ensure the electoral roll remained accurate and current.

The performance indicators and targets forecast in the 2001-02 portfolio budget statements and the performance results achieved for the year are detailed in [table 6](#).

**TABLE 6: OUTPUT 1.1.2 PERFORMANCE RESULTS**

Output group	Performance indicator and target	Performance results
<b>OUTPUT 1.1.2 – ELECTORAL ROLL UPDATES (ERR/CRU)</b>	Vacant addresses eligible for enrolment – target is to be maintained at 10% or less after allowance for non-citizen occupants.	Level of vacant addresses approximately 9.1% as at 30 June 2002.
	Number of habitations reviewed per year – target is 2.5 million.	3,557,050 habitations were reviewed.
	Number of enrolment transactions processed from review activities – target is 1.4 million.	More than 2.9 million transactions (including from over 1.17 million forms) were processed.
	Cost per habitation reviewed – target is less than \$4.50.	Cost was below \$4.50.

### ANALYSIS: ELECTORAL ROLL UPDATES

Despite the six months suspension in CRU mailing in August 2001, 2,515,053 million enrolment forms were processed during 2001-02, including 1.18 million from CRU activities (this compares with more than 1.6 million enrolments from similar CRU activities in 2000-01). CRU forms processed were made up of 920,927 from AEC enrolment reminder mailings, 28,232 from targeted fieldwork, 42,437 from attendance at citizenship ceremonies by AEC staff and 187,630 from CRU activities undertaken by State and Territory electoral authorities.

It is estimated that the August suspension of CRU activities resulted in 100,000 fewer enrolment forms being received in the six weeks before the announcement of the 2001

federal election. This shortfall impacted on the number of enrolments at the close of rolls for the election (369,966 enrolment forms), which was slightly higher than expectations and above that in 1998 (352,000). However, the 1998 roll close needs to be put into the context of other electoral activity, such as the full national door-knock in the first half of 1998 and the federal Constitutional Convention Election in September 1997, which involved a full roll review of electors.

### TRENDS

While CRU was restricted in 2001-02 because of the federal election, systems developments and increasing access to State and Territory data sources mean that the AEC is now able to deliver a comprehensive and effective alternative to the national two yearly door knock.

## **SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES**

A major new CRU facility was piloted last year to review and confirm elector addresses against those held on external databases (from Centrelink and some State and Territory transport organisations) or other CRU facilities. This facility is directed at 60 to 80 per cent of addresses that showed no enrolment changes when a full national door-knock was undertaken.

Following this review, a pilot mail review was undertaken in the Australian Capital Territory and South Australia of the remaining addresses (17.7 per cent and 9.9 per cent respectively) which had either not been confirmed or been part of a previous CRU mailing. The results of these mailings were very encouraging, particularly in the Australian Capital Territory which had the added stimulus of an imminent local election and where three weeks after the mail out, there had been a 68 per cent response to the 27,352 letters and 4,186 enrolments.

CRU facilities were also used to review and confirm enrolments in New South Wales and Western Australia. The responses to these mail outs not only confirmed enrolments at these addresses, but delivered additional enrolments.

Other improvements to the CRU program included an increase in the number of external data sources matched on RMANS (South Australia Lands Department and Queensland Transport data) and improved address matching facilities for matching external data against RMANS records - crucial to an effective CRU program. A national average of 82 per cent of external records are now matched against RMANS.

The AEC also ran an address register verification pilot in NSW to trial a new process to physically verify address register information, record any changes or additional address information and to identify land use information to ensure data integrity, particularly in relation to enrolments. It is expected that this will result in a significantly higher level of address matching for CRU mailings thereby eliminating much of the time consuming manual address matching process. It will also improve roll integrity.

## **FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE**

Mailings of enrolment review letters using the two RMANS internal data sources were reduced when CRU activities were put on hold in the lead up to the federal election.

The AEC still mailed to more than 786,665 addresses using these data sources – the vacant addresses database (valid addresses where there is no one currently enrolled) and the melimit addresses database (addresses where the number of electors or the number of surnames enrolled at an address exceeds predetermined limits, usually because electors have moved without updating their enrolment and new electors have moved into that address).

At 30 June there were 1,209,370 addresses valid for enrolment at which there are currently no electors enrolled. This figure is further reduced by an estimated 510,000 to account for residences solely occupied by those not eligible for enrolment, which in almost all cases is because they are not Australian citizens.

The AEC estimates that of the 7,674,804 million addresses on the RMANS address register that are valid for enrolment, and after allowance for non-citizens, approximately 699,370 (9.1 per cent) are vacant, that is, addresses with no electors enrolled. Mailouts to vacant addresses recommenced in June 2002.

## **PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS**

During the year there were no significant performance issues that relate to the customer service charter standards for output 1.1.2.

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

There have been no significant developments that have affected the AEC's operations or financial results for the future of output 1.1.2.

## OUTPUT 1.1.3 – ROLL PRODUCTS AND SERVICES

The Client Services Unit (CSU) produces roll products and services for joint roll partners, Senators and Members of Parliament, registered political parties, medical researchers, government agencies and authorities, the public and the AEC.

The performance indicators and targets forecast in the 2001-02 portfolio budget statements and the performance results achieved during the year are set out in [table 7](#).

**TABLE 7: OUTPUT 1.1.3 PERFORMANCE RESULTS**

Output group	Performance indicator and target	Performance results
<b>OUTPUT 1.1.3 – ROLL PRODUCTS AND SERVICES</b>	Accuracy in products delivered – target is greater than 98%.	Over 98.8% accuracy of products delivered.
	Delivery deadlines achieved – target is greater than 98%.	Over 99.8% of delivery deadlines achieved.
	Level of stakeholder and customer satisfaction with electoral products and services – target is to achieve a customer service index 4.0 or greater (scale 0-5).	Customer service index of 3.8.
	Percentage of ordered products that are supplied – target is 100%.	Target achieved for all electoral roll products requested in line with legislative provisions.

### ANALYSIS: ROLL PRODUCTS AND SERVICES

#### JOINT ROLL ARRANGEMENTS

The Commonwealth has arrangements in place with all States and Territories to maintain a joint roll or joint enrolment procedure and to share agreed enrolment costs. Work has commenced on reviewing these arrangements and will continue into future years.

#### CLIENT SERVICES UNIT (CSU)

The CSU in the Information Technology Business Services Section provided a significant number of electoral products to joint roll partners. These products included rolls for State and local government elections and by-elections, as well as specific products to support electoral activities and redistributions in States and Territories.

The CSU also produced certified list information at the close of rolls for the federal election in November 2001 and certified list information at the close of rolls for the South Australian State election, Tasmanian house of assembly and the Northern Territory and Australian Capital Territory legislative assembly elections.

Electoral roll products were provided over the year to:

- medical researchers and for public health screening programs
- members of the public and departmental agencies where data was of a statistical or address nature
- Commonwealth agencies and authorities specified in Schedule 2 of the *Electoral and Referendum Regulations 1940*, and



- Members of Parliament, Senators and political parties in the form of the elector information access system (ELIAS) database.

The CSU continued to produce microfiche for public inspection at AEC offices and State electoral offices biannually. Microfiche was also provided to the national and State libraries. An additional microfiche was produced at the close of rolls for the federal election for public inspection at the above locations.

The AEC continued its tight control on access to electoral roll information and advised both previous and potential clients that electoral roll information would only be provided to those groups outlined in the *Commonwealth Electoral Act 1918*.

The CSU's primary performance measure, the client survey, was conducted with results similar to previous surveys. The customer service index however was calculated at 3.8 (out of 5.0), slightly below the target of 4.0. There was a lower satisfaction level from ELIAS recipients, possibly due to the significant changes made to the provision of this product since the last survey following legislative changes and legal advice about eligibility criteria for receipt of ELIAS information.

Distribution of ELIAS information to Members of the House of Representatives was suspended at the close of rolls for the federal election, which may have had a negative impact on levels of satisfaction with CSU services. This survey also highlighted a lower satisfaction level from medical researchers.

Continual liaison with key stakeholders throughout the year provided positive feedback on the level of AEC service provision however the AEC will be exploring opportunities to improve the customer service index.

### **ELECTIONS AND REDISTRIBUTIONS**

Work was undertaken at the State and local government level to support various by-elections in New South Wales, Tasmania and the Northern Territory. Assistance was also provided for the Australian Capital Territory and Northern Territory assembly elections and the South Australian State election.

Local government redistributions were applied to the roll management system (RMANS) in New South Wales and the Northern Territory.

### **TRENDS**

The volume of work undertaken by CSU remains on par with previous years and there have been no significant changes to workloads. The duplication of CD-ROMs containing ELIAS information was managed internally with any additional administrative procedures and processes streamlined.

### **SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES**

While the functions of the CSU have not changed, the services it provides have because of legislative amendments which limit the range of elector information available to its client base. The CSU continued to receive queries regarding access to electoral roll information but advised that due to legislative limitations and privacy considerations, the AEC was unable to provide electoral roll information to many of those groups requesting access.

### **FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE**

Legislative changes and legal advice about eligibility criteria for receipt of ELIAS information affected the provision of CSU products. This may have resulted in lower satisfaction levels from recipients and been reflected in the customer service index.

### **PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS**

The CSU provides updated copies of microfiche biannually to all AEC offices, State electoral offices and national and State libraries to ensure that the electoral roll (elector name and addresses) is available for public inspection. Feedback indicated that performance against the customer service charter standards was satisfactory.

The unit also provides electoral roll data to Members, Senators, registered political parties, government agencies and authorities, medical researchers and State electoral authorities. Electoral roll data was provided to clients within agreed timeframes.

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

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

## OUTPUT 1.1.4 – SUPPORT SERVICES FOR ELECTORAL REDISTRIBUTION

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 Act provides for the timing of the commencement of redistributions.

The performance indicators and targets forecast in the 2001-02 portfolio budget statements and the performance results achieved in during the year are set out in table 8.

**TABLE 8: OUTPUT 1.1.4 PERFORMANCE RESULTS**

Output group	Performance indicator and target	Performance results
<b>OUTPUT 1.1.4 – SUPPORT SERVICES FOR ELECTORAL REDISTRIBUTIONS</b>	Redistribution committees have a high level of satisfaction with services provided.	A high level of satisfaction was achieved.
	Services to redistribution committees comply with legislative timeframes.	Support services to redistribution committees were provided in accordance with timeframes.
	Provide services to one redistribution committee.	Support services were provided to one redistribution committee.

### ANALYSIS: SUPPORT SERVICES FOR ELECTORAL REDISTRIBUTIONS

A redistribution commenced in Victoria during the year and is being carried out in accordance with paragraph 59(2)(c) of the *Commonwealth Electoral Act 1918* which requires that a State or Territory be redistributed after seven years have elapsed since the last redistribution.

### TRENDS

The AEC is required to determine the population of the States and Territories in February 2003 and calculate the entitlement to representation. This may trigger a redistribution.

### **SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES**

The AEC's website was used extensively to publish redistribution information, making this material more accessible to the public. For the first time, 14 public suggestions regarding the Victorian redistribution (including maps) and nine comments on those suggestions were made available through the website. This was done at the same time the redistribution documents were produced for inspection, as required under the Commonwealth Electoral Act, allowing public access by those unable to view this material at AEC offices. There were no other significant changes in the delivery of redistribution functions.

### **FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE**

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

### **PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS**

During the year, there were no significant performance issues that relate to the customer service charter standards for output 1.1.4.

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

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

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## Outcome 2

# REPORT ON PERFORMANCE

### Elections, ballots and referendums

The AEC's performance against outcome 2 ensures that stakeholders and customers have access to, and advice on, impartial and independent electoral services and that they are able to participate in electoral events.

# Outcome 2

## OUTCOME 2

### 2001-02 HIGHLIGHTS

- A successful 2001 federal election.
- A national, integrated public awareness campaign that reached 100 per cent of electors.
- 546 ballots for industrial organisations, 38 fee-for-service ballots and a successful Aston by-election.
- Advice and assistance in five international elections.
- Advice on and development of procedures and systems to support implementation of a pilot indigenous electoral roll for the 2002 Tasmanian ATSIC regional council elections.

## OUTCOME 2 – SUMMARY OF RESOURCES

TABLE 9: OUTCOME 2 – ELECTIONS, BALLOTS AND REFERENDUMS

	Budget 2001-02 \$'000	Actual expenses 2001-02 \$'000	Budget 2002-03 \$'000
<b>Price of departmental outputs</b>			
<i>Commonwealth Electoral Act 1918 – Election Public Funding</i>	39,924	38,685	–
<b>Total special appropriations</b>	<b>39,924</b>	<b>38,685</b>	<b>–</b>
<b>Departmental appropriations</b>			
Output Group 2.1 – Elections, ballots and referendums			
Output 2.1.1 – Federal elections, by-elections and referendums	75,476	76,234	22,833
Output 2.1.2 – Party registrations	421	311	531
Output 2.1.3 – Funding and disclosure services	1,037	784	860
Output 2.1.4 – Public awareness campaigns, media releases	8,856	9,267	167
Output 2.1.5 – Information services	5,609	12,007	6,495
Output 2.1.6 – Industrial elections and ballots for organisations	5,403	5,481	7,727
Output 2.1.7 – ATSI elections	0	383	283
Output 2.1.8 – State and local government elections	0	387	–
Output 2.1.9 – Advice and assistance in overseas elections	838	1,553	900
<b>Total output Group 2.1</b>	<b>97,640</b>	<b>106,407</b>	<b>39,796</b>
Total revenue from government (appropriations) contributing to price of departmental outputs	97,640	106,407	39,796
Revenue from other sources	2,801	6,473	8,921
<b>Total revenue from other sources</b>	<b>2,801</b>	<b>6,473</b>	<b>8,921</b>
<b>Total price of departmental outputs</b> (Total revenue from government and from other sources)	<b>100,441</b>	<b>112,880</b>	<b>48,717</b>
<b>Total estimated resourcing for outcome 2</b> (Total price of outputs and administered appropriations)	<b>100,441</b>	<b>112,880</b>	<b>48,717</b>
		<b>2001-02</b>	<b>2002-03</b>
<b>Average staffing level (number)</b>		<b>440</b>	<b>352</b>

In addition, the AEC employs temporary staff to assist with electoral events. The full-time equivalent number for 2001-02 was 723 and estimate for 2002-03 is 35.

## OUTCOME 2 – ELECTIONS, BALLOTS AND REFERENDUMS

The AEC ensures stakeholders and customers are able to participate in electoral events. It does this by providing access to and advice on impartial and independent electoral services for parliamentary elections, industrial elections and ballots for organisations, ATSI elections, services for registering political parties and advice and assistance in overseas elections.

The following report details outcome 2 performance results for 2001-02 relative to its output group of elections, ballots and referendums, namely:

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

The performance indicators and performance targets forecast in the 2001-02 portfolio budget statements and the performance results achieved are set out in [table 10](#).

### OVERALL PERFORMANCE RESULTS

**TABLE 10: OUTCOME 2 – ELECTIONS, BALLOTS AND REFERENDUMS**

Output group	Performance indicator and target	Performance results
<b>ELECTIONS, BALLOTS AND REFERENDUMS</b>	Extent to which stakeholders and customers have access to and advice on impartial and independent electoral services – target is 100%.	Access to and advice on impartial and independent electoral services were provided to stakeholders and customers at a high level.
	Percentage of voter turnout at electoral events – target is 96%.	Turnout of eligible voters at the 2001 federal election was 94.85% and at the Aston by-election was 92.59%.
	Extent to which legislative requirements are met – target is 100%.	100% of legislative requirements were met.
	Extent to which customer service charter standards are met – target is 100%.	100% of customer service charter standards were met.



## **ANALYSIS: ELECTIONS, BALLOTS AND REFERENDUMS**

The achievement of outcome 2 was largely measured by the successful federal election held on 10 November 2001, which included a high voter turnout and high levels of customer service.

Outcome 2 was also measured by the success of the Aston by-election on 14 July, the numerous ballots conducted for industrial organisations, AEC involvement in Tasmanian State elections and local government elections in Victoria that were run by the AEC on a fee-for-service basis.

The level of voter participation in the 2001 federal election was just under the 96 per cent target. The 94.85 per cent figure achieved is similar to the 95.34 per cent achieved for the previous election in 1998.

All legislative requirements for conducting elections, ballots and referendums were met and this is evidenced by the lack of substantiated challenges.

Preparations are well advanced for the next ATSIC election due in October 2002. A highlight has been the development of procedures and systems to support the implementation of an indigenous electoral roll for the Tasmanian ATSIC regional council elections. This has marked a high level of liaison between ATSIC and the AEC in Tasmania and central office.

Party registration activities are covered in more detail in output 2.1.2 (see page 41). Amendments to the political party registration provisions of the *Commonwealth Electoral Act 1918* have had a major impact on the AEC's processing of new applications.

A number of AEC staff provided advice and support for overseas electoral activity, particularly in Papua New Guinea, East Timor, the Solomon Islands and Fiji. These activities are covered in more detail in output 2.1.9 (see page 54).

## **VARIATIONS TO PERFORMANCE TARGETS**

There have been no changes in performance targets for outcome 2 and its supporting outputs from those contained in the 2001-02 portfolio budget statements.

## **PURCHASER/PROVIDER ARRANGEMENTS**

The *Aboriginal and Torres Strait Islander Commission Act 1989* tasks the AEC with conducting elections for ATSIC. In recognition of the requirement, output 2.1.7 was identified as one of the AEC's outputs. The purchaser/provider relationship between ATSIC and the AEC works well and performance achievements related to this arrangement are contained in the section of this report devoted to output 2.1.7 on page 51.

## **EXTERNAL SCRUTINY OF ELECTORAL MATTERS**

### **Parliamentary review**

#### **Joint Standing Committee on Electoral Matters (JSCEM)**

The JSCEM is to conduct an inquiry into the conduct of the 2001 federal election. The terms of reference are:

“That the Joint Standing Committee on Electoral Matters inquire into and report on all aspects of the conduct of the 2001 federal election and matters related thereto.”

On 7 July 2001 the JSCEM advertised an inquiry into electoral funding of political parties which was unable to be finalised before Parliament was prorogued for the 2001 federal election.

## ADMINISTRATIVE REVIEW

### Federal administrative review

Certain administrative decisions made by the AEC are subject to review under 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*.

### Ombudsman

During the year, two complaints were lodged with the Commonwealth Ombudsman in relation to administrative actions undertaken by the AEC. After consideration of the issues, the Ombudsman, in both instances, declined to investigate the complaints.

### State and local government elections

The AEC dealt with the following matters during 2001-02:

- a challenge relating to counting votes for the Melbourne City Council election conducted by the AEC in July 2001 lodged with the Municipal Electoral Tribunal (MET), Victoria by a candidate in the election. The MET found in favour of the AEC, and
- challenges to the results for Moreland and Port Phillip Council elections conducted by the AEC in March 2002 lodged with the MET by a candidate for each election. One matter did not proceed and the other is expected to proceed on 22 July 2002.

## JUDICIAL REVIEW

### 2001 federal election

#### Injunctions

Before the 2001 federal election, four applications for injunctions were filed, three in the Federal Court and one in the High Court.

On polling day, the Federal Court granted the AEC an injunction to stop a candidate handing out how to vote cards that appeared to breach the requirements of the *Commonwealth Electoral Act 1918*.

In the three other cases, candidates or people who had intended to nominate as candidates sought injunctions against the AEC seeking to postpone the election. In each case the relevant Court dismissed the application.

## Court of Disputed Returns

Four petitions were filed with the High Court, sitting as the Court of Disputed Returns, seeking to challenge various results of the election. Three petitions were dismissed for non-compliance with the requisites for a petition under the *Commonwealth Electoral Act 1918*. At the time of this report, one petition was still before the Court.

### Other

Amendments to the Act proclaimed on 16 July 2001 provided the AEC with specific power to review the eligibility of political parties to remain registered under the Act's provisions. A political party has challenged the AEC's powers to conduct such reviews and the matter is currently before the Federal Court.

### Federal by-elections

There were no petitions to the Court of Disputed Returns or prosecutions for major electoral offences arising from the by-election in the Division of Aston during 2001-02.

### Industrial elections and ballots for organisations

The Federal Court made interim orders during 2001-02 as the result of an application under the *Workplace Relations Act 1996* relating to the rules of an organisation for which the AEC conducted a ballot. The Court returned the ballot papers to be counted and the result was not affected. It is likely that the Court will terminate the inquiry.

### ATSIC elections

There were no election petitions for ATSIC during the year.

### Other

A complaint was lodged by a disabled elector with the Equal Opportunity Commission of Victoria regarding access to a polling place. A conciliation conference between the AEC and the elector is being arranged.

A complaint was lodged by a disabled elector in New South Wales with the Human Rights and Equal Opportunity Commission (HREOC) regarding access to a polling place. The AEC is currently providing information to HREOC in an attempt to resolve the complaint.

## 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 2001-02, a by-election and federal election were conducted and post-election conferences

were held at national and State levels to evaluate the election processes.

The performance indicators and targets forecast in the 2001-02 portfolio budget statements and the performance results achieved in 2001-02 are set out in [table 11](#).

**TABLE 11: OUTPUT 2.1.1 PERFORMANCE RESULTS**

Output group	Performance indicator and target	Performance results
<b>OUTPUT 2.1.1 – FEDERAL ELECTIONS, BY-ELECTIONS AND REFERENDUMS</b>	In accordance with timetables, 100% of operational systems, equipment and procedures are in place and on time for the electoral event.	Systems, equipment and procedures were in place for the 2001 federal election and timetables were met.
	100% of legislative requirements are met by the AEC.	All legislative requirements were met for the electoral events held during the year.
	Logistical capacity to conduct 100% of by-elections.	Systems, equipment and procedures were in place to successfully conduct the Aston by-election held in July 2001.
	Between 5% and nil electoral litigation cases will have costs ordered against the AEC.	There were no costs awarded against the AEC for electoral litigation cases.
	Between 80% and 100% of AEC recommendations to the JSCEM are reflected in the final report.	Not applicable in the reporting period.
	Between 80% and 100% of complaints of electoral offences against the Commonwealth Electoral Act are dealt with appropriately.	100% of complaints were dealt with appropriately.
	100% of legislation is developed and in force in order to conduct an election.	The <i>Electoral and Referendum Amendment Act (No.1) 2001</i> arising from the JSCEM report on the 1998 federal election commenced in July 2001.
	Maintain a level of preparedness which will enable the conduct of one federal election, if called, and any necessary federal by-elections.	Systems, equipment and procedures were in place for the federal and other electoral events held during the year. Timetables were met.

## **ANALYSIS: FEDERAL ELECTIONS, REFERENDUMS AND BY-ELECTIONS**

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

A national operations conference was held in July 2001 in Canberra and was attended by AEC senior operations staff from all States and Territories. The objectives were to finalise arrangements for the 2001 federal election and to finalise procedures that had been tested in the trial election held earlier in the year.

The AEC's computerised election management systems (ELMS) are subject to continual review and improvement. During the year, the polling place materials sub-system (PMAT), a national inventory system, was successfully tested and used for the first time at the federal election. Enhanced versions of the declaration vote scrutiny application in the roll management system (RMANS), automated postal voting system (APVIS), and automated central Senate scrutiny system (CSSS) were also used at the election.

The *Commonwealth Electoral Act 1918* was amended in 1999 to enable the preliminary scrutiny of postal votes and pre-poll votes to commence on the Monday before polling day for the federal election. Systems and procedures were introduced to facilitate this early scrutiny. Checking that declaration envelopes had been signed and marking names off the certified list of electors during election week enabled counting of postal and pre-poll votes to commence promptly after polling day and contributed to an earlier result than would otherwise have been possible in many divisions.

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

Internet training packages were developed for declaration vote issuing officers and staff at overseas posts who issue pre-poll and postal votes. Previously, officers issuing declaration

votes have been required to attend an hour-long training session while staff at overseas posts undertook self-training from a manual. The Internet training option provides a better and more convenient package for polling officials in remote areas and staff at overseas posts with access to Internet facilities who did not previously have the benefit of interactive training. It is also very useful for training people selected as late replacements for polling officials.

Procedures and processes used at the federal election were evaluated at post-election conferences held in all States from December to February and the national operations conference in Canberra in March. Recommendations resulting from these conferences have been analysed and project proposals submitted for further systems enhancements and upgrading of election procedures and materials.

### **2001 FEDERAL ELECTION**

The AEC planned for and conducted the 2001 federal election on 10 November 2001.

The Governor-General issued Writs for the election on Monday 8 October 2001 with the following dates set in accordance with Section 152 of the *Commonwealth Electoral Act 1918*:

- issue of Writ on Monday 8 October
- close of roll on Monday 15 October
- polling day on Saturday 10 November, and
- return of Writ on or before Wednesday 16 January.

Planning and preparations for the election were completed within projected timeframes and in accordance with the provisions of the Act.

Logistical arrangements for the supply and delivery of material to the more than 7,700 polling locations around Australia and overseas were planned and successfully implemented. The count of votes cast at polling places occurred on polling night with the results displayed progressively on the AEC website. Declaration votes were processed in accordance with the legislation in the post-polling day period and results issued as they became available.

The Writs for the House of Representatives and the Senate elections in the Australian Capital Territory and the Northern Territory were returned to the Governor-General on Thursday 6 December 2001. Writs for the Senate elections in the States were returned to State Governors between Monday 3 and Friday 7 December 2001.

### **ASTON BY-ELECTION**

The AEC conducted the Aston by-election on Saturday 14 July 2001. The Writs were issued on Friday 1 June and returned on Friday 27 July.

### **TRENDS**

The federal election occurred in full during this year. The Aston by-election was completed after having commenced in the previous financial year.

The AEC has conducted the following electoral events over the past five years:

- Constitutional Convention Election – November 1997
- federal election – October 1998
- ATSIC election – October 1999
- referendum – November 1999, and
- federal election – November 2001

In addition, four by-elections and a supplementary election have been held over the same five-year period.

### **SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES**

A significant change in training services was the development and introduction of Internet training packages for declaration vote issuing officers and staff at overseas posts who issue pre-poll and postal votes. Internet training provided interactive training opportunities for polling officials in remote areas and staff at overseas posts.

### **FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE**

During the period, AEC resources were involved in conducting the Aston by-election, the 2001 federal election and ongoing assistance to overseas electoral authorities including Papua New Guinea and East Timor. The AEC was able to meet these demands without compromising performance or delivery standards.

### **PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS**

There were no significant performance issues that relate to the customer service charter standards for output 2.1.1.

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

There have been no significant developments since the end of the financial year that have impacted on operations or financial results for the future of output 2.1.1.

## **OUTPUT 2.1.2 – PARTY REGISTRATIONS**

A register of political parties is maintained by the AEC to:

- facilitate nominations, verify party endorsement and facilitate the printing of party names on ballot papers
- identify parties eligible to receive public funding and which may be eligible to receive electoral roll products, and

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

The performance indicators and targets forecast in the 2001-02 portfolio budget statements and the performance results achieved in 2001-02 are set out in [table 12](#).

**TABLE 12: OUTPUT 2.1.2 PERFORMANCE RESULTS**

Output group	Performance indicator and target	Performance results
<b>OUTPUT 2.1.2 – PARTY REGISTRATIONS</b>	100% compliance with legislative requirements.	All applications were processed in accordance with the provisions of the <i>Commonwealth Electoral Act 1918</i> .
	The party register will at all times be 100% accurate and current.	A review of the party register was undertaken and confirmed that all parties registered were entitled to be so for the federal election.
	100% of registration of new parties and amendments to the register will occur within specified timeframes.	Issues resulting from a legal challenge to the AEC's powers under the Act resulted in longer than usual processing times for applications.
	Capable of processing all applications and changes to the register of political parties during the year (estimate 10 applications and 80 changes to be processed).	10 applications were processed. 16 parties were deregistered (two voluntarily). 46 changes were processed, comprising 24 changes to registered officer details, 21 appointments of deputy registered officers and one party name/abbreviation change.
	Less than \$11,300 an application or change to the register.	Average cost per application was \$7,500. The average cost to process a change to the register was \$130.

### ANALYSIS: PARTY REGISTRATIONS

The number of applications received depends on factors outside the control of the AEC. One of the major influences is the likelihood of an election in the reporting period.

As a result of changes to the party registration provisions of the *Commonwealth Electoral Act 1918* effective from 3 October 2000, a review of the continuing eligibility of all currently registered political parties was undertaken. A number of parties or branches of parties were deregistered as a result of this review however, due to a legal challenge to the AEC's power to conduct such a review, the process could not be finalised. The review was recommenced after further amendments to the Act were proclaimed on 16 July 2001. These amendments gave the AEC specific powers to review the continued eligibility of parties to remain registered. The recommencement of the review resulted in additional parties being deregistered.

### TRENDS

There were 10 applications for registration processed in 2001-02 which is four more than in 2000-01. This increase is not unexpected in the lead-up to an election.

### SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES

New AEC powers to review the eligibility of political parties to remain registered under the provisions of the Act are currently being challenged. The AEC intends to institute a regular program of reviews of eligibility however the establishment of this as a regular activity may be impacted on by the outcome of the legal challenge and the availability of appropriate resources.

### FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE

The costs per application or change to the register of political parties have remained lower than expected for a second year due to the discounts associated with advertising several applications or changes concurrently.

## PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS

The register of political parties was kept up-to-date and publicly available with the list of parties also available on the AEC's website. Processing times for applications for registration were longer than usual due to issues resulting from a legal challenge to the AEC's powers under the Act. However, measures were taken to ensure that as many as possible of the applications for registration received before the 2001 federal election were processed in time for the election.

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

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

## OUTPUT 2.1.3 – FUNDING AND DISCLOSURE SERVICES

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

the level of expenditure of those involved in the electoral process. The performance indicators and targets forecast in the 2001-02 portfolio budget statements and the performance results achieved in 2001-02 are set out in [table 13](#).

**TABLE 13: OUTPUT 2.1.3 PERFORMANCE RESULTS**

Output group	Performance indicator and target	Performance results
<b>OUTPUT 2.1.3 FUNDING AND DISCLOSURE SERVICES</b>	<p>100% compliance with legislative requirements.</p> <p>100% of public funding payments comply with statutory requirements and timeframes.</p> <p>100% of annual returns and candidate returns lodged will be available for public inspection on prescribed dates.</p> <p>100% of legislative timeframes are met for publication of returns (estimated to be 180 annual returns).</p> <p>1,000 donor returns and 3,000 election returns.</p> <p>Capable of conducting compliance investigations in accordance with requirements (estimated to be 100).</p>	<p>No instances of proven offences were uncovered.</p> <p>100% of public funding payments for the Aston by-election and the 2001 federal election comply with statutory requirements and timeframes.</p> <p>All annual and election related financial disclosure returns received by the relevant cut-off dates were available for public inspection on schedule.</p> <p>147 annual returns were processed comprising 79 political party returns and 68 associated entity returns. Six amendments have been lodged to associated entity returns and 21 amendments to political party returns.</p> <p>807 donor returns were processed. Eleven amendments were lodged. 3,250 returns from the 2001 federal election were processed and 30 returns from the Aston by-election.</p> <p>30 compliance investigations were carried out. This number is fewer than usual due to the 2001 federal election when legislation requires such action to be suspended.</p>

## **ANALYSIS: FUNDING AND DISCLOSURE SERVICES**

The AEC's program of compliance reviews seeks to assess the extent of compliance by political parties and associated entities with their disclosure responsibilities. The AEC continued to undertake this program based on risk assessments. This approach was adopted to enable the AEC to more efficiently use its limited resources and to ensure public confidence that the disclosure provisions of the *Commonwealth Electoral Act 1918* were being met. The number of compliance investigations was less than usual due to the 2001 federal election.

Candidates and Senate groups who receive at least four per cent of the formal first preference votes in the election they contested qualify for public funding. Public funding is paid to the respective political party for endorsed candidates and to the candidates, or their appointed agents, if they are unendorsed. The Act requires that public funding payments be made in two stages. The first payment is 95 per cent of the entitlement calculated on the number of votes counted by the 20th day after polling day. The second payment is made once all vote counting is finalised and is the remainder of the entitlement. Payments were made in accordance with the timetable set out in the Act. The rate of funding payable at the Aston by-election and the 2001 federal election was 179.026 cents per vote. The total amount of public funding paid in respect of the Aston by-election was \$125,368.33 and the total amount of public funding paid in respect of the 2001 federal election was \$38,559,409.33.

The Joint Standing Committee on Electoral Matters invited submissions to an Inquiry into Electoral Funding and Disclosure by advertising in all major national newspapers on 9 September 2000. The closing date for submissions was 13 October 2000. The AEC made a submission (available on the AEC's website [www.aec.gov.au](http://www.aec.gov.au)), but the Committee deferred the inquiry until July 2001. The AEC made a further submission to the inquiry which could not be completed before Parliament was prorogued for the 2001 federal election.

The availability of disclosure returns lodged by registered political parties, associated entities and donors to political parties on the AEC's website has continued to be popular, with many members of the public and the media accessing this information. The website was further enhanced during the reporting period to provide more advanced flexibility in searching power. The AEC will continue to review the site's functionality to ensure that information is readily accessible and easy to understand.

The popularity of the site has meant that the public, and particularly the media, are able to more readily and closely examine and analyse the disclosure returns and this has impacted directly on the work of the AEC. The number of enquiries in relation to these returns has continued to increase in complexity and detail.

### **TRENDS**

The total amount of public funding paid for the 2001 federal election was \$38,559,409.33. At the 1998 federal election it was \$33,920,787.43. The difference is mainly attributable to the increase in the number of voters on the electoral roll and the increase, in-line with CPI, of the rate of public funding from \$1.62210 at the 1998 election to \$1.79026 at the 2001 election.

### **SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES**

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

### **FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE**

The number of compliance investigations carried out was less than usual due to the 2001 federal election. As neither the AEC nor political parties are in a position for these investigations to be carried out during an election period, the legislation prohibits such activity during this time.



## PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS

2000-01 annual disclosure returns and 2001 election disclosure returns were made available for public inspection on the dates required by the Act. For the first time, candidate, Senate group and donor returns for the 2001 election were also made available for inspection on the AEC website. Public funding payments were made in accordance with legislative requirements.

In addition, a number of returns provided after the cut-off dates but before the public inspection date were made available.

Returns received after the relevant public inspection date were also made available for inspection after processing.

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

There were no significant developments impacting on operations or financial results for the future for output 2.1.3.

## OUTPUT 2.1.4 – PUBLIC AWARENESS CAMPAIGNS, MEDIA RELEASES

This financial year was dominated by the development, implementation and evaluation of an extensive public awareness campaign designed to increase public awareness of, and participation in, the 2001 federal election.

National and local advertising, public relations activities and publications formed part of a wider, integrated communications strategy for the election which also included a national

telephone enquiry service, an interpreting telephone service and the AEC website. These additional elements are discussed under output 2.1.5.

The performance indicators and targets forecast in the 2001-02 portfolio budget statements and the performance results achieved are set out in [table 14](#).

**TABLE 14: OUTPUT 2.1.4 PERFORMANCE RESULTS**

Output group	Performance indicator and target	Performance results
<b>OUTPUT 2.1.4 – PUBLIC AWARENESS CAMPAIGNS, MEDIA RELEASES</b>	96% voter turnout.	Turnout of eligible voters at the 2001 federal election was 94.85% and at the Aston by-election was 92.59%.
	96% of votes are formal.	96% of Senate votes and 95% of House of Representatives votes cast at the 2001 federal election were formal.
	80% awareness and understanding by the public of AEC electoral campaigns.	Research found that 80% of electors were aware of AEC public information campaigns and 93% felt informed about how to vote correctly and make their vote count.
	Information provided is 100% accurate.	All printed publications and media releases were accurate.
	75% of AEC stories get media coverage.	It is estimated that 100% of the key messages in the public information campaign received media coverage.
100% voter coverage is achieved through advertising campaigns.	Target was met.	

## **ANALYSIS: PUBLIC AWARENESS CAMPAIGNS, MEDIA RELEASES FOR 2001 FEDERAL ELECTION**

The integrated public awareness campaign consisted of national and local advertising, public relations activities and publications including an elector leaflet distributed to more than 7.5 million households.

The campaign targeted all eligible electors with specific activities directed at electors with particular information needs, such as advertising in 18 ethnic and 19 indigenous languages and advertising and public relations messages in youth and disability media.

Internal reviews and external research undertaken to evaluate campaign results consistently demonstrated success in meeting its overall aims.

Post-election research undertaken on the AEC's advertising campaign found the campaign was effective in achieving high awareness among electors and particular phases reached over 80% of electors. This was an improvement compared to the 1998 election and was achieved on a lower campaign budget. This research also found that more than 93 per cent of electors surveyed felt informed about how to vote and how to make their vote count.

Based on the research findings and the extensive media coverage achieved, it is estimated that the public awareness campaign reached 100 per cent of electors.

A successful public awareness campaign was also conducted during the Aston by-election. During the election period more than 10 media releases were distributed and more than 50 radio, television and newspaper interviews were undertaken by AEC staff. In addition, a media centre was set-up on polling night to enhance the timely and accessible provision of results. The by-election received a high level of media interest and the AEC campaign's key messages appeared throughout the media reports. A turnout figure of 92.6% was achieved at the Aston by-election, which is a high turnout for a by-election.

The AEC developed a number of quality control measures to ensure that information disseminated is up-to-date, consistent and accurate at all times. These measures were used effectively during the election period, with no inaccuracies detected.

More than 50 media releases were distributed nationally, in addition to numerous regional and local media releases on a number of electoral issues.

### **TRENDS**

The campaign built upon the performance of awareness campaigns conducted at previous major electoral events.

### **SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES**

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

### **FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE**

The 2001 election campaign was held at a time when there were a number of major international and national events dominating the media. Despite this, the campaign achieved a high level of media coverage.

### **PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS**

Internal and external evaluation of the campaign, combined with other ongoing informal feedback, indicated that the relevant standards of providing clear and timely electoral information were met at a high level.

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

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

## OUTPUT 2.1.5 – INFORMATION SERVICES

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

The performance indicators and targets forecast in the 2001-02 portfolio budget statements and the performance results achieved are set out in [table 15](#).

**TABLE 15: OUTPUT 2.1.5 PERFORMANCE RESULTS**

Output group	Performance indicator and target	Performance results
<b>OUTPUT 2.1.5 – INFORMATION SERVICES</b>	100% of information is accurate.	Published information was accurate.
	90% of calls to the AEC call centre are answered.	83% of calls to call centre answered. The initial performance target of 90% was revised to 80% in-line with the standard industry benchmark rate.
	All information, including the website, is up-to-date, user friendly and accessible.	Information on the website was up-to-date, user friendly and accessible.
	Capability to answer 500,000 calls in the election period.	During the election period the call centre answered 513,342 calls.
	900,000 page views on the AEC website on election night.	On election night the website handled 972,970 page views, more than 44,000 visitors and 5.6 million hits with response times of under one second.
	Average cost per call centre call less than \$2.40.	The average cost per call centre call was \$1 excluding retainer costs. Call centre retainer costs totalled approximately \$1.8 million which, if apportioned over the number of calls received, represented \$3.51 per call.

### ANALYSIS: INFORMATION SERVICES

Electoral information is provided in various formats. One important medium is the AEC website – a major source of daily contact between the AEC and its customers.

This year a scheduled review of the website was undertaken to better meet the needs of customers. The review led to a redevelopment of the site which involved a change in the layout, colour scheme and navigation to

increase accessibility, enhance aesthetics and improve functionality. These aspects were identified as requiring attention following surveys of site users and to meet current Commonwealth Government Online Standards.

The site was also significantly enhanced for the 2001 federal election, with modifications to the online election results system (the virtual tally room), new content to support the election event and an infrastructure to meet increased customer demand.

The enhancements meant the website operated efficiently on election night, handling more than 5.6 million hits, with a 100 per cent success rate and response times of less than one second. This represented more than 900,000 page views and an average visitor length of just over 33 minutes.

A public relations plan was also developed and implemented for the election, which included a package of media releases and background information for distribution to the media. Strategies were implemented to ensure that electors with a print disability and electors from non-English speaking backgrounds had access to information in an appropriate format. Information was also made available in alternate formats including large print, Braille, audio cassettes and ASCII discs. Fact sheets were translated into 15 languages other than English.

Promotional materials were developed to raise awareness of the election process and to maintain a consistent image throughout the media. Election publications and information products included:

- Election 2001 candidates' and scrutineers' handbooks
- *Electoral Newsfile* series (12 editions)
- 2001 national electoral division profiles
- federal electoral boundaries map
- *2001 Election night guide*
- electoral backgrounders series, and
- 2001 federal election results map.

The AEC has embarked on a post-election information products and publishing program which includes production of the *Electoral pocketbook*, the election 2001 results wall map and the *Official election 2001* statistics series in both printed and CD-ROM format.

## TRENDS

There was an increase in the number of people accessing the AEC's website to view a range of AEC materials such as publications, historical results and general information. A large number of people accessed election specific information and the Internet election results system (the virtual tally room).

## SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES

Major enhancements were made to hosting arrangements for the website to support the federal election. The AEC used an outsourced call centre from 12 October 2001 until two weeks after polling day.

## FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE

For the federal election, the AEC used an outsourced call centre to handle the increased volume of enquiries. An initial performance target of answering 90 per cent of calls received at the AEC call centre was revised to 80 per cent in-line with the standard industry benchmark rate. This service level was exceeded by three per cent. Greater use was also made of the AEC website to publish election materials.

## PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS

There were no significant performance issues during the year that relate to the customer service standards for output 2.1.5.

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

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

## OUTPUT 2.1.6 – INDUSTRIAL ELECTIONS AND BALLOTS FOR ORGANISATIONS

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

The performance indicators and targets forecast in the 2001-02 portfolio budget statements and the performance results achieved in 2001-02 are set out in [table 16](#).

**TABLE 16: OUTPUT 2.1.6 PERFORMANCE RESULTS**

Output group	Performance indicator and target	Performance results
<b>OUTPUT 2.1.6 – INDUSTRIAL ELECTIONS AND BALLOTS FOR ORGANISATIONS</b>	100% of legislative and other requirements are met.	No election inquiries were conducted that concerned legislative requirements.
	Less than 1% court challenged elections upheld through AEC procedural faults.	During the reporting period 546 elections were conducted, no elections were court challenged or overturned.
	98% satisfaction by stakeholders.	Only positive feedback from stakeholders was received.
	100% capability to conduct all elections.	Systems, equipment and procedures were in place to conduct all elections.
	Full cost recovery for commercial elections.	All quotations for elections and ballots were conducted on a full cost recovery basis.

### ANALYSIS: INDUSTRIAL ELECTIONS AND BALLOTS FOR ORGANISATIONS

The AEC conducted 546 elections and ballots for registered industrial organisations throughout the year. This was slightly higher than the previous year's total of 518.

Last year's annual report discussed the proposition of a four-year election cycle, which would reach a low in 2001-02 before increasing. The decrease from 1999-00 to 2000-01 was 17 per cent while the increase from 2000-01 to 2001-02 was 5.4 per cent, suggesting that the election cycle has reached a low and started to climb. If the proposition of a four-year election cycle is correct, the number of elections and ballots should stabilise or even increase in 2002-03.

Thirty-eight fee-for-service ballots were conducted over the past year. Of these,

one was a certified agreement ballot completed electronically and one was for a de-amalgamation ballot. All fee-for-service elections were conducted with full cost recovery.

The AEC introduced electronic voting (eVote) as an alternative voting system for fee-for-service elections where client facilities allow. Clients who choose eVote for their election vote use a web browser in their secure Intranet environment. In the reporting period, the AEC used eVote when conducting certified agreement ballots for the Department of Defence and CSIRO.

Certified agreement ballots accounted for 16.22 per cent of the elections conducted this year. For certified agreement ballots, 89,518 ballot papers were issued and 62,934 or 70.3 per cent were returned. This is a slight decrease from 73.1 per cent of returned ballot papers on the previous year.

## **SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES**

There were no significant changes in the nature of functions and services relating to industrial elections and ballots for organisations.

## **FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE**

Work was begun on functional specifications and software design for an updated version of both the Easycount and Rollmaker systems. Easycount is a software application for counting votes electronically, including distributing preferences. Rollmaker is an application for compiling an electronic electoral roll from the membership records of a union or organisation. Together, these systems provide the operational basis for industrial and commercial elections.

The AEC continued its review of the policy and procedures manual for industrial elections and ballots and all States planned for major elections to ensure national consistency in the application of rules.

Work also continued on the Eventmanager system, a nationally integrated events management system that, once implemented, will provide a single application for the management and financial planning of all industrial elections as well as improved record-keeping and reporting functions.

## **PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS**

The AEC customer service charter requires that clear and accurate procedures and ballot paper instructions be provided. Of the votes cast over last year, only 0.57 per cent were informal, compared with 2.07 per cent in 2000-01. Given that industrial elections voting systems are often complicated and are less familiar to voters than federal election voting systems, this low percentage suggests that ballot paper instructions and advice on election procedures was clear and accurate.

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

There were no developments introduced during the year that significantly affected the AEC's operations. Should the *Workplace Relations (Registered Organisations) Bill 2001* be passed, the provisions it contains will have an impact on the conduct of industrial elections. These include:

- mandatory declaration voting (a proposal sought by the AEC)
- the development of model electoral rules, and
- the provision of detailed post-election reports to organisations.

There will also be a need to inform organisations covered under the *Workplace Relations Act 1996* of the impact these changes will have on conducting their elections.

## OUTPUT 2.1.7 – ATSI ELECTIONS

The AEC is responsible for conducting elections every three years for the ATSI Regional Council and Torres Strait Regional Authority (TSRA). Elections are conducted in accordance with the *Aboriginal and Torres Strait Islander Commission Act 1989* (the ATSI Act), the Regional Council Election Rules and TSRA Election Rules. The AEC also conducts elections for zone representatives and regional council office holders.

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

A feature of this year has been the preparation for the regional council elections due in October 2002. This has involved extensive liaison with ATSI, particularly in relation to

the introduction of a pilot Tasmanian indigenous electoral roll which is to be used as a basis for a ballot in Tasmania to elect the regional council.

This pilot has required close cooperation and consultation between ATSI and AEC staff in Tasmania and central office to prepare and implement procedures and systems to support the new election processes. Notwithstanding the longstanding good relations between ATSI and the AEC, a service level agreement was signed in August 2001 to formalise arrangements between the two agencies.

The performance indicators and targets forecast in the 2001-02 portfolio budget statements and the performance results achieved are set out in [table 17](#).

**TABLE 17: OUTPUT 2.1.7 PERFORMANCE RESULTS**

Output group	Performance indicator and target	Performance results
<b>OUTPUT 2.1.7 – ATSI ELECTIONS</b>	100% of legislative and other requirements met.	All legislative requirements were met.
	Between 5% and no ATSI electoral litigation cases in which costs are ordered against the AEC.	No challenges were made to AEC's conduct of elections.
	98% satisfaction by stakeholders.	Only positive feedback was received from stakeholders.
	100% capability to conduct all ATSI regional, zone and office holder elections.	All ATSI electoral functions were conducted within budget and in accordance with the regulations. One by-election was conducted in this period.
	100% logistical capacity to conduct ATSI casual vacancies as they occur.	There were 16 casual vacancy elections all conducted within budget and in accordance with the regulations.

### ANALYSIS: ATSI ELECTIONS

As well as conducting elections, the AEC also conducts recounts when casual vacancies occur on regional councils because a councillor dies, retires or is removed.

Previously unsuccessful candidates are advised of the vacancy and are invited to

declare their names in the recount of the previous councillor's ballot papers to determine the successful candidate for the position. Where no declarations are received by the close of nominations, a councillor is selected by conducting a by-election.

During the year, 16 casual vacancy recounts were conducted. In two cases, at Yilli Rreung in Darwin and Garrak-Jarru in Katherine in the Northern Territory, no nominations were received. In both these cases the vacancies were not filled due to the proximity of the next round of ATSIC regional council elections. One by-election was completed at Jayida Buru in Derby in Western Australia. Details of casual vacancies are at [appendix I](#).

Preparation of election materials and systems for the next round of regional council elections, due in October 2002, has commenced including training for operational staff at locations around Australia.

### **TRENDS**

Information gathered from the last three ATSIC regional council elections has shown various trends. There is generally rising participation in ATSIC elections, however the higher the population of younger people within a State or Territory, the higher the voter turnout is likely to be. The corollary also appears to be applicable: the higher the population of people aged 45 to 64, the lower the percentage of voter turnout.

Information also indicates that the geographic location of a region has an impact on voter numbers in that non-metropolitan areas record a larger percentage of votes than metropolitan regions. It has been suggested that the low voter participation in metropolitan areas may be due in part to the difficulty in raising the awareness of indigenous communities and engaging their participation. It is proposed to engage the youth and wider indigenous community by focusing the urban election information program on secondary and tertiary education establishments and community-based employment programs. It is anticipated that this approach will raise awareness of the regional council elections and encourage greater participation.

### **SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES**

Following the 1999 round of regional council elections and as a result of Y2K compliance testing, it was determined that the stability of the AEC's existing ATSIC election management database could not be guaranteed. The most

cost-effective solution was to use the current parliamentary election management system (ELMS) and to adapt it to meet specific ATSIC requirements.

This adaptation has replicated the main elements of the existing parliamentary system and adapted the modules to serve the needs of the ATSIC regional council elections.

The introduction of the Tasmanian indigenous electoral roll on a pilot basis required the development of new procedures and systems to ensure effective management of the electoral process.

### **FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE**

In August 2001, a service level agreement was signed by the AEC and ATSIC to ensure that the strong working relationship enjoyed by the two organisations continues to meet their requirements and expectations. Formal strategic and operational meetings are being conducted as part of the agreement to ensure that projects meet agreed performance indicators and targets.

### **PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS**

All casual vacancies were completed within time and in accordance with the legislation. The formalisation of the relationship between the AEC and ATSIC with the service level agreement ensures that all customer service standards continue to be met. All of the obligations under the service charter have been fulfilled.

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

The service level agreement ensures that ATSIC is aware of the expenditure undertaken on its behalf by the AEC. The funding for agreed projects is drawn down quarterly in advance, enabling fluctuations in expenditure to be met without disadvantage to either party.



## OUTPUT 2.1.8 – STATE AND LOCAL GOVERNMENT ELECTIONS

Last year the AEC conducted local government elections in Victoria and was involved in conducting State government elections in Tasmania. The performance indicators and

targets forecast in the 2001-02 portfolio budget statements and the performance results achieved are set out in [table 18](#).

**TABLE 18: OUTPUT 2.1.8 PERFORMANCE RESULTS**

Output group	Performance indicator and target	Performance results
<b>OUTPUT 2.1.8 – STATE AND LOCAL GOVERNMENT ELECTIONS</b>	100% of legislative and other requirements met.	All legislative and other requirements were met for both States which held elections.
	98% satisfaction by stakeholders.	Only positive feedback was received from those States which held elections.
	100% capability to conduct or assist in all elections contracted to the AEC.	Targets were met. Capability to conduct or assist in all contracted elections maintained.
	Full cost recovery.	All elections were run on a full cost recovery basis.

### ANALYSIS: STATE AND LOCAL GOVERNMENT ELECTIONS

#### SCANNING

In accordance with optical mark reading scanning contracts held with a number of States and Territories, the AEC's electoral roll scanning system was used for the production and subsequent checking of rolls for the Northern Territory election, Australian Capital Territory general election, South Australian State election, three Tasmanian upper house elections, 25 New South Wales, two Victorian and one Northern Territory local government elections, as well as for the 2001 federal election and Aston by-election. The system provides information on apparent non-voters and enables cases where voters may have voted more than once to be followed-up.

#### PREPARATIONS FOR CONTRACTED ELECTIONS

The extent to which the AEC conducts or assists in State and local government elections depends on a number of factors, including, but not limited to, achieving the AEC's legislative requirements, the extent to

which State legislation enables AEC involvement in State or local government elections and the extent to which the AEC successfully tendered for local government elections conducted on a commercial basis. Within this context, the AEC has maintained an appropriate level of readiness.

#### TASMANIA

The Tasmanian Electoral Office is responsible for State and local government elections. The AEC has had formal contractual arrangements with the office to provide election assistance since 1994 and also provides the expertise and field resources of its returning officer network for either full postal or conventional attendance elections.

#### State government

The AEC helped conduct three periodic legislative council elections in Tasmania during May 2002. All legislative and contractual requirements were met and a high level of customer service was achieved.

Other administrative functions were also undertaken. All costs were fully recovered.

## VICTORIA

### Local government

Voting in Victorian local government elections is compulsory for residents, except those aged 70 years and over. Council elections are held on a three-year cycle. The State legislation allows each council, the AEC or the Victorian Electoral Commission, to conduct local government elections.

The AEC conducted elections within the municipalities of Ararat, Melbourne, Moreland, Port Phillip and Pryenees last year, as well as a by-election in Indigo. All legislative and contractual obligations were met and costs were fully recovered.

### Melbourne City Council

In July last year, the Melbourne City Council and AEC successfully conducted the elections for Lord Mayor and Deputy Lord Mayor and seven councillors.

### SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES

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

### FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE

No significant factors, events or trends influenced performance over the past year.

### PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS

In both Tasmania and Victoria, all requirements of the customer service charter were met.

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

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

## OUTPUT 2.1.9 – ADVICE AND ASSISTANCE IN OVERSEAS ELECTIONS

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

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

Output 2.1.9 was developed to address this function and in 2001-02 advice and assistance in overseas elections was provided in a number of different locations.

The performance indicators and targets forecast in the 2001-02 portfolio budget statements and the performance results achieved are set out in [table 19](#).

**TABLE 19: OUTPUT 2.1.9 PERFORMANCE RESULTS**

Output group	Performance indicator and target	Performance results
<b>OUTPUT 2.1.9 – ADVICE AND ASSISTANCE IN OVERSEAS ELECTIONS</b>	100% of international assistance by the AEC meets the goals specified for individual projects undertaken.	All specified goals were met.
	98% stakeholder satisfaction.	Only positive feedback from stakeholders was received.
	100% ability to assist with requests for advice and assistance in overseas elections from clients in accordance with Australian foreign policy.	100% ability to respond effectively to requests for advice and assistance maintained.

**ANALYSIS: ADVICE AND ASSISTANCE IN OVERSEAS ELECTIONS**

**PAPUA NEW GUINEA**

The AEC has been providing support to the Papua New Guinea Electoral Commission (PNGEC) since April 2000 as part of an AusAID-funded project designed to build the skills of commission staff and to enhance their capacity to plan and conduct national elections. This first phase of the project is due to conclude in June 2003.

The AEC has a team of four officers in Papua New Guinea on three-month rotations. A number of short-term advisers have also contributed to the project and AEC team. AEC officers work jointly with the PNGEC on project goals and have established productive and strong links. Significant achievements and activities over the last year include:

- developing the PNGEC’s common roll information technology system which has proven to be an excellent product and valuable management information tool
- providing expertise, training and materials to support the update of the 1997 common roll
- developing the PNGEC website

- developing operational procedural manuals, election planning strategies, training plans and training materials to support the June 2002 national elections
- conducting election operations training courses and election planning workshops
- designing and implementing an evaluation strategy to assess the efficiency and effectiveness of the PNGEC’s election management processes and procedures
- developing policies, procedures and materials for the PNGEC to conduct elections under the new limited preferential voting system which will take effect for national elections from July 2002
- capacity building PNGEC staff to enhance their skills, knowledge and experience
- presenting an introductory module of the BRIDGE electoral administrators course which received positive feedback from PNGEC participants and demonstrably improved their skills and confidence, and
- PNGEC participation in the AEC’s Australian federal election study program and federal election polling program, as well as a short work placement with the AEC’s enrolment section.

The Technical Advisory Group engaged by AusAID to review the project in March 2002 concluded that the technical expertise available within the PNGEC project team was of a high standard.

The group's report also noted that the "PNGEC has expressed its complete satisfaction with the AEC team" in relation to the election operations assistance provided by the project.

The report went on to state that "the PNGEC has commented very positively on the comprehensive and professional approach adopted by all the AEC project teams who have undertaken work to date. The knowledge and expertise of advisers and team leaders has been of a high standard and PNGEC senior management have expressed their sincere gratitude to AusAID and the AEC for their assistance and support".

### **EAST TIMOR**

At the end of June 2002, the AEC successfully concluded its AusAID-funded capacity-building project in East Timor aimed at ensuring that sufficient skills and resources are available within the community to carry out future elections with minimal international assistance.

The project, originally scheduled to conclude at the end of 2001, was extended until mid-2002 at the request of the United Nations and AusAID. It supported the efforts of the Independent Electoral Commission (IEC) (set up by the United Nations Transitional Administration in East Timor) not only to conduct electoral events, but also to build the capacity of the East Timorese in electoral administration.

One of the main activities undertaken by the AEC and IEC was the BRIDGE electoral administrators' course, which was completed by all East Timorese staff. Four East Timorese staff were accredited to run the course independently. UN Transitional Administrator, Mr Sergio Vieira de Mello, presented course graduates with certificates. Those graduates represent a considerable store of knowledge and expertise on which an independent East Timor will be able to draw in future elections.

In a letter to the Electoral Commissioner in April this year, the Chief Electoral Officer of the IEC commented on the successful conduct of the presidential election earlier in the month and praised the capacity building efforts of both the AEC and AusAID.

Another major element of the project was the establishment of an electoral resource centre in Dili. Staffed primarily by East Timorese, the centre collected, collated and indexed all major forms, manuals, procedures and other documents dealing with the 2001 constituent assembly and 2002 presidential elections, as well as a substantial proportion of 1999 popular consultation documents.

Over the life of the project, 11 international and 37 East Timorese staff (including 23 district staff and 14 Dili-based staff) were employed. At the project's completion, a body of trained staff (as many as 4,500 people when polling officials are included) had been developed to provide a pool of trained personnel to be drawn upon in the conduct of future electoral events.

The AEC also made a number of its senior staff available during 2001-02 to provide technical advice and support to the IEC.

### **SOLOMON ISLANDS**

The AEC sent two officers to the Solomon Islands in June 2001 to determine the level of electoral assistance required to conduct elections expected in December 2001. AusAID provided funding for the mission and for those which followed.

Following this assignment, two AEC officers were deployed to establish a computerised voter registration process, while another worked on the software from Canberra. Once the registration process was up and running, the officer based at the time in Honiara was replaced by two other people who worked in the Solomon Islands until the completion of the election in early December.

As well as their Solomon Islands counterparts, the AEC worked closely with advisers from Great Britain and the USA. The election was held on time, with all deadlines met and despite some tense situations, there was no election-related violence. All international observer reports stated that the election was free and fair and reflected the will of the Solomon Islands people.

At election time, an AEC officer served as a member of the official Australian observer delegation.

## FIJI

The AEC undertook the second and third phases of an AusAID-funded assistance program, which had been initiated in June 2001, in preparation for the Fiji general election held from 25 August to 1 September 2001.

A five-member AEC team undertook the second phase of activity from 7 to 25 July. A two-day train the trainer workshop was held for 12 Fiji government training officers drawn from various government departments. Following the workshop, AEC staff accompanied the training officers to four regional centres to help conduct training sessions on documentation familiarisation, reconciliation procedures, count procedures, distribution of preferences and the importance of accuracy. The sessions varied in size from 15 to 160 participants.

The third phase of activity began on 1 September and involved providing technical assistance and advice at the centralised counting centres.

AEC activities in Fiji were highly successful and a number of significant international observer missions endorsed the election process. After the poll, Fiji's Supervisor of Elections wrote to the Australian Electoral Commissioner and expressed gratitude for the AEC's advice and technical assistance over the years.

In January, two AEC officers took part in a seminar on the review of Fiji's electoral system and attendant processes organised by the Office of the Supervisor of Elections. AusAID provided funding for their participation.

## FEDERATED STATES OF MICRONESIA

In March, a computerised voter registration system was established by the AEC in the State of Pohnpei, Federated States of Micronesia, with AusAID funding and support from the Pohnpei State Election Commission.

The system can store voter details, modify individual elector details, identify duplicate entries and produce elector lists for polling places and the general state register. According to the Pohnpei State's Election Commissioner, the system has exceeded all expectations.

Benefits associated with the possible implementation of the system elsewhere in the Federated States of Micronesia are clear. To pursue this further, the AEC organised an AusAID-funded conference in December of all the election commissions in the Federated States of Micronesia, providing the first occasion for all the country's electoral administrators to meet. Feedback was positive.

The conference agreed that there should be closer working relationships between the national and state election commissions and that there was an urgent need for reform in the registration process. It also decided that the computerised system installed in the Pohnpei State Election Commission should be deployed on a national level and on 26 April, AusAID announced that it would fund the AEC's development and implementation of a new national computerised voter registration for the Federated States of Micronesia.

## INTERNATIONAL VISITOR PROGRAM

At the time of Australia's 2001 election, 86 guests from 19 countries in Asia, Europe, North America, the Pacific and Africa participated in the largest election visitor program ever organised by the AEC. Included were 29 staff of the Independent Electoral Commission of East Timor, whose participation was funded by AusAID and the UN.

A number of very senior staff from electoral administrations of other countries also took part, including the Chief Election Commissioner of India, the Electoral Commissioner of Papua New Guinea, the Secretary-General of the Election Commission of Thailand, two Electoral Commissioners from Nigeria, two Electoral Commissioners from Indonesia, the Chief Executive of the UK Electoral Commission and all four Electoral Commissioners from Fiji, as well as the Supervisor of Elections.

There were two concurrent visitor programs, an 11-day study program and a shorter polling program of four days. Special programs were also organised in Melbourne, Darwin and Alice Springs for a number of the East Timorese guests.

The study program covered all aspects of the AEC's administration and conduct of elections.

It was based in Canberra and included sessions on the legislative framework for conducting elections, election management, voter education, information technology, voter registration systems and polling staff training. Participants also travelled to New South Wales, Victoria and Queensland to observe field operations.

The polling program concentrated on the events of polling day and the initial stages of counting and included detailed information sessions on conducting the poll and the preliminary counts.

On polling day, Canberra-based participants in both programs visited several polling places in the region to observe polling and the preliminary counts before concluding the night at the national tally room.

The program was part of the AEC's ongoing commitment to encouraging communication and cooperation with international electoral bodies, particularly those in the Asia Pacific and southern African regions. Feedback from participants was extremely positive and the AEC plans to continue to organise such programs in connection with major electoral events.

### **THE PIANZEA NETWORK**

The AEC continued to host the Secretariat of the Pacific Islands, Australia and New Zealand Electoral Administrators (PIANZEA) network. The Secretariat provides a focal point for communication between members. Planning has commenced for the next network workshop in Fiji in July 2002.

### **INTERNATIONAL DELEGATION BRIEFINGS**

A number of short visits were hosted during the year from delegations or officials who wished to obtain specific information about the AEC's activities. Included among them were the Attorney-General of New Zealand, the Acting Attorney-General of Tuvalu, the Vice-Minister for Regional Affairs of East Timor, representatives of the Embassy of the Republic of Korea, delegations from New Zealand and Vietnam visiting Australia under the auspices of the Australian Political Exchange Council and a visiting member of the Green Nepal Party.

### **PEACEKEEPING**

Since 1994, the AEC has helped the Australian Defence Force provide training to officers on electoral aspects of peacekeeping operations. This program continued during 2001-02 with presentations given to the international peacekeeping seminar conducted by the Australian Defence Force Peacekeeping Centre and to the Australian Command and Staff College. Feedback indicated that the AEC's input made a positive contribution to the outcomes of the training programs.

### **TRENDS**

Demands placed on the AEC for international assistance continued to increase, particularly from South East Asia and the Pacific regions. This trend, which is expected to continue in the foreseeable future, is being driven by two factors: requests originating from the countries as well as those from the Department of Foreign Affairs and Trade or AusAID, for the AEC to become involved in electoral assistance as part of the governance elements of Australia's overseas development assistance.

The AEC also receives requests for staff to participate in various election-related missions from international bodies including the United Nations, the Commonwealth Secretariat, the International Foundation for Election Systems and the International Institute for Democracy and Electoral Assistance. Overseas deployments of AEC officers throughout the year averaged at least six, with four officers based in Papua New Guinea for most of the year and another two in East Timor.

Increasingly the AEC is working to identify likely future international needs and to position itself to respond effectively to such needs. Two major initiatives, which have proven successful in this regard, have been the development of a generic voter registration software package and the development of the BRIDGE electoral administrators' course.

The generic voter registration package is designed to be implemented with relative ease in countries that need a straightforward, stable but effective system. To date it has been used with appropriate local modifications in Papua New Guinea, the Solomon Islands, the Federated States of Micronesia and East Timor.

Feedback from all sites has been highly positive and the AEC anticipates a growing demand for its installation.

The BRIDGE electoral administrators' course was developed in response to increasing requests over the past 10 years from developing democracies for electoral training assistance. Such training has often been conducted by outside agencies in a reactive and uncoordinated fashion with no common curriculum. There is however, a growing recognition that building a strong and stable electoral administration capacity in a country is much more important than providing ad hoc electoral assistance from outside. To make electoral administrations in developing democracies sustainable, electoral administration staff must be identified, trained and supported.

Because of this trend, the BRIDGE course curriculum has been developed in cooperation with the United Nations Electoral Assistance Division and the International Institute for Democracy and Electoral Assistance. The curriculum has been used for courses in East Timor, Papua New Guinea and Fiji and its use in other countries is being considered. The bulk of curriculum materials are in three languages (English, Bahasa Indonesia and Tetum) and a Portuguese translation is planned. Feedback from participants has been extremely positive and the course will continue to be refined and improved as feedback is received.

#### **SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES**

There were no significant changes in the functions for output 2.1.9 during 2001-02.

#### **FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE**

The delivery of overseas advice and assistance has the potential to be affected when demand for international assistance coincides with an Australian election or other significant operational requirement. Possible impacts include the AEC's capacity to provide assistance and the availability of suitable staff to undertake the overseas missions.

A longer-term issue is the extent to which the AEC will be able to meet, from existing resources, the increasing demand for its international services. While funding for the direct cost of overseas deployments is often provided by bodies such as AusAID, the cost of maintaining an ongoing skills base and capacity to provide high quality professional international services, and to develop, review and enhance products to meet the needs of overseas countries, is not covered by such external funding.

To date the AEC has covered such costs from existing resources and has not approached the government for additional funding support. However, if international demand continues for the specialised products that the AEC has been developing, the AEC may need to seek such additional funding to ensure that the benefits of its activities and innovations for Australia's international profile in the field of governance enhancement can continue to be fully realised.

#### **PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS**

Performance against the customer service charter can be rated as excellent. This is evident through the day-to-day service provided by the AEC to overseas organisations where it continued to respond promptly and appropriately to requests for information. The AEC acted with honesty and integrity when dealing with foreign counterparts, with care and diligence when sending officials overseas on assistance missions and complied with all applicable Australian laws. No complaints have been received in relation to its provision of advice and assistance in overseas elections.

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

There have been no significant developments since the end of the financial year that have impacted on operations or financial results for the future of output 2.1.9.

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## Outcome 3

# REPORT ON PERFORMANCE

### Electoral education

The AEC's third outcome – electoral education – ensures that Australians are well informed about the electoral system and other electoral matters.

# Outcome 3

## OUTCOME 3

### 2001-02 HIGHLIGHTS

- Upgrades to the electoral education centres to enhance visitor experiences.
- The opening of *Helping you have your say* – an exhibition on Australia's election history at Old Parliament House in Canberra.

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## OUTCOME 3 – SUMMARY OF RESOURCES

TABLE 20: OUTCOME 3 – ELECTORAL EDUCATION

	Budget	Actual expenses	Budget
	2001-02 \$'000	2001-02 \$'000	2002-03 \$'000
<b>Price of departmental outputs</b>			
<b>Departmental appropriations</b>			
Output group 3.1 – Electoral education			
Output 3.1.1 – Electoral education centres	1,698	1,734	1,814
Output 3.1.2 – School and community programs	3,561	3,897	6,580
<b>Total output group 3.1</b>	<b>5,259</b>	<b>5,631</b>	<b>8,394</b>
Total revenue from government (appropriations) contributing to price of departmental outputs	5,259	5,631	8,394
Revenue from other sources	50	177	140
<b>Total revenue from other sources</b>	<b>50</b>	<b>177</b>	<b>140</b>
<b>Total price of departmental outputs</b> (Total revenue from government and from other sources)	<b>5,309</b>	<b>5,808</b>	<b>8,534</b>
<b>Total estimated resourcing for outcome 3</b> (Total price of outputs and administered appropriations)	<b>5,309</b>	<b>5,808</b>	<b>8,534</b>
		<b>2001-02</b>	<b>2002-03</b>
<b>Average staffing level (number)</b>		<b>46</b>	<b>72</b>

## OUTCOME 3 – ELECTORAL EDUCATION

The AEC provides a range of education programs aimed at different target groups within the Australian community. These programs are divided into two main areas – electoral education centres and school and community programs.

Electoral education centres in Canberra, Melbourne, Adelaide and Perth continue to be well patronised and participant numbers in the school and community visits outreach program are also growing.

The following report details results for outcome 3 against these two output areas.

## OVERALL PERFORMANCE RESULTS

**TABLE 21: OUTCOME 3 – ELECTORAL EDUCATION**

Output group	Performance indicator and target	Performance results
<b>ELECTORAL EDUCATION</b>	The level of understanding by the Australian community of electoral matters – target is 75%.	93% of electors felt informed about how to vote correctly and to make their vote count. At least 80% of voters were aware of the AEC's 2001 federal election public information campaign.
	The level of understanding of electoral events and processes by participants in education sessions – target is 75%.	Evaluation questionnaires indicate that this target was exceeded.
	Level of customer satisfaction – target is 95%.	Evaluation questionnaires indicate that this target was exceeded.

### ANALYSIS: ELECTORAL EDUCATION

The AEC's electoral education programs maintained high participation levels in 2001-02. As indicated by a range of data gathered at electoral education sessions, the programs are highly regarded by both participants and stakeholders.

There was a continued high level of participants in both the school and community visits and electoral education centre programs.

### VARIATIONS TO PERFORMANCE TARGETS

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

### PURCHASER/PROVIDER ARRANGEMENTS

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

## OUTPUT 3.1.1 – ELECTORAL EDUCATION CENTRES (EECs)

An important component of the AEC's education programs are its EECs in Canberra, Melbourne and Adelaide. The AEC also provides support for an EEC in Perth operated by the Western Australian Electoral Commission.

At these centres, groups normally participate in a 90-minute session that includes an introduction to Australian democracy, a display room activity and a mock election or referendum. Sessions designed to fit in with

school curriculum requirements are also presented.

Evaluation questionnaires completed at the end of each session or activity, together with the electoral education programs evaluation, indicate that the EEC programs were very effective and that clients were highly satisfied.

The performance indicators and targets forecast in the 2001-02 portfolio budget statements and the performance results achieved are set out in [table 22](#).

**TABLE 22: OUTPUT 3.1.1 PERFORMANCE RESULTS**

Output group	Performance indicator and target	Performance results
<b>OUTPUT 3.1.1 – ELECTORAL EDUCATION CENTRES (EECs)</b>	95% of participants leave AEC EEC sessions with an enhanced understanding of electoral events and processes.	Evaluation questionnaires show this target was met.
	90% of electoral education programs meet needs of all participants.	Evaluation questionnaires show this target was met.
	115,000 visitors.	The total number of visitors for 2001-02 was 116,140 plus 14,055 participants in outreach activities.
	3,200 sessions.	3,304 sessions conducted.
	95% of requests are met.	Some schools were unable to attend the Canberra EEC because it was fully booked for some weeks during the second half of the year. Approximately 7.5% of requests for the Canberra EEC were not met.
	Less than \$600 per session.	The cost per EEC session was \$368.25 a session for 3,304 sessions.

### ANALYSIS: ELECTORAL EDUCATION CENTRES (EECs)

#### CANBERRA

This financial year was one of consolidation for Canberra's EEC in its new location at Old Parliament House. The program and technology enhancements made possible by the centre's re-location have been most

successful and a continual program of development is providing increased options for visitors.

Visitor numbers for the year were 65,209 and have increased from last year as the centre became fully operational. The educational program continues to attract new schools as well as retaining interest from those who have previously attended.

The emphasis on increasingly directing electoral education programs towards the senior secondary sector through curriculum-based programs should see an increase in numbers in this area over the next 12 months.

The public exhibition *Helping you have your say*, which was collocated with the EEC in Old Parliament House's Australian Federation Centre, was opened in September and will be a permanent exhibition open to visitors seven days a week.

### **MELBOURNE**

Melbourne's EEC catered for 32,672 visitors during the year with sessions for primary, middle years, later year and Victorian Certificate of Education (VCE) students, the technical and further education sector, as well as for Council for Adult Education and community groups. Strong demand for off-site programs has continued, including school on-site elections, student forums, teacher professional development and adult education. A total of 13,542 participants were involved in these outreach activities.

Staff continued to develop curriculum resources and materials to support programs including an extensive redevelopment of the *On-site election guidelines for schools* in conjunction with divisional staff and updating the VCE politics sessions to include the 2001 federal election.

A review and analysis of the visitor base over the past three years has enabled the centre to reflect on current practices, identify potential new clients and future directions. Client satisfaction was clearly indicated by the large number of return visits during the year. Future challenges include promoting services to new and established groups who choose from an increasingly wide range of excursion centres.

### **ADELAIDE**

The Adelaide EEC continues to provide high quality informative and educational sessions to schools and community groups. During the year 8,212 visitors participated in programs provided by the centre or the equivalent of 380 groups.

The centre is located close to the South Australian Parliament so many groups combine their visit to the EEC with a visit to parliament where they may have the opportunity to meet their local MP and observe question time or debates.

Adelaide's EEC professional development program, which is conducted in conjunction with the South Australian State Electoral Office, continues to be very popular with teachers. Five sessions were conducted for 105 teachers or trainee teachers throughout the year during school holidays. Demand for these types of sessions also increased from universities that train teachers.

While sessions within the centre located in the AEC's Adelaide head office remain the primary focus of the EEC, Adelaide also conducted 18 specialist outreach sessions for schools and community groups that were unable to access the centre. This provided an extra 513 people with access to electoral education.

Marketing initiatives including direct mail outs and advertising in South Australian teachers journals continue to be an important source of new participants for the EEC. The centre has also shown a steady increase in the number of teachers who are now returning to visit with their third or fourth class. The number of groups participating as a result of referral from other teachers and group coordinators has also increased.

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

### **PERTH**

Funding support for the federal displays plus AEC resource materials were provided to the Western Australian Electoral Commission's EEC during the year. This centre continues to operate very successfully with more than 10,000 visitors attending sessions during the year.

## TRENDS

FIGURE 3: VISITORS TO THE CANBERRA EEC

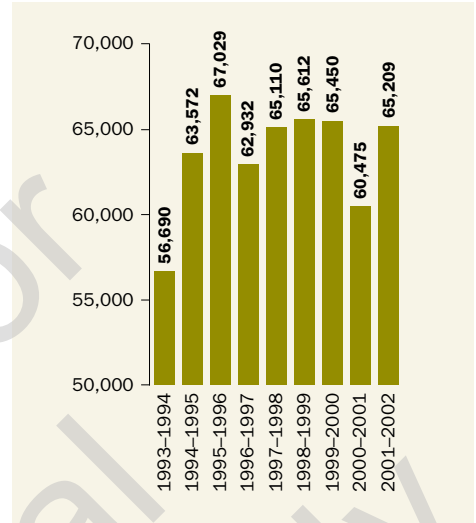


FIGURE 4: VISITORS TO THE MELBOURNE EEC

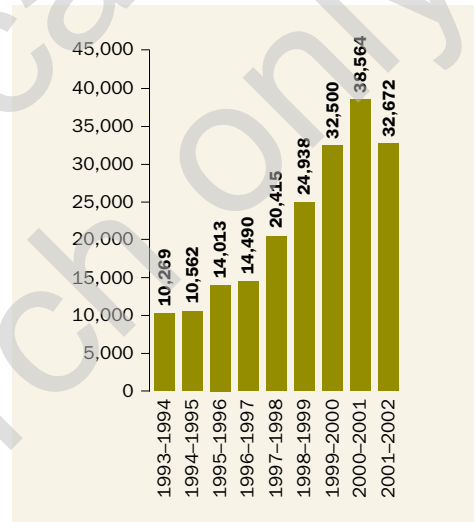
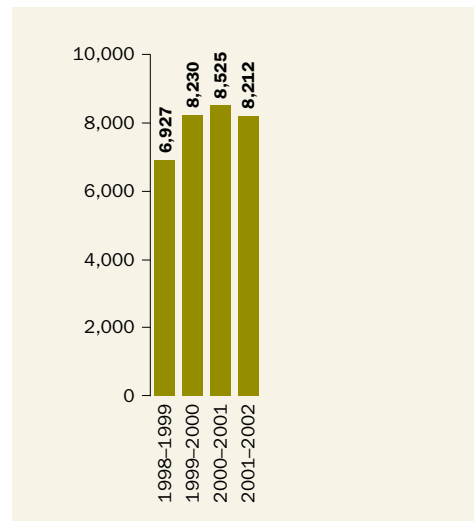


FIGURE 5: VISITORS TO THE ADELAIDE EEC



### SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES

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

### FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE

The ongoing Discovering Democracy civics and citizenship education project continued to generate interest in the AEC's electoral education programs.

### PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS

Information gained through evaluation questionnaires, letters and verbal feedback

indicated that customer service standards were achieved.

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

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

## OUTPUT 3.1.2 – SCHOOL AND COMMUNITY PROGRAMS

Another important component of the AEC's education programs is the school and community visits program which involves, in the main, divisional staff visiting schools and community groups within their division to present electoral education and information sessions. Visits are also conducted by staff from the AEC's head office and EECs. These programs also include Your vote counts

teacher professional development activities, representation at education conferences and seminars, input to curriculum development and some activities with an indigenous focus.

The performance indicators and targets forecast in the 2001-02 portfolio budget statements and the performance results achieved are set out in [table 23](#).

**TABLE 23: OUTPUT 3.1.2 PERFORMANCE RESULTS**

Output group	Performance indicator and target	Performance results
<b>OUTPUT 3.1.2 – SCHOOL AND COMMUNITY PROGRAMS</b>	95% of participants in the schools and community visits program leave sessions with an enhanced understanding of electoral events and processes.	Surveys indicate an increased level of understanding by session participants.
	Requests for electoral educational resources satisfied.	Requests for electoral educational resources were satisfied.
	Requests for electoral education State/Territory curriculum support satisfied.	All three requests for curriculum support were satisfied.
	98% level of customer satisfaction 110,000 participants.	The number of participants for 2001-02 was 149,103.
	25 teacher development sessions conducted.	25 Your vote counts professional development activities were conducted.



## ANALYSIS: SCHOOL AND COMMUNITY PROGRAMS

AEC staff conduct electoral education sessions and activities in schools and with community organisations. Strategies and resources for these sessions were discussed and refined during a national AEC working party meeting on school and community education visits.

A new electronic reporting system to record the sessions was developed during the year. Among other things, the system records dates and locations of sessions, number of participants, topics covered, materials used and the time allocated. This has allowed the AEC to more closely monitor session content and to track which educational materials are being used.

A peer support scheme continued to operate throughout the year primarily to allow experienced staff members to provide advice and support to less experienced staff while on school and community visits.

While overall there was a decrease in participant numbers due to the 2001 federal election and funding restrictions, Victoria reported a strong increase.

The AEC also undertook a number of education activities with an indigenous focus. Information and education officers in Sydney and Darwin have been very active in this area, as have divisional staff in Queensland and Western Australia.

In the lead-up to the federal election, a network of community electoral information officers visited indigenous communities across Australia to help with enrolment and to conduct education sessions on the federal electoral process. New resources such as posters featuring indigenous celebrities and a flipchart were produced as presentation materials.

## EDUCATION PROJECTS

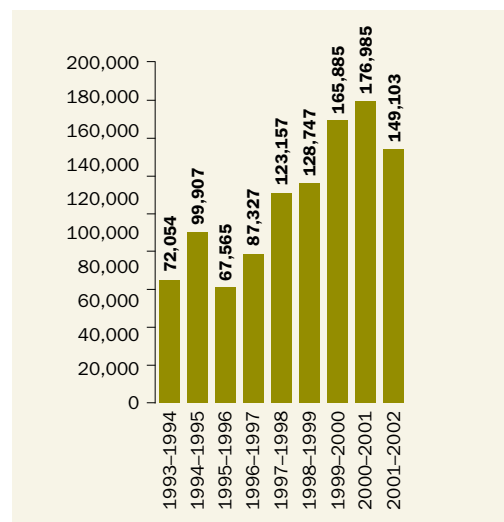
### Curriculum development and support

The AEC is planning an audit of State and Territory curriculum frameworks. This ongoing project will enable more relevant programs and resources to be developed to support school and classroom-based electoral education programs.

Work has already commenced at the Adelaide EEC to better align electoral education sessions with the needs of school and classroom-based programs.

In February this year, the AEC participated in an interest group meeting to discuss various projects being conducted in association with the federal government's Discovering Democracy civics and citizenship course. As part of the meeting, Discovering Democracy professional development officers toured Canberra's EEC and took part in a presentation on AEC electoral education programs and resources.

**FIGURE 6: PARTICIPANTS IN SCHOOL AND COMMUNITY VISITS PROGRAM SESSIONS AND ACTIVITIES**



In May, a national forum for Discovering Democracy was conducted. The AEC, through professional development programs such as Your vote counts, and through conference presentations, continues to provide professional development and electoral education for teachers implementing civics and citizenship programs in their schools.

### **PROFESSIONAL DEVELOPMENT PROGRAMS**

Your vote counts has been conducted nationally to both in-service and pre-service teachers over the last 12 months. Eight full-time sessions were presented with 190 educators and 17 two-hour sessions with 506 students.

Comments from program participants indicate that satisfaction continues to be very high and that there is still a demand for such an initiative in the primary and secondary education sectors. Many participants commented favourably on the professionalism and expertise of AEC presenters.

Staff at EECs have conducted other successful professional development presentations on electoral education including presentations to:

- school faculty and staff meetings
- ESL and TAFE adult literacy teachers, and
- bachelor of education students.

### **CONFERENCES**

The AEC participated in various education conferences over the last year to present workshops and conduct electoral education resource displays and sessions. Presentations included those to:

- History Teachers Annual Conference (South Australia)
- Discovering Democracy Student Participation/Active Citizenship Conference (Australian Capital Territory)
- Victorian Commerce Teacher's Association Conview Conference
- Discovering Democracy Australians All: Education for a Civil Society (Victoria)
- Discovering Democracy Making Civics and Citizenship Education Happen (New South Wales), and
- Adult Council of Further Education Conference (Victoria).

### **TRENDS**

Information on trends for the schools and community programs is contained in figure 6 on page 69.

### **SIGNIFICANT CHANGES IN THE NATURE OF FUNCTIONS/SERVICES**

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

### **FACTORS, EVENTS OR TRENDS INFLUENCING PERFORMANCE**

The AEC widely publicised its electoral education outreach programs through the Discovering Democracy civics and citizenship initiative and through a range of education publications, forums and conferences. As divisional staff were heavily involved in the 2001 federal election, they undertook a reduced number of school and community visits. Funding restrictions also impacted in this area.

### **PERFORMANCE AGAINST CUSTOMER SERVICE CHARTER STANDARDS**

Evaluation of electoral education programs, together with other information obtained through evaluation questionnaires, letters and verbal feedback, indicate that appropriate customer service standards were achieved.

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

There have been no significant developments impacting on operations or financial results for the future of output 3.1.2.

**Other  
information**

REPORT ON PERFORMANCE

Financial performance

Developments that may affect  
future operations

# Analysis

## ANALYSIS OF THE AEC'S FINANCIAL PERFORMANCE

### **The ANAO audited the AEC's financial statements (page 97) without qualification.**

The statement of financial performance for the period ended 30 June 2002 shows a net deficit due to higher than anticipated expenses. While a deficit was not forecast in the 2001-02 Portfolio Budget Statements before Capital Use Charge it has arisen in a year when AEC has consumed inventory materials in the delivery of a federal election. Costs have also increased both in underlying infrastructure costs and direct activity expenses and these are reflected in the Election, Ballots and Referendums Outcome.

Revenue from government and operating expenses shown in the statement of financial performance include amounts to conduct the 2001 federal election and so are significantly higher than last year. The statement of financial performance shows consistency in sale of goods and services revenue over the two years of the report. The level of revenue is higher than that forecast in the 2001-02 Portfolio Budget Statements. These forecasts were revised when preparing estimated actuals for 2001-02 for the 2002-03 Portfolio Budget Statements.

The statement of financial position at 30 June 2002 and cash flow statement both show the cash balance has reduced \$6m when compared with the level held at the end of last year. This represents a variation from that forecast for 2001-02 and is even more significant when the additional *Electoral and Referendum Amendment Act (No.1) 1999* (Act No 1) funds held at year end are considered.

As regulations relating to the enrolment provisions contained in Act No 1 are not yet in place, the AEC has not used the majority of the funding provided. The accounting treatment required recognises the appropriation revenue in the year in which it is provided. The resulting balances are then included in the cash reserves held and represent funds held to implement the provisions. The equity accounting treatment has been amended in 2001-02 to comply with the new guidance published by the Department of Finance and Administration.

In addition, funds continue to be retained to cover likely immediate employee leave entitlements and some asset replacement. The statement of financial position also shows some movement in asset figures. The balance of non-financial assets has decreased as the election consumables, such as ballot paper, were used for the 2001 federal election and depreciation expenses reflect decreasing assets values. It should be noted that the majority of the IT desktop equipment has reached the end of its useful life and is planned to be replaced next financial year.

The statement of Administered financial performance contained in Note 19 reflects that expenses for public funding were paid following the November 2001 federal election. Administered revenue was derived from the collection of joint roll contributions from each State and the Northern Territory governments and election fines and penalties from non-voters, the latter also following the 2001 election.

## DEVELOPMENTS THAT HAVE AFFECTED OR MAY AFFECT FUTURE OPERATIONS

### **ELECTORAL AND REFERENDUM AMENDMENT ACT (NO.1) 1999**

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

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

The majority of the provisions of the amending Act commenced either on or 28 days after Royal Assent. However, a number of provisions affecting the electoral enrolment process have not been proclaimed. These were to require first-time enrolment applicants to provide proof of identity, overseas born electors to provide proof of citizenship and witnessing of enrolment applications to be restricted to electors in a prescribed class.

The delay in finalising the regulations was due to lengthy negotiations by the federal government with the State and Territory governments in an effort to seek complementary State and Territory electoral legislation to ensure continuance of the Joint Roll Arrangements. During consultation, most State and Territory governments indicated they did not consider the reforms necessary and that they would not be amending their legislation to adopt the Commonwealth position.

In the event the federal government proceeded with the regulations following a recommendation of the JSCEM in its report *User friendly, not abuser friendly*. This recommendation (recommendation 4) stated that the Commonwealth should proceed to implement the amended regulations.

Proclamation of these changes was to proceed with the commencement of the related regulations, however these regulations, known as the Electoral and Referendum Amendment Regulations 2001 (No.1), were disallowed by the Senate on 15 May 2002.

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## MANAGEMENT AND ACCOUNTABILITY

The AEC's framework for management and accountability facilitates the efficient and effective achievement of AEC outputs. It is also designed to create a workplace that fosters and encourages diversity, rewards innovation and performance and provides flexibility for work and family.

# Governance

## CORPORATE GOVERNANCE

**The AEC's corporate governance framework encompasses mechanisms designed to ensure the organisation efficiently and effectively meets its management obligations. The framework aims to establish accountability, focus on government priorities, manage resources and ensure that decisions and actions occur quickly.**

### CORPORATE GOVERNANCE PRACTICES

The AEC operates a hierarchical structure under the Electoral Commissioner, who generally has the same powers as a Secretary of a Commonwealth Department. The Electoral Commissioner is assisted principally by the Deputy Electoral Commissioner, the First Assistant Commissioner, Electoral Operations and the First Assistant Commissioner, Business Support.

High-level planning and policy functions are conducted by central office in Canberra. In addition to the Deputy Electoral Commissioner and the First Assistant Commissioners, there are five Assistant Commissioners in central office with responsibility for the following five areas:

- elections
- enrolment and education
- information and research
- corporate services, and
- information technology.

Each State and the Northern Territory is managed by an Australian Electoral Officer and comprises a State/Territory head office and divisional offices for each of the electorates.

The Strategic Advisory Committee, comprising all the executives mentioned above, also supports the Electoral Commissioner. It is a key consultative and advisory forum for the Electoral Commissioner and a key element in

the corporate governance framework. The Strategic Advisory Committee meets bimonthly to consider issues of strategic importance to the Commission.

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 agencies. The AEC is also a budget funded agency and has developed clear links between parliamentary expectations in the delivery of outputs, actual appropriations and organisational performance in the delivery of its outcomes. Strategies have been employed which:

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

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

- refining the AEC's strategic direction and priorities
- ongoing facilitation of electoral reform
- strengthening relationships with electoral organisations in Australia and overseas, and
- improving the AEC's capacity to satisfy the community's needs for electoral information.



At a strategic level, the AEC's strategic plan, covering the period to the end of 2004, communicates the overall direction that the organisation is taking within the context of achieving its purpose in an environment of continuing change. The plan provides a strategic and operational focus that outlines the AEC's values, capabilities, core business processes and strategic themes in pursuit of national outcomes. It is an integral part of the performance planning process in that it provides the appropriate level of guidance without impeding innovative or creative planning and management practices.

A copy of the strategic plan can be found at [www.aec.gov.au](http://www.aec.gov.au)

A revised strategic planning and leadership framework was developed to cover the period 2001-04. The process revisited the AEC's values, capabilities and core business processes and outlined six strategic themes:

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

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

As well as helping to develop the strategic plan and other corporate governance issues, sections within the AEC also assist senior executives to meet their responsibilities by overseeing the development and implementation of plans and policies in support of the AEC's outcomes and outputs. These are integrated within the core processes through which the AEC operates and supports its strategic directions.

The focus is to coordinate, propose and review appropriate methodologies and best practice and then to 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.

## SENIOR MANAGEMENT COMMITTEES AND THEIR ROLES

The AEC established a new governance framework in 2001-02 to support its revised structure and strategic direction. Its principal aims were to strengthen performance and accountability structures and to integrate management of outcomes and outputs with business planning and reporting. This has involved a refocus of strategic planning processes and corporate governance mechanisms. The composition of senior management committees that contribute to decision-making within the AEC is shown in [figure 7](#) on page 78.

### **National executive**

The national executive is the Electoral Commissioner's main consultative and advisory body. It meets at least weekly and more frequently as necessary to set national direction, provide high level leadership, direct strategies and manage key issues.

### **Strategic advisory committee**

The strategic advisory committee supports the national executive in determining and implementing the AEC's strategic objectives nationally. It meets six times a year to set strategic priorities and to monitor implementation of strategies against project plans.

### **Business assurance committee**

The business assurance committee meets quarterly to review and assess risk assurance, compliance and governance issues across the AEC. One of its main priorities is risk assessment and control.

### **Budget and performance management committee**

The budget and performance management committee meets approximately once a month to establish financial priorities, manage and monitor budget and performance issues, determine allocation of outcome resources and oversee decisions of the outcome management committees.

### **Outcome management committees**

The AEC has established outcome management committees which meet approximately quarterly to monitor expenditure and performance and to review allocations and estimates processes for their outcome.

**FIGURE 7: AEC COMMITTEES AND THEIR MEMBERS**

National Executive	Strategic Advisory Committee	Business Assurance Committee	Budget and Performance Management Committee
Electoral Commissioner	Electoral Commissioner	Deputy Electoral Commissioner	Deputy Electoral Commissioner
Deputy Electoral Commissioner	Deputy Electoral Commissioner	First Assistant Commissioner, Electoral Operations	First Assistant Commissioner, Electoral Operations
First Assistant Commissioner, Electoral Operations	First Assistant Commissioner, Electoral Operations	First Assistant Commissioner, Business Support	First Assistant Commissioner, Business Support
First Assistant Commissioner, Business Support	First Assistant Commissioner, Business Support	Australian Electoral Officer, Tasmania	Assistant Commissioner, Corporate Services (Secretariat)
	Assistant Commissioners:		
	– Elections		
	– Enrolment and Education		
	– Information and Research		
	– Corporate Services		
	– Information Technology		
	Australian Electoral Officers:		
	– New South Wales		
	– Victoria		
	– Queensland		
	– South Australia		
	– Western Australia		
	– Tasmania		
	– Northern Territory		
	Two nominated staff members (rotating)		
	Director, Strategic Policy Unit (Secretariat)		

**FIGURE 8: OUTCOME MANAGEMENT COMMITTEES**

<p><b>Outcome 1 – Roll Management</b></p>	<p>Assistant Commissioner, Enrolment and Education Assistant Commissioner, Elections Australian Electoral Officer: Queensland Australian Electoral Officer: New South Wales</p>
<p><b>Outcome 2 – Elections</b></p>	<p>Assistant Commissioner, Elections Assistant Commissioner, Information and Research Australian Electoral Officer: South Australia Australian Electoral Officer: Tasmania</p>
<p><b>Outcome 3 – Education</b></p>	<p>Assistant Commissioner, Enrolment and Education Assistant Commissioner, Information and Research Australian Electoral Officer: Victoria Australian Electoral Officer: Northern Territory</p>
<p><b>Outcome 4 – Business Infrastructure</b></p>	<p>Assistant Commissioner, Corporate Services Assistant Commissioner, Information Technology Australian Electoral Officer: Western Australia Australian Electoral Officer: Victoria</p>

### CORPORATE AND BUSINESS PLANS

The AEC has traditionally had a hierarchy of plans and associated performance measuring and monitoring processes in its performance management framework. A summary of the planning, operating and reporting framework is provided in figure 9 (on page 80). These plans reflect the outcome of the AEC's planning processes.

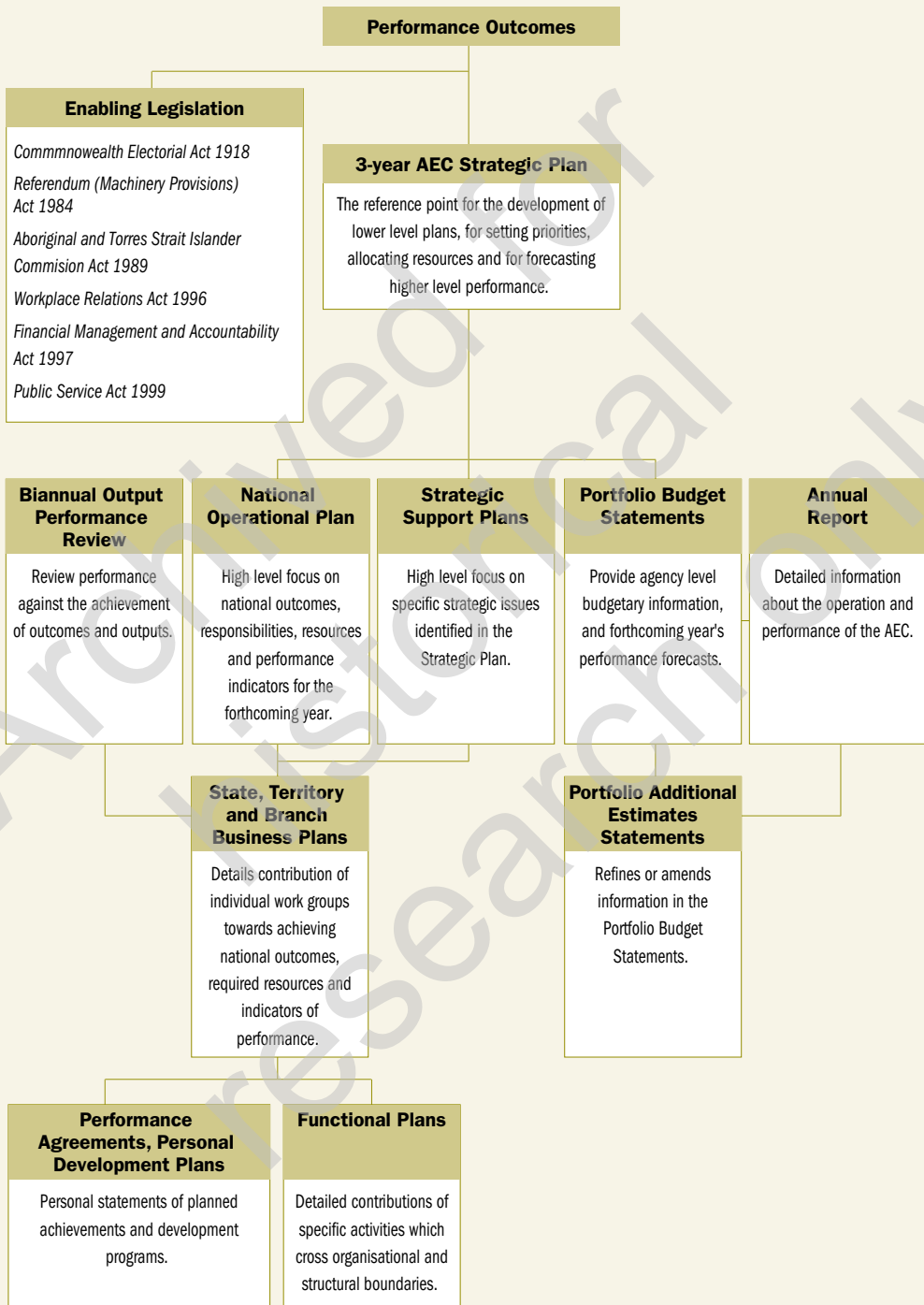
The Strategic Plan 2001-04 is the AEC's highest level plan and was developed in consultation with AEC executive, staff and customers through surveys, focus groups and workshops.

Business plans are derived from the AEC's strategic plan developed at the State level, and branch level in central office, and detail the activities planned for the year together with the resources required and performance information appropriate for the activities. Activities are those which best contribute to the achievement of the parent outcome for the year taking into account available planning information.

As well as the higher level planning documents, there are a number of supporting plans which address specific business functions including:

- strategic property plan – a three-year property management plan that communicates strategic direction for long-term management of AEC leased property
- corporate information technology plan (CITP) – which outlines the direction of IT development within the AEC for the period 1999-02. A review and redevelopment of the CITP is planned for 2002-03
- internal audit strategic program – which replaced the internal audit strategic plan 2000-03 as a consequence of the new outsourced internal audit arrangements. The current program covers the period January to June 2002 and outlines the audit coverage for compliance and performance audits
- fraud control plan – identifies areas of risk and contains strategies to prevent or minimise the incidence of fraud within the AEC, and
- business risk management plan – identifies areas of business risk within the AEC and how the risk will be managed. All sections of the AEC have developed risk profiles as part of the plan development process.

**FIGURE 9: AEC'S PLANNING, OPERATING AND REPORTING FRAMEWORK**



## INTERNAL AUDIT ARRANGEMENTS

### Internal audit

The AEC's internal audit function was outsourced to Walter & Turnbull Chartered Accountants in September for a period of three years. Internal audit activities within the organisation continue as an independent function that reports direct to the Deputy Electoral Commissioner through the business assurance committee.

The business assurance committee was established in December 2001 to replace the former internal audit committee – an adjustment designed to reflect the changing corporate governance structure and to allow membership to be made up of senior managers with financial and operational backgrounds. The committee's chair is the Deputy Electoral Commissioner. Other members include the First Assistant Commissioner, Business Support; First Assistant Commissioner, Electoral Operations; and the Australian Electoral Officer, Tasmania.

Audit reviews over 2001-02 examined and reported on the effectiveness of key controls in relation to the 2001 federal election and reviewed business processes for certain key corporate functions. Post election audits were carried out on:

- the effectiveness and reliability for resource management forecasts against identified workload information and actual usage of staff
- the issue and scrutiny of declaration votes, and
- casual staff employment expenditure.

Other compliance and performance audits include reviews of the AEC's payroll controls, contract management procedures and processes and GST implementation.

Reports of audits conducted by Walter & Turnbull reflect a high level of compliance with business controls in place.

### Internal control framework

Walter & Turnbull are currently reviewing the AEC's business risk policy and risk management plan. The revised policy will reflect an improved approach to risk management whereby risk management becomes an integrated part of the business-planning framework.

A whole-of-agency business risk assessment is also being undertaken which will provide managers with strategies for managing risks and form the basis on which the AEC will develop its future business continuity plan and internal audit program.

The AEC's 2001-03 fraud control plan was launched in June 2001. The plan was prepared in accordance with the Consultation Draft Fraud Control Policy of the Commonwealth dated 21 June 1999. The AEC has appropriate fraud prevention, detection, investigation and reporting procedures and processes in place and has collected and reported fraud data in compliance with government requirements.

### ETHICAL STANDARDS

The AEC's standard of conduct clarifies the general expectations that apply to employees and reinforces the APS Values and Code of Conduct. The AEC has developed and promulgated additional policies that clarify expected behaviour and prescribe fair and equitable processes to be followed in specific circumstances. The policies cover the AEC's requirement that its employees are, and are seen to be, politically neutral, and employee obligations aimed at maintaining a harassment free work environment.

In addition, the AEC's policy on disclosure in the public interest is being revised in the light of advice from the Public Service and Merit Protection Commission. Policies that have been developed to ensure procedural fairness relate to managing under-performance and the process for seeking reviews of employment related actions that may have been taken by the AEC.

These policies have been developed in consultation with the AEC consultative forum and have been distributed widely. They are accessible to all employees through the Intranet.

## SENIOR EXECUTIVE REMUNERATION

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

Other statutory appointees are part of the principal executive office structure under the *Remuneration Tribunal Amendment Act 2001*. The remuneration and conditions for these appointees are determined by the AEC within parameters set by the Remuneration Tribunal.

The Electoral Commissioner determines remuneration and conditions for non-statutory appointments as senior executives and is able to vary salaries from time-to-time in accordance with workplace agreements. Benchmarks such as changes in remuneration levels applying to statutory appointees and APS salary levels for senior executive staff are used to assist in determining salary increases.

The Electoral Commissioner determines performance pay for the AEC's non-statutory appointed senior executive staff and for statutory appointees within Remuneration Tribunal parameters. [Table 24](#) identifies base salary bands for statutory appointees and senior executive staff.

**TABLE 24: BASE SALARY BANDS\* FOR AEC STATUTORY APPOINTEES AND SENIOR EXECUTIVE STAFF**

Remuneration band in \$	Number of staff
80,000 – 89,999	4
90,000 – 99,999	5
100,000 – 109,999	2
110,000 – 119,999	2
120,000 – 129,999	1
130,000 – 139,999	0
140,000 – 149,999	1

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

## CUSTOMER SERVICE CHARTER

The AEC's customer service charter was introduced in August 1998 and lists 38 standards of services and products to assess the organisation's performance. It also provides feedback mechanisms for customers and staff such as reply paid forms, face-to-face and telephone contact and the website.

All feedback received during the year was referred to the relevant area for appropriate and timely action. A small percentage of responses did not meet the client's satisfaction, these being primarily the result of legislative requirements or of non-acceptance by the client. The feedback received also contributed to the AEC's strategic and business planning processes and to continual organisational improvement.

Of particular note was the positive feedback that specific programs and courses staged by the education and international teams received from their varied customers.

Before the 2001 federal election, planning began on a new series of interactive workshops to gauge perceptions of the AEC among customers and staff. These workshops are one of the eight major planning and implementation strategies that are the focus for the next few years. Workshops have already been held in Melbourne, Launceston, Perth, Brisbane and Adelaide and have proved a very valuable formal mechanism to encouraging and managing feedback.

The workshop findings indicated that overall the participants had a positive perception of the AEC. While many areas of improvement were identified and discussed, in the main participants were satisfied with the electoral service provided and the conduct of the 2001 federal election. Further workshop sessions are scheduled in other States and Territories for 2002-03.

As part of the continual improvement process, a revised AEC customer service charter document was expected this financial year, however a review of the document was deferred due to preparation for and conducting the 2001 election. In addition, an initial scoping exercise into the feasibility of developing an electronic database for customer feedback data indicated that significant financial and staff resources would be required. Due to this, it was determined that the customer service charter will be revised in 2002-03.

The charter is available in hard copy from all AEC offices and can also be downloaded from the AEC's website at [www.aec.gov.au](http://www.aec.gov.au)

### **WORKPLACE DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

The AEC's current workplace diversity program was introduced in 1999 and is currently being reviewed before a new program is developed. The current program aims to:

- ensure that AEC clients (internal/external) receive a responsive service tailored to meet their needs
- ensure that the AEC employee profile reflects the composition of the Australian community
- provide access for all AEC staff to learning opportunities which enhance job satisfaction and career options
- provide AEC staff with a work environment which is flexible and family friendly, and
- develop an organisational culture that values diversity.

Comprehensive workplace diversity information is available to all staff on the AEC Intranet.

Throughout the 2001 federal election, the AEC conducted a non-English advertising campaign which consisted of the following:

- press – 18 languages across 52 papers
- television – 11 languages, and
- radio – 45 languages including 19 indigenous languages.

To assist people with disabilities, the *Your official guide to the federal election* leaflet was produced in several formats including audio cassette, braille, ACSII disc, large print and audio file on the AEC website. All television advertising included captions to cater for the needs of deaf or hearing-impaired viewers and additional information was provided to disability organisations in consultation with peak bodies and community groups. AEC staff conducted community information sessions for these groups. TTY telephone facilities are available in all capital cities.

Several improvement strategies outlined in the AEC's strategic plan relate to diversity issues.

### **Developing an increased number of service delivery options for customers**

Issues identified under this strategy include:

- establishing whether the organisation is meeting customer expectations, for example, through interactive customer workshops and standing customer service improvement items at meetings
- reviewing the customer service charter
- improving regional and remote services, for example, by identifying and working with appropriate partners providing services to those to whom we can add electoral value
- reviewing services for older Australians, and
- reviewing and implementing alternative service delivery options under the provisions of the disability action plan.

### **Implementing a management driven support process in the AEC for those who feel harassed**

The AEC has a zero tolerance strategy to harassment. No complaints are ignored and responses are dealt with according to provisions of the Public Service Act. Additional workplace harassment contact officers have been appointed and natural justice principles are applied to any investigation. National harassment awareness sessions have also been held for staff.

Developing skills to manage harassment incidents has been incorporated into the leadership development and performance management processes and training. The AEC standard of conduct supports APS values and the APS code of conduct and specifically refers to employee responsibilities in the areas of diversity and discrimination. The AEC also has an extensive, ongoing program to raise awareness of, and address, harassment issues.

#### **Developing communication mechanisms for the AEC**

The mechanisms developed by the AEC to improve communication include:

- conducting annual employee surveys and workshop sessions
- conducting localised sessions to facilitate discussion of the strategic plan
- increasing use of discussion database to elicit and respond to staff feedback
- consulting with those who have key accountability for strategic plan strategies, and
- an ongoing interactive process for workplace relation issues.

#### **REVIEW AND FORWARD PLANNING FOR AEC PROPERTY MANAGEMENT**

A review has been completed of all AEC properties and a three-year strategic property plan has been produced to address, among other things, any concerns regarding physical access to AEC offices.

#### **PROMOTING DIVERSITY THROUGH RECRUITMENT AND SELECTION**

There is ongoing review of recruitment and selection exercises to ensure they are free from discriminatory barriers. People from culturally and linguistically diverse backgrounds are recruited to assist with electoral events, particularly in areas with high levels of ethnic diversity. Indigenous Australians are also sought to help manage electoral events, particularly in remote localities and areas with high indigenous populations.

The AEC's commitment to diversity is articulated in the certified agreement and the workplace diversity policy. All work level standards for positions in the organisation state that the staff member must demonstrate a commitment to actively implementing principles of workplace diversity, workplace participation and occupational health and safety. All selection criteria for positions in the AEC contain similar wording to the work level standards.

#### **BALANCING WORK AND PERSONAL RESPONSIBILITIES**

A range of initiatives is provided through the certified agreement designed to help employees balance work and other caring responsibilities. These include home-based work provisions, family rooms, part-time work, purchased leave and access to the national employee assistance program. Access to a national childcare referral service is also provided to help employees find information and advice on childcare services across Australia. The certified agreement provides reimbursement of additional costs associated with family care to staff who are required by the AEC to be away from home outside normal working hours.

#### **EEO PROFILE OF THE AEC**

Table 25 represents the EEO profile of AEC staff (*Australian Public Service Act 1999* and *Commonwealth Electoral Act 1918*) by nominal classification as at 30 June 2002 and table 26 benchmarks the AEC against the APS average as at 30 June for 2001-02.



**TABLE 25: EEO PROFILE BY NOMINAL CLASSIFICATION\* INCLUDING ONGOING AND NON-ONGOING STAFF AT 30 JUNE 2002**

	Total Staff	Female	CLDB	ATSI	PWD
Above \$79,421 (Senior Executive staff including Holders of Public Office)	17	4 23.5%	1 5.6%	0 0%	0 0%
\$70,036 – \$79,421 (Exec Level 2)	31	10 32.3%	3 9.7%	0 0%	0 0%
\$60,752 – \$67,577 (Exec Level 1)	72	26 36.1%	7 9.7%	0 0%	1 1.4%
\$48,646 – \$54,524 (APS Level 6)	227	71 31.3%	27 11.9%	1 0.4%	7 3.1%
\$43,946 – \$48,162 (APS Level 5)	62	34 54.8%	7 11.2%	0 0%	1 1.6%
\$39,401 – \$43,178 (APS Level 4)	57	32 56.1%	7 12.3%	6 10.5%	1 1.7%
\$35,352 – \$38,742 (APS Level 3)	192	138 71.9%	25 13.1%	0 0%	3 1.6%
\$31,037 – \$34,419 (APS Level 2)	200	175 87.5%	14 7.0%	1 0.5%	5 2.5%
Up to \$30,310 (APS Level 1)	3	2 66.7%	2 66.7%	0 0%	0 0%
<b>Total</b>	<b>861</b>	<b>385</b> 57.1%	<b>93</b> 10.8%	<b>8</b> 0.9%	<b>18</b> 2.1%

Equivalent full-time – 807.9

Source: Perspect HR system

\* Excludes internal temporary assignments at higher level.

**TABLE 26: BENCHMARKING AEC EEO REPRESENTATION AGAINST APS AVERAGE**

Target Group	AEC % 2001-02	AEC % 2000-01	APS % Average
Female	57.1	56.9	51.4
CLDB	10.8	10.6	10.7
Indigenous	0.9	0.7	2.2
PWD	2.1	2.6	3.7

Key to tables 25 and 26:

APS Australian Public Service

CLDB People from culturally or linguistically diverse backgrounds

ATSI People from Aboriginal or Torres Strait Islander backgrounds

PWD People with disabilities

When comparing the data in [table 26](#) for 2001-02, the number of women, people from culturally or linguistically diverse backgrounds and of Aboriginal and Torres Strait Islander origin working at the AEC has increased slightly while the proportion of people with disabilities working at the AEC has decreased by 0.5 per cent.

### **SOCIAL JUSTICE AND EQUITY**

The AEC met with the Human Rights and Equal Opportunity Commission's (HREOC) Disability Discrimination Commissioner during the year to discuss a range of disability issues relating to AEC services. The AEC's draft disability discrimination plan, which is currently being considered by HREOC, is expected to be finalised in August 2002 before being distributed to AEC staff and other stakeholders.

# Scrutiny

## EXTERNAL SCRUTINY

**As judicial decisions, decisions of administrative tribunals and those of associated committees primarily relate to managing the electoral roll and conducting elections, ballots and referendums (deliverables under outcomes 1 and 2), comments on these decisions have been included in the introductory sections of both outcomes.**

### REPORTS BY AUDITOR-GENERAL

#### Financial statement audits

The audit of the AEC's 2001-02 financial statements, under section 57 of the *Financial Management and Accountability Act 1997*, was carried out by a contract audit firm appointed by the Auditor-General. The audit report on the 2001-02 financial statements was unqualified (see page 72).

#### Performance audits

The Auditor-General audited the electoral roll during the year to determine its integrity and to examine the AEC's effectiveness in ensuring the roll is accurate, complete, valid and secure.

The report concluded that overall, the roll is one of high integrity and that it can be relied on for electoral purposes. It also noted that the AEC's policies and procedures ensure the roll is accurate, complete, valid and secure and that it has mechanisms in place to make sure that the names and addresses are legitimate and valid and that people who are eligible to vote are registered properly.

The report was tabled in parliament on 18 April 2002.

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

# Resources

## MANAGEMENT OF HUMAN RESOURCES

**Effectively managing and developing human resources is critical to achieving the six strategic themes identified in the AEC's strategic plan.**

There are eight improvement strategies for planning and implementation associated with the themes. These provide a framework for building the AEC's organisational capability. In 2001-02, the major focus of managing and developing our people has been against several of these strategies.

### **Introducing an AEC performance management program**

The AEC has started to introduce a formalised performance assessment and a performance management program for employees. As part of the process, an information handbook was developed and provided to all staff to explain performance management principles, the program's cycle, the roles and responsibilities of employees and managers and how to develop an individual performance plan. Training was provided to help employees:

- develop work goals linked to business and work plans
- identify with their manager expected standards of performance
- assess and address development needs by determining development goals, and
- give and receive constructive performance feedback.

Training for managers focused on identifying and practising the skills required for effective performance feedback.

### **Finalising and implementing the AEC leadership development program**

AEC senior executives are developing a leadership behavioural model. A multi-level feedback process, involving assessment by individuals, supervisors, peers and staff who report to the leader, continued for senior

executives and will be extended to other AEC leaders in 2002-03. Further training was provided to senior executives and staff who report to them on how to give and receive constructive feedback. Senior executives received training in coaching and mentoring to help them prepare and support executives participating in the leadership development processes.

### **Enhancing awareness on harassment and support processes for those who feel harassed**

A revised action plan was developed in 2001-02 to enhance staff awareness about workplace harassment and to ensure any concerns are addressed. The aim of the plan is to:

- create greater awareness of harassment through a range of ongoing communication, development and education processes
- promote managers' understanding of their accountability through information, support and training on workplace harassment, as well as through other AEC skills development programs
- provide a clear and transparent complaints and resolution procedure which includes producing and distributing the information booklet *A harassment free work environment* to all staff
- broaden the education role of contact officers by recruiting and training additional officers, conducting refresher training for existing contact officers, developing a contact officers support network and introducing regular teleconferences to discuss issues and develop strategies to better support AEC staff who are experiencing harassment, and
- develop improved internal communication on harassment through a reporting and monitoring process, a workplace harassment Intranet site and workplace harassment awareness material such as posters.

### **Improved access to information**

The AEC has improved its Intranet facility by providing an enhanced user-friendly format for corporate and human resource management information. Specific information sites relating to key people management strategies have been included such as corporate and human resource policies, workplace harassment, performance management, leadership development, OH&S and diversity. The AEC national induction program was made available on the Intranet and is supplemented by information provided by managers and human resource areas to new employees.

Electronic databases have been developed to facilitate interactive staff communication processes on workplace matters including the certified agreement, AEC consultative forum, performance management and OH&S and to advertise staff vacancies.

### **WORKFORCE PLANNING, STAFF RETENTION AND TURNOVER**

A comprehensive review of age profiles, separation patterns and vacancy filling trends was undertaken in 2000-01. Short and long-term succession strategies are being developed at the State and Territory level to address possible staffing shortfalls identified in the review.

The 'bridge the gap' program in New South Wales continued, which enables staff at the APS3 level to gain the skills necessary to advance to the divisional returning officer level. Work was also undertaken on the developing skills and knowledge program (DESK) which helps staff develop skills in industrial election activities.

### **TRAINING AND DEVELOPMENT UNDERTAKEN AND ITS IMPACT**

The focus of AEC training and development strategies was in accordance with themes and strategies identified in the strategic plan.

Some employees were provided with ongoing education to increase their skills in electoral management and administration through the extension of the BRIDGE course. This course was developed with significant input from AEC's international services section for

developing democracies overseas including East Timor, Papua New Guinea and Fiji. Course content includes fundamental principles of good electoral management and enhances professional development of employees by providing opportunities for knowledge sharing, team building and career path building, particularly for staff in isolated offices. Courses were conducted in Victoria, New South Wales and the Australian Capital Territory over the past year and will be undertaken in other States during 2002-03. There are 18 employees undertaking a Griffith University distance learning certificate course in electoral governance with support from the AEC.

Employees undertook training in contract establishment and management, financial management, strategic and business planning, information technology and project management to gain the skills to build future organisational capability. Extensive training in the AEC's electoral management system was also provided. Individual skill and career development continued under the provisions of the Studybank program and other funds set aside for training. Other employees participated in staff development programs sponsored by the Public Service and Merit Protection Commission, including Senior Women in Management and the Public Sector Management Course. A Healthy Heart Program was conducted for staff in Queensland to encourage better health management.

Skills training was undertaken for AEC facilitators to enable them to conduct interactive workshops with customers and staff and to identify and assess customer and staff needs, expectations and desires. The workshops will collect qualitative and quantitative data to develop and review service delivery options.

Managers and supervisors undertook training on workplace harassment issues and support for those who feel harassed. Manager awareness sessions were also conducted on identifying manager accountability and to workshop harassment case studies. Further education processes will be undertaken for managers, staff and contact officers during 2002-03.

Training for all staff is currently underway to support the implementation of formal performance feedback mechanisms. The focus of skills development has been on developing work goals, standards and performance measures between managers and their staff, identifying development goals to help achieve work and broader career goals and practising giving and receiving constructive performance feedback.

Leadership development processes for senior executives were further developed through multi-level feedback on leadership behaviours and by skills development in coaching and mentoring. A leadership feedback and development program will commence for executive level staff next year.

### **CERTIFIED AGREEMENTS AND AUSTRALIAN WORKPLACE AGREEMENTS**

#### **Features and impact**

The AEC certified agreement applies to staff employed under the *Australian Public Service Act 1999*. The nominal expiry date is 30 June 2003. The agreement provides a framework which enables the AEC to attract, retain and develop high quality, productive employees to help deliver effective, independent electoral services that meet client needs and encourage their participation in the electoral process. Features of the agreement that contribute to effective human resource management and development are equitable remuneration and competitive and flexible working arrangements for employees.

Australian workplace agreements contain a number of benefits and provide flexible arrangements that allow employees to arrange their remuneration packages to suit individual circumstances.

#### **Number covered by agreement**

The number of APS employees covered by the certified agreement at 30 June 2002 was 844.

#### **Salary ranges**

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

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

#### **Non-salary benefits**

The certified agreement contains non-salary benefits that include:

- flexible working arrangements (for example, part-time work)
- the option to purchase up to four weeks additional leave and closure of all offices between Christmas and New Year (employees are not required to use annual recreation leave or flextime for the working days during this period)
- study assistance to employees undertaking an approved course of study
- reimbursement of the cost for membership of certain professional organisations
- family room facilities in central office
- reimbursement of costs for dependant care while travelling on business
- access to free confidential, professional counselling for staff and their families
- a childcare referral service
- reimbursement for loss or damage to clothing or personal effects during the course of employment, and
- a temperate clothing allowance.

### **Performance pay**

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

Salary of statutory appointees employed under the *Commonwealth Electoral Act 1918* is determined by the Remuneration Tribunal under the *Remuneration Tribunal Act 1973*. The majority of these appointees transferred to the Principal Executive Officer structure on 5 April 2001 and are currently being assessed for performance pay.

For other senior executive staff employed under the Commonwealth Electoral Act, basic salary is determined by the Electoral Commissioner in-line with senior executive bands in the APS and general economic pay indicators.

Six other senior executive staff were eligible for performance pay including one First Assistant Commissioner, three Assistant Commissioners and two Deputy Australian Electoral Officers. Senior executive performance pay averaged 5.8 per cent of actual salary. The aggregated amount paid during 2001-02 was \$32,835.

### **PRODUCTIVITY GAINS**

The AEC's focus on performance management, leadership development, harassment issues and improving communication mechanisms has created increased awareness of strategic goals and more targeted contributions by employees to business outcomes. Training and development activities also focused on performance improvement initiatives to ensure employees are equipped to deal with changes in their workplace.

The certified agreement identifies several performance improvement issues which are being addressed over the period of the agreement including:

- improving business processes in preparation for market testing
- achieving performance improvement targets identified in the strategic plan and national operational plan
- reviewing home-based work arrangements, travel and remote locality conditions, streamlining internal processes and enhancing contractual arrangements, and
- improving provision of electronic information to internal and external clients.

Post-election conferences were held in the second half of the reporting period to review election practices. The outcomes of the conferences generated a number of process improvements, which are being implemented progressively. In addition to these, the AEC is currently examining other areas of business for process improvements in an endeavour to reduce infrastructure costs.

### **OCCUPATIONAL HEALTH AND SAFETY (OH&S)**

An OH&S strategic plan for 2001-03 sets out a range of objectives and responsibilities for OH&S matters that will ensure the AEC provides a safe and healthy workplace for employees and fulfils its legal obligations. Increased focus on OH&S matters through more regular committee meetings, improved information on the Intranet and an increased profile in AEC documentation has resulted in increased awareness of, and vigilance on, workplace safety. Refer to [appendix B](#) for more information on OH&S.

# Purchasing

## PURCHASING

**The expertise of a contracting cell is utilised to assist in letting of major contracts for the provision of supplies and services. This cell was created to ensure that the AEC meets its obligations including the core principles articulated in government purchasing policy.**

### ASSESSMENT OF PERFORMANCE AGAINST KEY PURCHASING OBJECTIVES

Small value purchases are undertaken locally in accordance with AEC Chief Executive Instructions, which are designed to ensure the

effective application of the core principle of value for money in relation to procurement.

The AEC's performance under these arrangements has been largely effective in meeting the fundamental requirements outlined in the Commonwealth Procurement Guidelines and Best Practice Guidance.

Significant development of the AEC's procurement and contracting functions has been achieved through its in-house training program and reinforced by the proactive role of the contracts and procurement advisory unit in providing advice and assistance.

## ASSETS MANAGEMENT

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

The computerised roll management system (RMANS) is the AEC's key strategic asset. It contains the electoral rolls for federal, State and Territory elections and the range of computer programs required for entry, storage and extraction of elector and geographical information including addresses and boundaries of electoral areas.

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



# CONSULTANTS AND COMPETITIVE TENDERING AND CONTRACTING

**The total number of consultancies let for the financial year were 19 and the value paid against these was \$2,265,078.**

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

## **COMPETITIVE TENDERING AND CONTRACTING (CTC) CONTRACTS**

### **Property services**

Management of the AEC's national property portfolio was awarded to CB Richard Ellis following an open tender process. The successful re-tendering of the national property contract was overseen by the business and legal advisers appointed for the AEC's market testing project. The new contractual arrangements commenced on 1 July 2001.

### **Review of recruitment arrangements for non-ongoing staff**

Following a review by Acumen Alliance of the arrangements for the employment of temporary staff under the *Commonwealth Electoral Act 1918*, a list of recommendations was considered by the AEC's strategic advisory committee. A number of these were implemented before the 2001 federal election and a working party has been set up to look at implementing the remaining agreed recommendations. The working party is due to present its report at the end of 2002 with implementation in early 2003.

### **Market testing**

The market testing and contracting out team completed the market testing process for the provision of internal audit and related services to the AEC. The outcome is that the services are now undertaken by an external provider. Work continued on finalising the request for tender documents, including the service level requirements, in preparation for market testing the provision of human resources management services.

Scoping work associated with the provision of typical office services progressed. Ernst & Young, Blake Dawson Waldron and Acumen Alliance continue to provide business, legal and probity advice for the AEC's market testing project.

In line with the AEC's customer-focus philosophy and with an emphasis on continuous process improvement, a contract was let with APP Strategic Partners to help develop a knowledge management blueprint and knowledge management action plan. An initial round of focus group workshops was held in three State head offices and within central office to obtain an understanding of a range of issues that affect the AEC in relation to capturing and sharing information and knowledge. The workshop outcomes will contribute positively towards the development of the blueprint and plan.

**A disability action plan consultation draft is being developed as part of the AEC's strategy to better meet the requirements of people with disabilities. The strategies and methods established in this plan were very effective in assisting people with a disability to vote at the 2001 federal election.**

The plan outlines actions to ensure that people with a disability have equal opportunity, as far as possible, to participate and benefit from the AEC's policies, programs and services. It is designed to meet the requirements of the Disability Discrimination Act and the Commonwealth Disability Strategy (CDS) and has been developed after broad consultation with a range of peak and other disability organisations as well as people with a disability.

The CDS outlines five core roles of government bodies into which the AEC's services and programs fit.

### **POLICY ADVISER**

Management of the electoral roll is an important area for consideration and continuous roll update activities help ensure that all electors, including people with a disability, are on the roll and that their details are correct. By mailing change addresses enrolment information to electors, the AEC has limited the need for people to visit their divisional office. The availability of such material on the Internet also improves accessibility.

### **REGULATOR**

The AEC's regulatory role is very minor and relates primarily to donations to political parties and the disclosure of this information. The availability of such tools as the Internet and telephone typewriter are useful in allowing people with disabilities access to this information.

### **PURCHASER**

Before the election, materials were produced specifically to help disabled people cast their vote, including producing enough wheelchair-accessible voting screens to have at least one in each polling place. Because the screens were very effective at previous elections, their distribution to every State and Territory was deemed to be a key tool in meeting the requirements of wheelchair voters.

The *Your official guide to the federal election* leaflet, distributed to every household in Australia, was produced in a range of formats. Versions were available on audio cassette, in braille, on ACSII disk, in large print and as an audio file on the AEC web site. They were distributed to individuals through disability organisations and peak bodies in addition to being supported by a national publicity campaign.

### **PROVIDER**

Many of the AEC's services are specifically targeted at people with a disability, particularly those relating to the conduct of elections.

Initiatives include:

- providing electoral information in audio and video as well as print format
- advertising polling places with full or assisted wheelchair access, both in the media and through peak State, Territory and national disability organisations

- reviewing polling places between federal elections to maximise the number with wheelchair access
- promoting alternative methods of voting such as postal and pre-poll voting
- including a broad range of election and other electoral information on the Internet
- providing mobile polling to hospitals and nursing homes
- introducing a national telephone enquiries number
- providing election posters in large print, and
- delivering a leaflet to householders before each federal election.

The most important aspect of service delivery is the provision of wheelchair access to polling places during elections. For the 2001 federal election 5,895 of the 7,703 static polling places, or more than 75 per cent, had either full or assisted wheelchair access. This figure is well up from 56 per cent (4,398 of 7,775 static polling places) at the 1998 federal election and further improvements are planned.

The AEC also coordinates mobile polling teams to visit hospitals and nursing homes with mobile teams in remote electorates, prison mobile teams and pre-poll voting centres. For the 2001 federal election there were 437 hospital teams, 47 mobile teams, 17 prison mobile teams and 306 pre-poll voting centres.

#### **The provision of education and information services to people with disabilities**

School resource kits are produced in braille and low-literacy versions of a teacher resource folder aid this service. The AEC also makes a range of information about the electoral process available in a variety of formats, including printed material, the national enquiry number and telephone typewriter facilities. The website has been redesigned to meet the Government Online standards for people with disabilities.

#### **EMPLOYER**

The AEC articulates its commitment to diversity within its workforce, including people with disabilities, through its certified agreement, disability action plan and workplace diversity program. Human resource management policies and programs are continually reviewed to ensure discriminatory barriers are removed. The AEC's reasonable adjustment policy also ensures that employees with disabilities are provided with adjustment to equipment or work arrangements that enable them to work effectively. For further information about workplace diversity and equal employment opportunity, see page 83.

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historical  
research only



# FINANCIAL STATEMENTS

and accompanying notes

Archived for  
historical  
research only



## INDEPENDENT AUDIT REPORT

To the Special Minister of State

### Scope

I have audited the financial statements of the Australian Electoral Commission for the year ended 30 June 2002. The financial statements comprise:

- Statement by the Chief Executive;
- Statements of Financial Performance, Financial Position and Cash Flows;
- Schedules of Commitments and Contingencies; and
- Notes to and forming part of the Financial Statements.

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

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

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

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

**Audit Opinion**

In my opinion the financial statements:

- (i) have been prepared in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*; and
- (ii) give a true and fair view, in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia and the Finance Minister's Orders, of the financial position of the Australian Electoral Commission as at 30 June 2002, and its financial performance and cash flows for the year then ended.

Australian National Audit Office



Willie Tan  
Senior Director

Delegate of the Auditor-General  
Canberra

6 September 2002





Electoral Commissioner

West Block  
Parkes ACT 2600

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Kingston ACT 2604

Telephone (02) 6271 4400  
Facsimile (02) 6271 4554

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

In our opinion, the attached financial statements for the year ended 30 June 2002 give a true and fair view of the matters required by the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*.

Paul Dacey  
Acting Electoral Commissioner

6 September 2002

## STATEMENT OF FINANCIAL PERFORMANCE

## FOR THE YEAR ENDED 30 JUNE 2002

	Notes	2002 \$'000	2001 \$'000
<b>Revenues from ordinary activities</b>			
Revenues from Government	3A	141,093	96,140
Sales of goods and services	3B	9,654	10,084
Interest	3C	1,327	1,328
Other		447	1,085
<b>Total revenues from ordinary activities</b>		<b>152,521</b>	<b>108,637</b>
<b>Expenses from ordinary activities (excluding borrowing cost expense)</b>			
Employees	4A	86,266	51,560
Suppliers	4B	68,982	40,430
Depreciation and amortisation	4C	9,308	8,624
Net loss from sales of assets	3D	59	111
Write-down of assets	4D	224	85
Other		-	758
<b>Total expenses from ordinary activities (excluding borrowing cost expense)</b>		<b>164,839</b>	<b>101,568</b>
<b>Borrowing costs expense</b>	5	<b>54</b>	<b>75</b>
Net operating surplus (deficit) from ordinary activities		<b>(12,372)</b>	6,994
Net surplus (deficit)		<b>(12,372)</b>	6,994
<b>Net surplus (deficit) attributable to the Commonwealth</b>		<b>(12,372)</b>	6,994
Net credit (debit) to asset revaluation reserve		<b>(54)</b>	134
<b>Total revenues, expenses and valuation adjustments attributable to the Commonwealth and recognised directly in equity</b>		<b>(54)</b>	134
<b>Total changes in equity other than those resulting from transactions with owners as owners</b>		<b>(12,426)</b>	7,128

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

## STATEMENT OF FINANCIAL POSITION

## AS AT 30 JUNE 2002

	Notes	2002 \$'000	2001 \$'000
<b>ASSETS</b>			
<b>Financial assets</b>			
Cash	6A	25,670	31,455
Receivables	6B	4,231	2,307
<b>Total financial assets</b>		<b>29,901</b>	<b>33,762</b>
<b>Non-financial assets</b>			
Land and buildings	7A,D	5,094	6,216
Infrastructure, plant and equipment	7B,D	4,039	4,543
Inventories	7E	1,884	4,574
Intangibles	7C,D	9,782	13,088
Other	7F	1,734	1,236
<b>Total non-financial assets</b>		<b>22,533</b>	<b>29,657</b>
<b>Total assets</b>		<b>52,434</b>	<b>63,419</b>
<b>LIABILITIES</b>			
<b>Interest bearing liabilities</b>			
Leases	8A	-	901
Other	8B	840	1,043
<b>Total interest bearing liabilities</b>		<b>840</b>	<b>1,944</b>
<b>Provisions</b>			
Employees	9A	21,470	19,519
<b>Total provisions</b>		<b>21,470</b>	<b>19,519</b>
<b>Payables</b>			
Suppliers	10A	7,056	5,087
Other	10B	478	898
<b>Total payables</b>		<b>7,534</b>	<b>5,985</b>
<b>Total liabilities</b>		<b>29,844</b>	<b>27,448</b>
<b>EQUITY</b>			
<b>Parent entity interest</b>			
Contributed equity	11A	4,230	4,230
Reserves	11A	17,397	24,614
Retained surpluses or accumulated deficits	11A	963	7,127
<b>Total parent entity interest</b>	11A	<b>22,590</b>	<b>35,971</b>
<b>Total equity</b>	11A	<b>22,590</b>	<b>35,971</b>
Current assets		33,519	39,384
Non-current assets		18,915	24,035
Current liabilities		15,835	16,235
Non-current liabilities		14,009	11,213

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

# STATEMENT OF CASH FLOWS

## FOR THE YEAR ENDED 30 JUNE 2002

	Notes	2002 \$'000	2001 \$'000
<b>OPERATING ACTIVITIES</b>			
Cash received			
Sales of goods and services			
Government		4,139	4,283
Non-government		6,126	6,382
Appropriations		141,027	90,947
GST Refunds		6,614	6,119
Other		486	1,088
Interest		1,314	1,677
Total cash received		<u>159,706</u>	<u>110,496</u>
Cash used			
Employees		84,476	49,447
Suppliers		70,561	47,102
Borrowing costs		54	75
GST paid to ATO		1,514	–
Total cash used		<u>156,605</u>	<u>96,624</u>
<b>Net cash from/(used by) operating activities</b>	12	<u>3,101</u>	<u>13,872</u>
<b>INVESTING ACTIVITIES</b>			
Cash received			
Proceeds from sales of property, plant and equipment		18	377
Total cash received		<u>18</u>	<u>377</u>
Cash used			
Purchase of property, plant and equipment		1,828	1,687
Purchase of intangibles		2,850	1,620
Total cash used		<u>4,678</u>	<u>3,307</u>
<b>Net cash from/(used by) investing activities</b>		<u>(4,660)</u>	<u>(2,930)</u>
<b>FINANCING ACTIVITIES</b>			
Cash used			
Repayment of debt		901	1,170
Capital use charge paid		3,325	4,793
Dividends paid		–	2,500
Total cash used		<u>4,226</u>	<u>8,463</u>
<b>Net cash from/(used by) financing activities</b>		<u>(4,226)</u>	<u>(8,463)</u>
Net increase/(decrease) in cash held		<u>(5,785)</u>	<u>2,479</u>
Cash at the beginning of the reporting period		<u>31,455</u>	<u>28,976</u>
<b>Cash at the end of the reporting period</b>	6A	<u>25,670</u>	<u>31,455</u>

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

# SCHEDULE OF COMMITMENTS

## AS AT 30 JUNE 2002

	2002 \$'000	2001 \$'000
<b>BY TYPE</b>		
<b>Capital commitments</b>		
Infrastructure, plant and equipment <sup>1</sup>	21	171
Intangibles <sup>2</sup>	280	98
<b>Total capital commitments</b>	<b>301</b>	269
<b>Other commitments</b>		
Operating leases <sup>3</sup>	38,802	29,686
Project commitments	91	33,170
<b>Total other commitments</b>	<b>38,893</b>	62,856
Commitments receivable <sup>4</sup>	(8,802)	(9,572)
<b>Net commitments</b>	<b>30,392</b>	53,553
<b>BY MATURITY</b>		
<b>All net commitments</b>		
One year or less	9,815	15,018
From one to five years	19,847	37,520
Over five years	730	1,015
<b>Net commitments</b>	<b>30,392</b>	53,553
<b>Operating lease commitments</b>		
One year or less	14,299	9,831
From one to five years	23,773	18,740
Over five years	730	1,115
<b>Net commitments</b>	<b>38,802</b>	29,686

NB: All commitments are GST inclusive where relevant.

1 Infrastructure, plant and equipment commitments are primarily contracts for purchases of furniture and fittings for fit out of Electoral Education Centre in South Australia.

2 Intangibles relate to purchase of desktop software.

3 Operating leases included are effectively non-cancellable and comprise leases for office accommodation, the provision of IT and communication related services and agreements for the provision of motor vehicles to senior executive officers.

4 Commitments receivable by the AEC relate to arrangements with each State and Territory for the sharing of certain costs associated with the maintenance of the joint Commonwealth, State and Territory electoral rolls.

## SCHEDULE OF CONTINGENCIES

### AS AT 30 JUNE 2002

	2002 \$'000	2001 \$'000
<b>CONTINGENT LOSSES</b>		
Restoration costs – office leases	852	1,347
Claims for damages/costs <sup>1</sup>	410	495
Total contingent losses	<u>1,262</u>	<u>1,842</u>
<b>CONTINGENT GAINS</b>		
Claims for damages/costs	-	(99)
<b>Net contingencies</b>	<u>1,262</u>	<u>1,743</u>

Remote contingencies are disclosed in Note 13

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

## SCHEDULE OF UNQUANTIFIABLE CONTINGENCIES

At 30 June 2002, the AEC had a number of legal claims against it relating to *Public Liability Claims* at polling locations. These are being defended on behalf of the AEC by Comcover, the AEC's general insurer. Under the AEC's current insurance policy cover any eventual payments will be made by Comcover.

# NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

## FOR THE YEAR ENDED 30 JUNE 2002

<b>Note</b>	<b>Description</b>
1.	Summary of significant accounting policies
2.	Events occurring after balance date
3.	Operating revenues
4.	Operating expenses
5.	Borrowing cost expenses
6.	Financial assets
7.	Non-financial assets
8.	Interest bearing liabilities
9.	Provisions
10.	Payables
11.	Equity
12.	Cash flow reconciliation
13.	Remote contingencies
14.	Executive remuneration
15.	Remuneration of auditors
16.	Average staffing levels
17.	Act of grace payments, waivers and defective administration scheme
18.	Financial instruments
19.	Administered items
20.	Appropriations
21.	Assets held in trust
22.	Reporting of outcomes

## NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### 1.1 OBJECTIVES OF THE AUSTRALIAN ELECTORAL COMMISSION

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

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

The AEC is structured to meet three outcomes:

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

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

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

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

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

An Australian community which is well informed about electoral matters.

Agency activities contributing toward these outcomes are classified as either departmental or administered. Departmental activities involve the use of assets, liabilities, revenue and expenses controlled or incurred by the agency in its own right. Administered activities involve the management or oversight by the agency, on behalf of the government, of items controlled or incurred by the government.

Administered items managed for the government by the AEC are primarily the collection of electoral fees and fines under the operations of outcome 2 (*Impartial and independent electoral services*). In addition, under current funding arrangements revenue received by the AEC relating to the sale of joint roll data is split between departmental and administered. Joint roll sales are managed under outcome 1 (*An effective electoral roll*).

### 1.2 BASIS OF ACCOUNTING

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

The statements have been prepared in accordance with:

- Finance Minister's Orders (being the *Financial Management and Accountability (Financial Statements 2001-2002) Orders*)
- Australian Accounting Standards and Accounting Interpretations issued by the Australian Accounting Standards Board
- other authoritative pronouncements of the Board, and
- the Consensus Views of the Urgent Issues Group.

The statements have also been prepared having regard to the explanatory notes to schedule 1, and Finance Briefs issued by the Department of Finance and Administration.

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

Assets and liabilities are recognised in the AEC statement of financial position when and only when it is probable that future economic benefits will flow and the amounts of the assets or liabilities can be reliably measured. Assets and liabilities arising under agreements equally proportionately unperformed are however not recognised unless required by an accounting standard. Liabilities and assets that are unrecognised are reported in the schedule of commitments and the schedule of contingencies (other than remote contingencies which are reported at Note 13).

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



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

Administered revenues, expenses, assets and liabilities and cash flows reported in Note 19 are accounted for on the same basis and using the same policies as for agency items, except where otherwise stated at Note 1.21.

### 1.3 CHANGES IN ACCOUNTING POLICY

The accounting policies used in the preparation of these financial statements are consistent with those used in 2000-01, except in respect of:

- output appropriations (refer to Note 1.4)
- equity injections (refer to Note 1.5), and
- presentation and disclosure of administered items (refer to Note 1.21).

### 1.4 REVENUE

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

#### (a) Revenues from government

The full amount of the appropriation for departmental outputs for the year (less any savings offered up at additional estimates and not subsequently released) is recognised as revenue. This is a change in accounting policy caused by the introduction of a new requirement to this effect in the Finance Minister's Orders (in 2000-01, output appropriations were recognised as revenue to the extent the appropriations had been drawn down from the Official Public Account).

The change in policy had no financial effect in 2001-02 as the full amount of the output appropriation for 2000-01 had been drawn down in that year.

#### (b) Resources received free of charge

Services received free of charge are recognised as revenue when and only when a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of these 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 (refer to Note 1.5).

#### (c) Other revenue

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

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

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

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

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

### 1.5 TRANSACTIONS BY THE GOVERNMENT AS OWNER

From 1 July 2001, Appropriations designated as 'Capital – equity injections' are recognised directly in contributed equity according to the following rules determined by the Finance Minister:

- To the extent that the appropriation is not dependent on future events as at 1 July, and
- To the extent that it is dependent on specified future events requiring future performance, on drawdown.

(In 2000-01, all equity injections were recognised as contributed equity on drawdown).

The change in policy has no financial effect in 2001-02 because the full amounts of the equity injections in both 2000-01 and 2001-02 met the criteria now required by the Finance Minister.

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

## 1.6 EMPLOYEE ENTITLEMENTS

### (a) 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 2002 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 2002. In determining the present value of the liability, the AEC has taken into account attrition rates and pay increases through promotion and inflation.

### (b) Separation and redundancy

Provision is 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.

### (c) Superannuation

AEC staff contribute to the Commonwealth Superannuation Scheme and the Public Sector Superannuation Scheme. Employer contributions amounting to \$4,385,015 (2001: \$3,962,441) in relation to these schemes have been expended in these financial statements.

No liability for superannuation is recognised as at 30 June 2002 as the employer contributions fully extinguish the accruing liability which is assumed by the Commonwealth.

Employer Superannuation Productivity Benefit contributions totalled \$1,300,723 (2001: \$1,092,182).

## 1.7 LEASES

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

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

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

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

## 1.8 BORROWING COSTS

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

## 1.9 CASH

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

## 1.10 FINANCIAL INSTRUMENTS

Accounting policies for financial instruments are stated at Note 18.

### 1.11 ACQUISITION OF ASSETS

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

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

### 1.12 PROPERTY (LAND, BUILDINGS AND INFRASTRUCTURE), PLANT AND EQUIPMENT

#### Asset recognition threshold

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

#### Revaluations

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

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

- Freehold land and buildings and leasehold improvements are revalued every three years. The last revaluation was conducted as at 30 June 2001.
- Plant and equipment assets were revalued as at 30 June 2001. All assets currently included in this class will be revalued again prior to June 2004.

Assets in each class acquired after the commencement of a progressive revaluation cycle are not captured by the progressive revaluation then in progress.

In accordance with the deprival methodology, land is measured at its current market buying price. Property (other than land), plant and equipment are measured at their depreciated replacement cost. Where assets are held which would not be replaced or are surplus to requirements, measurement is at net realisable value. At 30 June 2002, the AEC had no assets in this situation.

All valuations are independent.

#### Recoverable amount test

Schedule 1 requires the application of the recoverable amount test to departmental non-current assets in accordance with AAS 10 *Recoverable Amount of Non-Current Assets*. The carrying amounts of these non-current assets have been reviewed to determine whether they are in excess of their recoverable amounts. In assessing recoverable amounts, the relevant cash flows have been discounted to their present value.

#### Depreciation and amortisation

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

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

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

	2002	2001
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>	3 to 5 years

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

### 1.13 INVENTORIES

No inventory is held for resale.

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

Costs incurred in bringing each item of inventory to its present location and condition are assigned as follows:

- raw materials and stores – purchase costs on a first-in-first-out basis, and
- finished goods and work in progress – cost of direct materials and labour plus attributable costs that are capable of being allocated on a reasonable basis.

### 1.14 INTANGIBLES

AEC's intangibles comprise internally-developed software. The asset is carried at cost.

The carrying amount of each non-current intangible asset is reviewed to determine whether it is in excess of the asset's recoverable amount. If an excess exists as at the reporting date, the asset is written down to its recoverable amount immediately. In assessing recoverable amounts, the relevant cash flows, including the expected cash inflows from future appropriations by the Parliament, have been discounted to their present value.

No write-down to recoverable amount has been made in 2001-02

Intangible assets are amortised on a straight-line basis over their anticipated useful lives. Useful lives are:

	2002	2001
Internally developed software	<b>3 to 5 years</b>	3 to 5 years

### 1.15 TAXATION

The AEC is exempt from all forms of taxation except fringe benefits tax and the goods and services tax.

### 1.16 CAPITAL USAGE CHARGE

A capital usage charge of 11% (2001: 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.

### 1.17 FOREIGN CURRENCY

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

### 1.18 INSURANCE

The AEC has insured for risks through the government's insurable risk managed fund Comcover. Workers compensation is insured through Comcare Australia.

### 1.19 COMPARATIVE FIGURES

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

### 1.20 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
- remuneration of auditors, and
- appropriation note disclosures.

### 1.21 REPORTING OF ADMINISTERED ACTIVITIES

Administered revenues, expenses, assets, liabilities and cash flows are presented in the notes to these financial statements. In 2000-01, summary information was presented in schedules following the primary agency statements. Either presentation is permitted by AAS 29 *Financial Reporting by Government Departments*.

Accounting policies for administered items are as stated in Note 1.2 above.

These financial statements do not report the receipt of administered appropriations from the Official Public Account (OPA) as administered revenues, nor are transfers of administered receipts to the OPA reported as administered expenses. This change in 2001-02 acknowledges that the administered activities of agencies are performed on behalf of the Commonwealth Government and it is not appropriate to identify resources transferred between administered activities of

different agencies as revenues and expenses of the administered entity. Generally, therefore, the notes to these financial statements do not report any transactions or balances that are internal to the administered entity. One exception is the disclosure of administered cash flows, since cash transferred between the OPA and AEC's administered bank account is necessary for the completeness of the cash flow disclosures.

Accounting policies which are relevant to administered activities only of AEC are disclosed below.

#### (a) Revenue

All administered revenues are revenues relating to the core operating activities performed by the agency on behalf of the Commonwealth.

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

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

Where unlimited, revenue is recognised to the extent that expenses have been incurred.

Similarly, appropriations credited to administered special accounts are recognised as revenue to the extent that expenses are incurred.

#### (a) Other revenue

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

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

## NOTE 2 EVENTS OCCURRING AFTER BALANCE DATE

Under the provisions of the AEC Certified Agreement 2001-03 salary rates increased by six per cent from the beginning of the first pay period commencing after 30 June 2002.

	2001-02 \$'000	2000-01 \$'000
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### NOTE 3 OPERATING REVENUES

#### NOTE 3A REVENUES FROM GOVERNMENT

Appropriations for outputs	141,027	96,089
Resources received free of charge	66	51
<b>Total</b>	<b>141,093</b>	<b>96,140</b>

#### NOTE 3B SALES OF GOODS AND SERVICES

Goods	3,764	3,773
Services	5,890	6,311
<b>Total</b>	<b>9,654</b>	<b>10,084</b>
Goods and services were sold as follows:		
Government	3,676	3,822
Non-Government	5,978	6,262
<b>Total</b>	<b>9,654</b>	<b>10,084</b>

#### NOTE 3C INTEREST

<b>Interest on deposits</b>	<b>1,327</b>	<b>1,328</b>
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#### NOTE 3D NET GAINS FROM SALES OF ASSETS

Land and buildings:		
Proceeds from sale	-	373
Net book value at sale	-	(379)
<b>Net gain/(loss)</b>	<b>-</b>	<b>(6)</b>
Infrastructure, plant and equipment:		
Proceeds from sale	16	4
Net book value at sale	(75)	(108)
<b>Net gain/(loss)</b>	<b>(59)</b>	<b>(104)</b>
Non-financial assets – intangibles:		
Proceeds from sale	-	-
Net book value at sale	-	(1)
<b>Net gain/(loss)</b>	<b>-</b>	<b>(1)</b>
Total net gains/(losses) from sales of assets	<b>(59)</b>	<b>(111)</b>
Add: plant and equipment written off on disposal (Note 4D)	<b>(215)</b>	<b>(85)</b>
<b>Net gain/(loss) on disposal of property, plant and equipment</b>	<b>(274)</b>	<b>(196)</b>

	2001-02 \$'000	2000-01 \$'000
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## NOTE 4 OPERATING EXPENSES

### NOTE 4A EMPLOYEE EXPENSES

Remuneration (for services provided)	83,648	49,911
Separation and redundancy	384	24
Total remuneration	<u>84,032</u>	<u>49,935</u>
Other employee expenses	2,234	1,625
<b>Total</b>	<u><u>86,266</u></u>	<u><u>51,560</u></u>

### NOTE 4B SUPPLIER EXPENSES

Supply of goods and services	47,316	26,812
Operating lease rentals	21,666	13,618
<b>Total</b>	<u><u>68,982</u></u>	<u><u>40,430</u></u>

### NOTE 4C DEPRECIATION AND AMORTISATION

Depreciation of property, plant and equipment	2,927	2,652
Amortisation of leased assets	228	879
Amortisation of software	6,153	5,093
<b>Total</b>	<u><u>9,308</u></u>	<u><u>8,624</u></u>

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	4	11
Leasehold improvements	1,649	1,518
Plant and equipment	42	42
IT equipment	457	1,062
Computer software	6,153	5,093
Office equipment	663	628
Furniture and fittings	340	270
<b>Total</b>	<u><u>9,308</u></u>	<u><u>8,624</u></u>

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

### NOTE 4D WRITE DOWN OF ASSETS

Bad and doubtful debts expense	7	-
Plant and equipment – write-off on disposal	215	85
Intangibles – write-off on disposal	2	-
<b>Total</b>	<u><u>224</u></u>	<u><u>85</u></u>

## NOTE 5 BORROWING COST EXPENSES

Finance lease of IT equipment (desktop)	54	75
<b>Total</b>	<u><u>54</u></u>	<u><u>75</u></u>

	2001-02 \$'000	2000-01 \$'000
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## NOTE 6 FINANCIAL ASSETS

### NOTE 6A CASH

Cash at bank and on hand	670	955
Cash on deposit	25,000	30,500
	<u>25,670</u>	<u>31,455</u>

All cash recognised is a current asset

### NOTE 6B RECEIVABLES

Goods and services	838	1,606
Interest	45	32
Capital use charge	2,693	323
Other debtors	-	6
Less: provision for doubtful debts	(13)	(6)
	<u>3,563</u>	<u>1,961</u>
GST receivable	668	346
	<u>4,231</u>	<u>2,307</u>

All receivables are current assets.

Receivables (gross) are aged as follows:

Not overdue	3,859	1,917
Overdue by:		
Less than 30 days	226	16
30 to 60 days	4	161
60 to 90 days	8	191
More than 90 days	134	22
	<u>372</u>	<u>390</u>
<b>Total receivables (gross)</b>	<u>4,231</u>	<u>2,307</u>



	2001-02 \$'000	2000-01 \$'000
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## NOTE 7 NON-FINANCIAL ASSETS

### NOTE 7A LAND AND BUILDINGS

Freehold Land – at 2001-2004 valuation	40	40
<b>Total land</b>	<b>40</b>	40
Buildings on freehold land – at 2001-2004 valuation	54	54
Accumulated depreciation	(15)	(11)
	<b>39</b>	43
Leasehold improvements – at 2001-2004 valuation	13,372	12,690
Accumulated amortisation	(8,357)	(6,590)
	<b>5,015</b>	6,100
Leasehold improvements in progress	–	33
<b>Total buildings</b>	<b>5,054</b>	6,176
<b>Total land and buildings (non-current)</b>	<b>5,094</b>	6,216

### NOTE 7B INFRASTRUCTURE, PLANT AND EQUIPMENT

Plant and equipment – at 2001-2004 valuation	12,960	12,389
Accumulated depreciation	(8,921)	(7,846)
<b>Total plant and equipment (non-current)</b>	<b>4,039</b>	4,543

### NOTE 7C INTANGIBLES

Computer software		
External software – at cost	390	251
Accumulated depreciation	(233)	(134)
	<b>157</b>	117
Internally developed – at cost	45,563	42,855
Accumulated depreciation	(35,938)	(29,884)
	<b>9,625</b>	12,971
<b>Total intangibles (non-current)</b>	<b>9,782</b>	13,088

**NOTE 7D ANALYSIS OF PROPERTY, PLANT, EQUIPMENT AND INTANGIBLES****TABLE A – Reconciliation of the opening and closing balances of property, plant and equipment and intangibles**

Item	Total land \$'000	Buildings on freehold land \$'000	Buildings – leasehold improvements \$'000	Total buildings \$'000	Total land and buildings \$'000	Total plant and equipment \$'000	Computer software – total intangibles \$'000	Total \$'000
Gross value as at 1 July 2001	40	54	12,722	12,776	12,816	12,387	43,106	68,309
Additions: purchases of assets	-	-	584	584	584	1,297	2,850	4,731
Revaluations: write-ups (write-downs)	-	-	-	-	-	-	-	-
Assets transferred in (out)	-	-	66	66	66	-	-	66
Write-offs	-	-	-	-	-	(286)	(3)	(289)
Disposals	-	-	-	-	-	(438)	-	(438)
<b>Gross value as at 30 June 2002</b>	<b>40</b>	<b>54</b>	<b>13,372</b>	<b>13,426</b>	<b>13,466</b>	<b>12,960</b>	<b>45,953</b>	<b>72,379</b>
Accumulated depreciation/amortisation as at 1 July 2001	-	11	6,590	6,601	6,601	7,844	30,018	44,463
Disposals	-	-	-	-	-	(208)	-	(208)
Depreciation/amortisation charge for the year	-	4	1,767	1,771	1,771	1,577	6,155	9,503
Revaluations: write ups/(write-downs)	-	-	-	-	-	-	-	-
Assets transferred in/(out)	-	-	-	-	-	-	-	-
Write-offs	-	-	-	-	-	(292)	(2)	(294)
<b>Accumulated depreciation/amortisation as at 30 June 2002</b>	<b>-</b>	<b>15</b>	<b>8,357</b>	<b>8,372</b>	<b>8,372</b>	<b>8,921</b>	<b>36,171</b>	<b>53,464</b>
<b>Net book value as at 30 June 2002</b>	<b>40</b>	<b>39</b>	<b>5,015</b>	<b>5,054</b>	<b>5,094</b>	<b>4,039</b>	<b>9,782</b>	<b>18,915</b>
Net book value as at 1 July 2001	40	43	6,132	6,176	6,215	4,543	13,088	23,847

Notes to and forming part of the financial statements

**NOTE 7D ANALYSIS OF PROPERTY, PLANT, EQUIPMENT AND INTANGIBLES (continued)**

**TABLE B – Assets at valuation**

Item	Total land \$'000	Buildings on freehold land \$'000	Buildings on leasehold improvements	Total buildings \$'000	Total land and buildings \$'000	Total plant and equipment \$'000	Computer software – total intangibles \$'000	Total \$'000
<b>As at 30 June 2002</b>								
Gross value	40	54	13,372	13,426	13,466	12,960	-	26,426
Accumulated depreciation/amortisation	-	(15)	(8,357)	(8,372)	(8,372)	(8,921)	-	(17,293)
Net book value	40	39	5,015	5,054	5,094	4,039	-	9,133
<b>As at 30 June 2001</b>								
Gross value	40	54	12,722	12,776	12,816	12,389	-	25,205
Accumulated depreciation/amortisation	-	(11)	(6,590)	(6,601)	(6,601)	(7,846)	-	(14,447)
Net book value	40	43	6,132	6,175	6,215	4,543	-	10,758

**TABLE C – Assets held under finance lease**

Item	Total land \$'000	Buildings on freehold land \$'000	Buildings – leasehold improvements \$'000	Total buildings \$'000	Total land and buildings \$'000	Total plant and equipment \$'000	Computer software – total intangibles \$'000	Total \$'000
<b>As at 30 June 2002</b>								
Gross value	-	-	-	-	-	-	-	-
Accumulated depreciation/amortisation	-	-	-	-	-	-	-	-
Net book value	-	-	-	-	-	-	-	-
<b>As at 30 June 2001</b>								
Gross value	-	-	-	-	-	1,643	-	1,643
Accumulated depreciation/amortisation	-	-	-	-	-	(1,415)	-	(1,415)
Net book value	-	-	-	-	-	228	-	228

**NOTE 7D ANALYSIS OF PROPERTY, PLANT, EQUIPMENT AND INTANGIBLES** (continued)**TABLE D – Summary of balances of assets under construction as at 30 June 2002**

Item	Total land \$'000	Buildings on freehold land \$'000	Buildings – leasehold improvements \$'000	Total buildings \$'000	Total land and buildings \$'000	Total plant and equipment \$'000	Computer software – total intangibles \$'000	Total \$'000
<b>As at 30 June 2002</b>								
Gross value	-	-	-	-	-	-	-	-
Accumulated depreciation/amortisation	-	-	-	-	-	-	-	-
<b>Net book value</b>	-	-	-	-	-	-	-	-
<b>As at 30 June 2001</b>								
Gross value	-	-	33	33	33	-	-	33
Accumulated depreciation/amortisation	-	-	-	-	-	-	-	-
<b>Net book value</b>	-	-	33	33	33	-	-	33

All assets under construction are also included in table B on page 119.

	2001-02 \$'000	2000-01 \$'000
<b>NOTE 7E INVENTORIES</b>		
<b>Election equipment at cost (ie. ballot paper and voting equipment)</b>	<b>1,884</b>	4,574
All departmental inventories are current assets.		
<b>NOTE 7F OTHER NON-FINANCIAL ASSETS</b>		
Prepayments	756	1,236
Accrued revenue	978	-
<b>Prepayments</b>	<b>1,734</b>	1,236
All other non-financial assets are current assets.		
<b>NOTE 8 INTEREST BEARING LIABILITIES</b>		
<b>NOTE 8A LEASES</b>		
Finance lease commitments		
Payable:		
Within one year	-	955
Minimum lease payments	-	955
Deduct: future finance charges	-	(54)
<b>Lease liability</b>	<b>-</b>	<b>901</b>
Lease liability is represented by:		
Current	-	901
Non-current	-	-
	-	901
<b>NOTE 8B OTHER</b>		
<b>Lease incentives</b>	<b>840</b>	1,043
Other interest bearing liabilities are represented by:		
Current	199	205
Non-current	641	838
	<b>840</b>	<b>1,043</b>

	2001-02 \$'000	2000-01 \$'000
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**NOTE 9 PROVISIONS****NOTE 9A EMPLOYEE PROVISIONS**

Salaries and wages	1,098	1,017
Leave	20,223	18,359
Superannuation	149	143
<b>Total</b>	<b>21,470</b>	<b>19,519</b>
Current	8,102	8,306
Non-current	13,368	11,213
	<b>21,470</b>	<b>19,519</b>

**NOTE 10 PAYABLES****NOTE 10A SUPPLIER PAYABLES**

Trade creditors	6,012	4,353
Operating lease rentals	1,044	734
	<b>7,056</b>	<b>5,087</b>

All supplier payables are current liabilities.

**NOTE 10B OTHER PAYABLES**

Unearned revenue – other	478	898
	<b>478</b>	<b>898</b>

All other payables are current liabilities.

Notes to and forming part of the financial statements

## NOTE 11 EQUITY

### NOTE 11A ANALYSIS OF EQUITY

Item	Accumulated results		Asset revaluation reserves		Deferred activities reserve		Total reserves		Contributed equity		TOTAL EQUITY	
	2002	2001	2002	2001	2002	2001	2002	2001	2002	2001	2002	2001
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Opening balance at 1 July	7,127	12,325	17,451	17,317	7,163	-	24,614	17,317	4,230	4,230	35,971	33,872
Net result and extraordinary items	(12,372)	6,994	-	-	-	-	-	-	-	-	(12,372)	6,994
Net revaluation increment/(decrement)	-	-	(54)	134	-	-	(54)	134	-	-	(54)	134
Capital use charge (CUC)	(955)	(2,529)	-	-	-	-	-	-	-	-	(955)	(2,529)
Dividends	-	(2,500)	-	-	-	-	-	-	-	-	-	(2,500)
Transfers to/(from) reserves	7,163	(7,163)	-	-	(7,163)	7,163	(7,163)	7,163	-	-	-	-
Closing balance as at 30 June	963	7,127	17,397	17,451	-	7,163	17,397	24,614	4,230	4,230	22,590	35,971
Less: outside equity interests	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total equity attributable to the Commonwealth</b>	<b>963</b>	<b>7,127</b>	<b>17,397</b>	<b>17,451</b>	<b>-</b>	<b>7,163</b>	<b>17,397</b>	<b>24,614</b>	<b>4,230</b>	<b>4,230</b>	<b>22,590</b>	<b>35,971</b>

	2001-02	2000-01
	\$'000	\$'000

## NOTE 12 CASH FLOW RECONCILIATION

Reconciliation of cash per statement of financial position to statement of cash flows

Cash at year end per statement of cash flows	<b>25,670</b>	31,455
statement of financial position items comprising above cash: 'Financial asset – cash'	<b>25,670</b>	31,455

Reconciliation of net surplus to net cash from operating activities

Net surplus (deficit)	<b>(12,372)</b>	6,994
Depreciation/amortisation	<b>9,306</b>	8,624
Write down of non-current assets	<b>215</b>	85
Loss/(gain) on disposal of assets	<b>59</b>	111
Decrease (increase) in net receivables	<b>733</b>	(15)
Decrease (increase) in inventories	<b>2,690</b>	(2,775)
Decrease (increase) in prepayments	<b>481</b>	853
Decrease (increase) in other assets	<b>(978)</b>	–
Increase (decrease) in employee provisions	<b>1,951</b>	1,985
Increase (decrease) in supplier payables	<b>1,639</b>	1,970
Increase (decrease) in income in advance	<b>(419)</b>	–
Increase (decrease) in other liabilities	<b>(204)</b>	(3,960)
<b>Net cash provided from/(used by) operating activities</b>	<b>3,101</b>	13,872

## NOTE 13 REMOTE CONTINGENCIES

No remote contingencies were identified by the AEC at reporting date.



	2001-02 Number	2000-01 Number
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**NOTE 14 EXECUTIVE REMUNERATION**

The number of Executive who received or were due to receive total remuneration of \$100,000 or more:

\$100,001 to \$110,000	3	1
\$110,001 to \$120,000	3	2
\$120,001 to \$130,000	2	4
\$130,001 to \$140,000	1	1
\$140,001 to \$150,000	1	1
\$150,001 to \$160,000	2	3
\$160,001 to \$170,000	-	1
\$170,001 to \$180,000	-	1
\$180,001 to \$190,000	1	-
\$200,001 to \$210,000	-	-
\$210,001 to \$220,000	1	-
\$280,001 to \$290,000	-	-

The aggregate amount of total remuneration of executives shown above. **\$1,893,021**      \$1,920,734

The aggregate amount of separation and redundancy payments during the year to executives shown above. **\$106,580**      -

	2001-02 \$	2000-01 \$
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**NOTE 15 REMUNERATION OF AUDITORS**

Financial statement audit services are provided free of charge to the AEC.

**The fair value of the services provided was:** **66,000**      50,000

No other services were provided by the Auditor-General.

**NOTE 16 AVERAGE STAFFING LEVELS**

The average staffing level for the AEC in 2001/02 was 807 (826 for 2000/01).

## NOTE 17 ACT OF GRACE PAYMENTS, WAIVERS AND DEFECTIVE ADMINISTRATION SCHEME

No 'Act of Grace' payments were made during the reporting period.

No waivers of amounts owing to the Commonwealth were made pursuant to subsection 34(1) of the *Financial Management and Accountability Act 1997*.

No payments were made under the 'Defective Administration Scheme' during the reporting period.

## NOTE 18 FINANCIAL INSTRUMENTS

### NOTE 18A 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 and conditions affecting the amount, timing and certainty of cash flows)
<b>Financial assets</b>		Financial assets are recognised when control over future economic benefits is established and the amount of the benefit can be reliably measured.	
Cash	6A	Deposits are recognised at their nominal amounts. Interest is credited to revenue as it accrues.	The AEC invests funds with the Reserve Bank of Australia at call. Monies in the Agency's bank accounts are swept into the Official Public Account nightly. The AEC is able to invest monies in Term Deposits as well as receiving interest on the daily account balance. During 2001-02 the average interest rate on combined term and normal deposits was 4.71% for the year (2000-01 – 5.48%). Interest is paid in arrears on the first business day after the end of each quarter for normal account balances and at maturity of term deposits.
Receivables for goods and services	6B	These receivables are recognised at the nominal amounts due less any provision for bad and doubtful debts. Collectability of debts is reviewed at balance date. Provisions are made when collection of the debt is judged to be less rather than more likely.	Receivables are with entities external to and within the Commonwealth. Credit terms are net 30 days (2001: 30 days).

**NOTE 18A TERMS, CONDITIONS AND ACCOUNTING POLICIES** (continued)

<b>Financial instrument</b>	<b>Notes</b>	<b>Accounting policies and methods (including recognition criteria and measurement basis)</b>	<b>Nature of underlying instrument (including significant terms and conditions affecting the amount, timing and certainty of cash flows)</b>
<b>Financial liabilities</b>		Financial liabilities are recognised when a present obligation to another party is entered into and the amount of the liability can be reliably measured.	
Trade creditors	10A	Creditors and accruals are recognised at their nominal amounts, being the amounts at which the liabilities will be settled. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).	All creditors are entities that are not part of the Commonwealth legal entity. Settlement is usually made net 30 days.

**NOTE 18B INTEREST RATE RISK**

Financial instrument	Notes	Floating interest rate		Fixed interest rate maturing in		Non-interest bearing		Total		Weighted average effective interest rate			
		2002 \$'000	2001 \$'000	1 to 5 years 2002 \$'000	2001 \$'000	2002 \$'000	2001 \$'000	2002 \$'000	2001 \$'000	2002 \$'000	2001 %	2002 %	
<b>Financial assets</b>													
Cash at bank	6A	636	912	-	-	-	-	34	43	670	955	2.00	2.00
Cash on deposit	6A	-	25,000	30,500	-	-	-	-	-	25,000	30,500	4.70	5.48
Capital usage charge	6B	-	-	-	-	-	-	2,693	323	2,693	323	-	-
Receivables for goods and services	6B	-	-	-	-	-	-	838	1,612	838	1,612	-	-
Less: provision for doubtful debts	6B	-	-	-	-	-	-	(13)	(6)	(13)	(6)	-	-
Interest	6B	-	-	-	-	-	-	45	32	45	32	-	-
Other	6B	-	-	-	-	-	-	668	346	668	346	-	-
<b>Total</b>		<b>636</b>	<b>912</b>	<b>25,000</b>	<b>30,500</b>	<b>-</b>	<b>-</b>	<b>4,265</b>	<b>2,350</b>	<b>29,901</b>	<b>33,762</b>		
<b>Total assets</b>										<b>52,434</b>	<b>62,419</b>		
<b>Financial liabilities</b>													
Finance lease liabilities	8B	-	-	-	901	-	-	-	-	-	901	-	6.00
Lease incentives	8B	-	-	-	-	-	-	840	1,043	840	1,043	-	-
Trade creditors	10A	-	-	-	-	-	-	7,056	5,087	7,056	5,087	-	-
Other creditors	10B	-	-	-	-	-	-	478	898	478	898	-	-
Other liabilities		-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>901</b>	<b>-</b>	<b>-</b>	<b>8,374</b>	<b>7,028</b>	<b>8,374</b>	<b>7,929</b>		
<b>Total liabilities</b>										<b>29,844</b>	<b>27,448</b>		

	2001–02 \$'000	2000–01 \$'000
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### NOTE 18C NET FAIR VALUES OF FINANCIAL ASSETS AND LIABILITIES

	Notes	Total carrying amount \$'000	Aggregate net fair value \$'000	Total carrying amount \$'000	Aggregate net fair value \$'000
<b>Departmental financial assets</b>					
Cash at bank	6A	670	670	955	955
Cash on deposit	6A	25,000	25,000	30,500	30,500
Receivables for goods and services (net)	6B	4,231	4,231	2,307	2,307
Term deposits		–	–	–	–
<b>Total financial assets</b>		<b>29,901</b>	<b>29,901</b>	<b>33,762</b>	<b>33,762</b>
<b>Financial liabilities (recognised)</b>					
Finance lease liabilities	8A	–	–	901	901
Lease incentives	8B	840	840	1,043	1,043
Trade creditors	10A	7,056	7,056	5,087	5,087
Other	10B	478	478	898	898
<b>Total financial liabilities (recognised)</b>		<b>8,374</b>	<b>8,374</b>	<b>7,929</b>	<b>7,929</b>
<b>Financial assets</b>					
Financial liabilities (unrecognised)	13	–	–	–	–

#### 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 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.

### NOTE 18D CREDIT RISK EXPOSURES

The AEC's maximum exposure to credit risk at reporting date in relation to each class of recognised financial assets is the carrying amount of those assets as indicated in the Statement of Financial Performance.

The AEC has no significant exposure to any concentrations of credit risk.

All figures for credit risk referred to do not take into account the value of any collateral or other security.

2001-02	2000-01
\$'000	\$'000

**NOTE 19 ADMINISTERED ITEMS****NOTE 19A REVENUES ADMINISTERED ON BEHALF OF GOVERNMENT FOR THE YEAR-ENDED 30 JUNE 2002****Revenues**

## Sale of goods and services

Goods	3,659	3,801
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## Other revenue

Candidate deposits forfeited – federal election	92	–
-------------------------------------------------	----	---

Electoral fines and penalties	878	156
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Refunds	28	–
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Other	19	111
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Total	1,017	267
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**Total revenues administered on behalf of government**

4,676	4,068
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**NOTE 19B EXPENSES ADMINISTERED ON BEHALF OF GOVERNMENT FOR THE YEAR-ENDED 30 JUNE 2002****Expenses**

## Grants

Election public funding	38,685	224
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## Other

Refunds – electoral fines and penalties	28	–
-----------------------------------------	----	---

Total	28	–
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**Total expenses administered on behalf of government**

38,713	224
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**NOTE 19C ASSETS ADMINISTERED ON BEHALF OF GOVERNMENT AS AT 30 JUNE 2002****Financial assets**

Cash	1	1
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**Receivables**

Goods and services	–	104
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No administered receivables were overdue at 30 June 2002 or 30 June 2001

**Other**

Accrued revenue	956	672
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Total	956	672
-------	-----	-----

**Total assets administered on behalf of government**

957	777
-----	-----

	2001-02 \$'000	2000-01 \$'000
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**NOTE 19D LIABILITIES ADMINISTERED ON BEHALF OF GOVERNMENT AS AT 30 JUNE 2002**

**Payables**

Other	205	47
Total	<u>205</u>	<u>47</u>
<b>Total liabilities administered on behalf of government</b>	<b><u>205</u></b>	<b><u>47</u></b>

**NOTE 19E ADMINISTERED CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2002**

Operating activities		
Cash received		
Sales of goods and services	3,460	3,897
Cash from the official public account	38,712	228
Other	3,379	266
Total cash received	<u>45,551</u>	<u>4,391</u>
Cash used		
Cash to official public account	(6,837)	(4,163)
Payments to political parties	(38,685)	-
Other	(29)	(228)
Total cash used	<u>(45,551)</u>	<u>(4,391)</u>
<b>Net cash from operating activities</b>	<b><u>0</u></b>	<b><u>0</u></b>
Net increase (decrease) in cash held	0	0
Cash at the beginning of the reporting period	1	1
<b>Cash at the end of the reporting period</b>	<b><u>1</u></b>	<b><u>1</u></b>

	2001-02 \$'000	2000-01 \$'000
--	-------------------	-------------------

**NOTE 19F ADMINISTERED COMMITMENTS AS AT 30 JUNE 2002****By type**

Capital commitments	-	-
Other commitments		
Operating leases	-	-
Other commitments	-	123
Total other commitments	-	123
Commitments receivable <sup>1</sup>	<b>(7,813)</b>	(3,500)
<b>Net commitments</b>	<b>(7,813)</b>	(3,377)

**By maturity**

All net commitments		
One year or less	<b>(3,928)</b>	(3,377)
From one to five years	<b>(3,885)</b>	-
Over five years	-	-
<b>Net commitments</b>	<b>(7,813)</b>	(3,377)

NB: All 2001-02 commitments are GST inclusive where relevant

<sup>1</sup> *Commitments receivable relate to arrangements with each State and Territory for the sharing of certain electoral costs associated with the maintenance of the joint Commonwealth, State and Territory electoral rolls.*



**NOTE 19G ADMINISTERED FINANCIAL INSTRUMENTS****(a) Terms, conditions and accounting policies**

<b>Financial instrument</b>	<b>Notes</b>	<b>Accounting policies and methods (including recognition criteria and measurement basis)</b>	<b>Nature of underlying instrument (including significant terms &amp; conditions affecting the amount, timing and certainty of cash flows)</b>
<b>Financial assets</b>		Financial assets are recognised when control over future economic benefits is established and the amount of benefit can be reliably measured.	
Cash		Deposits are recognised at their nominal amounts.	The balance of the administered cash account is non interest bearing
<b>Financial liabilities</b>		Financial liabilities are recognised when a present obligation to another party is entered into and the amount of the liability can be reliably measured.	
Trade creditors		Creditors and accruals are recognised at the nominal amounts, being the amounts at which the liabilities will be settled.  Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).	

Notes to and forming part of the financial statements

**NOTE 19G ADMINISTERED FINANCIAL INSTRUMENTS (continued)**

(b) Interest rate risk

Financial instrument	Notes	Floating interest rate		Fixed interest rate			Non-interest bearing		Total
		2002 \$'000	2001 \$'000	1 year or less 2002 \$'000	1 to 5 years 2002 \$'000	> 5 years 2002 \$'000	2002 \$'000	2001 \$'000	
<b>Financial assets</b>									
Cash	20C	-	-	-	-	-	1	1	1
Receivables	20C	-	-	-	-	-	-	776	776
Other	20C	-	-	-	-	-	956	26	956
<b>Total</b>		-	-	-	-	-	957	803	803
<b>Total assets</b>							957	803	803
<b>Financial liabilities</b>									
Trade creditors	20D	-	-	-	-	-	-	15	15
Other creditors	20D	-	-	-	-	-	205	32	205
<b>Total financial liabilities (recognised)</b>		-	-	-	-	-	205	47	205
<b>Total liabilities</b>							205	47	205

	2001-02 \$'000	2000-01 \$'000
--	-------------------	-------------------

**NOTE 19G ADMINISTERED FINANCIAL INSTRUMENTS** (continued)**(c) Net fair values of financial assets and liabilities**

	Notes	Total carrying amount \$'000	Aggregate net fair value \$'000	Total carrying amount \$'000	Aggregate net fair value \$'000
<b>Administered financial assets</b>					
Cash	19C	1	1	1	1
Receivables	19C	-	-	776	776
Other	19C	956	956	26	26
<b>Total financial assets</b>		<b>957</b>	<b>957</b>	<b>803</b>	<b>803</b>
<b>Financial liabilities (recognised)</b>					
Provisions and payables	19D	205	205	47	47
<b>Total financial liabilities (recognised)</b>		<b>205</b>	<b>205</b>	<b>47</b>	<b>47</b>

**NOTE 20 APPROPRIATIONS****NOTE 20A APPROPRIATION ACTS (NO. 1/3) 2001–2002**

Particulars	Administered expenses			Departmental outputs	Total
	Outcome 1	Outcome 2	Outcome 3		
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Year ended 30 June 2002</b>					
Balance carried from previous year	–	–	–	30,688	30,688
Appropriation for reporting period (Act 1)	–	–	–	132,027	132,027
Appropriation for reporting period (Act 3)	–	–	–	–	–
Amounts from Comcover receipts	–	–	–	–	–
Refunds credited (FMA s 30)	–	–	–	–	–
GST credits (FMA s 30 A)	–	–	–	6,614	6,614
Annotations to 'net appropriations' (FMA s 31)	–	–	–	12,065	12,065
Transfer to/from other agencies (FMA s 32)	–	–	–	–	–
Administered expenses lapsed (expended)	–	–	–	–	–
<b>Available for payments</b>	–	–	–	181,394	181,394
<b>Payments made</b>					
Balance carried to next year	–	–	–	156,509	156,509
<b>Year ended 30 June 2001</b>					
Available for payments 2001	–	–	–	24,885	24,885
Payments made 2001	–	–	–	139,084	139,084
Balance carried forward to July 2001	–	–	–	108,396	108,396
	–	–	–	30,688	30,688

FMA = *Financial Management and Accountability Act 1997*

Act 1 = Appropriations Act (No. 1) 2001–2002

Act 3 = Appropriations Act (No. 3) 2001–2002

There were no savings offered up during the year and there have been no savings offered up in previous years that are still ongoing. Any amounts of administered appropriations for 2001–02 shown above as lapsed are estimates only.

Prior year 'available' figures have been adjusted where the final determinations of amounts lapsed differed to that reported in 2000–01.

Notes to and forming part of the financial statements

**NOTE 20B SPECIAL APPROPRIATIONS**

Particulars of legislation providing appropriations (including purpose)	Outcome 1		Administered Outcome 2		Outcome 3		Departmental		Total	
	2002	2001	2002	2001	2002	2001	2002	2001	2002	2001
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Commonwealth Electoral Act 1918 – Electoral Roll Review</b>										
Budget estimate	-	-	-	-	-	-	9,000	9,000	9,000	9,000
Payments made	-	-	-	-	-	-	9,000	9,000	9,000	9,000
Refunds credited (section 30)	-	-	-	-	-	-	-	-	-	-
<b>Commonwealth Electoral Act 1918 – Election Public Funding</b>										
Budget estimate	-	-	39,924	224	-	-	-	-	39,924	224
Payments made	-	-	38,685	224	-	-	-	-	38,685	224
Refunds credited (section 30)	-	-	-	-	-	-	-	-	-	-

	2001-02	2000-01
	\$	\$

**NOTE 21 ASSETS HELD IN TRUST**

Funds held pending refund

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

Purpose – for receipt of moneys temporarily held for possible future repayment, for example, candidate deposits.

Balance carried forward from previous year	<b>26,506</b>	51,522
Receipts during the year	<b>714,815</b>	36,122
Available for payments	<b>741,321</b>	87,644
Payments made	<b>536,895</b>	61,138
<b>Balance carried forward to next year</b>	<b>204,426</b>	26,506

Notes to and forming part of the financial statements

**NOTE 22 REPORTING OF OUTCOMES**

**NOTE 22A TOTAL COST/CONTRIBUTION OF OUTCOMES (WHOLE OF GOVERNMENT)**

	Outcome 1		Outcome 2		Outcome 3		Total	
	Actual \$'000	Budget \$'000	Actual \$'000	Budget \$'000	Actual \$'000	Budget \$'000	Actual \$'000	Budget \$'000
Net taxation, fees and fines revenues	-	-	(970)	(577)	-	-	(970)	(577)
Other administered revenues	(3,659)	(3,874)	(47)	-	-	-	(3,706)	(3,874)
Net subsidies, benefits and grants expenses	-	-	38,685	39,924	-	-	38,685	39,924
Other administered expenses	-	-	28	-	-	-	28	-
Net cost of departmental outputs	41,427	41,176	106,407	97,640	5,631	5,309	153,465	144,125
Cost of outcome before extraordinary items	37,768	37,302	144,103	136,987	5,631	5,309	187,502	179,598
Extraordinary items	-	-	-	-	-	-	-	-
<b>Net cost to budget outcome</b>	<b>37,768</b>	<b>37,302</b>	<b>144,103</b>	<b>136,987</b>	<b>5,631</b>	<b>5,309</b>	<b>187,502</b>	<b>179,598</b>

**NOTE 22B MAJOR DEPARTMENTAL REVENUES AND EXPENSES BY OUTPUT GROUP**

	Output group 1		Output group 2		Output group 3		Total	
	2002	2001	2002	2001	2002	2001	2002	2001
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Operating revenues</b>								
Revenues from government	38,128	47,768	97,706	39,614	5,259	8,758	141,093	96,140
Sale of goods and services	4,289	3,636	5,360	6,448	5	–	9,654	10,084
Other non-taxation revenues	430	1,235	1,113	1,271	172	284	1,715	2,790
<b>Total operating revenues</b>	<b>42,847</b>	<b>52,639</b>	<b>104,179</b>	<b>47,333</b>	<b>5,436</b>	<b>9,042</b>	<b>152,462</b>	<b>109,014</b>
<b>Operating expenses</b>								
Employees	22,964	25,102	60,228	21,976	3,074	4,482	86,266	51,560
Suppliers	19,257	19,201	47,571	18,828	2,154	3,159	68,982	41,188
Depreciation and amortisation	3,813	4,021	4,932	3,942	563	661	9,308	8,624
Other	112	302	149	296	17	50	278	648
<b>Total operating expenses</b>	<b>46,146</b>	<b>48,626</b>	<b>112,880</b>	<b>45,042</b>	<b>5,808</b>	<b>8,352</b>	<b>164,834</b>	<b>102,020</b>



Notes to and forming part of the financial statements

**NOTE 22C MAJOR CLASSES OF DEPARTMENTAL ASSETS AND LIABILITIES BY OUTPUT GROUP**

	Output group 1		Output group 2		Output group 3		Non-attributable		Total	
	2002	2001	2002	2001	2002	2001	2002	2001	2002	2001
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Output specific departmental assets</b>										
Goods and services receivable	-	-	838	1,605	-	-	-	-	838	1,605
Less: provision for doubtful debts	-	-	(13)	(6)	-	-	-	-	(13)	(6)
Net GST receivable	-	-	-	-	-	-	669	632	669	632
CUC receivable	-	-	-	-	-	-	2,693	323	2,693	323
Land	-	-	-	-	-	-	40	40	40	40
Buildings	-	-	-	-	-	-	5,054	6,176	5,054	6,176
Plant and equipment	-	-	-	-	-	-	4,039	4,543	4,039	4,543
Internally developed software	-	-	-	-	-	-	9,625	12,971	9,625	12,971
Purchased software	-	-	-	-	-	-	157	117	157	117
<b>Total output specific administered assets</b>	-	-	825	1,599	-	-	22,277	24,802	23,102	26,401
<b>Other departmental assets</b>										
Cash at bank and on hand	-	-	-	-	-	-	671	955	671	955
Cash on deposit	-	-	-	-	-	-	25,000	30,500	25,000	30,500
Inventories not held for sale	-	-	1,601	4,152	-	-	283	422	1,884	4,574
Other	978	-	-	-	-	-	801	1,268	1,779	1,268
<b>Total other departmental assets</b>	978	-	1,601	4,152	-	-	26,755	33,145	29,334	37,297
<b>Output specific departmental liabilities</b>										
Leases	-	-	-	-	-	-	-	901	-	901
Employees	-	-	-	-	-	-	21,470	19,519	21,470	19,519
Suppliers	-	-	-	-	-	-	7,056	5,087	7,056	5,087
<b>Total output specific departmental liabilities</b>	-	-	-	-	-	-	28,526	25,507	28,526	25,507
<b>Other departmental liabilities</b>										
Lease incentives	-	-	-	-	-	-	840	1,043	840	1,043
Other	-	-	-	-	-	-	478	898	478	898
<b>Total other departmental liabilities</b>	-	-	-	-	-	-	1,318	1,941	1,318	1,941

**NOTE 22D MAJOR CLASSES OF ADMINISTERED REVENUES AND EXPENSES BY OUTCOME**

	Outcome 1		Outcome 2		Outcome 3		Total	
	2002 \$'000	2001 \$'000	2002 \$'000	2001 \$'000	2002 \$'000	2001 \$'000	2002 \$'000	2001 \$'000
<b>Operating revenues</b>								
Fees and fines	-	-	970	-	-	-	970	-
Other	3,659	3,885	47	408	-	-	3,706	4,293
<b>Total operating revenues</b>	<b>3,659</b>	<b>3,885</b>	<b>1,017</b>	<b>408</b>	<b>-</b>	<b>-</b>	<b>4,676</b>	<b>4,293</b>
<b>Operating expenses</b>								
Grants	-	-	38,685	-	-	-	38,685	-
Subsidies	-	-	-	-	-	-	-	-
Personal benefits	-	-	-	-	-	-	-	-
Suppliers	-	-	-	-	-	-	-	-
Other	-	-	28	224	-	-	28	224
<b>Total operating expenses</b>	<b>-</b>	<b>-</b>	<b>38,713</b>	<b>224</b>	<b>-</b>	<b>-</b>	<b>38,713</b>	<b>224</b>

Notes to and forming part of the financial statements

**NOTE 22E MAJOR CLASSES OF ADMINISTERED ASSETS AND LIABILITIES BY OUTCOME**

	Outcome 1		Outcome 2		Outcome 3		Non-attributable		Total	
	2002	2001	2002	2001	2002	2001	2002	2001	2002	2001
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Outcome specific administered assets</b>										
Fees and fines receivable	-	-	-	-	-	-	-	-	-	-
Less: provision for doubtful debts	-	-	-	-	-	-	-	-	-	-
Loans receivable	-	-	-	-	-	-	-	-	-	-
Less: provision for waiving of debts	-	-	-	-	-	-	-	-	-	-
<b>Total outcome specific administered assets</b>	-	-	-	-	-	-	-	-	-	-
<b>Other administered assets</b>										
Cash	-	-	-	-	-	-	1	1	1	1
Receivables	-	104	-	-	-	-	-	-	-	104
Accrued revenue	956	672	-	-	-	-	-	-	956	672
Investments	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
<b>Total other administered assets</b>	<b>956</b>	<b>776</b>	-	-	-	-	<b>1</b>	<b>1</b>	<b>957</b>	<b>777</b>
<b>Other administered liabilities</b>										
Other	-	-	-	-	-	-	205	47	205	47
<b>Total other administered liabilities</b>	-	-	-	-	-	-	<b>205</b>	<b>47</b>	<b>205</b>	<b>47</b>

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## OTHER INFORMATION

Matters required by legislation  
Other information  
Appendices

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# Legislation

## MATTERS REQUIRED BY LEGISLATION

For information on specific statutory provisions relating to:

- occupational health and safety – refer to [appendix B](#)
- freedom of information – refer to [appendix C](#)
- advertising and market research – refer to [appendix D](#)
- provision of electoral roll information – refer to [appendix E](#), and
- ecologically sustainable development – refer to [appendix F](#).

## OTHER INFORMATION

### **Discretionary grants**

The AEC does not administer any discretionary grants.

### **Other**

For information on specific provisions relating to:

- consultancies applicable to the 2001-02 financial year – refer to [appendix G](#)
- industrial and commercial elections statistics – refer to [appendix H](#), and
- Aboriginal and Torres Strait Islander Commission election statistics – refer to [appendix I](#).

# A

## APPENDIX A

### STAFFING OVERVIEW

Staff profile by classification, gender and location at 30 June 2002

Classification	Total Female	Total Male	Total Staff	Ongoing Staff		Non Ongoing Staff		Total Staff
				F/T	P/T	F/T	P/T	
Operative Staff <sup>1</sup>								
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>	4	11	15	15	0	0	0	15
Executive Level 2	10	19	29	27	1	1	0	29
Executive Level 1	25	45	70	68	2	0	0	70
Australian Public Service Level 6	71	154	225	218	2	5	0	225
Australian Public Service Level 5	34	28	62	56	4	2	0	62
Australian Public Service Level 4	32	25	57	28	19	10	0	57
Australian Public Service Level 3	137	54	191	174	4	10	3	191
Australian Public Service Level 2	174	25	199	112	45	30	12	199
Australian Public Service Level 1	2	1	3	3	0	0	0	3
<b>Operative Staff Total</b>	<b>489</b>	<b>364</b>	<b>853</b>	<b>703</b>	<b>77</b>	<b>58</b>	<b>15</b>	<b>853</b>
Inoperative Staff <sup>3</sup>								
Executive Level 2	0	2	2	2	0	0	0	2
Executive Level 1	1	1	2	2	0	0	0	2
Australian Public Service Level 6	0	2	2	2	0	0	0	2
Australian Public Service Level 3	1	0	1	1	0	0	0	1
Australian Public Service Level 2	1	0	1	1	0	0	0	1
<b>Inoperative Staff Total</b>	<b>3</b>	<b>5</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>
<b>Grand Total</b>	<b>492</b>	<b>369</b>	<b>861</b>	<b>711</b>	<b>77</b>	<b>58</b>	<b>15</b>	<b>861</b>



Classification	Central Office			Head Offices			Divisional Offices			Total Staff
	Female	Male	Total	Female	Male	Total	Female	Male	Total	
Operative Staff <sup>1</sup>										
Electoral Commissioner	0	1	1	0	0	0	0	0	0	1
Deputy Electoral Commissioner	0	1	1	0	0	0	0	0	0	1
Senior Executive Staff <sup>2</sup>	3	5	8	1	6	7	0	0	0	15
Executive Level 2	9	10	19	1	9	10	0	0	0	29
Executive Level 1	20	19	39	5	26	31	0	0	0	70
Australian Public Service Level 6	17	22	39	10	13	23	44	119	163	225
Australian Public Service Level 5	16	8	24	18	19	37	0	1	1	62
Australian Public Service Level 4	9	11	20	23	14	37	0	0	0	57
Australian Public Service Level 3	12	4	16	16	5	21	109	45	154	191
Australian Public Service Level 2	0	3	3	18	8	26	156	14	170	199
Australian Public Service Level 1	0	0	0	1	1	2	1	0	1	3
<b>Operative Staff Total</b>	<b>86</b>	<b>84</b>	<b>170</b>	<b>93</b>	<b>101</b>	<b>194</b>	<b>310</b>	<b>179</b>	<b>489</b>	<b>853</b>
Inoperative Staff <sup>3</sup>										
Executive Level 2	0	2	2	0	0	0	0	0	0	2
Executive Level 1	0	1	1	1	0	1	0	0	0	2
Australian Public Service Level 6	0	0	0	0	0	0	0	2	2	2
Australian Public Service Level 3	0	0	0	0	0	0	1	0	1	1
Australian Public Service Level 2	0	0	0	1	0	1	0	0	0	1
<b>Inoperative Staff Total</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>8</b>
<b>Grand Total</b>	<b>86</b>	<b>87</b>	<b>173</b>	<b>95</b>	<b>101</b>	<b>196</b>	<b>311</b>	<b>181</b>	<b>492</b>	<b>861</b>
<b>Equivalent Full-time Staff<sup>4</sup></b>										<b>807.9</b>

Notes:

1. Operative Staff: Staff who are actually at work as at 30/6/2002.
2. This includes senior executive staff engaged under section 35(1)(b) of the *Commonwealth Electoral Act 1918* and Australian Electoral Officers.
3. Inoperative Staff: Includes staff on long-term leave absences.
4. The difference between equivalent full-time staff (807.9) and total staff (861) is due to job sharing and part-time employment.

Source: Perspect HR system

# B

## APPENDIX B

### OCCUPATIONAL HEALTH AND SAFETY (OH&S)

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

The AEC has an OH&S plan that allows performance to be tracked across the organisation. There is also an OH&S policy and agreement that recognises the AEC's duty of care as outlined under the Act.

#### Activities

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

- the AEC national OH&S committee met every three months
- State OH&S committees met regularly
- staff attended COMCARE client network meetings to maintain contacts with other OH&S professionals and to keep up-to-date with the latest developments
- information on OH&S was placed on the AEC's Intranet site with links to relevant information
- OH&S was integrated into the AEC's induction course, and
- an OH&S operation plan was endorsed by senior management.

#### COMCARE premium

The AEC's 2002-03 COMCARE premium decreased from the 2001-02 premium of \$550,907 to \$317,798 (including GST). The decrease was due to reduced claim frequency and the impact of a lower payroll during a non-election year.

### REPORTABLE OH&S STATISTICS

State	Selection of OH&S representatives	Tests carried out on equipment	Reportable dangerous occurrences
VIC	0	0	0
NSW	0	1	3
QLD	4	0	0
WA	0	0	7
SA	0	0	1
TAS	0	0	3
NT	1	0	0
ACT	0	0	0
<b>Totals</b>	<b>5</b>	<b>1</b>	<b>14</b>

#### Investigations

There were no investigations conducted by COMCARE under section 41 of the OH&S Act.

#### OH&S directions and notices

No directions concerning an immediate threat to the health and safety of any person were given to the AEC under section 45 of the OH&S Act during the year. No notices were issued concerning the duties of the employer in relation to health and safety representatives, nor were any prohibitions notices or improvement notices issued under sections 30, 46, or 47 of the OH&S Act.

# APPENDIX C

## **FREEDOM OF INFORMATION (FOI)**

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

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

### **Availability of access**

The AEC makes information about its functions and responsibilities freely available to the public. People seeking information should, in the first instance, contact either the AEC's information section in Canberra or the head office in their State or Territory. Addresses and telephone numbers are included on page 9 of this report or on the AEC's website at [www.aec.gov.au](http://www.aec.gov.au)

### **Making an FOI request**

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

The Freedom of Information Officer  
Australian Electoral Commission  
PO Box E201  
KINGSTON ACT 2604  
Telephone: (02) 6271 4687  
Fax: (02) 6271 4457

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

Unless you are seeking access to information about yourself, you will need to pay the standard FOI application fee of \$30 when applying. Additional processing charges may also apply. If it proves difficult to either identify the document or to provide access in the form requested, the FOI officer will contact you to try to satisfy your enquiry.

### **Major documents**

The legislation from which the AEC's activities are derived is shown in the Overview section of this report. The organisation's other key document is the Strategic Plan 2001-04.

### **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 AEC's central and head offices and at divisional offices. Copies of the printed roll are available for sale at divisional offices only.

Files on topics relating to management functions are also maintained. State and Territory head offices are responsible for the files they hold. General information is available through the AEC's Internet home page at [www.aec.gov.au](http://www.aec.gov.au) which has links to other Australian and overseas sites offering electoral information.

For more information, contact an AEC office (see page 9 for contact details).

### **Arrangements for public involvement**

You are invited to make your views known on current policies and procedures to the Electoral Commissioner by writing to the

Australian Electoral Commission  
PO Box E201  
KINGSTON ACT 2604.

# D

## APPENDIX D

### ADVERTISING AND MARKET RESEARCH

#### A) ADVERTISING AGENCY

Name of agency	details	(\$) amount
Whybin TBWA	Finalisation of public awareness campaign for the 2001 federal election and initial development of public awareness campaign for proposed new enrolment provisions.	\$627,178.27

#### B) MARKET RESEARCH ORGANISATIONS AND POLLING ORGANISATIONS

Name of agency	details	(\$) amount
The Research Forum	Research and evaluation of the 2001 federal election advertising campaign and AEC service delivery.	\$187,242.00

#### C) PUBLIC RELATIONS AGENCIES

Name of agency	details	(\$) amount
Michels Warren	Finalisation of public relations campaign for the 2001 federal election and initial development of public relations campaign for proposed new enrolment provisions.	\$263,787.65

#### D) MEDIA PLACEMENT AGENCY

Name of agency	details	(\$) amount
Mitchell and Partners	Media placement of the 2001 federal election campaign advertisements.	\$7,783,869.11
Starcom	Media placement of non-campaign advertisements.	\$1,774,262.15

# F

## APPENDIX E

### PROVISION OF ELECTORAL ROLL INFORMATION

In accordance with section 17 (1A) of the *Commonwealth Electoral Act 1918* the AEC is required to report on the particulars of people and organisations who receive electoral roll information under subsection 91 (4A) of the legislation.

#### Provision of electoral roll information to medical and social researchers

In accordance with paragraphs 91(4A)(e) and 91A(2A)(c) of the *Commonwealth Electoral Act 1918* and Regulation 10 of the *Electoral and Referendum Regulations 1940*, the AEC

provided elector information in electronic format to a number of organisations for use in medical research. Such use is defined in the *Guidelines for the protection of privacy in the conduct of medical research* issued by the National Health and Medical Research Council under section 95(1) of the *Privacy Act 1988*. Medical research is defined as 'systematic investigations for the purpose of adding to the generalised medical knowledge pertaining to human health and includes epidemiological research.'

Before providing the elector information, the AEC must be provided with evidence of ethical approval for the studies.

Institution/contact	Data received
The Australian National University, Centre for Mental Health Research	Federal Division of Eden-Monaro in 10 year age ranges from 18-97.
Deakin University, School of Health Sciences	Australia wide data in five year age ranges from 18-32.
Deakin University, School of Nursing	Random sample of 1,500 males and 1,500 females from the Federal Division of Corio and 1,500 males and 1,500 females from the Federal Division of Corangamite.
CSIRO, School of Health Sciences and Nutrition	New South Wales, Victoria, Queensland, Western Australia, South Australia, Tasmania and the Australian Capital Territory data for the age ranges of 20-29, 50-59, 65-69 and 70-74.
Women's Cancer Prevention Program	Northern Territory data for the age ranges of 50-54, 55-59, 60-64 and 65-69.
The University of Newcastle, Women's Health Australia	Australia wide data for the age ranges 20-29, 50-59 and 70-79.
The Cancer Council, New South Wales	Australian Capital Territory data for the age ranges of 18-23, 24-29, 30-35, 36-41, 42-47, 48-53, 54-59, 60-65, 66-71, 72-77, 78-83, 84-89, 90-95 and 96-101.
The Australian National University, Social Science Data Archives	Australia wide random sample of 4,000 electors, stratified by State/Territory with the same sampling fraction for each State/Territory.
The University of Newcastle, Faculty of Medicine and Health Sciences	Federal Divisions of Charlton, Newcastle, Shortland, Patterson, Hunter, Dobell, and Robertson for the age ranges of 40-49, 50-59, 60-69, 70-79, 80-89 and 90-99.

Institution/contact	Data received
ACT Community Care	Australian Capital Territory females for the age ranges of 36-40, 41-45, 46-50, 51-55, 56-60, 61-65 and 66-70.
The Canberra Hospital, Department of Cardiology	Australian Capital Territory and the Federal Division of Eden-Monaro for the age ranges of 60-64, 65-69, 70-74, 75-79 and 80-85.
Macfarlane Burnet Centre for Medical Research	Random sample of 150 females from the Federal Divisions of Aston, Batman, Bruce, Chisholm, Deakin, Dunkley, Gellibrand, Goldstein, Higgins, Holt, Hotham, Isaacs, Jagajaga, Kooyong, Maribyrnong, Melbourne, Melbourne Ports, Menzies, Scullin and Wills in the age ranges of 18-22, 23-27 and 28-32.
The Canberra Hospital, Department of Gastroenterology	Australian Capital Territory data for the age range of 55-74.
CSIRO, Health Sciences & Nutrition (SA)	Random sample for Victoria, South Australia, Queensland, Western Australia, Tasmania, and New South Wales for 175 males and 175 females from each State in the age range of 18-90 (a total of 2,100 randomly selected electors supplied).
The Australian National University, Centre for Mental Health Research	Federal Divisions of Canberra and Fraser for the age ranges of 18-22, 23-27, 28-32, 33-37, 38-42, 43-47 and 48-52.
Queensland University of Technology, School of Public Health	Federal Divisions of Blair, Bowman, Brisbane, Dickson, Fadden, Fairfax, Fisher, Forde, Griffith, Hinkler, Lilley, Longman, McPherson, Moncrieff, Moreton, Oxley, Petrie, Rankin, Ryan and Wide Bay for the age ranges of 20-21, 22-23, 24-25, 26-27, 28-29, 30-31, 32-33, 34-35, 36-37, 38-39, 40-41, 42-43, 44-45, 46-47, 48-49, 50-51, 52-53, 54-55, 56-57, 58-59, 60-61, 62-63, 64-65, 66-67, 68-69, 70-71, 72-73, 74-75, 76-77, 78-79, 80-81, 82-83, 84-85, 86-87, 88-89, 90-91, 92-93 and 94-95.
Flinders University	South Australian data for the age range of 50-74.
The University of Newcastle, Women's Health Australia	Australia wide data for the age ranges of 20-29, 50-59 and 70-79.
Queensland Institute of Medical Research	Australia wide data for the age cohort 20-79 in five year age ranges.
The University of Newcastle, Centre for Clinical Epidemiology and Biostatistics	Federal Divisions of Charton, Dobell, Hunter, Lyne, New England, Newcastle, Paterson and Shortland for the age ranges of 20-24, 25-29, 30-34, 35-39, 40-44, 45-49 and 50-54.
Cancer Council of Victoria	Victorian data for the age ranges of 30-34, 35-39, 40-44, 45-49, 50-54 and 55-59.

**Provision of electoral roll information to Schedule 2 agencies and authorities**

Schedule 2 of the *Electoral and Referendum Regulations 1940*, relating to the *Commonwealth Electoral Act 1918*, sets out the Commonwealth agencies and authorities that are entitled to receive elector information from the AEC (that is, full name, residential address, gender and date of birth of electors).

Schedule 2 agencies and authorities are granted access to confidential elector information after providing the AEC justification for access in terms of Information Privacy Principle 11 (IPP11) of the *Privacy Act 1988*.

IPP11 includes the disclosure of personal information for enforcement of the criminal law or of a law imposing a pecuniary penalty or for the protection of the public revenue.

In accordance with paragraphs 91(4A)(e) and 91A(2A)(c) of the *Commonwealth Electoral Act 1918* and Regulations 7, 8, 9 and 10 and Schedules 2 and 3 of the *Electoral and Referendum Regulations 1940*, the AEC provided elector information in electronic format to the following (Commonwealth) agencies and authorities set out in Schedule 2 of the regulations for the purposes set out in Schedule 3 of the regulations:

Institution	Electoral roll information supplied	Date supplied
Australian Customs Service	National	21/8/01 22/11/01 25/2/02 23/5/02
Australian Federal Police	National	21/8/01 21/11/01 25/2/02 23/5/02
Australian Securities and Investments Commission	National	21/8/01 21/11/01 25/2/02 23/5/02
Australian Taxation Office	National	23/8/01 22/11/01 21/2/02 22/5/02
Centrelink	National	21/8/01 20/11/01 21/2/02 21/5/02
ComSuper	National	21/8/01 21/11/02 25/2/02 15/3/02 (replacement) 23/5/02
Department of Education, Training and Youth Affairs	National	21/8/01
Department of Education Science and Training	National	22/11/01 25/2/02 23/5/02

<b>Institution</b>	<b>Electoral roll information supplied</b>	<b>Date supplied</b>
Department of Employment, Workplace Relations and Small Business	National	21/8/01 21/11/01
Department of Employment and Workplace Relations	National	25/2/02 23/5/02
Department of Foreign Affairs and Trade (Passports)	National	23/8/01 21/11/01 22/2/02 22/5/02
Department of Immigration and Multicultural Affairs	National	21/8/01 21/11/02
Department of Immigration, Multicultural and Indigenous Affairs	National	22/2/02
Department of Veterans' Affairs	National	21/8/01 21/11/01 25/2/02 23/5/02

Archived for  
historical  
research only



**PROVISION OF ELECTORAL ROLL INFORMATION TO MEMBERS OF THE HOUSE OF REPRESENTATIVES, SENATORS AND FEDERALLY REGISTERED POLITICAL PARTIES**

In accordance with Section 91(4A) of the Commonwealth Electoral Act 1918 the AEC supplied electronic electoral roll information to the following federal Members of the House of Representatives, Senators and federally registered political parties:

**Provision of electoral roll information to Members of the House of Representatives and Senators**

<b>Recipient</b>	<b>Constituency</b>	<b>Political party</b>	<b>Data supplied</b>	<b>Cycle date</b>
Mr Chris Pearce MP	Member for Aston	Liberal Party of Australia	Aston	January 2002-June 2002
Ms Catherine King MP	Member for Ballarat	Australian Labor Party	Ballarat	January 2002-June 2002
The Hon Michael Ronaldson MP	Member for Ballarat	Liberal Party of Australia	Ballarat	July 2001-September 2001
Mr Daryl Melham MP	Member for Banks	Australian Labor Party	Banks	July 2001-September 2001, January 2002-June 2002
Mr Robert McClelland MP	Member for Barton	Australian Labor Party	Barton, Grayndler Barton	July 2001-September 2001 January 2002-June 2002
Ms Michelle O'Byrne MP	Member for Bass	Australian Labor Party	Bass, Lyons Bass	July 2001-September 2001 January 2002-June 2002
Mr Martin Ferguson MP	Member for Batman	Australian Labor Party	Batman	July 2001-September 2001, January 2002-June 2002
Mr Steve Gibbons MP	Member for Bendigo	Australian Labor Party	Bendigo	July 2001-September 2001, January 2002-June 2002
The Hon John Howard MP	Member for Bennelong	Liberal Party of Australia	Bennelong, North Sydney Bennelong	July 2001-September 2001 January 2002-June 2002
The Hon Philip Ruddock MP	Member for Brewowra	Liberal Party of Australia	Brewowra, Bennelong, Bradfield Brewowra	July 2001-September 2001 January 2002-June 2002
Mr Michael Hatton MP	Member for Blaxland	Australian Labor Party	Blaxland, Watson Blaxland	July 2001-September 2001 January 2002-June 2002
Mr Martyn Evans MP	Member for Bonython	Australian Labor Party	Bonython, Port Adelaide Bonython	July 2001-September 2001 January 2002-June 2002

Recipient	Constituency	Political party	Data supplied	Cycle date
The Hon Con Sciacca MP	Member for Bowman	Australian Labor Party	Bowman	July 2001-September 2001, January 2002-June 2002
Mr Sid Sidebottom MP	Member for Braddon	Australian Labor Party	Braddon	July 2001-September 2001, January 2002-June 2002
The Hon Dr Brendan Nelson MP	Member for Bradfield	Liberal Party of Australia	Bradfield, Mackellar	July 2001-September 2001
The Hon Kim Beazley MP	Member for Brand	Australian Labor Party	Brand, Canning Brand	July 2001-September 2001 January 2002-June 2002
The Hon Arch Bevis MP	Member for Brisbane	Australian Labor Party	Brisbane	July 2001-September 2001, January 2002-June 2002
Mr Alan Griffin MP	Member for Bruce	Australian Labor Party	Bruce	July 2001-September 2001, January 2002-June 2002
Mr Brendan O'Connor MP	Member for Burke	Australian Labor Party	Burke	January 2002-June 2002
The Hon Neil O'Keefe MP	Member for Burke	Australian Labor Party	Burke	July 2001-September 2001
Mr Peter Andren MP	Member for Calare	Independent	Calare, Gwydir Calare	July 2001-September 2001 January 2002-June 2002
Ms Maria Vamvakinou MP	Member for Calwell	Australian Labor Party	Calwell	January 2002-June 2002
The Hon Dr Andrew Theophanous MP	Member for Calwell	Australian Labor Party	Calwell	July 2001-September 2001
Ms Annette Ellis MP	Member for Canberra	Australian Labor Party	Canberra	July 2001-September 2001, February 2002-June 2002
Mr Don Randall MP	Member for Canning	Liberal Party of Australia	Canning	January 2002-June 2002
Ms Jane Gerick MP	Member for Canning	Australian Labour Party	Canning, Curtin, Hasluck	July 2001-September 2001
Ms Kirsten Livermore MP	Member for Capricornia	Australian Labor Party	Capricornia	July 2001-September 2001, January 2002-June 2002
Mr Tony Smith MP	Member for Casey	Liberal Party of Australia	Casey	March 2002-June 2002

<b>Recipient</b>	<b>Constituency</b>	<b>Political party</b>	<b>Data supplied</b>	<b>Cycle date</b>
Ms Kelly Hoare MP	Member for Charlton	Australian Labor Party	Charlton, Newcastle Charlton	July 2001-September 2001 January 2002-June 2002
The Hon Roger Price MP	Member for Chifley	Australian Labor Party	Chifley, Prospect Chifley	July 2001-September 2001 January 2002-June 2002
Ms Anna Burke MP	Member for Chisholm	Australian Labor Party	Chisholm	July 2001-September 2001, January 2002-June 2002
The Hon Bruce Baird MP	Member for Cook	Liberal Party	Cook, Hughes	July 2001-September 2001
Mr Gavan O'Connor MP	Member for Corio	Australian Labor Party	Corio	July 2001-September 2001, January 2002-June 2002
The Hon Graham Edwards MP	Member for Cowan	Australian Labor Party	Cowan, Curtin, Hasluck, Perth Cowan	July 2001-September 2001 January 2002-June 2002
The Hon Dr Stephen Martin MP	Member for Cunningham	Australian Labor Party	Cunningham, Throsby Cunningham	July 2001-September 2001 January 2002-June 2002
Ms Juile Bishop MP	Member for Curtin	Liberal Party	Curtin, Stirling	July 2001-September 2001
Mrs De-Anne Kelly MP	Member for Dawson	National Party of Australia	Dawson	July 2001-September 2001
Mr Phillip Barresi MP	Member for Deakin	Liberal Party	Deakin	July 2001-September 2001
The Hon Duncan Kerr MP	Member for Denison	Australian Labor Party	Denison, Lyons Denison	July 2001-September 2001 January 2002-June 2002
Ms Cheryl Kernot MP	Member for Dickson	Australian Labor Party	Dickson	July 2001-September 2001
The Hon Michael Lee MP	Member for Dobell	Australian Labor Party	Dobell, Shortland	July 2001-September 2001
Mr Bruce Billson MP	Member for Dunkley	Liberal Party of Australia	Dunkley	July 2001-September 2001
Mr Gary Nairn MP	Member for Eden-Monaro	Liberal Party of Australia	Eden Monaro	July 2001-September 2001
Ms Sussan Ley MP	Member for Farrer	Liberal Party of Australia	Farrer	January 2002-June 2002
The Hon Peter Slipper MP	Member for Fisher	Liberal Party of Australia	Fisher	July 2001-September 2001

Recipient	Constituency	Political party	Data supplied	Cycle date
Mr Greg Hunt MP	Member for Flinders	Liberal Party of Australia	Flinders	January 2002-June 2002
Mrs Kay Elson MP	Member for Forde	Liberal Party of Australia	Forde	July 2001-September 2001
The Hon Geoffrey Prosser MP	Member for Forrest	Liberal Party of Australia	Forrest, O'Connor, Pearce	July 2001-September 2001
Mrs Julia Irwin MP	Member for Fowler	Australian Labor Party	Fowler, Werriwa, Prospect Fowler	July 2001-September 2001 February 2002-June 2002
Mr Harry Quick MP	Member for Franklin	Australian Labor Party	Franklin, Lyons Franklin	July 2001-September 2001 January 2002-June 2002
The Hon Bob McMullan MP	Member for Fraser	Australian Labor Party	Fraser	July 2001-September 2001, January 2002-June 2002
The Hon Dr Carmen Lawrence MP	Member for Fremantle	Australian Labor Party	Fremantle, Tangney Fremantle	July 2001-September 2001 January 2002-June 2002
Ms Nicola Roxon MP	Member for Gellibrand	Australian Labor Party	Gellibrand	July 2001-September 2001, March 2002-June 2002
Mrs Joanna Gash MP	Member for Gilmore	Liberal Party of Australia	Gilmore, Hume	July 2001-September 2001
The Hon Peter McGauran MP	Member for Gippsland	National Party of Australia	Gippsland	July 2001-September 2001
The Hon Dr David Kemp MP	Member for Goldstein	Liberal Party of Australia	Goldstein	July 2001-September 2001
Mr Anthony Albanese MP	Member for Grayndler	Australian Labor Party	Grayndler, Lowe, Watson Grayndler	July 2001-September 2001 January 2002-June 2002
Mr Frank Mossfield MP	Member for Greenway	Australian Labor Party	Greenway, Chifley Greenway	July 2001-September 2001 January 2002-June 2002
Mr Barry Wakelin MP	Member for Grey	Liberal Party of Australia	Grey	July 2001-September 2001
Mr Kevin Rudd MP	Member for Griffith	Australian Labor Party	Griffith	July 2001-September 2001, January 2002-June 2002
The Hon Ian MacFarlane MP	Member for Groom	Liberal Party of Australia	Groom	July 2001-September 2001

<b>Recipient</b>	<b>Constituency</b>	<b>Political party</b>	<b>Data supplied</b>	<b>Cycle date</b>
Ms Sharryn Jackson MP	Member for Hasluck	Australian Labor Party	Hasluck	January 2002-June 2002
The Hon Peter Costello MP	Member for Higgins	Liberal Party of Australia	Higgins	January 2002-June 2002
The Hon Christine Gallus MP	Member for Hindmarsh	Liberal Party of Australia	Hindmarsh	July 2001-September 2001, February 2002-June 2002
Mr Paul Neville MP	Member for Hinkler	National Party of Australia	Hinkler	July 2001-September 2001, January 2002-June 2002
Mr Anthony Byrne MP	Member for Holt	Australian Labor Party	Holt	July 2001-September 2001, January 2002-June 2002
The Hon Simon Crean MP	Member for Hotham	Australian Labor Party	Hotham	July 2001-September 2001, January 2002-June 2002
The Hon Danna Vale MP	Member for Hughes	Liberal Party of Australia	Hughes, Cook, Cunningham Hughes	July 2001-September 2001 January 2002-June 2002
Mr Alby Schultz MP	Member for Hume	Liberal Party of Australia	Hume, Calare, Eden-Monaro, Parkes, Riverina, Farrer Hume	July 2001-September 2001 January 2002-June 2002
Mr Joel Fitzgibbon MP	Member for Hunter	Australian Labor Party	Hunter, Chariton, Gwydir, Newcastle, Paterson Hunter	July 2001-September 2001 January 2002-June 2002
Ms Ann Corcoran MP	Member for Isaacs	Australian Labor Party	Isaacs	July 2001-September 2001, January 2002-June 2002
Ms Jenny Macklin MP	Member for Jagajaga	Australian Labor Party	Jagajaga	July 2001-September 2001, January 2002-June 2002
Mr Barry Haase MP	Member for Kalgoorlie	Liberal Party of Australia	Kalgoorlie	July 2001-September 2001
The Hon Robert Katter MP	Member for Kennedy	Independent	Kennedy	July 2001-September 2001, January 2002-June 2002

Recipient	Constituency	Political party	Data supplied	Cycle date
The Hon Laurie Brereton MP	Member for Kingsford Smith	Australian Labor Party	Kingsford Smith, Grayndler, Sydney	July 2001-September 2001
Mr David Cox MP	Member for Kingston	Australian Labour Party	Kingsford Smith	January 2002-June 2002
Mr Petro Georgiou MP	Member for Kooyong	Liberal Party of Australia	Kingston, Mayo	July 2001-September 2001 January 2002-June 2002
Mr Bob Charles MP	Member for La Trobe	Liberal Party of Australia	Kooyong	July 2001-September 2001, January 2002-June 2002
Ms Juile Gillard MP	Member for Lalor	Australian Labor Party	La Trobe	July 2001-September 2001, February 2002-June 2002
The Hon Warren Entsch MP	Member for Leichhardt	Liberal Party of Australia	Lalor	July 2001-September 2001, January 2002-June 2002
Mr Wayne Swan MP	Member for Lilley	Australian Labor Party	Leichhardt	July 2001-September 2001
The Hon Jackie Kelly MP	Member for Lindsay	Liberal Party of Australia	Lilley	July 2001-September 2001, January 2002-June 2002
The Hon Warren Snowdon MP	Member for Lingiari	Liberal Party of Australia	Lindsay, Prospect	July 2001-September 2001
The Hon Mal Brough MP	Member for Longman	Australian Labor Party	Lingiari	March 2002-June 2002
Mr John Murphy MP	Member for Lowe	Liberal Party of Australia	Longman	July 2001-September 2001
The Hon Dick Adams MP	Member for Lyons	Australian Labor Party	Lowe, Blaxland, Watson, Bennelong, Reid	July 2001-September 2001
Mr Pat Farmer MP	Member for Macarthur	Liberal Party of Australia	Lyons	January 2002-June 2002
The Hon Bronwyn Bishop MP	Member for Mackellar	Liberal Party of Australia	Mackellar	July 2001-September 2001
				July 2001-September 2001, February 2002-June 2002
				March 2002-June 2002
				March 2002-June 2002
				July 2001-September 2001

Recipient	Constituency	Political party	Data supplied	Cycle date
Mr Kerry Bartlett MP	Member for Macquarie	Liberal Party of Australia	Macquarie, Lindsay Macquarie	July 2001-September 2001 April 2002-June 2002
Mrs Trish Draper MP	Member for Makin	Liberal Party of Australia	Makin, Bonython	July 2001-September 2001
Mr John Forrest MP	Member for Mallee	National Party of Australia	Mallee	July 2001-September 2001, January 2002-June 2002
The Hon Bruce Scott MP	Member for Maranoa	National Party of Australia	Maranoa	July 2001-September 2001, January 2002-June 2002
Mr Bob Sercombe MP	Member for Maribyrnong	Australian Labor Party	Maribyrnong	July 2001-September 2001, January 2002-June 2002
The Hon Alexander Downer MP	Member for Mayo	Liberal Party of Australia	Mayo	January 2002-June 2002
The Hon Fran Bailey MP	Member for McEwen	Liberal Party	McEwen	July 2001-September 2001
Mr Christian Zahra MP	Member for McMillan	Australian Labour Party	McMillan	July 2001-September 2001, February 2002-June 2002
Mr Lindsay Tanner MP	Member for Melbourne	Australian Labor Party	Melbourne	July 2001-September 2001, January 2002-June 2002
Mr Michael Danby MP	Member for Melbourne Ports	Australian Labor Party	Melbourne Ports	July 2001-September 2001, January 2002-June 2002
The Hon Alan Cadman MP	Member for Mitchell	Liberal Party of Australia	Mitchell, Berowra, Macquarie Mitchell	July 2001-September 2001 January 2002-June 2002
The Hon Kathy Sullivan MP	Member for Moncrieff	Liberal Party of Australia	Moncrieff	July 2001-September 2001
Dr Mal Washer MP	Member for Moore	Liberal Party of Australia	Moore, Cowan, Pearce	July 2001-September 2001
The Hon Gary Hardgrave MP	Member for Moreton	Liberal Party of Australia	Moreton	July 2001-September 2001, January 2002-June 2002

Recipient	Constituency	Political party	Data supplied	Cycle date
The Hon Dr Sharman Stone MP	Member for Murray	Liberal Party of Australia	Murray	January 2002-June 2002
Mr Tony Windsor MP	Member for New England	Independent	New England	January 2002-June 2002
Mr Allan Morris MP	Member for Newcastle	Australian Labor Party	Newcastle	July 2001-September 2001
Ms Sharon Grierson MP	Member for Newcastle	Australian Labor Party	Newcastle	January 2002-June 2002
The Hon Joe Hockey MP	Member for North Sydney	Liberal Party of Australia	North Sydney, Bradfield	July 2001-September 2001
The Hon Warren Snowdon MP	Member for Northern Territory	Australian Labor Party	Lingiari, Solomon	July 2001-September 2001
Mr Bernie Ripoll MP	Member for Oxley	Australian Labor Party	Oxley	July 2001-September 2001, January 2002-June 2002
The Hon Ian Causley MP	Member for Page	National Party of Australia	Page, Cowper, New England Page	July 2001-September 2001 January 2002-June 2002
Mr Tony Lawler MP	Member for Parkes	National Party of Australia	Parkes, Gwydir	July 2001-September 2001
The Hon Ross Cameron MP	Member for Parramatta	Liberal Party of Australia	Parramatta, Bennelong, Mitchell Parramatta	July 2001-September 2001 January 2002
Mr Bob Horne MP	Member for Paterson	Australian Labor Party	Paterson, Hunter	July 2001-September 2001
Mr Stephen Smith MP	Member for Perth	Australian Labor Party	Perth, Hasluck, Pearce, Stirling	July 2001-September 2001
Ms Teresa Gambaro MP	Member for Petrie	Liberal Party of Australia	Petrie	July 2001-September 2001
Mr Rodney Sawford MP	Member for Port Adelaide	Australian Labor Party	Port Adelaide	July 2001-September 2001, January 2002-June 2002
The Hon Janice Crosio MP	Member for Prospect	Australian Labor Party	Prospect, Chifley, Fowler, Greenway, Parramatta, Reid Prospect	July 2001-September 2001 January 2002-June 2002
Dr Craig Emerson MP	Member for Rankin	Australian Labor Party	Rankin	July 2001-September 2001, January 2002-June 2002



Recipient	Constituency	Political party	Data supplied	Cycle date
Mr Laurie Ferguson MP	Member for Reid	Australian Labor Party	Reid, Parramatta, Lowe Reid	July 2001-September 2001 January 2002-June 2002
Ms Leonie Short MP	Member for Ryan	Australian Labor Party	Ryan	July 2001-September 2001
Mr Harry Jenkins MP	Member for Scullin	Australian Labor Party	Scullin	July 2001-September 2001, January 2002-June 2002
Ms Jill Hall MP	Member for Shortland	Australian Labor Party	Shortland, Charlton Shortland	July 2001-September 2001 January 2002-June 2002
Mr David Tollner MP	Member for Solomon	Northern Territory Country Liberal Party	Solomon	January 2002-June 2002
Ms Jann McFarlane MP	Member for Stirling	Australian Labor Party	Stirling, Moore Stirling	July 2001-September 2001 January 2002-June 2002
Mr Kim Wilkie MP	Member for Swan	Australian Labor Party	Swan, Hasluck Swan	July 2001-September 2001 January 2002-June 2002
Ms Tanya Plibersek MP	Member for Sydney	Australian Labor Party	Sydney	July 2001-September 2001, January 2002-June 2002
Mr Colin Hollis MP	Member for Throsby	Australian Labor Party	Throsby, Cunningham	July 2001-September 2001
Ms Jennie George MP	Member for Throsby	Australian Labor Party	Throsby	February 2002-June 2002
The Hon Neil Andrew MP	Member for Wakefield	Liberal Party of Australia	Wakefield, Grey Wakefield	July 2001-September 2001 January 2002-June 2002
Mr David Hawker MP	Member for Wannan	Liberal Party of Australia	Wannan	July 2001-September 2001
The Hon Tony Abbott MP	Member for Warringah	Liberal Party of Australia	Warringah	January 2002-June 2002
The Hon Leo McLeay MP	Member for Watson	Australian Labor Party	Watson, Banks, Barton Watson	July 2001-September 2001 January 2002-June 2002
Mr Peter King MP	Member for Wentworth	Liberal Party of Australia	Wentworth	January 2002-June 2002

Recipient	Constituency	Political party	Data supplied	Cycle date
Mr Mark Latham MP	Member for Werriwa	Australian Labor Party	Werriwa, Fowler, Macarthur Werriwa	July 2001-September 2001 January 2002-June 2002
The Hon Warren Truss MP	Member for Wide Bay	National Party of Australia	Wide Bay	July 2001-September 2001, January 2002-June 2002
Mr Kelvin Thomson MP	Member for Wills	Australian Labor Party	Wills	July 2001-September 2001, January 2002-June 2002
Senator Aden Ridgeway	Senator for New South Wales	Australian Democrats	New South Wales	July 2001-June 2002
Senator George Campbell	Senator for New South Wales	Australian Labor Party	New South Wales	July 2001-June 2002
Senator Helen Coonan	Senator for New South Wales	Liberal Party of Australia	New South Wales	July 2001-October 2001
Senator John Tierney	Senator for New South Wales	Liberal Party of Australia	New South Wales	July 2001-June 2002
Senator Marise Payne	Senator for New South Wales	Liberal Party of Australia	New South Wales	July 2001-June 2002
Senator Michael Forshaw	Senator for New South Wales	Australian Labor Party	New South Wales	July 2001-June 2002
Senator Sandy Macdonald	Senator for New South Wales	National Party of Australia	New South Wales	July 2001-June 2002
Senator Steve Hutchins	Senator for New South Wales	Australian Labor Party	New South Wales	July 2001-June 2002
Senator Sue West	Senator for New South Wales	Australian Labor Party	New South Wales	July 2001-May 2002
Senator the Hon Bill Heffernan	Senator for New South Wales	Liberal Party of Australia	New South Wales	July 2001-June 2002
Senator the Hon Helen Coonan	Senator for New South Wales	Liberal Party of Australia	New South Wales	July 2001-June 2002
Senator the Hon John Faulkner	Senator for New South Wales	Australian Labor Party	New South Wales	January 2002-June 2002
Senator Vicki Bourne	Senator for New South Wales	Australian Democrats	New South Wales	July 2001-June 2002
Senator Andrew Bartlett	Senator for Queensland	Australian Democrats	Queensland	July 2001-May 2002
Senator Brenda Gibbs	Senator for Queensland	Australian Labor Party	Queensland	July 2001-June 2002
Senator Brett Mason	Senator for Queensland	Liberal Party	Queensland	July 2001-June 2002
Senator George Brandis	Senator for Queensland	Liberal Party of Australia	Queensland	July 2001-June 2002

<b>Recipient</b>	<b>Constituency</b>	<b>Political party</b>	<b>Data supplied</b>	<b>Cycle date</b>
Senator Jan McLucas	Senator for Queensland	Australian Labor Party	Queensland	July 2001-June 2002
Senator Joe Ludwig	Senator for Queensland	Australian Labor Party	Queensland	July 2001-June 2002
Senator John Cherry	Senator for Queensland	Australian Democrats	Queensland	August 2001-June 2002
Senator John Hogg	Senator for Queensland	Australian Labor Party	Queensland	July 2001-June 2002
Senator John Woodley	Senator for Queensland	Australian Democrats	Queensland	July 2001
Senator Len Harris	Senator for Queensland	One Nation Party	Queensland	July 2001-June 2002
Senator the Hon Ron Boswell	Senator for Queensland	National Party of Australia	Queensland	July 2001-June 2002
Senator the Hon Ian Macdonald	Senator for Queensland	Liberal Party of Australia	Queensland	July 2001-June 2002
Senator the Hon John Herron	Senator for Queensland	Liberal Party of Australia	Queensland	July 2001-June 2002
Senator Geoff Buckland	Senator for South Australia	Australian Labor Party	South Australia	February 2002-June 2002
Senator Geoffrey Frederick	Senator for South Australia	Australian Labor Party	South Australia	July 2001-October 2001
Senator Grant Chapman	Senator for South Australia	Liberal Party of Australia	South Australia	July 2001-June 2002
Senator Jeannie Ferris	Senator for South Australia	Liberal Party of Australia	South Australia	July 2001-June 2002
Senator Meg Lees	Senator for South Australia	Australian Democrats	South Australia	July 2001-June 2002
Senator Natasha Stott Despoja	Senator for South Australia	Australian Democrats	National	July 2001-June 2002
Senator the Hon Amanda Vanstone	Senator for South Australia	Liberal Party of Australia	South Australia	July 2001-June 2002
Senator the Hon Chris Schacht	Senator for South Australia	Australian Labor Party	South Australia	July 2001-June 2002
Senator the Hon Nicholas Minchin	Senator for South Australia	Liberal Party of Australia	South Australia	July 2001-June 2002
Senator the Hon Nick Bolkus	Senator for South Australia	Australian Labor Party	South Australia	July 2001-June 2002
Senator the Hon Rosemary Crowley	Senator for South Australia	Australian Labor Party	South Australia	July 2001-June 2002
Senator Bob Brown	Senator for Tasmania	Australian Greens	Tasmania	July 2001-June 2002
Senator Brian Harradine	Senator for Tasmania	Independent	Tasmania	July 2001-June 2002

Recipient	Constituency	Political party	Data supplied	Cycle date
Senator Guy Barnett	Senator for Tasmania	Liberal Party of Australia	Tasmania	March 2002-June 2002
Senator John Watson	Senator for Tasmania	Liberal Party of Australia	Tasmania	July 2001-June 2002
Senator Kay Denman	Senator for Tasmania	Australian Labor Party	Tasmania	July 2001-June 2002
Senator Kerry O'Brien	Senator for Tasmania	Australian Labor Party	Tasmania	July 2001-June 2002
Senator Richard Colbeck	Senator for Tasmania	Liberal Party of Australia	Tasmania	February 2002-June 2002
Senator Shayne Murphy	Senator for Tasmania	Australian Labor Party	Tasmania	July 2001-June 2002
Senator Sue Mackay	Senator for Tasmania	Australian Labor Party	Tasmania	July 2001-June 2002
Senator the Hon Brian Gibson	Senator for Tasmania	Liberal Party of Australia	Tasmania	July 2001-February 2002
Senator the Hon Eric Abetz	Senator for Tasmania	Liberal Party of Australia	Tasmania	January 2002-June 2002
Senator the Hon Jocelyn Newman	Senator for Tasmania	Liberal Party of Australia	Tasmania	July 2001-February 2002
Senator the Hon Nick Sherry	Senator for Tasmania	Australian Labor Party	Tasmania	July 2001-June 2002
Senator Kate Lundy	Senator for the Australian Capital Territory	Australian Labor Party	Australian Capital Territory	July 2001-June 2002
Senator the Hon Margaret Reid	Senator for the Australian Capital Territory	Liberal Party of Australia	Australian Capital Territory	July 2001-June 2002
Senator Nigel Scullion	Senator for the Northern Territory	Northern Territory Country Liberal Party	Northern Territory	January 2002-June 2002
Senator the Hon Grant Tambling	Senator for the Northern Territory	Northern Territory Country Liberal Party	Northern Territory	July 2001-January 2002
Senator Trish Crossin	Senator for the Northern Territory	Australian Labor Party	Northern Territory	July 2001-June 2002
Senator Barney Cooney	Senator for Victoria	Australian Labor Party	Victoria	October 2001-June 2002
Senator Jacinta Collins	Senator for Victoria	Australian Labor Party	Victoria	July 2001-June 2002

<b>Recipient</b>	<b>Constituency</b>	<b>Political party</b>	<b>Data supplied</b>	<b>Cycle date</b>
Senator Julian McGauran	Senator for Victoria	National Party of Australia	Victoria	July 2001-June 2002
Senator Kim Carr	Senator for Victoria	Australian Labor Party	Victoria	July 2001-June 2002
Senator Lyn Allision	Senator for Victoria	Australian Democrats	Victoria	July 2001-June 2002
Senator Robert Ray	Senator for Victoria	Australian Labor Party	Victoria	July 2001-June 2002
Senator Stephen Conroy	Senator for Victoria	Australian Labor Party	Victoria	July 2001-June 2002
Senator the Hon Kay Patterson	Senator for Victoria	Liberal Party of Australia	Victoria	July 2001-June 2002
Senator the Hon Richard Alston	Senator for Victoria	Liberal Party of Australia	Victoria	July 2001-June 2002
Senator the Hon Rod Kemp	Senator for Victoria	Liberal Party of Australia	Victoria	July 2001-June 2002
Senator Tsebin Tchen	Senator for Victoria	Liberal Party of Australia	Victoria	July 2001-June 2002
Senator Alan Eggleston	Senator for Western Australia	Liberal Party of Australia	Western Australia	July 2001-June 2002
Senator Andrew Murray	Senator for Western Australia	Australian Democrats	Western Australia	July 2001-June 2002
Senator Brian Greig	Senator for Western Australia	Australian Democrats	Western Australia	July 2001-June 2002
Senator Christopher Evans	Senator for Western Australia	Australian Labor Party	Western Australia	July 2001-June 2002
Senator Jim McKiernan	Senator for Western Australia	Australian Labor Party	Western Australia	July 2001-June 2002
Senator Mark Bishop	Senator for Western Australia	Australian Labor Party	Western Australia	July 2001-June 2002
Senator Ross Lightfoot	Senator for Western Australia	Liberal Party of Australia	Western Australia	July 2001-June 2002
Senator Susan Knowles	Senator for Western Australia	Liberal Party of Australia	Western Australia	July 2001-June 2002
Senator the Hon Christopher Ellison	Senator for Western Australia	Liberal Party of Australia	Western Australia	July 2001-June 2002
Senator the Hon Ian Campbell	Senator for Western Australia	Liberal Party of Australia	Western Australia	July 2001-June 2002
Senator the Hon Peter Cook	Senator for Western Australia	Australian Labor Party	Western Australia	July 2001-June 2002

**PROVISION OF ELECTORAL ROLL INFORMATION TO FEDERALLY REGISTERED POLITICAL PARTIES**

<b>Recipient</b>	<b>Constituency</b>	<b>Political party</b>	<b>Data supplied</b>	<b>Cycle date</b>
Mr Peter Furness	Australian Democrats New South Wales Division	Australian Democrats	New South Wales	January 2002-June 2002
Mr Michael Kerrisk	Australian Labor Party - ACT Branch	Australian Labor Party	Australian Capital Territory	July 2001-June 2002
Mr Linus Power	Australian Labor Party - Federal Secretariat	Australian Labor Party	National (Supplied to Data Bureau)	July 2001-June 2002
Mr Eric Rozenaadal	Australian Labor Party - New South Wales Branch	Australian Labor Party	New South Wales	July 2001-June 2002
Mr Cameron Milner	Australian Labor Party - Queensland Branch	Australian Labor Party	Queensland	July 2001-June 2002
Mr Ian Hunter	Australian Labor Party - South Australia Branch	Australian Labor Party	South Australia	July 2001-June 2002
Mr David Feeney	Australian Labor Party - Victoria Branch	Australian Labor Party	Victoria	July 2001-June 2002
Mr Craig Isherwood	Citizens Electoral Council of Australia	Citizens Electoral Council of Australia	Victoria	July 2001-June 2002
Ms Helen Caldicott	Common Future Party	Our Common Future	New South Wales	September 2001-February 2002
Mr John Mulholland	Democratic Labor Party - Victoria	Democratic Labor Party	Victoria	September 2001
Mr Lynton Crosby	Liberal Party of Australia - Federal Secretariat	Liberal Party of Australia	New South Wales, Victoria, Queensland, Western Australia, South Australia, Tasmania, Australian Capital Territory (Supplied to Data Bureau)	July 2001-June 2002
Mr Julian Freeland	Liberal Party of Australia - New South Wales Division	Liberal Party of Australia	New South Wales	July 2001-June 2002

<b>Recipient</b>	<b>Constituency</b>	<b>Political party</b>	<b>Data supplied</b>	<b>Cycle date</b>
Mr David Rowell	Liberal Party of Australia – Tasmania Division	Liberal Party of Australia	Tasmania	July 2001-June 2002
Mr Brian Loughnane	Liberal Party of Australia – Victoria Division	Liberal Party of Australia	Victoria	July 2001-June 2002
Mr Peter Wells	Liberal Party of Australia – Western Australia Division	Liberal Party of Australia	Western Australia	October 2001-June 2002
Dr Keith Woollard	liberals for forests	liberals for forests	Western Australia	October 2001-June 2002
Ms Sue Mitchell	National Party of Australia – Federal Secretariat	National Party of Australia	New South Wales, Victoria, Queensland, Western Australia, South Australia, Australian Capital Territory	July 2001-June 2002
Ms Jane Cattanach	National Party of Australia – New South Wales Branch	National Party of Australia	New South Wales	July 2001-June 2002
Mr Andrew Bibb	National Party of Australia – Queensland Branch	National Party of Australia	Queensland	July 2001-June 2002
Ms Meredith Brown	National Party of Australia – Victoria Branch	National Party of Australia	Victoria	July 2001-June 2002
Mr James Kronborg	National Party of Australia – WA Branch	National Party of Australia	Western Australia	July 2001-June 2002
Ms Suanne Cavanagh	Northern Territory Country Liberal Party	Northern Territory Country Liberal Party	Northern Territory (Supplied to Data Bureau)	July 2001-June 2002
Mr Geoff Ash	The Greens New South Wales	The Greens New South Wales	New South Wales	October 2001-June 2002

### **ECOLOGICALLY SUSTAINABLE DEVELOPMENT AND ENVIRONMENTAL PERFORMANCE**

The AEC is an office-based service provider and its direct use of natural resources and subsequent ecological impact from its operations is minimal. The organisation complies with government business and operational programs in the areas of greenhouse and energy use, procurement methodologies, waste management, recycling and information technology.

A range of practical strategies are in place to promote responsible environmental management throughout the organisation including:

- a switch off campaign to encourage staff to turn lights and office machines off at the end of each day
- recycling for paper, cardboard and toner cartridges
- where possible, reusing cardboard voting screens and other equipment used at electoral events
- monitoring air and water safety in air conditioning units, and
- efficient usage of office space.

The AEC's current strategies have achieved energy performance targets in relation to light and power usage.

The AEC's commitment to responsible environmental management also extended to materials used at the 2001 federal election. A variety of cardboard and paper materials were purchased, used and disposed of as part of the event, including ballot boxes and voting screens. Where possible recycled materials were used and materials were also manufactured to be recyclable. The AEC's policy is, where practical, to use cardboard materials over at least two major federal events and to dispose of them responsibly once they are no longer of an appropriate standard. This policy was followed for the 2001 event.

An environmental management system is currently being developed which will articulate structures and mechanisms to deal efficiently with environmental issues and promote environmentally sound work practices throughout the organisation.



# G

## APPENDIX G

### CONSULTANCIES APPLICABLE TO THE 2001-02 FINANCIAL YEAR

The AEC may engage consultants under section 35(2) of the *Commonwealth Electoral Act 1918* and determine the terms and conditions of these consultants under section 35(4). Consultants may also be engaged in accordance with the *Financial Management and Accountability Act 1997*.

The AEC defines a consultant as an individual, partnership, or corporation, engaged by the AEC from outside the Australian Public Service to:

- provide expert advice on policy, technical and professional matters
- undertake research projects, surveys, fact finding investigations and management reviews
- provide additional professional resources to undertake priority tasks for which suitably skilled permanent, temporary or casual staff are not available, and
- provide staff training services except where the training is an off-the-shelf package and available to any other organisation with any change in content.

Before the delegate gives approval to engage a consultant, the following criteria must be met:

- the consultancy must meet AEC corporate planning objectives
- alternatives to the use of consultants must have been fully considered
- the required skills must not be readily available in 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 must have been developed, and
- the criteria for evaluation of responses must have been developed.

The national executive must approve proposed consultancies in excess of \$200,000.

## CONSULTANCY CONTRACTS OVER \$10,000 LET DURING 2001-02

Name of Consultant	Nature/purpose of consultancy	Contract price	Selection process used	Publicly advertised (yes/no)	Reason for contract
APP Strategic Partners	Provision of knowledge management services.	\$20,000	select tender	No	*
Ernst & Young	Provision of business adviser services market testing program.	\$80,000	select tender	No	*
Walter & Turnbull	Provision of internal audit and related services.	\$368,905	open tender	Yes	***
Value Creation Group	Provision of services for the purpose of improving strategic planning and leadership capabilities	\$167,000	restricted tender	No	*
Australian Protective Services	AEC security review	\$38,285	select tender	No	*
GHD	Architectural/ engineering design and project management fit out and associated fixtures	\$450,000	select tender	No	*
StaffSure	Security assessments	\$15,000	select tender	No	***
Wallis Consulting	Conduct of CSU client survey	\$16,348	Restricted tender	Yes	*
Michels Warren	Provision of public relations services for the 2001 federal election	\$250,000	Restricted tender	No	*
Whybin TBWA & Partners	Provision of advertising services for the 2001 federal election	\$2,008,033	Restricted tender	No	*
The Research Forum	Provision of research services for the benchmarking, tracking and post election research for the 2001 federal election	\$187,242	Select tender	No	*

Name of Consultant	Nature/purpose of consultancy	Contract price	Selection process used	Publicly advertised (yes/no)	Reason for contract
Resolution Consulting Services P/L	Output pricing review	\$70,500	Select tender	No	*
Re-engineering Australia	Risk assessment of IT help desk functions	\$24,500	Select tender	No	*
Global Learning Services Pty Ltd	Evaluation of Papua New Guinea 2002 national election	\$13,200	Select tender	No	*
Avanade Australia Pty Ltd	Review application architecture of .NET	\$20,000	Restricted tender	No	*
Netimpact Online Publishing Pty Ltd	Develop and distribute 2001 election statistics CD-ROM	\$29,617	Restricted tender	No	*
Bearcage Productions	Production of training videos for 2002 ATSIC regional council elections	\$45,584	Select tender	No	*

Reason for consultancy contract

- \* Expertise not available in the AEC
- \*\* Need for independent study
- \*\*\* Compliance with government initiatives
- \*\*\*\* Need for independent survey
- \*\*\*\*\* Audit expertise

# H

## APPENDIX H

### INDUSTRIAL AND COMMERCIAL ELECTIONS STATISTICS

	VIC	NSW	QLD	SA	WA	TAS	ACT	NT	TOTAL
<b>Elections and ballots</b>									
Number of contested industrial elections	27	19	9	18	6	12	5	5	101
Number of uncontested industrial elections	78	69	39	25	40	45	16	13	325
Certified agreement ballots	20	15	10	2	6	4	20	0	77
Other commercial elections and ballots	33	1	1	0	3	0	4	1	43
<b>Total number of elections and ballots completed 1/7/2001 to 30/6/2002</b>	<b>158</b>	<b>104</b>	<b>59</b>	<b>45</b>	<b>55</b>	<b>61</b>	<b>45</b>	<b>19</b>	<b>546</b>
<b>Candidates</b>									
Number of candidates for contested offices (industrial)	582	495	130	141	48	147	47	41	1,631
Number of candidates for uncontested offices (industrial)	731	429	516	164	287	215	192	71	2,605
<b>Total number of candidates</b>	<b>1,313</b>	<b>924</b>	<b>646</b>	<b>305</b>	<b>335</b>	<b>362</b>	<b>239</b>	<b>112</b>	<b>4,236</b>
<b>Ballot papers</b>									
Number of voters to whom ballot papers issued (industrial)	108,654	192,034	24,926	31,762	8,152	10,365	3,701	3,686	383,280
Number of voters to who returned ballot papers (industrial)	23,203	61,633	6,858	7,663	2,539	4,122	1,302	2,160	109,480
Number of voters to whom ballot papers issued (certified agreements)	54,224	7,774	5,186	1,998	655	2,183	17,498	0	89,518
Number of voters to who returned ballot papers (certified agreements)	37,959	5,762	3,649	986	493	1,383	12,702	0	62,934
Number of voters to whom ballot papers issued (other commercial)	4,795	5,799	13,452	159	41,632	0	5,182	124	71,143
Number of voters to who returned ballot papers (other commercial)	2,428	2,101	3,251	155	10,475	0	3,785	92	22,287
<b>Total number of ballot papers issued</b>	<b>167,673</b>	<b>205,607</b>	<b>43,564</b>	<b>33,919</b>	<b>50,439</b>	<b>12,548</b>	<b>26,381</b>	<b>3,810</b>	<b>543,941</b>
<b>Total number of ballot papers returned</b>	<b>63,590</b>	<b>69,496</b>	<b>13,758</b>	<b>8,804</b>	<b>13,507</b>	<b>5,505</b>	<b>17,789</b>	<b>2,252</b>	<b>194,701</b>

## ABORIGINAL AND TORRES STRAIT ISLANDER COMMISSION ELECTION STATISTICS

Notification date	Regional Council	State	Region	Ward	Former Member	New Member	Eligible candidates	Post date	Declaration date	Dec's received
13-Jul-01	Binaal Billa	NSW	Wagga Wagga	Wirawongam	Kerrie Hutchison	Alice Joyce Wells	11	27-Jul-01	17-Aug-01	7
25-Jul-01	Yilli Rreung	NT	Darwin	Darwin	Lynette Devow	Gregory Adams	6	17-Aug-01	7-Sep-01	1
4-Sep-01	Western Desert	WA	Warburton	Western Desert	Njaparua Landy	Jeffrey James	4	21-Sep-01	12-Oct-01	1
14-Sep-01	Binjirru	VIC	Wangaratta	East Melbourne	Lois Peeler	Paul Richardson	5	28-Sep-01	19-Oct-01	1
18-Sep-01	Western Desert	WA	Warburton	Warburton	Bernard Newberry	Andrew Watson	4	21-Sep-01	12-Oct-01	2
20-Sep-01	Wunan	WA	Kununurra	Kujungka	Francis Fernandez	Edward Calyon	4	28-Sep-01	19-Oct-01	2
10-Oct-01	Wangka Wilurra	SA	Ceduna	Kakarrara Wilurra	Alan Dodd	David Edwards	5	17-Oct-01	7-Nov-01	2
10-Oct-01	Tasmanian Regional Aboriginal Council	TAS	Hobart	Hobart	Traceylee Riley-Davis	Ann Bleathman	8	18-Oct-01	8-Nov-01	5
10-Oct-01	Garrak-Jarru	NT	Katherine	Ward 4	Anthony Lee	David Jones	1	22-Oct-01	12-Nov-01	1
10-Oct-01	Yapakurlangu	NT	Tennant Creek	Tennant Creek	David Curtis	Billy Fitz	3	23-Oct-01	13-Nov-01	1
29-Oct-01	Many Rivers	NSW	Coffs Harbour	Northern Rivers	Dean Jarrett	Robyn Ferguson	11	10-Jan-02	31-Jan-02	6
9-Nov-01	Yilli Rreung	NT	Darwin	Darwin	Maurie Ryan	N/A	5	21-Nov-01	12-Dec-01	0
1-Mar-02	Sydney	NSW	Sydney	Penrith	Raymond Gibson	Rosa Haroa	1	8-Mar-02	29-Mar-02	1
11-Mar-02	Garrak-Jarru	NT	Katherine	Ward 5	Phillip Timothy	N/A	1	18-Mar-02	8-Apr-02	0
19-Mar-02	Queanbeyan	NSW	Queanbeyan	Canberra	Yodie Batzke	Tanya Keed	2	12-Apr-02	3-May-02	1
25-Mar-02	Nhulunbuy	NT	Nhulunbuy	Barra	John Weluk	N/A	2	24-Apr-02	15-May-02	0
29-Apr-02	Peninsula	QLD	Cooktown	Aurukun	Dereck Walpo		3	31-May-02	21-Jun-02	
16-May-02	Peninsula	QLD	Cooktown	Hopevale	Nakia Harrigan		8	31-May-02	21-Jun-02	

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GLOSSARY

<b>AAT</b>	Administrative Appeals Tribunal		stewardship, leadership, direction and control of an organisation
<b>AEC</b>	Australian Electoral Commission		
<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 Commonwealth Electoral Act 1918	<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>ANAO</b>	Australian National Audit Office	<b>CPSU</b>	Community and Public Sector Union
<b>APS</b>	Australian Public Service	<b>CRU</b>	Continuous roll update
<b>APVIS</b>	Automated postal vote issuing system	<b>CSC</b>	Computer Science Corporation Australia Pty Ltd
<b>ATSI</b>	People from Aboriginal or Torres Strait Islander backgrounds	<b>CSU</b>	Client services unit
<b>ATSIC</b>	Aboriginal and Torres Strait Islander Commission	<b>CTC</b>	Competitive tendering and contracting
<b>AWAs</b>	Australian workplace agreements	<b>Delegate</b>	A person with legal authority to carry out certain actions
<b>BRIDGE</b>	Building Resources in Democracy, Governance and Elections. An electoral administrators' course.	<b>EEC</b>	Electoral education centre
<b>CCD</b>	Census collection district	<b>EEO</b>	Equal employment opportunity
<b>CDS</b>	Commonwealth Disability Strategy	<b>ELIAS</b>	Electoral information access system
<b>CEA</b>	Commonwealth Electoral Act	<b>ELMS</b>	Computerised federal election management system
<b>CEIs</b>	AEC's Chief Executive Instructions	<b>ERC</b>	Estimates review committee
<b>CLDB</b>	People from culturally or linguistically diverse backgrounds	<b>EER</b>	Electoral roll review
<b>COMCARE</b>	The body corporate established by section 68 of the Safety, Rehabilitation Compensation Act 1988, which administers compensation arrangements for Commonwealth employees	<b>Financial year</b>	From 1 July to 30 June inclusive
<b>Corporate governance</b>	Processes encompassing authority, accountability,	<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 Commonwealth Electoral Act 1918



<b>IT</b>	Information technology	<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>JSCEM</b>	Joint Standing Committee on Electoral Matters	<b>RMANS</b>	Computerised electoral roll management system
<b>New enrolments</b>	Addition to the roll of the names of electors who have no enrolment history	<b>Roll</b>	The list of voters eligible to vote at an election
<b>Nominations system</b>	A sub-system of ELMS that 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>Roll-based products</b>	Products generated by computer from the federal electoral roll
<b>OH&amp;S</b>	Occupational health and safety	<b>The Act</b>	Commonwealth Electoral Act 1918
<b>Polling place management system</b>	A sub-system of ELMS that 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>Transfers</b>	Transfers of enrolment details of currently enrolled electors when they move to an address in another Division
<b>PWD</b>	People with disabilities	<b>TSRA</b>	Torres Strait Regional Authority
<b>Redistribution</b>	A distribution is the redrawing of the boundaries of the federal electoral divisions for a State or Territory. The size of these divisions is determined by population. To ensure equal representation the boundaries must be re-drawn periodically		
<b>Re-enrolments</b>	Additional to the roll of the names of electors who are not currently enrolled but who have a history of enrolment		
<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		

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