



Australian Electoral Commission
Annual Report

2005-06



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Letter of transmittal

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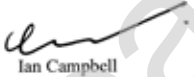
The Hon. Gary Nairn MP
Special Minister of State
Parliament House
Canberra ACT 2600


Dear Minister

In accordance with section 17 of the *Commonwealth Electoral Act 1918* we have pleasure in submitting the Australian Electoral Commission's annual report and financial statements for the year ending 30 June 2006.

Yours sincerely


James Burchett
Chairperson


Ian Campbell
Electoral Commissioner


Dennis Trewin
Commissioner

28 August 2006

Archived for
historical
research only

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About this report

This annual report of the Australian Electoral Commission (AEC) documents the AEC's performance for the financial year ending 30 June 2006.

Structure

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

- the Electoral Commissioner's review of performance in 2005–06 and the outlook for 2006–07
- an overview of the AEC, including explanations of its legislative basis and structure
- summaries of the year's significant events and partnerships.

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

- performance in meeting the indicators and targets of the organisation's outcomes and outputs framework, as set out in the 2005–06 Portfolio Budget Statements
- performance in relation to management and accountability responsibilities, such as internal governance, external scrutiny, human resources management, purchasing, assets management, providing access for people with disabilities, and use of consultants and competitive tendering and contracting
- financial performance, including the audited financial statements for 2005–06.

The main report is followed by:

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

Readers

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

- eligible electors
- political participants, such as members of parliament, political parties, electoral candidates and interest groups
- the media and commentators
- State, Territory and international electoral authorities

- other government agencies—federal, State, Territory and local
- students, teachers and researchers
- AEC staff.

The report is available free of charge in hard copy or via the AEC website, www.aec.gov.au.

Contact officer

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

Web address of this report: www.aec.gov.au/what/publications

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Electoral Commissioner's review Significant events



Electoral Commissioner's review



Ian Campbell

The AEC's operations in the 2005–06 financial year were shaped by the significant changes that occurred within both the Australian electoral system and the organisation itself. These changes created both challenges and opportunities for the work of the AEC throughout the year. The AEC's focus in responding to these changes was to ensure that their implementation would contribute to our commitment of continually improving the delivery of electoral services to the Australian community.

Among the most noteworthy changes were those that came into effect with the *Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006*, which received Royal Assent on 22 June 2006. Although these changes became law only at the very end of the financial year, the AEC invested a considerable amount of time and resources throughout the year to ensure the organisation was in a position to administer the changes following the passage of legislation. The changes made by the Act will affect a wide variety of electoral administration processes that AEC staff will undertake prior to the next federal election.

The AEC recognises the need to implement a substantial external communications program well in advance of the next federal election, in particular to publicise new enrolment procedures including close of roll arrangements for when the election is called. As part of this process independent market research was commissioned in May 2006 to help shape a communications strategy, including methods to target younger eligible electors.

This was also an important year in our ongoing preparations for the next federal election, directed by the AEC's purpose to continually improve the electoral services we provide to the Australian community. While we continued to review and implement the lessons learnt from the 2004 election, we were also mindful that preparations need to have regard to the changing electoral environment.

During the year the AEC expanded its involvement in the area of industrial elections due to amendments to the *Workplace Relations Act 1996*. These amendments introduced a requirement with effect from 27 March 2006 for protected action ballots to be held before protected industrial action can be taken. Under this legislation, the AEC conducts protected action ballots when appointed by the Australian Industrial Relations Commission. This year we conducted eight such ballots. The AEC's experience, professionalism and decentralised structure made us ideal to meet the specific requirements of these ballots.

A major commitment of the AEC is to continue to strengthen our relationships including open dialogue with our many stakeholders, including Australian electors, the Australian Parliament, and State, Territory and international colleagues.

A key measure of the AEC's relationship with parliamentary stakeholders during this period was our involvement in the Joint Standing Committee on Electoral Matters inquiry into the 2004 election. During the year the AEC provided submissions and technical advice to enlighten public discussion about the administration of current or proposed electoral legislation.

The elections held in Tasmania and South Australia in March provided yet another opportunity for AEC staff to work in collaboration with our State electoral colleagues. The involvement of our staff was integral to the operation of these elections, and benefits also flowed back to the AEC, as our staff were given further opportunities to maintain and develop their skills and experience.

International recognition of the AEC's skills and experience also continued in this period, with strong overseas demand and praise for our electoral assistance, products and expertise. We can all take pride in the professionalism and resourcefulness of the many AEC staff who were on duty in electoral events, particularly in the Asia-Pacific region.

Looking inwards, another major change this year was the review and subsequent reorganisation of the AEC itself. The objective of this review was to position the AEC with the structure and skilled workforce that would most effectively provide the high-quality electoral service that our stakeholders require and expect. I was most impressed with the input of AEC staff into this review and, indeed, with the positive attitude and ability displayed while we undertook the challenge of change.

Continuous roll update (CRU) has been the primary methodology for maintaining electoral rolls since 1999 and, as such, is an important component in achieving our strategic outcome of 'an effective electoral roll'. However, since its introduction, CRU has not been subjected to a specific review to determine whether it is undertaken in the most efficient and effective manner, or whether it is meeting the objectives and expectations of the AEC and joint roll partners. External stakeholders have a particular interest in the quality of the electoral rolls and have expressed some concerns over their quality in the past. As a result, a review will be undertaken in the first half of 2006–07, with an expectation that the results will provide both an objective assessment of the efficiency and effectiveness of the program and direction for the future development and evolution of the roll review function.

One of the largest long-term projects that the AEC has embarked on is the general enrolment, elections support and information system (GENESIS) project. During this year important developmental work was undertaken on this project, which will see the existing ageing roll management and election management systems replaced.

This financial year also marked my first year serving as Electoral Commissioner. I wish to acknowledge the hard work that all staff of the AEC have been putting into our changing environment, and thank them for their commitment and dedication. We look forward to working towards making the next election a smooth and successful event.

Ian Campbell
Electoral Commissioner

Significant events

Inquiry into the 2004 federal election

In December 2004, the Joint Standing Committee on Electoral Matters commenced an inquiry into all aspects of the 2004 federal election.

The AEC made eight submissions to the inquiry, appeared before the committee at public hearings in New South Wales, Queensland, Western Australia and the Australian Capital Territory, and provided the secretariat with a technical adviser to assist in drafting the report.

The committee's report, tabled on 10 October 2005, contained 56 recommendations covering enrolment, voting, registration of political parties and electoral terms.

Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006

The *Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006* (the Integrity Act) received Royal Assent on 22 June 2006. For more information, refer to the explanation of the Integrity Act on page 7.

Ballots for protected industrial action

Under the *Workplace Relations Act 1996*, the AEC can be appointed as the ballot agent to conduct secret ballots of employees to determine whether they support a proposal to take industrial action against their employer. Since the introduction of this legislation in March 2006, the AEC has conducted eight protected action ballots pursuant to orders made by the Australian Industrial Relations Commission.

Solomon Islands elections

AEC staff played a crucial role in ensuring the effective conduct of the parliamentary elections held in Solomon Islands in April 2006, by providing extensive technical assistance to the Solomon Islands Electoral Commission. This assistance was complemented by a nationwide civic education program at the village level.

Fiji elections

AEC officers provided critical support for the May 2006 national elections in Fiji in a range of important areas, including voter registration, election planning and logistics, development of training materials, and conduct of training of polling and counting officials. The work was fully funded by AusAID.

Redistributions

The Australian Capital Territory redistribution was finalised during 2005–06 and the final report was tabled in the House of Representatives on 23 May 2006.

New information systems

The AEC's new financial management information system, Great Plains, was introduced in July 2005. A new human resources management information system, PayGlobal, was introduced in September 2005. The system is tailored to meet the specific needs of the AEC, and supports essential functions such as salary payment, leave processing and the human resources self-service program.

Integrity Act

On 22 June 2006, the *Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006* (the Integrity Act) received Royal Assent. Changes made by the Integrity Act will affect a variety of electoral administrative processes that the AEC will undertake prior to the next election.

The Integrity Act contains reform measures arising from recommendations of the Joint Standing Committee on Electoral Matters *Report of the Inquiry into the Conduct of the 2004 Federal Election and Matters Related Thereto*, which was tabled in the Parliament on 10 October 2005, and additional reform measures considered a priority by the Australian Government. The Integrity Act amends the *Commonwealth Electoral Act 1918*, the *Referendum (Machinery Provisions) Act 1984*, the *Income Tax Assessment Act 1997* and the *Income Tax Assessment Act 1936*.

Changes made by the Integrity Act include:

- closing the rolls at 8:00 pm on the third day after the issue of the writ for people
 - changing or updating their enrolment
 - who are 17 years old at the time of the issue of writ but will turn 18 on or before polling dayor
- who expect to become Australian citizens (that is, to attend their scheduled citizenship ceremony) between the issue of the writ and polling day

- closing the rolls at 8:00 pm on the day of the issue of the writ for applicants not currently on the roll (that is, applicants who have never been enrolled and applicants who were once enrolled but are not currently enrolled)
- introducing a proof of identity requirement for people enrolling, re-enrolling or updating their enrolment
- requiring that a person who casts a provisional vote must provide documentary proof of identity in order for their vote to be counted
- increasing all disclosure thresholds in the *Electoral Act 1918* for donations and receipts to above \$10,000. This threshold will be indexed yearly by the Consumer Price Index.
- requiring third parties to complete annual disclosure returns
- extending the definition of 'associated entity' to include entities with financial membership of a registered political party and entities on whose behalf a person exercises voting rights in a registered political party
- removing prisoner voting entitlement provisions so that all prisoners serving a sentence of full-time detention will not be entitled to vote, but may remain on the roll or, if not enrolled, apply for enrolment
- removing the power for a Divisional Returning Officer to alter the roll on a written request from an elector. Changes to the electoral roll can now only be made by the elector completing a new enrolment application form.
- providing access to the roll by persons and organisations that verify, or contribute to the verification of, the identity of persons for the purposes of the *Financial Transaction Reports Act 1988*, where such use is not subject to the commercial use prohibition
- expanding the AEC's demand power to enable access to information held by State and Territory government agencies for the purpose of preparing, maintaining and revising the rolls.

AEC overview



Overview of the AEC

Figure 1 Performance framework

Drivers →	<i>Commonwealth Electoral Act 1918</i> Portfolio Budget Statements and Portfolio Additional Estimates Statements AEC Strategic Plan 2004–07		
Outputs →	Output Group 1.1 Electoral roll management Electoral roll Electoral roll updates Roll products and services Support services for electoral redistributions	Output Group 2.1 Elections, ballots and referendums Federal elections, by-elections and referendums Party registrations Funding and disclosure services Public awareness campaigns and media releases Information services Industrial elections and ballots for organisations ATSIC elections ^a State and local government elections Advice and assistance in overseas elections	Output Group 3.1 Electoral education Electoral education centres School and community programs
Performance indicators →	Percentage of people eligible to vote who are on the electoral roll Extent to which Australians have access to their voting entitlement Extent to which the electoral roll provides the basis for planning of electoral events and electoral redistributions Level of stakeholder and customer satisfaction with electoral products and services	Extent to which stakeholders and customers have access to and advice on impartial and independent electoral services Percentage of voter turnout at electoral events Compliance with legislative requirements Extent to which customer service charter standards are met	The level of understanding by the Australian community of electoral matters The level of understanding of electoral events and processes by participants in education sessions and activities The level of customer satisfaction
Outcomes →	Outcome 1—An effective electoral roll Australians have an electoral roll which ensures their voter entitlement and provides the basis for the planning of electoral events and electoral redistributions	Outcome 2—An impartial and independent electoral system Stakeholders and customers have access to and advice on impartial and independent electoral services and participate in electoral events	Outcome 3—An informed community An Australian community which is well informed about electoral matters
Values →	The AEC fosters the following core values: Fairness, impartiality, integrity and ethical behaviour, respect for the law, transparency and accountability, respect and service		

a Following the abolition of ATSIC in 2005, the AEC continued to have limited responsibilities for indigenous elections.

Role

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

As a result of its statutory responsibilities, the AEC delivers the following three outcomes for the Australian community:

- Outcome 1—An effective electoral roll
Australians have an electoral roll which ensures their voter entitlement and provides the basis for the planning of electoral events and electoral redistributions.
- Outcome 2—An impartial and independent electoral system
Stakeholders and customers have access to and advice on impartial and independent electoral services and participate in electoral events.
- Outcome 3—An informed community
An Australian community which is well informed about electoral matters.

Legislative framework

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

At 30 June 2006, the Commissioners were:

- the Hon. James Burchett QC, Chairperson (the Chairperson must be either a judge or a retired judge of the Federal Court of Australia)
- Mr Ian Campbell, Electoral Commissioner and Chief Executive Officer
- Mr Dennis Trewin, Australian Statistician (who is the part-time, non-judicial member).

The AEC's activities are conducted under various legislative provisions, including:

- the *Commonwealth Electoral Act 1918*, in relation to:
 - conducting federal elections
 - maintaining and updating the Commonwealth electoral roll
 - promoting public awareness of electoral and parliamentary matters through information and education programs
 - providing international electoral assistance in cases approved by the Minister for Foreign Affairs
 - conducting and promoting research into electoral matters and other matters that relate to its functions
 - registering political parties

- paying public funding to election candidates and registered parties and publishing financial details of political parties and others
- determining representation entitlements
- the *Referendum (Machinery Provisions) Act 1984*, in relation to conducting referendums
- the Electoral and Referendum Regulations 1940, in relation to the conduct of federal elections and referendums and the provision of elector information
- the *Representation Act 1983*, in relation to Senate elections
- the *Aboriginal and Torres Strait Islander Act 2005*, in relation to certain Torres Strait Regional Authority elections
- the *Workplace Relations Act 1996*, in relation to industrial elections and protected action ballots for registered organisations
- the *Privacy Act 1988*, in relation to the storage, use and disclosure of personal information
- the *Freedom of Information Act 1982*, in relation to applications for documents held by the Commission
- the *Public Service Act 1999*, to ensure an apolitical electoral commission and provide a framework for the effective and fair employment, management and leadership of its employees, and to establish those employees' rights and obligations
- the *Financial Management and Accountability Act 1997*.

The AEC's core business processes, purpose, values and leadership capabilities were developed on the basis of the above legislation.

Purpose and values

Purpose

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

Values

Our values reflect the behaviours that the Australian people expect of us. That is, we:

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

Senior staff and their responsibilities

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

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

Assisting the Electoral Commissioner in the national office are the Deputy Electoral Commissioner, two First Assistant Commissioners and five Assistant Commissioners. State Managers (who hold the statutory appointment of Australian Electoral Officer) for each State and the Northern Territory assist the Electoral Commissioner to manage electoral activities in their respective jurisdictions. The individuals occupying these positions at 30 June 2006 are listed below.

Aspects of the AEC's senior management committees, including their composition and functions, are discussed in the Management and Accountability section—see Figure 13 on page 102 for a summary.

Senior executives

Deputy Electoral Commissioner	Mr Paul Dacey
First Assistant Commissioner, Business Support	Ms Barbara Davis
First Assistant Commissioner, Electoral Operations	Mr Tim Pickering
Assistant Commissioner, Communications	Mr Brien Hallett
Assistant Commissioner, Elections	Mr Doug Orr
Assistant Commissioner, Information Technology	Ms Jenni McMullan
Assistant Commissioner, Roll Management	Mr Andrew Moyes
Assistant Commissioner, Strategic Policy	Ms Gail Urbanski

Australian Electoral Officers/State Managers

New South Wales	Mr David Farrell
Victoria	Mr Daryl Wight
Queensland	Ms Anne Bright
Western Australia	Ms Jennie Gzik
South Australia	Dr Christopher Drury
Tasmania	Ms Marie Neilson
Northern Territory	Mr Iain Loganathan

Organisational structure

The AEC's organisational structure for 2005–06 is shown in Figure 3 on page 17.

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

National office

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

- Communications
- Elections
- Information Technology
- Roll Management
- Strategic Policy.

In addition, the International Services section and the Internal Audit unit report directly to the Deputy Electoral Commissioner, and corporate support services sections report directly to the First Assistant Commissioner, Business Support.

Offices in the States and the Northern Territory

The State Manager of each State and the Northern Territory is responsible for managing activities within the State or Territory, including conducting federal elections and referendums.

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

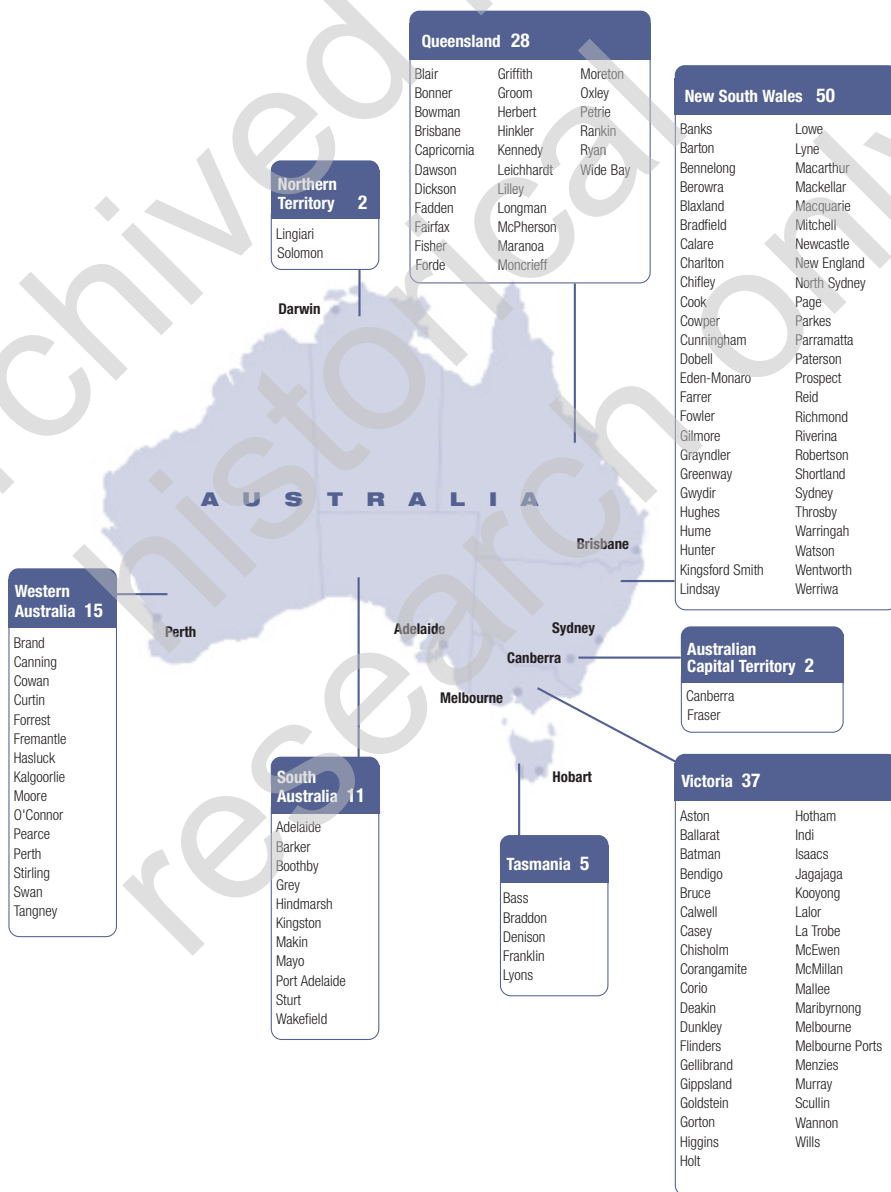
In addition, the State Manager for New South Wales has national policy responsibility for the AEC's conduct of industrial elections, the State Manager for Victoria manages the AEC's fee-for-service elections, and the State Manager for South Australia is responsible for the management of the AEC's electoral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

Divisional offices

Each State or Territory is divided into electoral divisions that correspond to the number of members of the House of Representatives to which it is entitled. At the end of 2005–06, there were 150 electoral divisions. The AEC has divisional offices in or near each of these electoral divisions.

Australia's electoral divisions are shown in Figure 2.

Figure 2 Australia's electoral divisions



Contact details

The AEC national telephone inquiry number is 13 23 26, and the website address is www.aec.gov.au.

National office

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Melbourne VIC 3000
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Western Australia

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111 St Georges Terrace
Perth WA 6000
(08) 6363 8080

Tasmania

Second Floor, AMP Building
86 Collins Street
Hobart TAS 7000
(03) 6235 0500

New South Wales

Level 1, Roden Cutler House
24 Campbell Street
Sydney NSW 2000
(02) 9375 6333

Queensland

Seventh Floor, Collection House
488 Queen Street
Brisbane QLD 4000
(07) 3834 3400

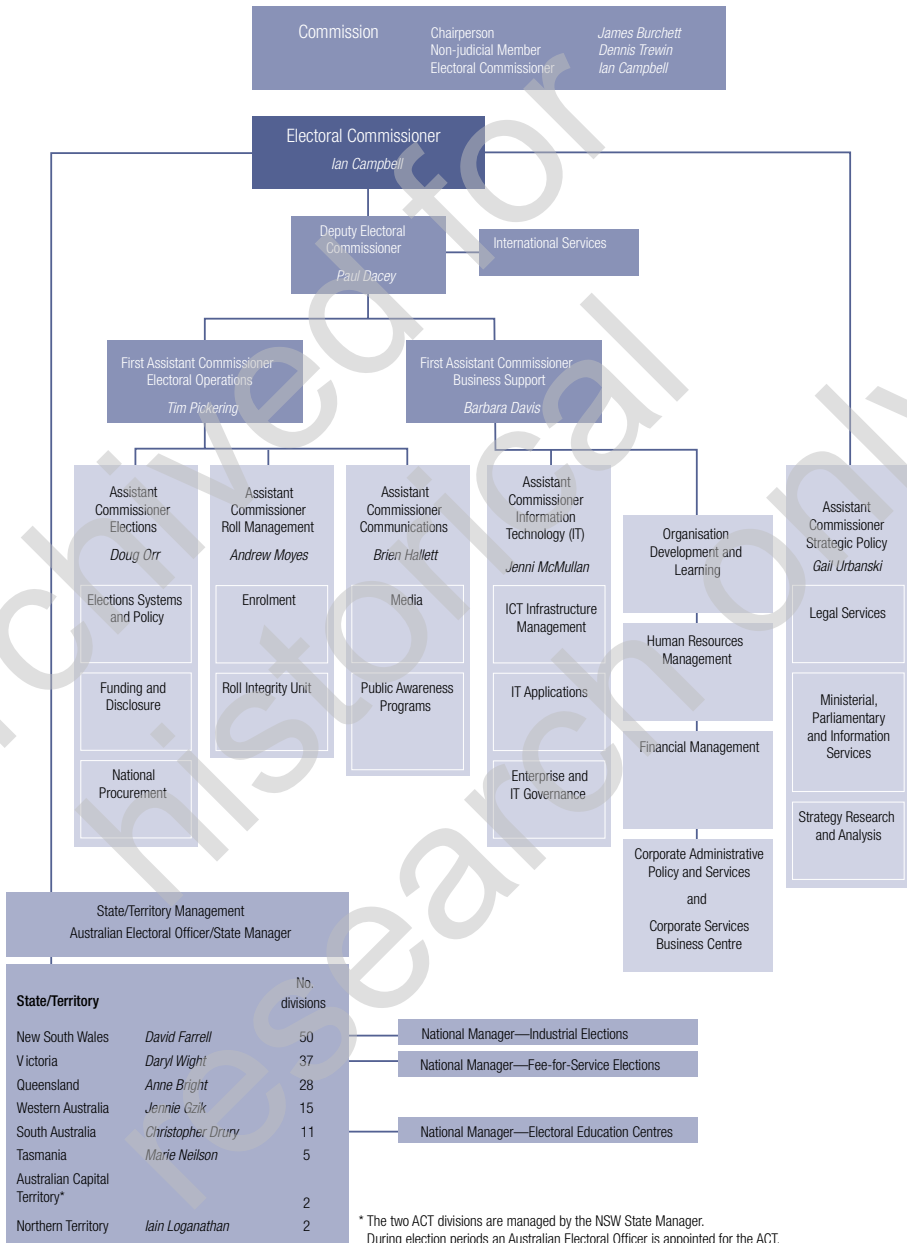
South Australia

Ninth Floor, Origin Energy House
1 King William Street
Adelaide SA 5000
(08) 8237 6555

Northern Territory

Level 7, TCG Centre
80 Mitchell Street
Darwin NT 0800
(08) 8982 8000

Figure 3 AEC organisational chart, 2006

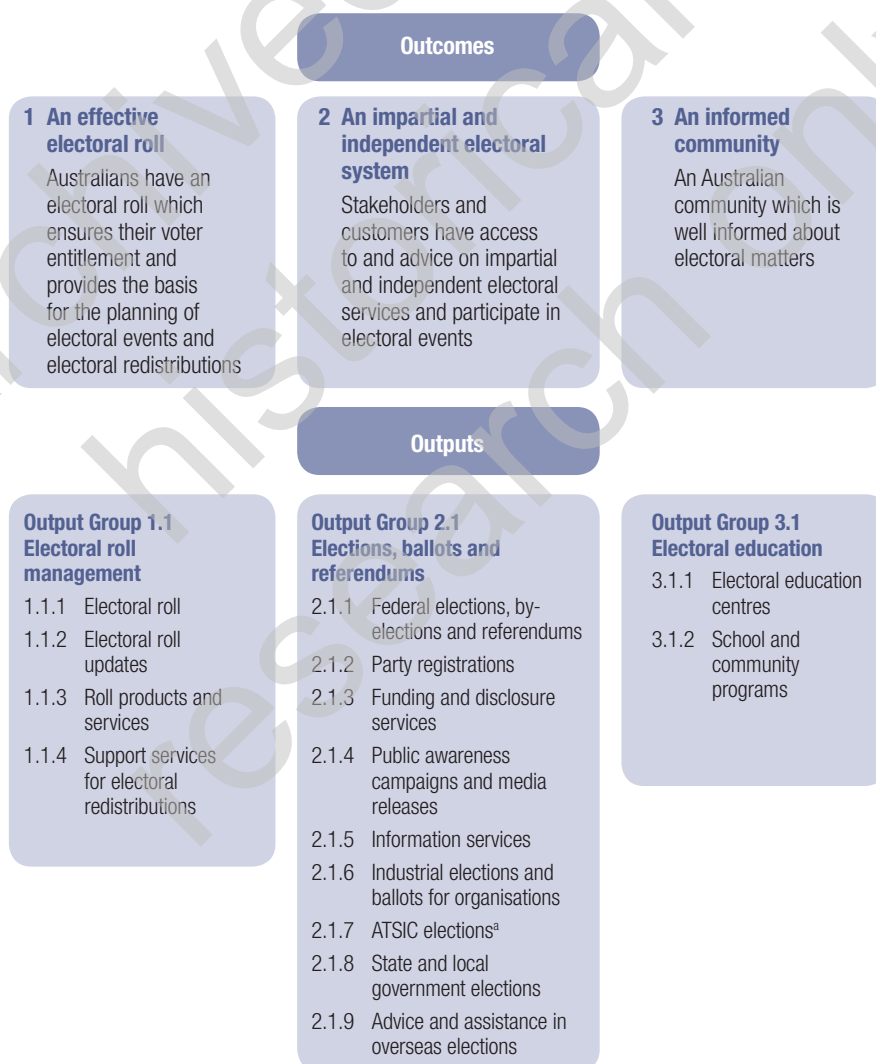


Outcome and output structure

The AEC's outcome and output structure is based on three outcomes. An overview of the structure is provided in Figure 4. Outcomes are the desired results of the AEC's activities, and outputs are the functions performed by the AEC to produce the outcomes. The AEC's outcomes and outputs are described in the annual Finance and Administration Portfolio Budget Statements and Portfolio Additional Estimates Statements.

In 2005–06, there was no variation between the AEC outcomes and outputs described in the Finance and Administration Portfolio Budget Statements and the AEC outcomes and outputs described in this annual report.

Figure 4 Outcome and output structure



^a Following the abolition of ATSIC in 2005, the AEC continued to have limited responsibilities for indigenous elections.

Partnerships

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

Updating enrolment with the State and Territory electoral authorities

In 2005–06, the AEC continued to work in partnership with State and Territory electoral authorities to maintain a complete, accurate and up-to-date electoral roll. Joint roll arrangements between the Commonwealth and the State and Territory governments set out the terms for the partnership. At the agency level, a memorandum of understanding (MOU), established each year to identify the specific activities each agency will need to undertake to achieve the agreed enrolment outcomes, focuses mainly on the continuous roll update program.

Conducting voting services with State government agencies

For the two State elections conducted this year, the AEC provided services as follows.

South Australia

Under the terms of an MOU between the AEC and the South Australian Electoral Commission, the AEC provided services and support during the March 2006 State election. The AEC provided the electoral rolls, and provided other assistance including managing the Legislative Council scrutiny, running pre-poll voting centres and checking the enrolment entitlements of electors who cast declaration votes.

Tasmania

Under contractual arrangements between the AEC and the Tasmanian Electoral Commission, the AEC provided returning officers and managed all field activities for State-wide local government elections in October 2005, State-wide House of Assembly elections in March 2006, and periodic Legislative Council elections in May 2006. Pre-poll voting facilities were provided at all AEC divisional offices around Australia, for the first time, for these Tasmanian parliamentary elections.

Promoting electoral awareness with State and Territory electoral authorities

The AEC works closely with all State and Territory electoral bodies and attempts to undertake joint or cooperative ventures whenever possible. In addition, formal MOUs are in place with the South Australian State Electoral Office, the Western Australian Electoral Commission, and the Victorian Electoral Commission (VEC).

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

Through an arrangement with the Western Australian Electoral Commission, the AEC provides funding, and federal election information for customers, to the Perth EEC.

An MOU between the VEC and the AEC concerning collaborative delivery of electoral education programs in Victoria expired in March 2006. The AEC and VEC are discussing how the two agencies can continue to work together to avoid duplication in our electoral public awareness services in Victoria.

The Northern Territory office has developed a joint public awareness and enrolment plan with its joint roll partner, the Northern Territory Electoral Commission. The plan, while not a formal MOU, outlines activities to be undertaken jointly.

Cooperating internationally with Australian and overseas agencies

Through Australian and international partnerships, the AEC provides a range of expert services and resources to assist other countries to conduct effective elections and referendums. These activities are supported by the Minister for Foreign Affairs, and the Australian Agency for International Development (AusAID) provides most of the necessary funding.

In 2005–06, the AEC cooperated with several international agencies, including IFES (formerly known as the International Foundation for Election Systems), the International Institute for Democracy and Electoral Assistance, the New Zealand Electoral Commission, the United Nations Development Programme and the University of the South Pacific, to deliver the AEC's highly respected Building Resources in Democracy, Governance and Elections (BRIDGE) electoral administrators' course. Since its inception, BRIDGE modules have been taught in 17 countries or territories, to participants from more than 50 different nations.

To support the development and application of effective electoral systems, the AEC worked with electoral authorities in neighbouring nations, such as East Timor, Fiji, Solomon Islands and Papua New Guinea, and continued to host the Secretariat for the Pacific Islands, Australia and New Zealand Electoral Administrators' Network. With funding from AusAID and

the New Zealand Agency for International Development, the AEC successfully completed an electoral assistance project and a village-level civic education project in Solomon Islands.

Trialling call centre services with Centrelink

In May 2006, the AEC and Centrelink commenced a three-month trial of a call centre information service for indigenous people in the Northern Territory. Callers to Centrelink from the Lajamanu and Galiwinku communities are offered the opportunity, after completing their Centrelink business, to confirm their enrolment details, enrol and/or receive more information about electoral matters.

Exchanging and enhancing data with Australian Government agencies

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

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

Studying youth attitudes to enrolment and voting with universities

The AEC's partnership with the University of Sydney and the Australian National University to conduct the Youth Electoral Study (YES) entered its fourth and final year in 2005.

The partnership continues to produce valuable information and analysis about youth attitudes to the electoral process. A second research paper, *Youth, Political Engagement and Voting*, is now available on the AEC's website. An academic press has been engaged to publish a book based on the YES seminar that was held in Canberra in June 2005. Arrangements are being made to ensure that the large amount of data obtained during the course of this study will be properly archived so that researchers can continue to access it.

Archived for
historical
research only

Report on performance: Outcome 1



Outcome 1—An effective electoral roll

Figure 5 Outcome 1 performance indicators and outputs

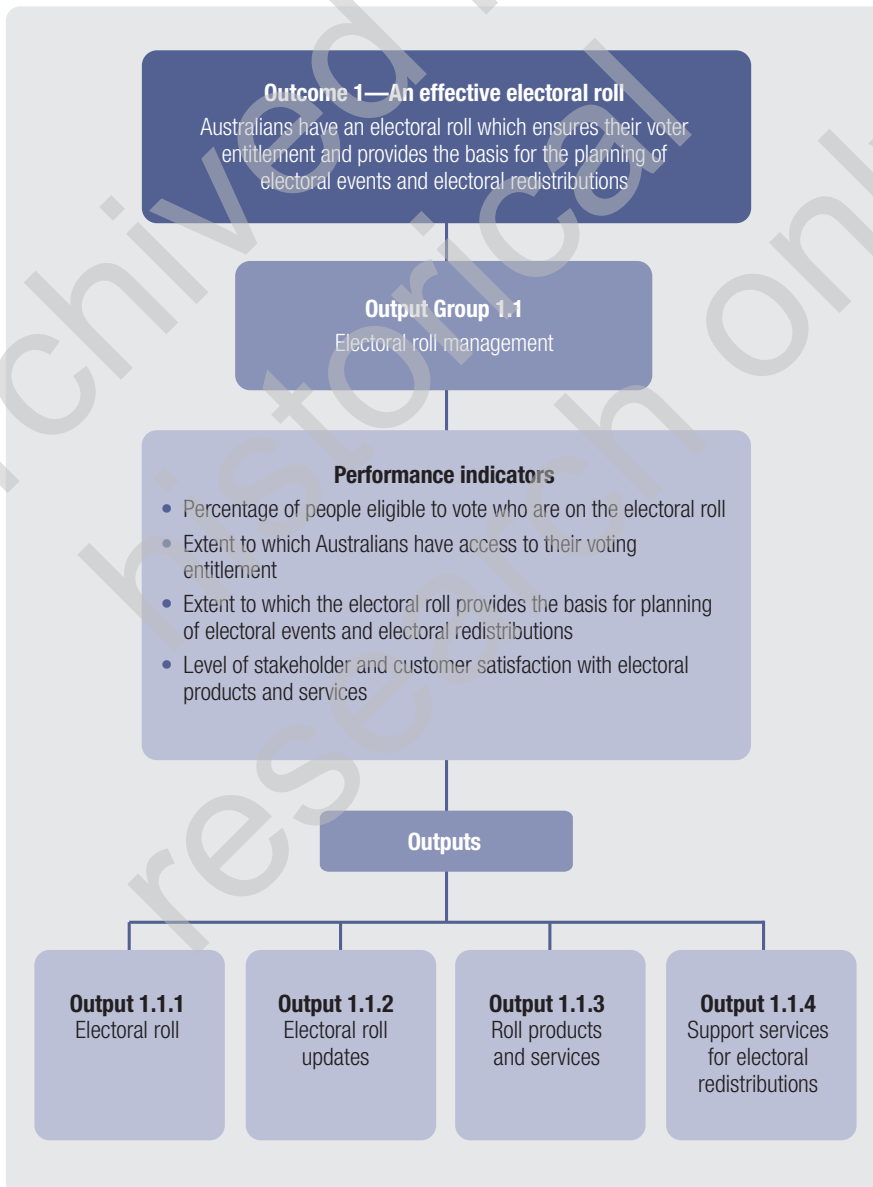


Table 1 Outcome 1 summary of resources

	(1) Budget ^a 2005–06 \$'000	(2) Actual expenses 2005–06 \$'000	Variation (column 2 minus column 1)	Budget ^b 2006–07 \$'000
Outcome 1 resources				
Administered expenses				
No administered appropriation for this outcome	–	–	–	–
Total administered expenses	–	–	–	–
Price of outputs				
<i>Commonwealth Electoral Act 1918</i>				
Electoral Roll Review—Special Appropriation	9,000	9,000	–	9,000
Total special appropriations	9,000	9,000	–	9,000
Departmental appropriations				
<i>Output Group 1.1—Electoral roll management</i>				
Output 1.1.1—Electoral roll	27,264	24,889	(2,375)	33,080
Output 1.1.2—Electoral roll updates	23,592	27,440	3,848	33,999
Output 1.1.3—Roll products and services	384	1,305	921	601
Output 1.1.4—Support services for electoral redistributions	164	1,203	1,039	313
Subtotal Output Group 1.1	51,404	54,837	3,433	67,993
Revenue from government (appropriations) for departmental outputs	60,404	63,837	3,433	76,993
Revenue from other sources	8,750	9,127	377	9,532
Total price of outputs	69,154	72,964	3,810	86,525
Total for Outcome 1 (Total price of outputs and administered expenses)	69,154	72,964	3,810	86,525
Staff		2005–06		2006–07
Average staffing level		529		533

a Full-year budget, including additional estimates.

b Budget prior to additional estimates.

Results

Table 2 summarises the AEC's overall performance in relation to the indicators and targets for Outcome 1 set out in the 2005–06 Portfolio Budget Statements. There were no changes in performance targets for Outcome 1 and its supporting outputs during 2005–06.

Table 2 Outcome 1—An effective electoral roll: performance results

Measures	Targets	Results
Percentage of people eligible to vote who are on the electoral roll	95%	The results of Sample Audit Fieldwork indicate that, in March 2006, an estimated 93.6% of the eligible population was enrolled for the correct division
Extent to which Australians have access to their voting entitlement	100%	The AEC ensured that all eligible Australians had access to their voting entitlements, through the use of appropriate policies and procedures, including enrolment initiatives, public awareness campaigns and the provision of a range of voting facilities
Extent to which the electoral roll provides the basis for planning of electoral events and electoral redistributions	90% of requirements met	Requirements met; electoral roll data was also used to provide support for State elections in Tasmania and South Australia
Level of stakeholder and customer satisfaction with electoral products and services	Customer service charter requirements met	A client survey was sent on 16 June 2006 to recipients of roll products; however, results will not be available until mid-August 2006

Review of performance

During 2005–06 the AEC continued its ongoing roll management activities in order to meet its performance goals in maintaining an accurate and up-to-date electoral roll. The continuous roll update (CRU) program remained the foremost means by which the AEC stimulated enrolment activity and reviewed the accuracy of the roll. The AEC continued to provide a range of roll products for various electoral events and maintained joint roll agreements with all State and Territory governments.

On 30 June 2006 there were 13,081,539 people enrolled, showing a decrease of 32,936 electors since 30 June 2005. There were 2,495,575 enrolment transactions processed during the year, comprising 2,006,574 enrolment applications and amendments and 489,001 deletions. The number of monthly enrolment transactions was lower throughout the first half of the year, dropping to its lowest level in December. Suspension of CRU activities in Victoria and Tasmania for local government elections in the second quarter, and a marked reduction in the availability of external CRU data in Queensland during the first half, resulted in a negative impact on AEC enrolment stimulation activities throughout the period from July 2005 to January 2006.

The level of enrolment transactions in 2005–06 represents an overall decrease of 16.2 per cent compared to 2004–05, a year in which a federal election was held. A reduction in

enrolment activity is not unusual in the period after an election but does represent a challenge for the AEC in targeting roll management activity. The degree of reduction in enrolment activity may also reflect the facts that there was no State election in any of the three most populous States, and a number of States experienced reduced CRU stimulation activities, in 2005–06.

Key activities undertaken during 2005–06 included:

- development of enrolment processing quality assurance and performance management frameworks
- implementation of an enrolment management information system
- conduct of the 2006 Sample Audit Fieldwork and other roll integrity initiatives
- processing of enrolment information and management of roll closes for the Tasmanian local government and State elections, the South Australian State election and a variety of local government elections around Australia
- provision of roll products for a variety of local government and State government electoral events
- development of enrolment e-learning training modules to enable a standard level of competence for staff who process more complex enrolment transactions.

Conducted to assess the quality of the electoral roll, Sample Audit Fieldwork, a targeted door-knock in a statistically valid number of Census collection districts around Australia, indicated that, in March 2006, 93.6 per cent of the eligible population was enrolled to vote for the correct division.

The phased introduction of the enrolment management information system is expected to provide AEC staff with an integrated and modern tool enabling more timely and sophisticated analysis of data that will facilitate effective roll management.

A client survey, despatched on 16 June 2006, is expected to provide the AEC with important feedback from recipients of roll products, such as members of parliament and political parties, which will help the AEC to target and enhance its services. The survey asks clients questions about interaction with AEC staff, timeliness, quality and ease of use of products, and areas of possible improvement.

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

Purchaser–provider arrangements

No purchaser–provider arrangements were in place for Outcome 1 in 2005–06.

Developments since the end of the financial year

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

Prior to the end of the financial year work commenced on the drafting of regulations and development of procedures, systems and forms to implement the proof of identity scheme for enrolment required under the *Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006*. The scheme is expected to be operational in early December 2006.

Output 1.1.1—Electoral roll

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 levels. It is also a primary tool used for electoral redistributions.

Table 3 summarises the AEC's performance against the indicators and targets set out in the 2005–06 Portfolio Budget Statements.

Table 3 Output 1.1.1—Electoral roll: performance results

Measures	Targets	Results
<i>Quality</i> Proportion of eligible people on the electoral roll	95%	The results of Sample Audit Fieldwork indicate that, in March 2006, an estimated 93.6% of the eligible population was enrolled for the correct division
<i>Quantity</i> Number of enrolment transactions (excluding deletions) processed per annum	Minimum 2.3 million	2,006,574 enrolment transactions (excluding deletions) were processed during 2005–06
Speed at which enrolment forms are actioned	99% within three business days	This target was generally met; however, some enrolment forms required additional investigation, which resulted in processing taking longer than three days
<i>Price</i> Cost of entries on RMANS database	Less than \$2.75 per entry	Cost per entry was less than \$2.68

Performance overview and analysis

During 2005–06, divisional staff processed 2,006,574 enrolment forms and amendments. Of those enrolment transactions, 471,037 were additions to the roll, comprising:

- 288,630 new enrolments (electors never previously enrolled)
- 4,674 reinstatements (electors deleted in error when still entitled)
- 177,733 re-enrolments (deleted electors claiming a new entitlement).

There were 467,341 intrastate transfers, 115,986 interstate transfers and 952,210 other address changes.

A total of 489,001 deletions were processed, comprising;

- 104,832 death deletions
- 2,834 duplicate entry deletions
- 381,335 objection deletions.

The majority of objection deletions processed resulted from the AEC receiving information that an elector was no longer resident at their enrolled address and had not re-enrolled elsewhere.

The level of enrolment transactions in 2005–06 represents an overall decrease of 16.2 per cent compared to 2004–05, a year in which a federal election was held. This reduced level of activity is consistent with the trend experienced in previous post-election years and is demonstrated by the annual Sample Audit Fieldwork (SAF) results. Long-term national enrolment analysis indicates that there is a consistent increase in activity in a federal election year and a decrease in the following non-election years.

Additions to the roll decreased nationally by 29.4 per cent despite the various roll management activities undertaken by the AEC during 2005–06, such as the ongoing program of CRU activities. This trend is normal for a year in which there was no federal election nor any State election in any of New South Wales, Victoria or Queensland.

SAF results indicate that, in March 2006, 93.6 per cent of the eligible population was enrolled for the correct division. This is a decrease from the March 2005 result of 96.3 per cent and below the AEC performance target of 95 per cent. The estimated participation of eligible 18–25-year-olds at 30 June 2006, derived using Australian Bureau of Statistics population data, was 76.7 per cent (a decrease compared with 81.4 per cent at 30 June 2005).

These SAF results are not unexpected given the tendency for enrolment participation to mirror the electoral cycle. This was shown in the SAF results in 2004–05, which clearly reflected the effects of the 2004 federal election. The pattern was confirmed further by the 2006 SAF preliminary results, which show increases in the participation rates for South Australia and Tasmania, both of which held State elections in March 2006. Conversely, the participation rate declined in the other States and Territories in 2005–06.

While a reduction in enrolment activity is not unusual in the period after a federal election, this trend represents a challenge for the AEC in targeting future roll management and enrolment stimulation activities to overcome the decrease in the level of enrolment participation between federal electoral events.

Table 4 summarises enrolments by State and Territory and by year.

Table 4 People enrolled at 30 June by State or Territory, 1999–2006

	1999	2000	2001	2002	2003	2004	2005	2006
NSW	4,133,129	4,187,911	4,154,672	4,216,767	4,270,127	4,310,662	4,311,489	4,299,510
Vic.	3,106,115	3,153,514	3,199,570	3,253,105	3,265,797	3,283,191	3,338,389	3,324,691
Qld	2,183,729	2,241,387	2,326,846	2,353,278	2,369,873	2,441,694	2,463,798	2,458,457
WA	1,156,691	1,169,243	1,203,847	1,204,743	1,207,713	1,217,279	1,265,107	1,259,528
SA	1,018,589	1,030,970	1,024,112	1,052,739	1,044,802	1,039,531	1,054,730	1,058,029
Tas.	326,374	324,838	325,535	332,896	332,228	335,940	341,172	343,494
ACT	209,063	215,212	214,949	218,735	218,949	223,782	226,737	226,576
NT	106,101	107,776	105,611	109,717	109,250	109,388	113,053	111,254
Total	12,239,791	12,430,851	12,555,142	12,741,980	12,818,739	12,961,467	13,114,475	13,081,539

The total number of enrolled electors decreased in 2005–06, with all States and Territories except South Australia and Tasmania experiencing a decline in total enrolment. The marginal increases in South Australia and Tasmania were influenced by State elections held in March 2006.

SAF results for all States and Territories except South Australia and Tasmania show a reduction in participation since 2004–05, which is reflected in the decline in enrolment.

Table 5 reports on a number of additional performance indicators endorsed by the AEC and the electoral authorities for each State and Territory.

Table 5 Output 1.1.1—Electoral roll: additional performance results, based on enrolment-specific performance indicators agreed with the Electoral Council of Australia

Measures	Targets	Results
<i>Quality</i> An accurate roll of qualified electors	100% of electors are qualified at time of enrolment	13 non-eligible persons were enrolled and subsequently removed from the roll within the same quarter
	90% of electors are enrolled for their current address	The Sample Audit Fieldwork accuracy measure indicated that, at 5 March 2006, 89.9% of electors were enrolled for their current address
	Prevent and detect attempts at fraudulent enrolment	No fraudulent enrolments result from lack of, or failure to adhere to, AEC fraud control procedures

Table 5 (cont.)

Measures		Targets	Results
<i>Quantity</i>	Accurate enrolment processing	More than 99.5% of enrolment transactions are correctly processed to critical fields and correctly matched to existing elector records where applicable	99.5% of transactions were accurately processed—this is measured and reported quarterly, based on the number of corrections required as a result of AEC processing errors such as identifier number re-linking, duplicate deletions, and amendments arising from AEC internal data checks, elector feedback and acknowledgement cards returned to sender
		100% of notified deaths are correctly matched and removed from the rolls within five business days	93.3% of death deletions were processed within five business days

The qualification of electors at the time of enrolment is measured by the number of electors enrolled during the year who were subsequently deleted from the roll, within the same quarter, on the grounds of non-citizenship. (In previous annual reports, this figure was derived from deletions that occurred throughout the reporting period irrespective of when the original enrolment occurred.) This totalled 13 out of the two million enrolments processed during 2005–06. The results for 2005–06 show the number of electors being removed from the roll on the ground of non-citizenship remained very low and was significantly less than the 64 recorded in the previous year.

The 2006 SAF test of 55,188 addresses included in the CRU program indicates that 89.9 per cent of electors are enrolled for their current addresses, a decrease of 1.2 percentage points from the 2005 SAF results. This decrease is consistent with the trend of reduced enrolment activity in a post-federal election year when there are also no State elections in the more populous States.

All notified deaths of enrolled electors were confirmed by data matching, and the deceased were removed from the roll. However, only 93.3 per cent were removed within five business days of notification. Processing delays occur where deaths are notified in a different State or Territory to where the elector was enrolled, due to the data being supplied by the separate State and Territory births, deaths and marriages authorities. Such delays should be reduced in future years through the implementation of automated data matching with a single national death notifications database.

Table 6 Enrolment activity, 1 July 2005 to 30 June 2006

	NSW	Vic.	Qld	WA	SA	Tas.	ACT	NT	Total
Additions to the roll									
New enrolments	101,587	73,999	50,432	26,789	22,029	6,982	4,741	2,071	288,630
Reinstatements	1,697	1,217	737	536	166	220	84	17	4,674
Re-enrolments	52,420	38,742	43,473	17,521	13,611	6,790	3,421	1,755	177,733
Transfers into divisions									
Intrastate	136,913	121,441	108,034	49,936	39,024	8,674	2,396	923	467,341
Interstate	25,226	21,136	35,308	9,234	8,563	5,397	7,103	4,019	115,986
Intra-division amendment or movement	238,513	190,082	199,294	76,384	77,084	27,088	13,469	6,921	828,835
No change enrolment	32,028	41,844	19,671	12,097	9,245	5,361	2,215	914	123,375
Total enrolment forms processed	588,384	488,461	456,949	192,497	169,722	60,512	33,429	16,620	2,006,574
Deletion transactions									
Objections	106,335	98,989	91,833	42,066	22,238	9,222	7,115	3,537	381,355
Deaths	37,667	24,755	18,843	8,620	9,821	3,293	1,090	743	104,832
Duplications	857	807	498	234	217	69	63	89	2,834
Total deletions processed	144,859	124,551	111,174	50,920	32,276	12,584	8,268	4,369	489,001
Total elector transactions	733,243	613,012	568,123	243,417	201,998	73,096	41,697	20,989	2,495,575

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

Output 1.1.2—Electoral roll updates

The CRU program is the AEC's primary means of reviewing the roll to ensure accuracy and currency. The CRU program uses data from external sources, as well as data from the AEC's electoral roll database, to confirm elector details, to identify potential and existing electors who are not correctly enrolled, and to ensure that those electors are contacted to update their enrolment. The process of continually matching the electoral roll database against data from other sources enables the AEC to identify addresses where follow-up action is required.

Table 7 summarises the AEC's performance against the indicators and targets set out in the 2005–06 Portfolio Budget Statements.

Table 7 Output 1.1.2—Electoral roll updates: performance results

Measures	Targets	Results	
<i>Quality</i>	Vacant addresses eligible for enrolment, after allowance for non-citizen occupants	10% or less	Less than 8.3% of enrollable addresses were found to be vacant
<i>Quantity</i>	Number of habitations reviewed	2.5 million per annum	Approximately 5.52 million habitations were reviewed, of which 408,480 were subject to more than one CRU activity during the reporting period
	Number of enrolment transactions processed from review activities	1.4 million	1.36 million enrolment transactions were processed as a result of review activities
<i>Price</i>	Cost per habitation reviewed	Less than \$4.50	The cost of reviewing each habitation was less than \$4.50

Performance overview and analysis

During the 2005–06 reporting period, 2,006,574 enrolment forms and amendments to the roll were processed (excluding deletions). Approximately 1.36 million of these transactions resulted from CRU activities. This represents a 9.6 per cent decrease in CRU-generated enrolment forms compared to 2004–05.

Mail review and data matching

Review activity for 2005–06 centred on the regular monthly mailing of letters to people who were newly eligible to enrol and people who had changed address. These people were identified through data matching using information from other agencies.

Also included in the monthly mailing were letters to addresses where there were no people enrolled, and where there had been no activity for at least two years. The national mail review activity was supplemented in all States and Territories by field officer review of addresses that did not respond to the mail review.

This was the first full financial year following the implementation of a revised mail review system, the redesign of enrolment application forms, and changes to the text of mail review letters. While the number of enrolment applications received through CRU may be influenced by these factors, the link is not clear. A review of CRU activity commenced in June 2006 and will examine these factors. The number of enrolment transactions processed from review activities is slightly below the performance target and has been affected by an overall drop in enrolment activity nationally. Factors influencing this drop include post-election year trends and the suspension of a major external data source, Queensland Transport, pending resolution of privacy issues.

Throughout 2005–06, the AEC continued to utilise data from a range of external sources as a means of checking and updating the electoral roll on a regular basis. From January 2006, the AEC recommenced receiving data from Queensland Transport, following negotiation of an agreement between Queensland Transport and the Electoral Commission of Queensland. The AEC was unable to obtain motor transport data from the Northern Territory because of new privacy legislation in that jurisdiction. All other external data sources remained stable throughout the reporting period.

The *Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006* that came into effect in June 2006 provides the AEC with additional demand powers to gain access to a broader range of external data sources for CRU activities.

The revised mail review system implemented nationally in January 2005 has been the cornerstone for the national CRU program. The mail review system, coupled with formal agreements between the AEC and all State and Territory electoral commissioners on a standard suite of activities, provides a nationally consistent roll review process utilising data from external agencies to ensure the roll is kept up to date.

The number of habitations reviewed during the 2005–06 reporting period was 5.52 million, a large increase compared to 1.68 million in 2004–05. The increase was a result of matching roll data with complete client files (containing information on name, address and date of birth only) supplied by a range of external data providers, including Centrelink and State transport authorities. The data matching is used to review and confirm the name and address information held on the electoral roll. Three million addresses were reviewed in 2005–06 as a result of data matching. This is a very cost-effective means of confirming enrolment at a large number of addresses without direct contact with the residents.

At 30 June 2006, there were 1.6 million addresses valid for enrolment at which no electors were enrolled. After allowing for households that are occupied solely by persons who are ineligible to enrol (in most cases because they are not Australian citizens), less than 700,000 or 8.3 per cent of the 8.4 million addresses eligible for enrolment had no electors enrolled.

Table 8 lists some additional performance results for electoral roll updates.

Table 8 Output 1.1.2—Electoral roll updates: additional performance results, based on enrolment-specific performance indicators agreed with the Electoral Council of Australia

Measure	Targets	Results
<i>Quality</i> Electors enrolling correctly	80% of 18–25-year-olds are enrolled to vote	76.7% of 18–25-year-olds were enrolled to vote
	95% of new citizens are enrolled within three months of becoming citizens	88.4% of new citizens were enrolled within three months of becoming citizens

Based on a comparison of current enrolment data and Australian Bureau of Statistics estimates of population figures for eligible 18–25-year-olds, enrolment participation among 18–25-year-olds was 76.7 per cent at 30 June 2006, a decrease of 4.7 percentage points since 30 June 2005. At the close of rolls for the 2004 federal election, participation was estimated at 81.7 per cent.

The percentage of new citizens enrolling within three months of becoming citizens was 88.4 per cent in 2005–06 compared to 89.7 per cent in 2004–05, a decrease of 1.3 percentage points in 2005–06.

The AEC, in partnership with the Department of Immigration and Multicultural Affairs, provides pre-printed enrolment forms for completion by new citizens at their grant ceremonies. The number of ceremonies conducted in 2005–06 increased by 15 per cent and the AEC attended only 47.7 per cent of all ceremonies to collect completed forms.

Sample Audit Fieldwork

Sample Audit Fieldwork (SAF) is an annual review of a statistically valid sample of the rolls, conducted to determine their accuracy and completeness and to test the effectiveness of the AEC's CRU program. It was introduced in 2004 in response to recommendations by both the Australian National Audit Office and the Joint Standing Committee on Electoral Matters (JSCEM). The 2006 SAF is the third undertaken by the AEC. Results indicate that 93.6 per cent of the eligible population was enrolled for the correct division at the time of the review. The preliminary findings, along with the results from previous years, are shown in Table 9.

Table 9 Sample Audit Fieldwork results, 2004 to 2006

SAF measure	March 2004 final result (%)	March 2005 final result (%)	March 2006 preliminary result (%)
Participation	97.69	98.41	97.09
Completeness of roll	95.18	96.30	93.63
Accuracy of roll	89.51	91.13	89.91
Address Register completeness	96.40	96.15	96.53
Address Register accuracy	92.93	93.40	94.75

Note: Definitions for the purposes of the SAF are:
 'Participation' is the measure of eligible persons on the roll regardless of whether they are enrolled in the correct division or at the correct address.
 'Completeness' is the measure of eligible persons enrolled for the correct division, regardless of whether they are enrolled at the correct address.
 'Accuracy' is the measure of persons who are enrolled at the correct address, that is, persons whose details required no change.
 'Address Register completeness' is the measure of the number of valid enrollable (that is, residential) addresses currently on the AEC's Address Register as a percentage of the number of actual valid enrollable addresses as evidenced by the SAF.
 'Address Register accuracy' is the percentage of current enrollable addresses that have been correctly recorded by the AEC in the Address Register.

The results show that the electoral roll remains of acceptable quality, given the challenge to keep pace with a mobile population. The slight variation in the results across years likely reflects the electoral cycle, with peaks in performance occurring in federal election years. In addition, the SAF results confirm the general effectiveness of the CRU program in identifying people who need to update their enrolment details. For example, around 60 per cent of the addresses reviewed during the 2006 SAF had been targeted by one of the CRU activities in the previous 12 months.

Nevertheless, the challenge for the AEC remains to increase the level of response from these activities. For example, data extracted by the AEC for the JSCEM's review of the 2004 federal election indicated that up to 60 per cent of electors who changed their enrolment details in the week before the close of rolls had been contacted through CRU in the previous 12 months but had not responded.

Since its implementation nationally in 1999, there has been no comprehensive evaluation of the CRU program. Therefore, in June 2006 the AEC commenced a review which aims to provide an objective assessment of efficiency and effectiveness of the program, identify areas in need of improvement, and provide direction for future development. The CRU review is expected to be completed in early 2007.

Remote strategy

To improve voter participation at future elections, the Northern Territory AEC office, in partnership with the Northern Territory Electoral Commission, has been working with various community representatives, organisations and other stakeholders to develop an integrated

electoral service for remote communities. This is achieved by linking polling, voter education and enrolment strategies into one delivery mechanism, covering both federal and Territory requirements.

The remote area program focuses on educating the elector at the point of enrolment. Electors are informed of their obligations during an election, including information on how to complete a ballot paper and the various voting methods. The program's electoral education sessions have been well attended, and roll maintenance activities have been especially productive, resulting in an increased voter participation rate compared to previous local area elections.

To ensure the program remains successful, and a nationally consistent approach is achieved in the integrated delivery of electoral services, the AEC is building on the Northern Territory work and is developing and broadening the northern and central Australia remote area strategy. The key aim of the strategy is to coordinate consistent policies and standards for the delivery of electoral services to regional/remote areas across northern and central Australia.

An internal working group, with members from New South Wales, Queensland, Western Australia, South Australia and the Northern Territory, has been established to:

- develop a national policy and framework on regional/remote electoral service delivery across northern and central Australia
- provide advice to the Electoral Commissioner on electoral matters impacting on regional/remote northern and central Australia
- scope what needs to be included in the electoral strategy and identify strategic priorities
- propose the roles and responsibilities of relevant State or Territory managers and other senior managers
- develop service standards for the delivery of electoral services across regional/remote northern and central Australia.

Business initiatives

In 2005–06, new CRU business initiatives included:

- A new business initiative was trialled in partnership with Australia Post to assist electors moving house to update their enrolment using the Australia Post Mover's Kit. The kit was redesigned to include an enrolment form and information for electors on their obligations to advise the AEC of their address change. The trial was conducted in Queensland from December 2005 to July 2006 in parallel with other CRU activities.
- A pilot study was conducted following the South Australian State election to analyse the residency of electors who enrolled in the close of rolls period. This study was aimed at verifying the enrolment at households where an elector had been added to the roll between 1 January 2006 and 27 February 2006. These addresses were visited by an AEC field officer, where practical, or contacted by telephone or mail review. The majority of addresses were reviewed within two months of the election.

Results of these initiatives have yet to be collated and assessed.

Output 1.1.3—Roll products and services

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

Table 10 summarises the AEC's performance against the indicators and targets set out in the 2005–06 Portfolio Budget Statements.

Table 10 Output 1.1.3—Roll products and services: performance results

Measures	Targets	Results
<i>Quality</i>		
Accuracy in products delivered	Greater than 98%	Accuracy of products delivered was 75% as indicated by a client survey
Delivery deadlines achieved	Greater than 98%	80% of delivery deadlines were met as indicated by a client survey
Stakeholder and customer satisfaction with electoral products and services	Rating of 4.0 or more on Customer Service Index (0–5)	A client survey indicated this target was achieved
<i>Quantity</i>		
Proportion of ordered products supplied	100%	100% of all electoral roll products requested were supplied

Performance overview and analysis

During 2005–06, the AEC provided a significant number of electoral roll products to State and Territory electoral authorities, including certified list data for the Tasmanian Legislative Council election and the South Australian State election, as well as for various State and Territory local government elections.

Electoral roll products were provided to:

- senators, members of parliament and political parties through the Elector Information Access System
- Australian Government agencies and authorities as specified in Schedule 1 of the Electoral and Referendum Regulations 1940
- various local government authorities, including 15 located in New South Wales, 41 in Queensland and six in Tasmania

- medical researchers
- members of the public and government agencies, including the Public Sector Mapping Authority and the Australian Bureau of Statistics, where the data provided was of a statistical or address nature only.

The target of 98 per cent for accuracy in products and delivery deadlines was not met. The AEC conducted a client survey in June 2006 and results indicated that client satisfaction for accuracy was only 75 per cent. The AEC will now review its procedures and products with a view to meeting the concerns of its clients. The AEC did not meet the target of 98 per cent for delivery; the client survey indicates this is a result of the lengthy time it can take to process applications for medical extracts. The AEC acknowledges that the delays experienced by clients requesting medical extracts are a result of legislative provisions that require each client to have their request approved and a 'Safeguard Agreement' signed before the extract can be produced.

Refer to Appendix E for details of the information provided in 2005–06.

An update of the Roll Products Catalogue was completed in November 2005 and provided on CD to all State and Territory electoral authorities. The catalogue was also made available to all AEC staff via the intranet. The Roll Products Catalogue provides State and Territory electoral authorities with a full list of products available from the AEC.

The *Commonwealth Electoral Act 1918* makes provision for each division to provide public access to the electoral roll. This access is fundamental to ensure the integrity of the roll. The policy regarding public access to the electoral roll was reviewed during the year and the Electoral Commissioner agreed to extend the access, from divisions providing electronic rolls for their own State or Territory only, to divisions providing access to electronic rolls for all States and Territories.

Output 1.1.4—Support services for electoral redistributions

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

The Electoral Commissioner chairs the redistribution committee which is established in respect of each State or Territory undergoing redistribution.

The AEC provides administrative assistance to redistribution committees and augmented electoral commissions established under Part IV of the *Commonwealth Electoral Act 1918*. The AEC formally documents processes such as appointments and gazettals; facilitates the public consultation and information process; advertises in relation to suggestions, objections and comments from members of the public; produces and publishes maps; and prints and prepares reports for tabling.

Table 11 summarises the AEC's performance against the indicators and targets set out in the 2005–06 Portfolio Budget Statements.

Table 11 Output 1.1.4—Support services for electoral redistributions: performance results

Measures	Targets	Results
<i>Quality</i>	Redistribution committees' satisfaction with services provided	High level of satisfaction Support services provided by the AEC were appropriate and allowed for the effective and timely conduct of redistribution activities A high level of satisfaction was achieved
	Timeliness of services to redistribution committees	Legislative time frames complied with Support services to redistribution committees were provided in accordance with legislative time frames
<i>Quantity</i>	Support all redistribution committees	Support services were provided to three redistribution committees

Performance overview and analysis

The Australian Capital Territory redistribution was finalised during 2005–06 and the final report was tabled in the House of Representatives on 23 May 2006.

Redistributions of Queensland and New South Wales commenced during 2005–06 in accordance with the procedures and timetable required by Part IV of the *Commonwealth Electoral Act 1918*. The redistributions were necessary under s. 59(1) of the Act, which requires that a redistribution of a State or the Australian Capital Territory into electoral divisions must commence whenever the Electoral Commission directs by notice published in the Gazette.

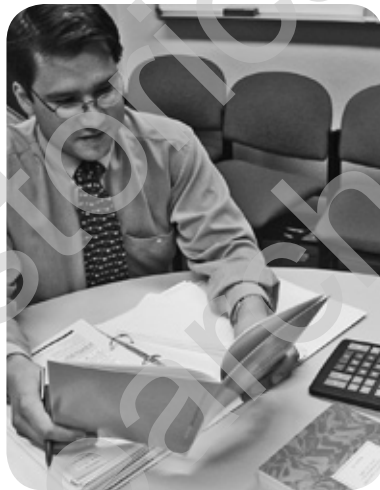
The Electoral Commission directed that the redistributions commence on 2 December 2005 by notice published in the Gazette. This direction was made in accordance with the requirements of s. 59(2)(a) of the *Commonwealth Electoral Act 1918*, which provides that the Electoral Commission must direct a redistribution to commence forthwith after the making of a determination which alters the number of members of the House of Representatives to which a State or the Australian Capital Territory is entitled.

On 17 November 2005, the Electoral Commissioner made a determination in accordance with s. 48(1) of the *Commonwealth Electoral Act 1918* that altered the entitlements for Queensland to 29 electoral divisions (a gain of one) and New South Wales to 49 electoral divisions (a loss of one).

The Redistribution Committee for Queensland released its Proposed Redistribution of the State of Queensland on Friday 23 June 2006, at the same time inviting parties so inclined to lodge objections to the proposal. The Redistribution Committee for New South Wales released its Proposed Redistribution of the State of New South Wales on Friday 30 June 2006, at the same time inviting parties so inclined to lodge objections to the proposal.

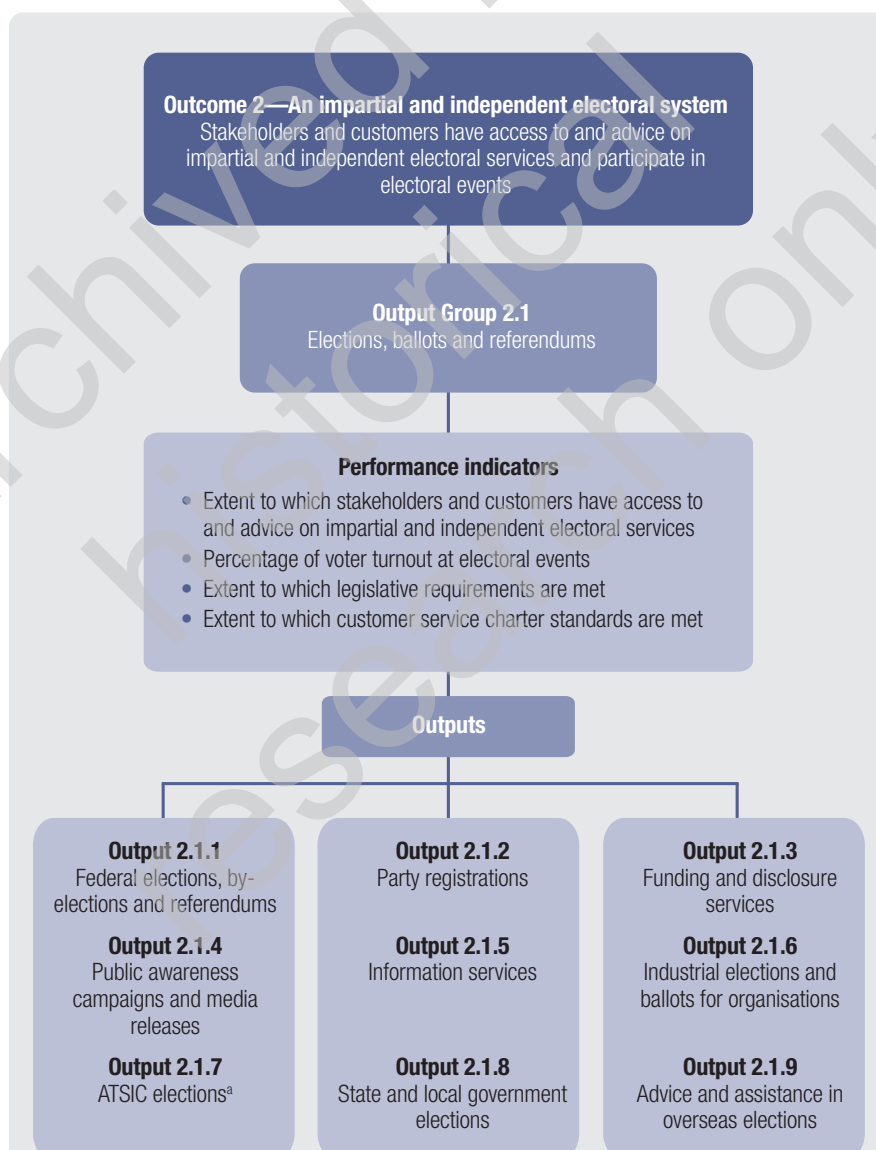
Both redistributions will be completed during 2006–07.

Report on performance: Outcome 2



Outcome 2—An impartial and independent electoral system

Figure 6 Outcome 2 performance indicators and outputs



a Following the abolition of ATSIC in 2005, the AEC continued to have limited responsibilities for indigenous elections.

Table 12 Outcome 2 summary of resources

	(1) Budget ^a 2005–06 \$'000	(2) Actual expenses 2005–06 \$'000	Variation (column 2 minus column 1)	Budget ^b 2006–07 \$'000
Outcome 2 resources				
Administered expenses				
<i>Commonwealth Electoral Act 1918</i>				
Election Public Funding	–	–	–	–
Total administered expenses	–	–	–	–
Price of outputs				
Departmental appropriations				
<i>Output Group 2.1—Elections, ballots and referendums</i>				
Output 2.1.1—Federal elections, by-elections and referendums	10,627	10,356	(271)	9,135
Output 2.1.2—Party registrations	639	447	(192)	628
Output 2.1.3—Funding and disclosure services	1,534	1,019	(515)	1,648
Output 2.1.4—Public awareness campaigns and media releases	1,731	2,297	566	1,224
Output 2.1.5—Information services	4,764	3,493	(1,271)	3,729
Output 2.1.6—Industrial elections and ballots for organisations	5,782	1,932	(3,850)	6,273
Output 2.1.7—ATSIC elections ^c	–	–	–	–
Output 2.1.8—State and local government elections	699	292	(407)	213
Output 2.1.9—Advice and assistance in overseas elections	4,367	1,992	(2,375)	2,583
Subtotal Output Group 2.1	30,143	21,828	(8,315)	25,433
Revenue from government (appropriations) for departmental outputs	30,143	21,828	(8,315)	25,433
Revenue from other sources	1,300	4,627	3,327	3,238
Total price of outputs	31,443	26,455	(4,988)	28,671
Total for Outcome 2 (Total price of outputs and administered expenses)	31,443	26,455	(4,988)	28,671
Staff		2005–06		2006–07
Average staffing level		164		194

a Full-year budget, including additional estimates.

b Budget prior to additional estimates.

c Following the abolition of ATSIC in 2005, the AEC continued to have limited responsibilities for indigenous elections.

Results

Table 13 summarises the AEC's overall performance in relation to the indicators and targets for Outcome 2 set out in the 2005–06 Portfolio Budget Statements. There were no changes in performance targets for Outcome 2 and its supporting outputs during 2005–06.

Table 13 Outcome 2—An impartial and independent electoral system: performance results

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

Review of performance

A major activity during 2005–06 was the preparation of submissions to the Joint Standing Committee on Electoral Matters (JSCEM) inquiry into the conduct of the 2004 federal election. The JSCEM tabled its report in October 2005. Legislation implementing a number of the major electoral reform recommendations of the JSCEM report, the *Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006* (the Integrity Act), received Royal Assent on 22 June 2006. The AEC has commenced the process of implementing the changes required by the Act.

Other major activities were election planning, including the development of the National Election Planning Calendar which will be used to monitor the progress of significant election preparation activities in the lead-up to the next election, and the review of election policies and manuals, training materials, and forms and equipment.

During 2005–06, to ensure that AEC customers and stakeholders were fully informed and able to participate in electoral events, the AEC continued to have regular contact with stakeholders to update information and review performance.

During the year, enhancements were made to the major election management systems in light of staff feedback from 2004 post-election reviews and to improve information flow between systems, particularly the financial estimating and monitoring systems. This will continue in 2006–07.

All outputs in Outcome 2 met their key performance targets in 2005–06.

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

Purchaser–provider arrangements

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

Developments since the end of the financial year

There have been no developments since the end of the financial year that have affected or may affect Outcome 2 operations or results.

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Output 2.1.1—Federal elections, by-elections and referendums

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

Table 14 summarises the AEC's performance against the indicators and targets set out in the 2005–06 Portfolio Budget Statements.

Table 14 Output 2.1.1—Federal elections, by-elections and referendums: performance results

Measures	Targets	Results
<i>Quality</i> Operational systems, equipment and procedures for the electoral event	100% in place and on time	Enhancements and modifications to operational systems, equipment and procedures progressed according to the established timetables The majority of key enhancements will be operational for the trial election commencing October 2006
Legislative requirements	100% to be met	All legislative requirements were met
Logistical capacity to conduct by-elections	100%	Although several major election service contracts have yet to be renewed, full capacity to conduct by-elections was maintained
Electoral litigation cases with costs ordered against the AEC	Between nil and 5%	There was no electoral litigation during 2005–06
Complaints of electoral offences against the <i>Commonwealth Electoral Act 1918</i>	100% dealt with appropriately	The Commonwealth Ombudsman received a complaint in relation to the AEC's handling of an election complaint lodged in 2004–05; the Ombudsman's investigation has not been completed
<i>Quantity</i> Level of preparedness to conduct elections	Ability to conduct one federal election and necessary by-elections	Systems, equipment and procedures necessary to conduct an electoral event were in place

Performance overview and analysis

Election preparations

During 2005–06, no federal elections, by-elections or referendums were conducted by the AEC. This output focused on preparing for the next federal election, incorporating what was learned from the 2004 federal election and analysing the recommendations from the October 2005 JSCEM report.

In support of these aims, during 2005–06 the AEC:

- prepared for a trial election to be held in October and November 2006 (a further trial election will be held in 2007)
- reviewed and commenced enhancement of its major election management systems
- reviewed its major service and supply contracts
- held a meeting in June 2006 with staff from all levels of the AEC to review election preparation to date and provide an overview of key preparation arrangements for completion and/or implementation in 2006–07.

Postal voting

During 2005–06, the AEC continued to implement the recommendations from the Minter Ellison review into postal voting at the 2004 federal election. Prior to developing a request for tender for postal voting support services for the 2007 federal election, a working party was formed with representation from divisional, State and national offices to review the postal voting process in light of the Minter Ellison review.

The AEC issued a request for tender for postal voting support services in February 2006. A team consisting of a procurement specialist, a mailhouse expert and AEC staff with experience in postal voting services is progressing the tender evaluation process. It is expected that a contractor will be selected early in 2006–07.

The Minter Ellison review also identified pre-poll services as an area in need of review. Consequently, the AEC commenced a review of early voting services. As part of this review, the AEC conducted a stakeholder survey on early voting services covering pre-poll voting, interstate voting on polling day and mobile polling. The report of the findings will be completed in 2006–07.

Training and election services

The training program for divisional office staff was redeveloped to ensure that all election processes are covered. Various formats (including e-learning) have been developed to provide a variety of learning options for divisional staff.

During 2005–06, the contract for the scanning of certified lists was reviewed and renewed. This contract provides reports and list images that assist in the identification and investigation of apparent multiple voters and non-voters. Contracts for the provision of cardboard polling equipment and declaration envelopes are under review.

The AEC is making a number of enhancements to its computerised election management system in order to achieve greater efficiencies and better respond to users' needs. These changes will be implemented in time for the trial election due to commence in October 2006.

As part of its pre-election preparation, the AEC also reviewed election forms and materials and temporary employment arrangements, redesigned the certified list to enhance printing and scanning accuracy, and commenced election materials purchasing.

Case Study—Preparing for the next federal election

The AEC's preparations for the next federal election are well underway.

After conducting a federal election, the AEC undertakes a detailed review to examine its administration of the event, the challenges it faced, and ways to improve its processes and services.

After the 2004 election, the State and Northern Territory offices and every national office branch reviewed their own election experiences and identified areas for possible improvement. A series of conferences were held, bringing together national office, State office and divisional office staff. The review process placed a premium on involving staff at all levels of responsibility so that their individual and collective experiences, as well as lessons learnt across the organisation, were picked up and included in the discussion. The outcomes of the review formed the basis for AEC national conferences held in April 2005 to begin planning and in June 2006 to review planning for the next federal election.

At the State office and divisional office levels, a range of election preparation activities have been undertaken. These include workshops, conferences and meetings focusing on practical examples of election experiences, identifying improvements in processes and procedures and sharing experiences, particularly for the benefit of new staff. State and divisional office staff have also participated in a wide range of national working parties and reviews. Additionally, some State and local government elections have been used as opportunities for training staff in a range of election processes.

Implementing improvements to postal voting arrangements was one of the important priorities identified in the review process. The AEC commissioned Minter Ellison to independently examine problems that occurred in the production and delivery of some postal voting packages in the 2004 federal election, and to recommend solutions. The AEC is implementing the report's recommendations, including working closely with Australia Post to understand optimal delivery arrangements for postal voting packages.

Election preparations during 2005–06 were also shaped by changes to the *Commonwealth Electoral Act 1918* that were effected by the passage of the *Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006* in June 2006. A significant amount of scoping work was undertaken in anticipation of the legislation, to ensure the AEC was appropriately placed to administer and implement the resulting changes to enrolment and election procedures.

The AEC is preparing to conduct a substantial external communications strategy to inform Australian electors about the changes. In May 2006, the AEC commissioned market research to help develop effective communications approaches and targeted activities for groups such as young people at or near voting age, and people from culturally and linguistically diverse backgrounds. The external communications strategy for the next federal election will have a heightened emphasis on the legislative requirement for Australians to be correctly enrolled at all times, and the unnecessary risks involved in dealing with enrolment matters at the last minute at election time. The availability of provisional enrolment for Australians of 17 years of age will also be promoted.

Output 2.1.2—Party registrations

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

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

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

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

Table 15 summarises the AEC's performance against the indicators and targets set out in the 2005–06 Portfolio Budget Statements.

Table 15 Output 2.1.2—Party registrations: performance results

Measures		Targets	Results
Quality	Compliance with legislative requirements	100%	All applications were processed in accordance with legislative requirements
	Accuracy and currency of the Register of Political Parties	100% at all times	10 parties were deregistered (three for failure to contest an election, three voluntarily and four for not complying with a notice)
	Registration of new parties and amendments to the register	100% within specified time frames	Two new parties were registered All changes to the register were made within the specified time frames
Quantity	Ability to process all applications and changes to the Register of Political Parties during the year	Estimated 10 applications and 80 changes during year	91 minor changes to the register were processed In addition, four applications to change party names, or abbreviated names, were processed
Price	Cost of applications or changes to the register	Less than \$11,300 per application or change	The prescribed fee for applications for registration and for name changes is \$500 The average cost to the AEC of advertising each application for registration was \$8,348, and the average cost of advertising each registration name change was \$8,954

Performance overview and analysis

There were 55 registered political parties at 30 June 2006. There was a decrease of eight registered parties since 30 June 2005, primarily as a result of the AEC's review of parties' eligibility requirements. During the 2005–06 financial year, two new parties were registered.

In addition, 91 changes were made to party details on the Register of Political Parties. These reflect, in part, the appointment by parties of registered officers and deputy registered officers responsible for the nomination of endorsed candidates for elections. They also reflect action by the AEC to maintain the currency of the register.

The Integrity Act came into effect on 22 June 2006. Arrangements for the administration of the resulting legislative amendments that affect party registration are well advanced.

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Output 2.1.3—Funding and disclosure services

The funding and disclosure provisions of the *Commonwealth Electoral Act 1918* are intended to improve the integrity of the electoral process by:

- informing the electorate about donors to political parties, groups and candidates
- informing the electorate about specified categories of expenditure by those involved in the electoral process
- appropriating public money to help fund the election campaigns of political parties and independent candidates.

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

Table 16 summarises the AEC's performance against the indicators and targets set out in the 2005–06 Portfolio Budget Statements.

Table 16 Output 2.1.3—Funding and disclosure services: performance results

Measures	Targets	Results
<i>Quality</i>	Compliance with legislative requirements	100% No prosecutions were instituted in 2005–06
	Public funding payments comply with statutory requirements and time frames	100% No election funding was paid in 2005–06 as no elections or by-elections were held
	Availability of annual returns and candidate returns for public inspection	100% on prescribed dates All returns lodged by the due date were processed for public inspection by the prescribed date
	Compliance with legislative time frames for publication of returns	100% All returns were published on the internet on time
<i>Quantity</i>	Processing of annual returns	180 expected 75 party annual returns and 40 amended returns were processed, together with 70 associated entity annual returns and 11 amended returns
	Processing of donor returns	1,000 expected 1,395 donor returns and 34 amended returns were processed
	Ability to conduct compliance reviews in accordance with requirements	100 expected 44 party and 51 associated entity compliance reviews were conducted

Performance overview and analysis

The number of political party and associated entity returns shows a slight decrease compared to the number received in 2004–05. This reflects the decline in the number of registered political parties (from 63 to 55) and associated entities (from 76 to 75).

The total of 1,395 donor returns received in 2005–06 was significantly more than the 934 returns received in 2004–05.

This was due to an increase in donations associated with the 2004 federal election. Returns on donations to political parties and associated entities for the 2004 federal election were due on October 2005 and were made public in February 2006.

In addition, the increase in donor returns reflects an improvement in AEC administrative procedures to track and follow up donors who did not respond to the first letter advising them of their disclosure obligations.

Output 2.1.4—Public awareness campaigns and media releases

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

Table 17 summarises the AEC's performance against the indicators and targets set out in the 2005–06 Portfolio Budget Statements.

Table 17 Output 2.1.4—Public awareness campaigns and media releases: performance results

Measures	Targets	Results	
<i>Quality</i>	Voter turnout	96%	There were no electoral events to report on during the reporting period
	Formal votes	96%	There were no electoral events to report on during the reporting period
	Awareness and understanding by the public of AEC electoral campaigns	80%	No quantitative measurement was commissioned during the reporting period AEC media interviews, public relations, website and telephone inquiry services contributed to ongoing AEC public awareness activity
	Accuracy of information provided	95%	All printed publications and media releases were accurate; minor changes were made on the website
<i>Quantity</i>	AEC-initiated stories obtain media coverage	75% of stories	No quantitative measurement was commissioned during the reporting period
	Voter coverage achieved through advertising campaigns	100%	No quantitative measurement was commissioned during the reporting period

Performance overview and analysis

New communications strategy

In 2005–06, the AEC's focus was on commencing the preparation of its new external communications strategy, which will roll out from late 2006 to 2010. The new strategy will include special public awareness and media activities targeting key groups including young people, people from non-English speaking or indigenous backgrounds, and people living in rural or remote areas or overseas.

The new communications strategy will need to inform the community about key changes to the *Commonwealth Electoral Act 1918* which were enacted in June 2006, relating to new proof of identity requirements for enrolment, and the earlier close of rolls. The strategy will also include activities to encourage participation at the next federal election, and information about how to cast a formal vote.

The JSCEM report on the conduct of the 2004 election and related matters, published in October 2005, contained a number of recommendations which are being taken into account in the development of the communications strategy. These included a recommendation that the AEC look at additional strategies to improve understanding of the voting system, and thus lower the informal vote, among constituents from non-English speaking backgrounds.

More broadly, AEC research into the causes of informal voting at recent federal elections and the Werriwa by-election is also being analysed, to assist the targeting of additional communications activities aimed at reducing the level of unintended informal voting at the next election.

In May 2006 the AEC commissioned qualitative developmental research involving focus groups of young people, adults in the 30–50-year-old age group, and people from non-English speaking and/or indigenous backgrounds.

The research found that some young people did not feel an urgency to enrol and that the AEC would need a range of approaches to meet that challenge. Parental influence was identified by young people as important in encouraging them to vote. Some young people also expressed scepticism about the significance of their vote, doubting the effect it would have on decisions or policies of the government.

The May 2006 research also found that only a minority of young people were aware that 17-year-olds could provisionally enrol.

Although the research was conducted around the time of the amendment of the *Commonwealth Electoral Act 1918*, there was very little awareness of forthcoming changes to the electoral system, with a broad sense that the electoral system remained static.

The AEC communications strategy will take into consideration the timing, and impact on enrolment, of the State elections that will be held in 2006–07 in New South Wales, Victoria and Queensland.

The market research is also providing a basis for the development of corporate branding of the AEC's products and services.

Media releases

During 2005–06, the AEC issued media releases on several electoral matters including:

- the completion of a redistribution of federal electoral divisions in the Australian Capital Territory
- the commencement of redistributions in New South Wales and Queensland
- a range of funding and disclosure activities
- the Youth Electoral Study.

These releases are available on the AEC website.

Case Study—Analysing informal House of Representative votes

House of Representatives ballots are 'informal' when they are marked incorrectly, are incomplete or are not authenticated by the presiding officer. Informal votes do not count towards any candidate. The level of informal voting in Australia is influenced by factors such as the voting system itself (including compulsory voting, secret ballot, full preferential voting and different voting systems for the House of Representatives and the Senate); differences in voting systems between the States and the Commonwealth; and voter characteristics such as literacy, numeracy and cultural and linguistic background.

There was little change in informal voting for the House of Representatives between 1949 and 1977, when the national informal vote was 2 per cent and 2.5 per cent respectively. In 1984, there was a sudden increase in informal voting to 6.3 per cent. This coincided with a change to the *Commonwealth Electoral Act 1918* that resulted in different voting systems for the House of Representatives and the Senate, which appeared to confuse voters. Since 1984, the AEC has conducted regular surveys on informal voting.

Recently, informal voting at the 2001 and 2004 federal elections and the 2005 Werriwa by-election was examined. The analysis found that:

- Some level of informality will probably exist as long as the House of Representatives and the Senate have different electoral systems.
- Ballot papers marked with '1' only are more prevalent in New South Wales and Queensland, where the State electoral systems allow optional preferential voting.
- An increase in the number of candidates on the ballot paper is a strong predictor of a rise in informality.
- The level of informality may rise where a candidate from a major political party does not contest a seat in an election.
- The way in which information is presented on 'how to vote' cards and the order in which electors complete the two ballot papers may affect the level of informality.

The AEC also conducted a pilot project in the Division of Port Adelaide in 2004, among electors from culturally and linguistically diverse communities. Prior research by the AEC had shown that such electors were at a high risk of unintentionally voting informally. Before the 2004 election, the AEC mailed letters in English, Italian, Greek and Vietnamese, explaining how to vote formally, to more than 7,000 households. After the election, the levels of informality at the polling places where those electors had voted were compared with the levels at other polling places.

Key findings from the Port Adelaide study were:

- Informality decreased at targeted polling places where a significant proportion (between 30 per cent and 87 per cent) of electors had received voter education letters.
- Ability to read voting instructions appears to be more significant than cultural factors in determining whether people vote informally.
- The impact of voter education campaigns on informality varies between cultural and linguistic communities, and a more targeted approach to educating voters on how to vote formally is needed.

Output 2.1.5—Information services

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

- a telephone inquiry service
- a telephone interpreter service
- a customer inquiry email service
- a website
- a series of publications and digital products.

Table 18 summarises the AEC's performance against the indicators and targets set out in the 2005–06 Portfolio Budget Statements.

Table 18 Output 2.1.5—Information services: performance results

Measures	Targets	Results
<i>Quality</i>	Publication information is accurate	95% Evaluations and client feedback indicate this target was met Quality measures include comments received from clients through AEC email and telephone inquiry services and, in some cases, surveys completed by readers
	Customer inquiries are fully resolved within 24 hours	95% Most customer inquiries were resolved locally at an AEC office within 24 hours The AEC email inquiry facility was well utilised, receiving in excess of 6,000 emails; the majority of these were responded to within 24 hours
	Publicly accessible information, including the website, is up to date, user friendly and accessible	95% Public information was accessible and met current publishing requirements
<i>Quantity</i>	Printed publications are accessible through the AEC website	100% All printed publications produced in 2005–06 were accessible through the website
<i>Price</i>	Information standard products are available free of charge to AEC customers	100% All information standard products were available free of charge
	Specialist publications are supplied at cost-recovery prices	100% Specialist publications, including some detailed maps, were supplied at cost-recovery prices only

Performance overview and analysis

The AEC continued to provide a variety of electoral information in various formats during 2005–06. Two important mediums were the website (www.aec.gov.au) and the customer inquiry email service (info@aec.gov.au). The website operated efficiently during the year, handling in excess of 33 million hits and 5 million page views. The customer inquiry email service was well utilised, receiving approximately 6,100 requests for information, including more than 900 from overseas.

The AEC is collaborating with Centrelink to trial a call centre service to better meet the needs of indigenous people in the Northern Territory. The three-month trial commenced in May 2006. Callers to Centrelink from the Lajamanu and Galiwinku communities were offered the opportunity, after completing their Centrelink business, to confirm their enrolment details, enrol and/or receive more information about electoral matters. Acceptance of the offer was optional.

In preparation for the next federal election, the AEC has commenced discussions with Centrelink regarding the provision of election call centre services. Workshops have been undertaken to review and define the information resources and organisational arrangements required to provide a seamless, efficient national inquiry service at the next federal election.

Also in preparation for the next federal election, the AEC commenced a full redevelopment of its system for transmitting election results to media organisations. The current system was developed in 1998 and has a number of limitations. The AEC worked closely with media representatives to define their requirements and devise an internet-based solution. Efforts are underway to develop a system that delivers uninterrupted, real-time election information and results to any media organisation, anywhere in Australia.

The AEC is reviewing several key publications to ensure they are informative, clearly presented and easy to understand. Independent market research has been commissioned to provide feedback on the AEC's candidate and scrutineer handbooks; the findings are expected to be available in August 2006.

As part of the AEC's post-election publishing strategy, the full set of official election results were made available for the first time on the AEC website and on CD. The comprehensive results site contains national, State, divisional and polling place results for both the House of Representatives and the Senate. It also includes behind-the-scenes information and graphics detailing how the AEC conducted the 2004 federal election. This site is only one of the several 2004 election results products that the AEC makes available in easily accessible formats.

Appendix I lists the materials published by the AEC during 2005–06. An open tender process has been undertaken to select a panel of printers to print and distribute various AEC publications over a three-year period.

Output 2.1.6—Industrial elections and ballots for organisations

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

Table 19 summarises the AEC's performance against the indicators and targets set out in the 2005–06 Portfolio Budget Statements.

Table 19 Output 2.1.6—Industrial elections and ballots for organisations: performance results

Measures	Targets	Results
<p><i>Quality</i></p> <p>Compliance with legislative and other requirements</p>	100%	<p>All elections were conducted in accordance with legislation and the rules of the organisations concerned</p> <p>No election inquiries concerning breaches of legislative requirements were lodged</p> <p>All ballots in relation to proposed industrial action were conducted in accordance with orders made by the Australian Industrial Relations Commission</p>
<p>Court-challenged elections upheld through AEC procedural faults</p>	Less than 1%	<p>Two out of the 421 industrial elections conducted were court challenged</p> <p>One challenge was upheld but not as a result of procedural faults</p>
<p>Satisfaction of stakeholders</p>	98%	<p>One formal or significant complaint was received alleging irregularities</p> <p>The complaint was investigated and responded to in a timely and appropriate manner</p>
<p><i>Quantity</i></p> <p>Capability to conduct all elections and ballots</p>	100%	<p>All elections and ballots referred were completed in accordance with election timetables and relevant ballot orders</p>
<p><i>Price</i></p> <p>Fee-for-service elections and ballots</p>	Full cost recovery	<p>All quotations for elections and ballots conducted were fully costed and all costs expended during the year were recovered</p>

Performance overview and analysis

Industrial elections

During 2005–06, the AEC conducted 421 elections for registered industrial organisations. This represents a decrease of 14.43 per cent compared to the 492 elections conducted in 2004–05. The key factor affecting the number of elections is the variation in terms of office, which range from one year to four years in length. The decrease in the number of industrial elections in 2005–06 was accompanied by a decrease in the number of candidates nominating in these elections: 5,491 candidates nominated in 2005–06, while 6,379 candidates nominated in 2004–05. Comparisons with earlier years (4,732 candidates in 2003–04, 8,395 candidates in 2002–03 and 5,835 candidates in 2000–01) further indicate the cyclical nature of industrial elections activity.

In 2004–05, the AEC reported on an initiative trialled in the Australian Workers Union 2005 elections. The aim was to provide members of the organisation with greater access to election material. In addition to normal advertising arrangements, the AEC website was used to display election notices and nomination forms. Members were advised through pointer advertisements in newspapers that they could access this information on the AEC website. In 2005–06, the AEC displayed election notices on its website for several larger unions, including the Health Services Union, the Liquor, Hospitality and Miscellaneous Union and the National Union of Workers.

Under the *Workplace Relations Act 1996*, the AEC can be appointed as the ballot agent to conduct secret ballots of employees to determine whether they support a proposal to take industrial action against their employer. Since the introduction of this legislation in March 2006, the AEC has conducted eight protected action ballots pursuant to orders made by the Australian Industrial Relations Commission. Two of these ballots were conducted as postal ballots, and the remaining six were conducted as attendance ballots at worksites. The AEC conducted the attendance ballots through its divisional offices, which in most cases were in close proximity to the worksites involved.

As a result of the changes made to the Workplace Relations Act in May 2003, registered industrial organisations can opt to have the AEC conduct their elections for positions other than offices. While this could have had a considerable impact on the AEC, to date the effect has been minimal.

In contrast, the AEC has been significantly affected by another change in the legislation introduced in May 2003 that requires the AEC to provide a post-election report for each election it conducts. In 2005–06, the AEC produced and distributed 220 post-election reports to key stakeholders. Since May 2003, the AEC has issued a total of 703 post-election reports.

The AEC has developed election profiles for a number of major organisations. Each election profile is developed from the rules of the particular organisation and includes a 'road map' to guide a returning officer through the various steps of the election process and resolve any issues on rule interpretation, relevant legal advice and precedent to be taken into account in conducting the election. It is expected that this initiative will benefit the AEC's clients by

ensuring a high level of national consistency in the interpretation and application of rules and AEC policy and procedures.

Fee-for-service elections

The AEC has identified and will continue to pursue opportunities to increase our involvement in fee-for-service election activities. The conduct of fee-for-service elections provides a diversity of electoral activity for staff, raises the profile of the AEC in the community, and provides valuable opportunities for electoral expertise in non-election periods.

In 2005–06, 55 fee-for-service elections were conducted, comprising 37 certified agreement ballots, nine other ballots and nine elections (see Appendix H). This represents a 12 per cent increase since 2004–05.

Notable work was the conduct of three ballots and one election for the StateWest Credit Society in Western Australia, involving 240,000 ballot papers in all. Other large elections included those conducted for the Grain Growers Association in New South Wales and the Australian Library Information Association in the Australian Capital Territory. The largest certified agreement ballots were conducted for the Department of Defence in New South Wales and Medicare in the Australian Capital Territory.

As a result of the AEC review in late 2005, national responsibility for fee-for-service elections was devolved to the Victorian State office and a small coordination unit was set up to develop national policy and procedures. Management of individual elections and ballots will continue to be in the hands of the State Manager concerned.

The new emphasis on fee-for-service elections will provide divisional staff with a range of opportunities to experience different types of electoral events as well as increasing revenue and providing opportunities for electoral innovation.

Output 2.1.7—ATSIC elections

Outcome 2

In April 2005, the Australian Parliament passed legislation to dissolve the Aboriginal and Torres Strait Islander Commission (ATSIC) and ATSIC Regional Councils at the end of the 2004–05 financial year. From 1 July 2005, the AEC ceased to be responsible for indigenous elections, with the exception of officeholder elections and two ward elections to be undertaken on behalf of the Torres Strait Regional Authority (TSRA).

The TSRA board consists of 20 members, 18 of whom hold office by virtue of their election as Island Council Chairperson under the *Queensland Community Services (Torres Strait) Act 1984*. The other two members are elected in accordance with Part 3A, Division 5, of the *Aboriginal and Torres Strait Islander Act 2005* (which replaced the *Aboriginal and Torres Strait Islander Commission Act 1989*). The AEC is responsible for the conduct of elections for these two members, for the wards of Port Kennedy and Horn/Prince of Wales Islands. No elections were conducted in 2005–06.

No indicators or targets were set out for this output in the 2005–06 Portfolio Budget Statements.

Output 2.1.8—State and local government elections

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

Table 20 summarises the AEC's performance against the indicators and targets set out in the 2005–06 Portfolio Budget Statements.

Table 20 Output 2.1.8—State and local government elections: performance results

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

Performance overview and analysis

Australia-wide

A notable development during 2005–06 was the provision of facilities for pre-poll voting for the Tasmanian State election at AEC divisional offices Australia-wide.

New South Wales

The AEC provided electoral rolls for the New South Wales Legislative Assembly by-elections in Macquarie Fields, Maroubra, Marrickville and Pittwater, and for 17 local government elections and by-elections. Pre-poll voting facilities for the Maroubra by-election were available at the AEC's Kingsford Smith divisional office.

The AEC concluded an agreement with the New South Wales State Electoral Office to provide assistance at the State elections due in March 2007. The assistance will include managing the

regional counting centres for the Legislative Council election, receiving materials from polling places on election night, reconciling absent votes, conducting section vote investigations and providing lists of polling place staff.

Victoria

The AEC provided assistance with the close of rolls for 54 Victorian local government elections in September and October 2005. In addition, the AEC assisted with roll closes for two local government by-elections and one Yes/No ballot during the year.

The Victorian Electoral Commission has requested the use of some AEC offices for pre-poll voting centres for the State election due in November 2006. The AEC provided lists of polling place staff to the Victorian Electoral Commission, and anticipates that at least one AEC staff member will be seconded to the State during the election period.

Queensland

The AEC provided electoral rolls for Queensland State by-elections in Chatsworth, Gaven and Redcliffe; 39 local government by-elections; and three local government Yes/No ballots.

The AEC commenced discussions with the Queensland Electoral Commission about possible AEC assistance at the State election to be held by May 2007. Agreement has been reached on the exchange of polling place inspection information and arrangements for the provision of voting services at Brisbane City Hall.

Western Australia

The AEC provided assistance with the close of rolls for 33 Western Australian local government elections and by-elections, and for the Legislative Assembly by-election in Victoria Park.

Pre-poll voting facilities for the Victoria Park by-election were made available at the AEC's Swan divisional office.

South Australia

The AEC provided electoral rolls for the South Australian State elections of 18 March 2006. Pre-poll voting facilities for the elections were available at AEC divisional offices and at some interstate offices—for example, on the Gold Coast. AEC staff conducted post-election roll integrity checks for the South Australian State Electoral Office on a sample of declaration votes from the State elections.

Tasmania

The AEC provided electoral rolls for the Tasmanian House of Assembly elections of 18 March 2006, for the Legislative Council elections in Rowallan and Wellington of 6 May 2006, for 29 local government elections in October 2005, and for two local government by-elections. The AEC also provided scanning services for the House of Assembly and the Legislative Council elections.

The AEC provided staff who, acting as returning officers, managed the voting and the count at the House of Assembly elections, the Legislative Council elections and the local government elections. Pre-poll voting facilities were available for the House of Assembly elections and the Legislative Council elections at AEC divisional offices throughout Australia.

Australian Capital Territory

The AEC continued to discuss preparations for the next Australian Capital Territory election with the Australian Capital Territory Electoral Commission. The AEC's involvement will include coordinating the locations of polling places and providing lists of polling place staff.

Northern Territory

The AEC provided electoral rolls for one local government by-election and for 32 community government and Aboriginal association elections in the Northern Territory.

The AEC worked with the Northern Territory Electoral Commission to develop a public awareness plan for community government and Aboriginal association elections. As part of the plan, AEC staff assisted Territory staff in remote areas to conduct roll reviews and present information sessions on civic responsibilities, enrolment and voting.

Case Study—Expanding AEC–TEC synergy

During 2005–06, AEC staff in Tasmania continued a longstanding cooperative arrangement with the Tasmanian Electoral Commission (TEC) whereby AEC staff are contracted to manage all fieldwork processes for electoral events. This partnership has existed for many years, and has operated under formal contractual arrangements since 1994.

AEC staff take responsibility for all fieldwork activities associated with the elections, including the hiring and equipping of polling places, the engagement and training of staff, pre-poll and postal voting, mobile polling, preliminary and further scrutiny, the distribution of preferences and the declaration of the polls.

The TEC retains legislative responsibility for the elections, provides logistical and policy support and arranges payment of election expenses.

Both organisations gain significant benefits from the partnership. The TEC is able to tap into the election management expertise of AEC staff without duplicating service delivery structures, and AEC staff are able to build their experience and expertise as they prepare to conduct federal elections. Members of the public also benefit by having a one-stop-shop for all electoral transactions within the State.

State-wide local government elections in October 2005, the State House of Assembly elections in March 2006 and periodic Legislative Council elections in May 2006 were all conducted by AEC staff working under policy direction to, and with logistical support from, the Tasmanian Electoral Commissioner.

Two particular features of the 2005–06 elections were:

- increased participation by interstate AEC staff—interstate AEC staff worked during all three election periods to provide valuable assistance and to build their own skills and knowledge
- the extension of early voting services—the new Tasmanian *Electoral Act 2004* allowed, for the first time, for early votes to be issued outside Tasmania. The AEC agreed to make its divisional office network available to provide pre-poll voting services to Tasmanians away from home on polling day. Many divisional offices reported receiving positive comments on the service from voters.

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 materiel) to authorities of foreign countries or to foreign organisations.

Output 2.1.9 supports this function.

Table 21 summarises the AEC's performance against the indicators and targets set out in the 2005–06 Portfolio Budget Statements.

Table 21 Output 2.1.9—Advice and assistance in overseas elections: performance results

Measures	Targets	Results
<i>Quality</i> Proportion of international assistance by the AEC that meets the goals specified for individual projects undertaken	100%	All specified commitments were met
Stakeholder satisfaction	98%	Feedback from stakeholders on the way the AEC met its commitments was overwhelmingly positive
Ability to assist with requests for advice and assistance in overseas elections from clients in accordance with Australian foreign policy	100%	Full ability was maintained

Performance overview and analysis

Management of international activities

The AEC's international program supports the Australian Government's foreign policy objectives in the area of good governance. The program is undertaken in close consultation with, and has consistently received strong backing from, the Department of Foreign Affairs and Trade and the Australian Agency for International Development (AusAID). On 22 February 2006, the AEC and AusAID signed a record of understanding setting out the operational arrangements that will guide cooperation between the organisations in advancing the Australian Government's

policies of promoting growth, stability and prosperity in the countries and regions covered by Australia's development cooperation program, especially in the Asia-Pacific region.

Solomon Islands

The AEC successfully completed two related but distinct projects in Solomon Islands: an electoral assistance project and a village-level civic education project.

The electoral assistance project was funded by AusAID, and was undertaken as part of the Regional Assistance Mission to Solomon Islands. The goal was to promote democracy and accountable and representative government by building the capacity of the Solomon Islands Electoral Commission to administer free and fair elections.

The key indicator of the effectiveness of the projects was the success of the national general election on 5 April 2006. The conduct of the election met all legislative timetables, and there were no reports of violence or intimidation during the polling period. The results were produced more quickly than ever before, and the informality rate (using a single ballot box balloting system for the first time) was kept to 1.5 per cent—both remarkable achievements in the circumstances. Except for Australian advisers funded by AusAID, the election was fully funded by the Solomon Islands government. International observers noted that 'the polling process was transparent and well conducted, and the voters were able to exercise a free and secret vote'.

The civic education project was jointly funded by AusAID and the New Zealand Agency for International Development. It was conducted as a field program, so as to reach the majority of Solomon Islanders in their villages.

The project had a significant impact in increasing voters' understanding of and confidence in the electoral process, in particular through educating electors on the use of the single ballot box and the composite ballot paper. Villages not exposed to the civic education project's work had significantly higher rates of informal voting than the villages exposed to the project.

The Solomon Islands projects are among the largest assistance exercises the AEC has ever undertaken: 12 AEC staff served in the projects at various times over a period of 18 months.

Immediately after the poll, AEC staff still in Solomon Islands were faced with the challenges arising from mob violence that led to substantial destruction in Honiara. They succeeded in completing post-election debriefings and project wrap-up activities, and returned safely to Australia.

Fiji

In October 2005, a team of three AEC officers travelled to Fiji to gather information in preparation for the possible use in Fiji of the AEC's generic voter registration system (GVRs). The mission was funded by AusAID. Because an early election was called in Fiji, further work was deferred.

The polls scheduled for May 2006 prompted requests from the Fiji Elections Office for AEC advice and technical assistance in a range of areas, including voter registration, election

planning and logistics, development of training materials, and training of polling and counting officials. The AEC's AusAID-funded support program involved one long-term and six short-term AEC officers working with their Fiji counterparts.

The work of the AEC officers was commended by the Fiji Supervisor of Elections, who noted that their high-level technical skills and experience had been crucial to the conduct of the election.

AEC officers were invited to serve as members of the official election observation missions deployed by Australia and by the Pacific Islands Forum.

Papua New Guinea

The AEC has an AusAID-funded twinning arrangement with the Papua New Guinea Electoral Commission (PNGEC). The objective is to enhance the PNGEC's capacity by developing the skills of PNGEC personnel. To date, AEC staff have worked with the PNGEC's human resources manager and training manager on designing and implementing assessments and staff development plans.

A five-day Building Resources in Democracy, Governance and Elections (BRIDGE) course was delivered in Papua New Guinea in March and April 2006. The content was tailored to the needs of the PNGEC, and included activities on public outreach strategies, registration of voters, management of relationships with contestants, planning and preparing for an election, and polling and counting.

The AEC was represented on the program board for AusAID's broader Electoral Support Program in Papua New Guinea.

The Deputy Electoral Commissioner travelled to Port Moresby in May 2006 to attend the launch of the PNGEC's corporate plan, which was developed with support from the AEC.

East Timor

The AEC has received funding under AusAID's Asia Public Sector Linkages Program to undertake a range of activities with East Timor's Technical Secretariat for Election Administration. In February 2006, three AEC officers travelled to Dili to conduct a strategic planning workshop.

Iraq

The Deputy Electoral Commissioner served as vice-chair of the steering committee of the International Mission for Iraqi Elections (IMIE). In the course of his duties he chaired meetings held in Amman, Jordan, during the October 2005 referendum on the draft Iraqi constitution and the December 2005 election for the Iraqi National Assembly. He also attended the IMIE meeting held in Madrid, Spain, after the election.

At IMIE's request and on IMIE's behalf, the AEC monitored the out-of-country voting conducted in Australia for the December 2005 election. The monitoring took place in New South Wales, Victoria, Queensland, Western Australia and South Australia. The monitors were AEC staff, all

of whom attended a briefing session conducted by staff of the AEC and the Independent Electoral Commission of Iraq. The monitoring operation was funded by AusAID.

Federated States of Micronesia

In July 2005, two AEC officers travelled to the Federated States of Micronesia to install the latest version of the GVRs, and to provide follow-up training for local staff. The project was funded under AusAID's Pacific Governance Support Program (PGSP).

Tonga

In October 2005, two AEC officers travelled to Tonga to follow up the earlier implementation there of the GVRs. The mission was funded by AusAID.

Pacific Islands, Australia and New Zealand Electoral Administrators' Network

The AEC continued to host the Secretariat for the Pacific Islands, Australia and New Zealand Electoral Administrators' Network (PIANZEA). The network was established in 1997 to facilitate links between member organisations, and network members have since engaged in a range of regional activities funded by AusAID under its PGSP.

A PIANZEA BRIDGE advisory group, formed specifically to advise on the optimal use of the BRIDGE course in the region, met for the third time in April 2006, in Suva, Fiji.

BRIDGE electoral administrators' course

The AEC continued its investment in the BRIDGE electoral administrators' course. The AEC is responsible for developing, maintaining and updating the curriculum; maintaining a BRIDGE project website (www.bridge-project.org); overseeing and supporting the training and accreditation of facilitators worldwide; and delivering, or assisting with the organisation and delivery of, BRIDGE courses. During 2005–06, AEC staff liaised extensively with organisations planning to deliver BRIDGE courses around the world.

As of June 2006:

- all course materials had been translated into Bahasa Indonesia, and parts had been translated into Russian, Tetum, Arabic, French, Georgian and Portuguese
- a detailed BRIDGE implementation manual had been published
- BRIDGE modules had been taught in 17 countries or territories
- nationals from more than 50 different countries had taken part in BRIDGE modules
- over 70 BRIDGE workshops had been held, including 14 train the facilitator (TTF) workshops
- 117 people had been fully accredited as BRIDGE facilitators
- the update of the BRIDGE curriculum to Version 2 had commenced, with writers from around the world contributing material and expertise.

BRIDGE has become a major capacity-building tool in the South Pacific, assisted by the cooperation between the AEC and the Pacific Institute for Advanced Studies in Development and Governance, University of the South Pacific. A TTF workshop, funded by AusAID under its PGSP, was held in Suva, Fiji, in July 2005; and a workshop based on the BRIDGE Introductory Module, funded by AusAID and hosted by the New Zealand Electoral Commission, was held in Auckland, New Zealand, for participants from a number of countries in Polynesia. Scoping work was also done on the possible use of BRIDGE by the Fiji Elections Office.

BRIDGE continues to be well used in the South Caucasus region of Russia, as a result of strong cooperation between the AEC and the Yerevan office of the International Institute for Democracy and Electoral Assistance (IDEA). It was also used for the first time in West Africa, with a TTF course being held in Accra, Ghana, during August 2005. The course, which was co-organised by IDEA and the Association of African Election Authorities, trained 26 participants from Gambia, Ghana, Liberia, Nigeria and Sierra Leone on behalf of the Centre for Democratic Development and the West Africa Network for Peacebuilding.

In March 2006, the first TTF course in Afghanistan was held, as a result of cooperation between the AEC and The Asia Foundation.

AusAID-funded BRIDGE scoping missions were undertaken in Bangladesh and Bhutan in May 2006.

As a staff development initiative, BRIDGE courses were also conducted in Australia for AEC staff in Sydney, Melbourne, Brisbane, Perth, Hobart and Darwin in 2005–06.

Other activities

The AEC continued to strengthen its international links through election observation, conferences and briefings. Senior AEC officers observed elections in Canada, Fiji, New Zealand and Thailand.

The Deputy Electoral Commissioner represented the AEC at a conference of the Global Electoral Organisations Network held in Hungary in September 2005.

At the invitation of Elections BC (British Columbia, Canada), an AEC officer took part in a March 2006 symposium on Making Electoral Reform Real, which focused on the possible introduction of single transferable vote proportional representation in the province. The costs of the officer's travel were met by the symposium hosts. Two other AEC officers, at IDEA's invitation and expense, attended an international meeting on Effective Electoral Assistance held in Ottawa in May 2006.

A presentation on international electoral assistance was given to the Australian Defence Force Peacekeeping Centre's International Peace Operations Seminar, and AEC representatives attended the University of New South Wales Global Careers Forum. Two AEC officers took part in an exercise conducted at the Australian Command and Staff College, Australian Defence College, which simulated planning for a peace operation involving elections.

AEC officers were made available on leave without pay to undertake a United Nations Needs Assessment Mission in Lesotho, and to facilitate training programs in Yemen jointly arranged

by the United Nations Development Programme and IFES (formerly known as the International Foundation for Election Systems, a key United States electoral assistance provider).

The AEC hosted visiting delegations from the Republic of Korea, Malaysia, Thailand, Yemen and Zambia, and from the Association of Central and Eastern European Election Officials.

Shorter briefings were also provided for visitors or visiting delegations from Canada, China, Malaysia, New Zealand, the Philippines, the Republic of Korea, Thailand, the United Kingdom, the United States and Vietnam.

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Report on performance: Outcome 3



Outcome 3—An informed community

Figure 7 Outcome 3 performance indicators and outputs

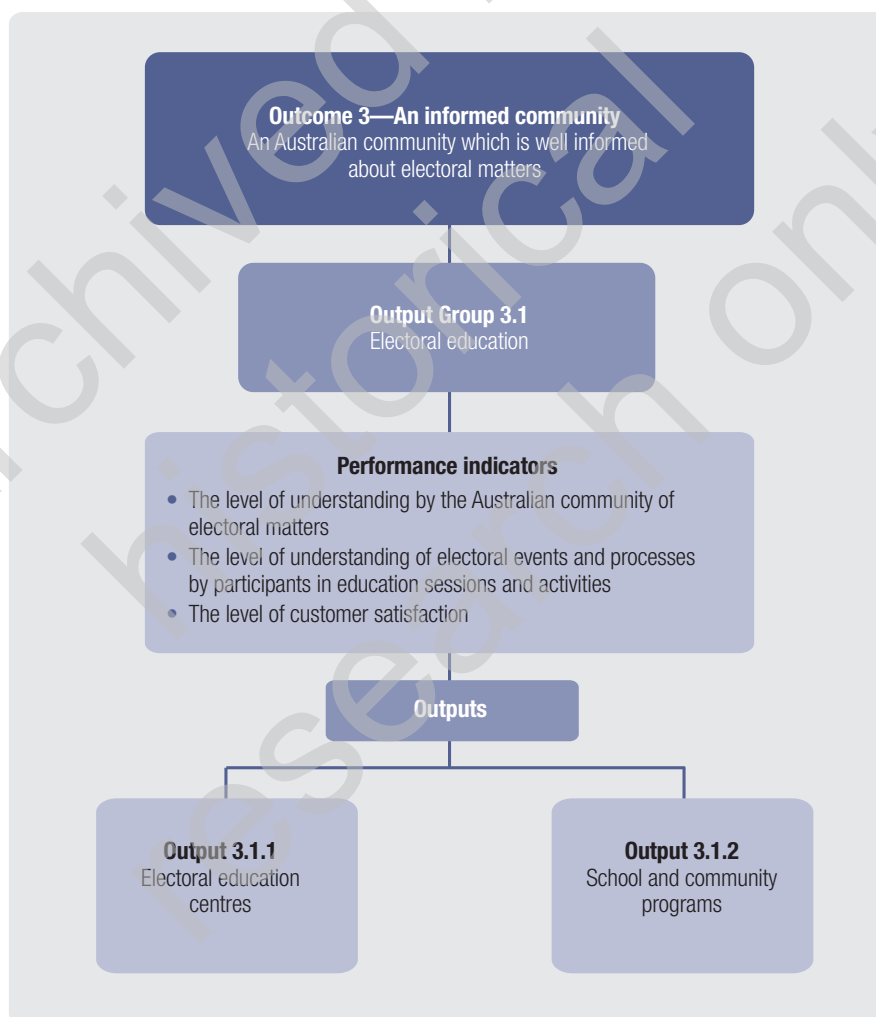


Table 22 Outcome 3 summary of resources

	(1) Budget ^a 2005–06 \$'000	(2) Actual expenses 2005–06 \$'000	Variation (column 2 minus column 1)	Budget ^b 2006–07 \$'000
Outcome 3 resources				
Administered expenses				
No administered appropriation for this outcome	–	–	–	–
Total administered expenses	–	–	–	–
Price of outputs				
Departmental appropriations				
<i>Output Group 3.1—Electoral education</i>				
Output 3.1.1—Electoral education centres	1,254	1,069	(185)	1,640
Output 3.1.2—School and community programs	3,731	3,839	108	3,594
Subtotal Output Group 3.1	4,985	4,908	(77)	5,234
Revenue from government (appropriations) for departmental outputs	4,985	4,908	(77)	5,234
Revenue from other sources	–	63	63	53
Total price of outputs	4,985	4,971	(14)	5,287
Total for Outcome 3 (Total price of outputs and administered expenses)	4,985	4,971	(14)	5,287
Staff				
Average staffing level		2005–06		2006–07
		31		36

a Full-year budget, including additional estimates.

b Budget prior to additional estimates.

Results

Table 23 summarises the AEC's overall performance in relation to the indicators and targets for Outcome 3 set out in the 2005–06 Portfolio Budget Statements. There were no changes in performance targets for Outcome 3 and its supporting outputs during 2005–06.

Table 23 Outcome 3—Electoral education: performance results

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

Review of performance

The AEC continued to provide a range of electoral education programs aimed at various target groups within the community during 2005–06.

Overall targets for Outcome 3 were met, although results for the electoral education centres (EECs) were slightly under some quantity targets. The Commonwealth Games seem to have adversely affected participant numbers at the Melbourne and Canberra EECs. Despite this, EEC participant numbers increased from 2004–05 levels.

The school and community visits program (SCVP) exceeded its targets, and was able to turn around the decrease in participant numbers experienced in 2004–05.

During 2005–06, divisional staff were set targets so that the SCVP could be more closely monitored and activities could be directed to the most appropriate areas. Divisional staff are now expected to visit 30 per cent of schools in their division every year; 70 per cent of those visits are to secondary schools.

Both outputs of Outcome 3 continued to improve their services to clients.

The EECs are now using a big-screen, multimedia presentation, and have an increased emphasis on collecting client feedback. Promotion and marketing strategies have been introduced to increase the profile of the centres with a view to increasing visitor numbers.

During 2005–06, the presentations given by AEC staff as part of the SCVP were reviewed. Work has started on developing more visually interesting presentations and presentations that are standard across the AEC. In 2006–07, the SCVP will place more emphasis on evaluation and client feedback with a view to further improving its services.

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

Purchaser–provider arrangements

No purchaser–provider arrangements were in place for Outcome 3 in 2005–06.

Developments since the end of the financial year

The Joint Standing Committee on Electoral Matters is conducting an inquiry into civics and electoral education. The recommendations arising from that inquiry could have significant implications for the AEC.

Output 3.1.1—Electoral education centres

The AEC's electoral education centres (EECs), in Canberra, Melbourne and Adelaide, are highly visible and important components of the AEC's public awareness programs. Among a range of educational programs, each centre provides a 90-minute electoral awareness session which includes an introduction to the Australian electoral system, an interactive opportunity to learn about electoral history and issues, and a simulated election or referendum where participants learn about preferential voting through hands-on experience in a ballot.

In Perth, the Western Australian Electoral Commission runs a similar centre that receives information and funding from the AEC.

Table 24 summarises the AEC's performance against the indicators and targets set out in the 2005–06 Portfolio Budget Statements.

Table 24 Output 3.1.1—Electoral education centres: performance results

Measures	Targets	Results
<i>Quality</i>	Proportion of participants who leave AEC EEC education sessions with an enhanced understanding of electoral events and processes	95% Evaluation sheets and comments from teachers and participants indicate an increased level of understanding
<i>Quantity</i>	Visitors	115,000 EECs provided services to 112,292 people
	Sessions	3,200 2,804 sessions were delivered
	Requests met	95% 93% of requests were met
<i>Price</i>	Cost per session	Less than \$600 The cost per session was \$381.24

Performance overview and analysis

There continued to be a high demand for the EECs' services in 2005–06. Various forms of feedback received from participants and stakeholders (including evaluation sheets) indicated that these services were generally highly regarded.

Visitor numbers

Collectively, the Canberra, Melbourne and Adelaide EECs provided services to people from most of the federal electoral divisions across Australia. The Canberra EEC provided services to people from 143 of Australia's 150 electoral divisions. The Melbourne EEC provided services to people from 36 of Victoria's 37 electoral divisions. The Adelaide EEC provided services to people from all 11 South Australian electoral divisions.

The EECs provided services to 112,292 people in 2005–06, which was 3,799 more than in 2004–05. However, the EECs did not meet their performance target of 115,000 visitors in 2005–06. The numbers of people participating in sessions provided on-site in the EECs were up in Adelaide, but down in Canberra and Melbourne, and compared to 2004–05 there was a slight decrease of 123 participants who could not be accommodated due to capacity limits. Changes made to school terms to accommodate the Commonwealth Games appear to have impacted on participant numbers. Analysis of Canberra EEC bookings during this period show fewer bookings received from Victoria than in previous years. Melbourne EEC bookings were similarly down for the period of the Commonwealth Games compared to the same months of previous years.

Improvements

Services were improved across all three EECs during the year.

Multimedia touch screen presentations developed in 2004–05 became fully operational in 2005–06. These presentations take advantage of the additional information and graphics that can be contained in a multimedia format. The federal electoral content of sessions was standardised to ensure consistency between the EECs.

As a result of the Electoral Commissioner's review of the AEC, the Canberra, Melbourne and Adelaide EECs came under the management of the Australian Electoral Officer/State Manager for South Australia from 1 March 2006.

Since taking on this responsibility, South Australian AEC staff have identified a number of performance improvement opportunities to bring about increased consistency and more effective and efficient service delivery within the EECs. Strategies have been developed and agreed, and implementation is to occur predominantly during 2006–07.

All EECs increased their marketing and promotional activities, particularly towards the end of 2005–06. Advertisements were placed in *The Age*, *The Herald-Sun*, *The Advertiser*, two tour operators' brochures and the National Capital Educational Tourism Project publication. Letters and flyers were sent to all Victorian and South Australian schools as a reminder to teachers that the EEC is a valuable resource for civics and citizenship studies. There were early indications of the success of these activities in the form of an increase in bookings compared to the same time in 2004–05.

A new electronic booking system is being installed. It will make arranging an EEC session much easier for many customers, by enabling people to book EEC sessions on the internet.

Since March 2006, outreach electoral education services have been provided exclusively through the AEC's school and community visits program, which is delivered through our divisional offices. This change was made because our divisional offices are dispersed across all States and Territories, while the EECs are in only three capital cities. Community groups, including groups of adult students and people from culturally and linguistically diverse backgrounds, are still encouraged to visit the EECs.

Canberra Electoral Education Centre

The Canberra EEC offers educational sessions on the House of Representatives, the Senate, federal referendums and the election process. It also runs simulated elections for visitors. The overwhelming majority of participants attend the session on the House of Representatives.

During 2005–06, the EEC promoted its services at various teacher seminars in New South Wales and Queensland.

The EEC also demonstrated its services to delegations from the electoral commissions of Korea, Malaysia and Zambia and from the Association of Central and Eastern European Electoral Officials.

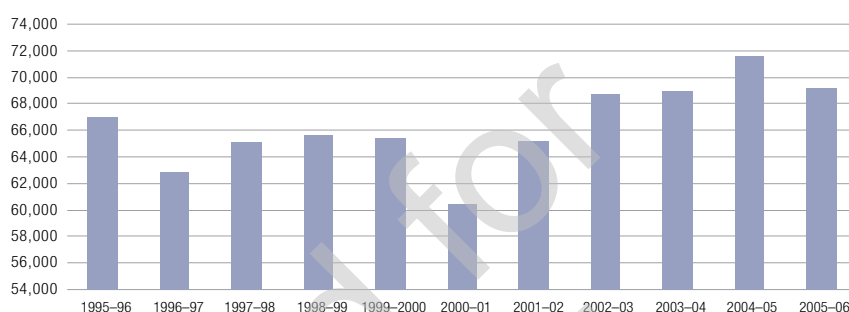
During 2005–06, secretariat staff from the Australian Parliament's Joint Standing Committee on Electoral Matters inquiry into civics and electoral education visited the Canberra EEC and were briefed about its services.

Table 25 provides details of Canberra EEC visitors in 2005–06. There was a decline of 3.4 per cent in the number of participants visiting the EEC since 2004–05. Figure 8 shows trends in visitor numbers.

Table 25 Session participants at the Canberra Electoral Education Centre

Participant group	No. of participants	No. of sessions
Primary students	57,214	1,786
Junior secondary students	2,511	89
Senior secondary students	3,691	134
Other participants	35	2
Total participants	63,451	
Accompanying adults	5,657	
Total	69,108	2,011

Figure 8 Canberra Electoral Education Centre visitors, 1995–96 to 2005–06



Melbourne Electoral Education Centre

The AEC commenced an advertising and promotional campaign aimed at encouraging primary, secondary and tertiary students, as well as adult community groups, to visit the Melbourne EEC. These activities have already had a positive impact on bookings for the centre.

Staff promoted the EEC at a number of events, including the Victorian Commercial Teachers' Association Comview conference, and the Age-sponsored Victorian Certificate of Education Careers Expo. Staff also promoted the EEC's services with the Civics and Citizenship Network, which consists of several major institutions that promote civics and citizenship education in schools and provide professional development for teachers.

Victorian Electoral Commission (VEC) staff were invited to the Melbourne EEC to inform session participants on changes to Victorian legislation affecting the State Legislative Council. Other efforts were also made to avoid duplication in electoral awareness services provided by the VEC and the AEC.

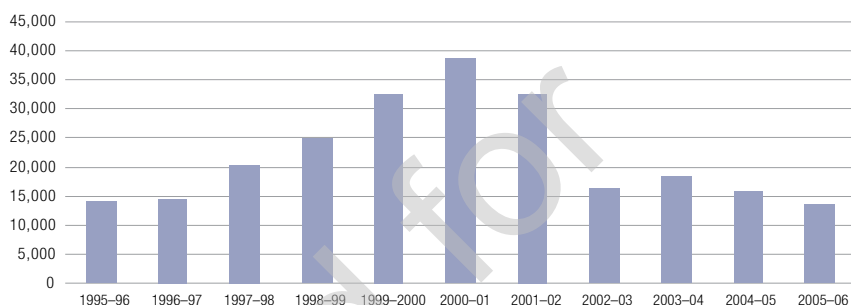
Table 26 provides details of Melbourne EEC visitors in 2005–06. There was a decline of 13.9 per cent in the number of participants visiting the EEC since 2004–05. Figure 9 shows trends in visitor numbers.

Table 26 Session participants at the Melbourne Electoral Education Centre

Participant group	No. of participants	No. of sessions
Primary students	5,307	184
Junior secondary students	4,365	195
Senior secondary students	2,019	96
Tertiary students	560	35
Other participants	246	16
Total participants	12,497	
Accompanying adults	1,140	
Total	13,637^a	526

a In addition, the Melbourne EEC provided services to 2,962 participants off site during 2005–06.

Figure 9 Melbourne Electoral Education Centre visitors, 1995–96 to 2005–06



Note: In 2005–06, the centre also provided services to 2,962 participants off site.

Adelaide Electoral Education Centre

The Adelaide EEC promoted its services through advertisements in Adelaide's daily newspaper, *The Advertiser*, and in *The Express* (a journal circulated to South Australian teachers), and by a mail-out to government and independent primary and secondary schools across South Australia.

The Adelaide EEC further developed its working relationship with the Parliamentary Education Office in the South Australian State Parliament. The EEC was involved in Parliament House's Debate Week and collaborated in providing electoral and civics-related professional development programs for South Australian teachers.

The EEC was visited by a South Australian senator, who participated in a session attended by TAFE students. The students were very interested in, and appreciative of, the Senator's insights into the parliamentary process.

The EEC has in recent years made a special effort to boost its services to students at or near voting age and new citizens. In 2005–06, more than 450 adults preparing to become citizens visited the EEC as part of their English programs.

During the year, negotiations with the South Australian State Electoral Office, joint managers with the AEC of the Adelaide EEC, resulted in an agreement that State Electoral Office staff would be increasingly involved in delivering electoral awareness sessions in the EEC.

Table 27 provides details of Adelaide EEC visitors in 2005–06. There was an increase of 2.6 per cent in the number of participants visiting the EEC compared with 2004–05. Figure 10 shows trends in visitor numbers.

Table 27 Session participants at the Adelaide Electoral Education Centre

Participant group	No. of participants	No. of sessions
Primary students	2,841	94
Junior secondary students	1,787	73
Senior secondary students	1,078	52
TAFE and university students	395	17
Other participants	461	31
Total participants	6,562	
Accompanying adults	524	
Total	7,086^a	267

a In addition, the Adelaide EEC provided services to 901 customers off site during 2005–06.

Figure 10 Adelaide Electoral Education Centre visitors, 1998–99 to 2005–06

Note: In 2005–06, the centre also provided services to 901 participants off site.

Perth Electoral Education Centre

The Perth EEC is run and managed by the State electoral commission in Western Australia. However, the AEC provides support to this centre, with \$15,000 going towards the cost of running the centre during 2005–06. The AEC also makes available federal electoral materials for visitors to the centre.

The Perth EEC provides information about State, federal and local government electoral processes. Its services include presentations at the centre, school and TAFE visits, conduct of school elections, and participation in a joint civics education program, in conjunction with the Parliament of Western Australia and the Constitutional Centre of Western Australia.

During 2005–06, 7,464 people participated in sessions at the Perth EEC, as shown in Table 28. In addition, 11,134 people participated in EEC sessions off site.

Table 28 Session participants at the Perth Electoral Education Centre

Participant group	No. of participants
Primary students	4,692
Junior secondary students	1,505
Senior secondary students	268
Other participants	418
Total participants	6,883
Accompanying adults	581
Total	7,464^a

a In addition, the Perth EEC provided services to 11,134 customers off site during 2005–06.

Output 3.1.2—School and community programs

The school and community visits program (SCVP) is an important component of the AEC's education activities. Under this program, AEC staff, usually from divisional offices but also from State offices, visit schools and community groups to present electoral education and information sessions. AEC staff also assist schools in conducting classroom or representative council elections and provide professional development for teachers and students studying teaching.

Table 29 summarises the AEC's performance against the indicators and targets set out in the 2005–06 Portfolio Budget Statements.

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

Measures	Targets	Results
<i>Quality</i>		
Proportion of participants who leave SCVP sessions with an enhanced understanding of electoral events and processes	95%	Evaluation sheets and comments from teachers and participants indicate an increased level of understanding
Requests for electoral educational resources	Satisfied	Requests for educational services were met
Proportion of participants in teacher professional development sessions who leave with an enhanced understanding of electoral processes and classroom teaching strategies	85%	Evaluations and client feedback indicate this target was met
Requests for electoral education State/Territory curriculum support	Satisfied	Requests for electoral education support were met
Level of customer satisfaction	98%	Evaluations and client feedback indicate this target was met
<i>Quantity</i>		
Participants	85,000	100,639 The above figure excludes sessions conducted by EEC staff and reported in Output 3.1.1 and includes 1,635 participants in professional development sessions

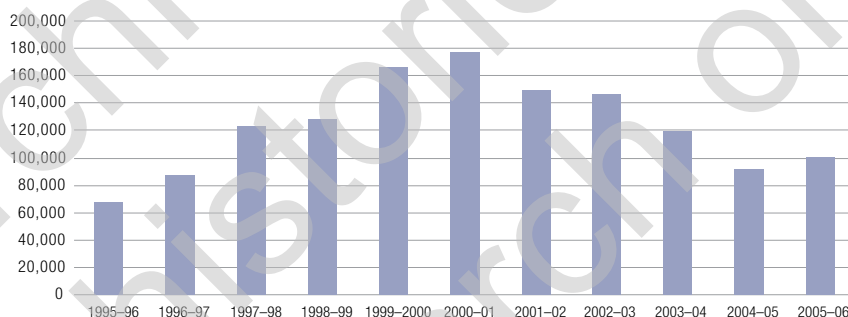
Performance overview and analysis

During 2005–06, Output 3.1.2 activities continued to target school children, in particular young people at or near voting age, as well as people from culturally and linguistically diverse backgrounds, new citizens, indigenous voters and professional groups and organisations. The AEC continued its program of professional development for educators, particularly teachers of studies of society and environment. AEC staff also engaged in educational activities with seniors' associations and other groups of adult voters.

The SCVP reached 100,639 participants, an increase of 9,273 from 2004–05. Figure 11 shows trends in SCVP participation over recent years.

In 2005–06 the SCVP reporting system database was modified to generate monthly rather than quarterly reports, and the range of client groups reported on was expanded. This will enable the AEC to more accurately monitor performance against specified client groups.

Figure 11 Participants in school and community visits program sessions and activities, 1995–96 to 2005–06



Young people

Young people remain a priority for the AEC in terms of its rolling program of public awareness activities.

The Youth Electoral Study (YES) continues to be supported by the AEC as it adds to understanding of young people's awareness, knowledge, attitudes and behaviour in relation to enrolment and electoral participation. YES results indicate that young people near voting age should be the priority target for the AEC, but primary school children remain an important audience for the SCVP, and they also continue to access electoral education through the EECs.

During 2005–06 a range of public awareness activities were undertaken to encourage the enrolment of young people near voting age, as well as to increase their interest in and knowledge of the electoral system.

In New South Wales, AEC staff conducted enrolment drives at 17 career markets and expos, including the TAFE Week Careers Day held in Orange. In conjunction with Youth Week, staff attended the Bring It On! Fairfield Youth Festival.

In Victoria, AEC staff visited more than 280 secondary schools to conduct enrolment drives and information sessions and set up displays. In Victoria, Western Australia and Tasmania, letters and information kits were sent to apprentices and trainees, high school principals and university lecturers in political science and education.

In Queensland, AEC staff attended three youth events and 13 tertiary orientation and market days, and conducted elections at the Toowoomba–Darling Downs Zone Schools Constitutional Convention and a schools convention held at the University of the Sunshine Coast. Approximately 40,000 enrolment forms, an advertisement and an editorial were inserted in *Exit Lines*, a publication provided to all Queensland Year 12 students with their end-of-year results. Two Queensland staff served on a panel for 'Voices and Votes—An inquiry into young people engaging in democracy in Queensland'.

Presentations were given to student teachers from the University of Southern Queensland at Toowoomba and Griffith University, Southport, and at a student representative council professional development seminar.

Western Australian AEC staff attended 17 TAFE and university orientation days. They also placed advertisements in four university diaries and attended the Big Day Out and Big Buzz Youth Fest music festivals. At the Big Buzz Youth Fest and the Big Day Out, the AEC operated enrolment promotion stalls. The purpose of the stalls was to encourage young people to enrol. The Big Buzz Youth Fest stall generated 14 enrolments and responded to seven general enrolment and voting inquiries. While at the Big Day Out, the AEC generated 55 enrolments of young people; staff also responded to other general enrolment and voting inquiries from visitors to the stall. These were primarily about the mechanics of enrolling and voting.

South Australian AEC staff continued to participate in the Youth Outreach program, which involves visiting assemblies of 17- and 18-year-old students and assisting eligible students to enrol (or provisionally enrol). South Australian staff also again participated in the Mitsubishi Careers Expo and the Royal Adelaide Show to promote electoral awareness and enrolment.

Staff developed relationships with the University of South Australia and the University of Adelaide to provide education students an opportunity to view a session in the Adelaide EEC.

In Tasmania, AEC staff placed particular emphasis on visiting colleges prior to the March 2006 State election roll close.

Northern Territory staff attended youth advisory meetings, university orientation weeks and youth festivals, and conducted electoral awareness sessions for 1,661 primary and secondary school students. They also sent enrolment forms and information letters to 1,800 Year 12 students with their end-of-year results.

Professional development programs

The AEC provides in-service training for qualified educators and pre-service education students through its 'Your Vote Counts' program, which equips educators to teach electoral topics in the classroom as required by the national civics and citizenship curriculum. The program is offered in both full-day and two-hour abridged versions. During 2005–06, no full-day sessions were conducted but 1,390 education students participated in 50 abridged sessions. This was a slight increase from the 1,351 students who participated in 2004–05.

As part of civics and citizenship forums, the AEC offered workshops to provide qualified educators with ideas and resources on teaching civics and citizenship. This year, nine workshops were conducted for 245 participants.

To meet the growing demand for multimedia teaching resources, the AEC began developing an interactive classroom resource to replace the *Electoral Education Resource for Primary and Secondary Schools in Australia*. The new product will be available by the start of the 2007 school year, and will be aimed at assisting teachers to incorporate electoral education into social education curricula in primary and secondary schools.

The AEC also updated its brochure which provides information about the products and services available to teachers and educators.

People from culturally and linguistically diverse backgrounds

The AEC acknowledges that people with limited English language proficiency may prefer to receive information in their first language. For this reason, a number of translated resources and publications were developed in 2005–06.

Two new education videos on enrolment and voting were developed for Mandarin-speaking and Cantonese-speaking citizens. This takes the suite of AEC community language videos to four. All are designed to be used in conjunction with a presenter/facilitator.

The instructions page on the New South Wales enrolment form was translated into 18 of the most common community languages. The translations are published on the AEC intranet and provided to divisional staff to distribute directly to electors and use in handling face-to-face inquiries. Electoral information packs were sent to each of the nine Australian Centre for Languages campuses in Sydney. AEC staff attended the Cabramatta Moon Festival, a South-East Asian cultural event. Divisional staff used this important opportunity to raise awareness and answer inquiries about enrolment and voting in a state by-election and assisted people with completing enrolment forms. Educational material about how to enrol and vote correctly was distributed in several community languages.

In Victoria, an enrolment information sheet for distribution to community groups, *Are you enrolled to vote?*, was developed and translated into Arabic, Chinese, Turkish and Vietnamese.

As a result of meetings between AEC Queensland representatives, the Office of Multicultural Affairs Queensland and the Ethnic Communities Council of Queensland, the Ethnic Communities Council linked its website to the multilingual information on the AEC website. The AEC held a display at the Brisbane Vietnamese Festival and sent letters to 555 ethnic organisations.

In Western Australia, the AEC wrote to 184 ethnic community groups enclosing a flyer on interpreter services and an offer to send additional literature or conduct electoral awareness sessions. While the response was disappointing the AEC is looking at other options for engaging these groups. The AEC conducted information sessions for 20 students from the Adult Migrant Education Program at Central TAFE. Staff also participated in a radio interview which was translated into Portuguese and broadcast in April 2006.

In South Australia, a number of adult English as a Second Language groups participated in Adelaide EEC sessions.

Divisional staff presented two information sessions to migrant groups in Tasmania.

Northern Territory staff attended various settlement planning committee meetings and placed advertisements in newsletters and journals with the Office of Multicultural Affairs. A public awareness work plan was developed jointly with the Northern Territory Electoral Commission to address electoral issues in the Territory.

One of the modules of the AEC's suite of presentations for staff who deliver electoral information and education sessions has been designed for culturally and linguistically diverse audiences. The module is expected to be rolled out from November 2006.

New citizens

AEC staff attended citizenship ceremonies nationally to provide electoral information to new citizens and collect applications for enrolment. In Tasmania and the Northern Territory, local council staff supplied electoral information and enrolment cards at ceremonies that AEC staff were unable to attend.

Staff attended 462 citizenship ceremonies in New South Wales, 254 in Victoria, 115 in Queensland, 183 in Western Australia, 60 in South Australia, seven in Tasmania, 28 in the ACT and 12 in the Northern Territory. A total of 64,128 enrolment forms were collected.

Indigenous Australians and people in rural and remote areas

Targeted electoral public awareness activities for Indigenous and remote communities were undertaken in 2005–06.

AEC staff participated in Croc Festivals (a series of cultural festivals in rural and remote communities) around the country. New South Wales divisional staff participated in the Moree and Kempsey Croc Festivals which brought together 6,898 students and 763 teachers under the theme 'Celebrating Community—Come together, learn together, grow together'. An AEC staff member from Queensland presented information sessions at the Croc Festival on Thursday Island, divisional staff from Western Australia attended the Geraldton and Halls Creek Croc Festivals, and South Australian staff attended the Croc Festival in Port Augusta.

New South Wales staff conducted a public awareness session for 10 Aboriginal teachers and educators that was organised through the New South Wales Teachers Federation Aboriginal Education Coordinator. Staff also provided information sessions to indigenous students from 12 high schools in northern New South Wales. An education session was also conducted for

indigenous high school students from the Griffith area involved in the Working Together for Indigenous Youth Program. New South Wales staff also participated in NAIDOC Week activities (organised by the National Aboriginal and Islander Day Observance Committee).

The AEC provided Queensland Parliament House with electoral education materials for an indigenous suffrage display at The Dreaming, Australia's annual international indigenous festival.

Meetings were held with indigenous community development officers from the Brisbane City Council's Chermside and Brisbane City offices, to discuss and enter into community partnerships, to establish key contacts in the community, and to raise public awareness about electoral matters at little or no cost to the AEC. As a result of our meeting with the Brisbane City Council, we were invited to attend the next Murri Interagency Meeting, a gathering of mostly indigenous representatives from government departments, agencies and community groups to discuss indigenous issues. We have made many contacts in the indigenous community as a result of these meetings.

The Electoral Commission of Queensland and the AEC participated in an advertising campaign on Imparja Television encouraging enrolment in remote areas of Queensland.

In Western Australia, field trips were conducted to 33 remote communities as well as police stations, schools and pastoral properties. To highlight the AEC's role, divisional staff set up static displays and participated in radio interviews.

Western Australian staff finalised a storyboard for use by fieldworkers to tell the electoral story to eligible indigenous electors. The AEC and the Western Australian Electoral Commission jointly funded the project. Divisional staff attended 11 NAIDOC Week events in the Perth metropolitan area, and participated in events in Bunbury and Kalgoorlie and in Newdegate Field Days.

South Australian staff developed a training package on enrolment and roll review procedures for indigenous people, and delivered it to the staff at two PY Ku Network Trial Service Centres established at Amata and Mimili in the Anangu Pitjantjatjara Yankunytjatjara (APY) lands. It is hoped that seven such service centres will be established in communities across the APY lands. These centres bring together a range of resources, services and funding from government and non-government organisations to deliver improved services to the region. AEC staff also conducted roll reviews and public awareness activities across the APY lands and assisted the State Electoral Office to conduct the Ngaanyatjarra, Pitjantjatjara and Yankunytjatjara Women's Council annual general meeting election.

Northern Territory field staff visited 53 remote communities and attended several indigenous events as part of the integrated remote area electoral program. Also as part of the program, the AEC, together with the Northern Territory Electoral Commission, conducted a case study of voter participation in Central Australia. Divisional staff also assisted the Northern Territory Department of Local Government in reviewing rolls in preparation for the formation of amalgamated regional councils.

The AEC commenced planning for the Community Electoral Information Officer program for the lead-up to the next federal election. Pursuant to this, a tender process was undertaken

to select an indigenous advisory panel to review and provide advice on new resources for the program.

Other community groups

Forums at which staff gave presentations, conducted workshops and provided education resources during 2005–06 include:

- the National Schools Constitutional Convention
- the Australian Capital Territory Schools Constitutional Convention
- the Victorian State Schools Constitutional Convention
- the Civics and Citizenship Stakeholders Conference
- the Annual National Civics and Citizenship Forum
- the Victorian Association of Social Studies Teachers Conference.

AEC staff also attended an Electoral Council of Australia conference for electoral educators from all States and Territories, and played minor roles at other forums, such as an open day for Australian Parliament House and various Democracy Week activities.

In New South Wales, divisional staff continued to liaise with aged care groups, senior citizens' groups and other organisations and provided information sessions on voting services and electoral rights. Staff attended seniors' expos and participated in Seniors Week.

In Queensland, displays were held at three educators' conferences, and staff attended the North West Mining Expo in Mount Isa, the Ministerial Regional Community Forum in Hervey Bay and the Mackay Interagency Meeting.

AEC staff held meetings with the Australian Pensioners and Superannuates League Queensland, Blue Care and the Queensland Council of Carers. Divisional Returning Officers met with the Queensland Council of Carers in regional areas. The intent was to discuss and enter into community partnerships, and establish key contacts in the community, to raise public awareness about electoral matters at little or no cost to the AEC. AEC flyers were inserted in 1,500 Seniors Week packs in Brisbane and Toowoomba, and displays were held at two seniors' expos.

Western Australian divisional staff provided resource kits to libraries and bookshops. In addition, enrolment displays were set up at various libraries to provide electoral information and enrolment forms.

In South Australia, in consultation with those with the relevant expertise, staff developed information material for carers and relatives of electors requiring assisted voting services at election time.

Northern Territory AEC staff attended three Department of Defence Welcome Expos. Enrolment information was placed in orientation kits for all newly recruited teachers, nurses and military personnel transferred to the Northern Territory in 2006. These activities were conducted as part of the joint public awareness program with the Northern Territory Electoral Office.

Case Study—Telling the electoral story

As part of the 2005–06 Rural/Remote Program in Western Australia, the AEC, in partnership with the Western Australian Electoral Commission, has developed a 'storyboard' for use in indigenous communities, particularly remote communities.

The Rural/Remote Program is conducted each year as part of the joint roll arrangement between the two agencies. The program includes field trips, mail-outs, displays and special events to raise awareness of the electoral system.

The storyboard forms part of a kit that also includes a guide for presenters and a brochure that explains the three levels of government in Australia. By presenting information in a portable display format that is easy to understand, the storyboard assists field staff to explain the enrolment and voting process, and encourage voter participation.

The storyboard explains:

- how the electoral system works
- how to enrol to vote
- how and when to vote
- why participation in the electoral process is important.

Based on a flip-chart design, the storyboard uses language tested with members of the target group, and layout and graphics that the test participants found culturally appropriate. Colours are used to represent elements of the sea and the land, and include desert red, brown ochre, green and blue, as used in the *Vote: It's Important* electoral information campaign for indigenous voters.

Testing of the storyboard was conducted in two phases: phase one involved testing the pictures and design, while phase two was designed to test the text. Participants in the testing saw the storyboard initiative as a good way to tell the electoral story. They also provided useful additions and suggested changes for incorporation into the storyboard.

The storyboard has been provided to all AEC State offices. Feedback from those who have used the storyboard, in Western Australia and Queensland, has been very positive. The storyboard has been well received by both children and adults, and, interestingly, by both urban groups and rural and remote groups.

Management and accountability

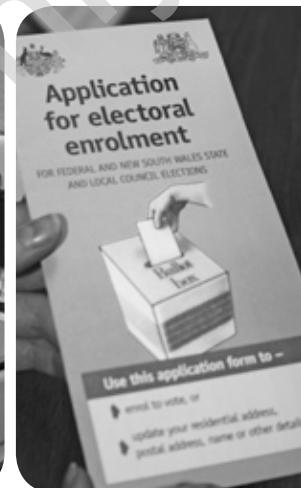
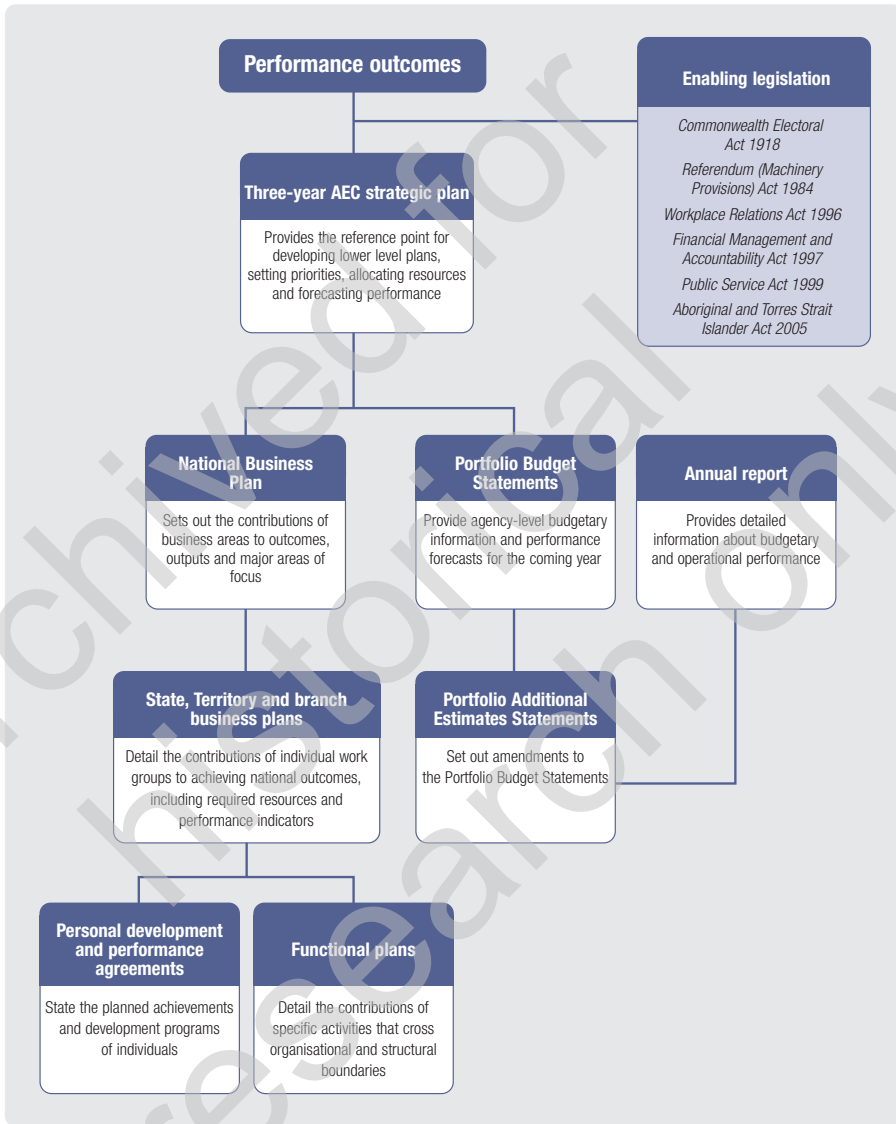


Figure 12 Planning, operating and reporting framework



Corporate governance

Corporate governance practices

The AEC supports the delivery of its outputs through a structured corporate governance framework that ensures the effective management of business initiatives and other strategic activities.

The fundamental principles on which the AEC governance framework is based include:

- clear lines of accountability, decision making and reporting
- well-defined planning and performance management.

Governance structure

The AEC is an independent statutory agency, headed by a commission comprising a part-time chairperson who is a judge or retired judge of the Federal Court of Australia; a part-time non-judicial member who is also an agency head; and the Electoral Commissioner, who is the full-time Chief Executive Officer and has the powers of the head of a Commonwealth agency under the *Public Service Act 1999* and the *Financial Management and Accountability Act 1997*.

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

The Electoral Commissioner is assisted by a senior executive team comprising a Deputy Electoral Commissioner, two First Assistant Commissioners, five Assistant Commissioners, and seven Australian Electoral Officers (also known as State Managers) who manage operations in the States and Territories. The organisational structure is illustrated in Figure 3 on page 17.

Following an organisational review of the AEC in the second half of 2005, a new governance structure was implemented to strengthen the AEC's accountability framework (see Figure 13 on page 102).

Senior management committees

In conformance with the Australian National Audit Office's (ANAO's) definition of public sector governance, the AEC's leadership and management framework now comprises four senior management committees:

- the Strategic Advisory Committee

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

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

Strategic Advisory Committee

The Strategic Advisory Committee is the AEC's main consultative and advisory body. It assists the Electoral Commissioner by providing input to significant decisions and in determining those strategies that will most effectively position the AEC to achieve its outcomes.

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

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

The committee meets five or six times each year.

Budget and Performance Management Committee

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

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

The committee meets monthly or more frequently if required.

Information Technology Steering Committee

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

The ITSC is responsible for setting the strategic direction and determining priorities for funding and delivery of information and communications technology, including architecture, infrastructure, business applications and approval of major projects.

The ITSC advises the Budget and Performance Management Committee in relation to expenditure.

The committee meets every two months.

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

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

Business Assurance Committee

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

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

The committee meets at least three times a year.

Figure 13 Leadership and management framework, 2005–06



Accountability

Resources are managed responsibly, in accordance with the AEC's accountability to the Parliament and other stakeholders.

The AEC has developed clear links between parliamentary expectations for the delivery of outputs, actual appropriations, and the AEC's organisational performance in the delivery of its outcomes. Strategies are employed that:

- 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
- establish accountability to the Parliament and other stakeholders for the AEC's performance in the delivery of outputs.

Corporate and operational plans

The AEC maintains a hierarchy of plans and associated performance measuring and monitoring processes in its performance management framework.

The Strategic Plan 2004–07 provided the focus for the AEC's key directions and evolving strategic priorities during the reporting period. The plan, developed in consultation with AEC senior executives, staff and customers, documents the AEC's outcomes, purposes and values and provides the reference point for other AEC plans.

Business plans are developed annually to support the achievement of the outputs in the AEC's strategic plan. These plans are developed at the State level, and at the branch level in the national office. They detail the activities planned for the year, together with the resources required and performance information appropriate for the activities.

In addition to the higher level planning documents, a number of supporting plans address specific business functions, including:

- the property plan, which provides for the long-term management of AEC-leased property
- the corporate IT plan, which outlines the direction of IT development within the AEC for the period 2004–07
- the strategic internal audit program, which is updated annually and outlines the audit coverage for compliance and performance audits over the financial year
- the corporate fraud control plan, a three-year plan which identifies areas of corporate fraud risk and contains strategies to prevent or minimise the incidence of corporate fraud within the AEC
- the electoral fraud control plan, which contains strategies to prevent or minimise electoral offences that may affect the result of a federal election
- the strategic risk management plan, which identifies areas of business risk within the AEC and specifies how risks will be managed

- the security plan, which protects staff and visitors, security classification information, equipment and premises against harm, loss, interference and compromise
- the business continuity plan, which applies risk management techniques and principles to the planning, administration and delivery of projects and policies.

In April 2006, a new framework for corporate and business planning was adopted for implementation in 2006–07 to strengthen the AEC’s planning and performance management capability. The AEC’s Corporate Plan 2006–07 was completed in late June 2006 and is available on the AEC’s website.

Service charter

The AEC Service Charter, published in June 2005, includes information about the AEC’s functions and values, and its commitment to electors. The charter encourages members of the public to provide feedback to the organisation. The charter may be accessed from the AEC website and printed copies are available on request. Poster versions of the charter are displayed in all AEC offices.

Customer satisfaction

The AEC received positive feedback on its services, such as public awareness activities, support for State and industrial elections, and overseas educational and electoral assistance operations, during 2005–06. For more details, refer to the reports on performance for individual outputs.

Complaint resolution

Most complaints to the AEC are made by telephone to our 13 23 26 number and are resolved immediately. As required, complaints made to divisional offices may be referred first to head offices then to the national office. Most complaints are from electors, but a small number are from candidates.

The time taken to resolve complaints depends on the nature and complexity of the query/complaint. As usual for a year in which no federal election was conducted, there were few complaints in 2005–06.

The AEC received 10 complaints alleging various offences under legislation and/or the Commonwealth Criminal Code. Of those complaints:

- six concerned electoral advertising—the AEC determined that five complaints involved technical breaches of the *Commonwealth Electoral Act 1918*, and the remaining complaint was dismissed
- one alleged a breach of s. 327 of the *Commonwealth Electoral Act 1918* (interference with political liberty)—the complaint did not proceed as there was insufficient evidence to substantiate a referral to the Australian Federal Police
- one alleged that the design of postal vote envelopes breached an elector’s privacy—the AEC concluded that the envelopes did not breach the *Privacy Act 1988*

- two concerned matters that did not fall within the AEC's administrative responsibility.

The AEC listens carefully to customer feedback, and responds to suggestions to improve its services. In 2005–06, this included making the electoral rolls for all States and Territories available for public inspection in electronic form from all AEC offices, in response to public demand.

Internal audit arrangements

AEC internal audit is an independent function and reports directly to the AEC's Business Assurance Committee. It is chaired by the Deputy Electoral Commissioner and reports to the Electoral Commissioner. The AEC's internal audit program is conducted through an external service provider, WalterTurnbull.

Representatives of the ANAO and the AEC's internal auditors attend meetings of the Business Assurance Committee to report on the AEC's external and internal audit programs and other matters of relevance.

Risk management

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

During 2005–06, the AEC updated its risk management plan. The revised plan identifies key risks that need to be actively managed by the AEC through its business planning activities and internal audit program.

Fraud control

The AEC maintains two fraud control plans: the electoral fraud control plan, which focuses on election and enrolment fraud; and the corporate fraud control plan, which deals with all other forms of fraud. Both plans are in accordance with the requirements of the Commonwealth Fraud Control Guidelines May 2002. The fraud control plans are important strategic documents and are linked to the AEC's risk management framework. Both plans include fraud risk assessments and mitigating strategies, which aim to prevent or minimise the incidence of fraud within the AEC.

Business continuity

During 2005–06, the AEC continued to enhance its business continuity management program. The AEC has developed a methodology based on the Standards Australia HB 221:2003 *Business Continuity Management—Handbook* that takes into account the findings of ANAO Report No. 53 of 2002–03, *Business Continuity Management Follow-on Audit*. The AEC is applying and providing education about this methodology across its business units.

Ethical standards

Through its Certified Agreement 2004–07 and Strategic Plan 2004–07, the AEC has committed all its staff to working cooperatively to embed Australian Public Service (APS) and AEC values in all aspects of their work behaviour.

The AEC has undertaken improvements through the performance management program process by linking the current values and behavioural tools more closely to the AEC's Corporate Plan 2006–07 and the AEC Work Level Standards.

The AEC Standard of Conduct policy provides direction about the general expectations for the conduct and behaviour of AEC employees, and incorporates and reinforces the APS Values and Code of Conduct.

Training in appropriate conduct and behaviour was provided for staff in Victoria and Queensland during 2005–06, and will be provided in the other States and Territories in 2006–07.

Senior executive remuneration

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

The Electoral Commissioner determines performance pay for the AEC's statutory appointees (Principal Executive Officers) within the Remuneration Tribunal parameters. The Electoral Commissioner also determines performance pay for the AEC's senior executive staff employed under the *Commonwealth Electoral Act 1918* and the *Public Service Act 1999*. Table 30 lists base salary bands for statutory appointees and senior executive staff of the AEC.

Table 30 Base salary bands for statutory appointees and senior executive staff, 30 June 2006

Remuneration band	Number of staff
\$80,000–\$89,999	–
\$90,000–\$99,999	2
\$100,000–\$109,999	3
\$110,000–\$119,999	7
\$120,000–\$129,999	3
\$130,000–\$139,999	2
\$140,000–\$149,999	–
\$150,000–\$159,999	1
\$160,000–\$169,999	–
\$170,000–\$179,999	–
\$180,000–\$189,999	–
\$190,000–\$199,999	1

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

Social justice and equity

The AEC's disability action plan, which has been in place for three years, was formally reviewed during 2005–06. The AEC met with representatives of key disability organisations in December 2005 and June 2006. At both meetings, the disability action plan was tabled and comments were sought from participants. The AEC also sought updates from the Human Rights and Equal Opportunity Commission on any new requirements or recommended format for the plan. The next iteration of the plan will take into account likely legislative and administrative changes and undertakings related to the next federal election.

Support services

Support services comprise the range of services that are classified under the outcome and output structure as 'enabling activities'. They include services to the Parliament, the minister and the AEC; legislative and legal services; records management; strategic research and analysis; corporate services; and procurement.

Parliamentary and ministerial support

A range of secretariat and support services was provided to the Parliament and the Special Minister of State in relation to the AEC's administration of the *Commonwealth Electoral Act 1918*. During the reporting period, an experienced AEC officer was seconded to the Joint Standing Committee on Electoral Matters (JSCEM) Secretariat to work as an adviser to the JSCEM's inquiry into the conduct of the 2004 federal election.

In 2005–06, the minister referred 102 letters on electoral matters to the AEC for input or preparation of draft responses. The large decrease since 2004–05 (when 204 letters were referred) is normal, given that 2004 was a federal election year.

The major themes of the correspondence in 2005–06 included expressions of support for voluntary voting, requests to trial electronic voting for electors with vision-related disabilities, and concerns about the availability of interstate electoral rolls.

Records management

In 2005–06, the AEC's national records management functions were consolidated into one team within the newly formed Strategic Policy Branch to provide a stronger focus for records management within the organisation. A record-keeping refresher training course was developed and conducted for most AEC national office staff in June 2006. The training will be provided for AEC State and divisional staff in 2006–07.

A new Records Disposal Authority applicable to all AEC functional records was finalised and approved by the National Archives of Australia in October 2005.

The ANAO reviewed the AEC's electronic record-keeping policies and practices, as part of an audit of electronic records management in selected Australian Government agencies, and made a number of recommendations for improvement. In response, the AEC established an Information Management Working Group of senior officers to oversee development of a new three-year information management strategy and action plan, which will include steps to improve the AEC's recordkeeping. The strategy and action plan will be completed in 2006–07.

Library services

The AEC library, located in the national office, provides library services to all AEC staff. During 2005–06, to serve the decentralised structure of the AEC effectively, the library continued to increase the amount of information resources available in electronic formats, and develop its information helpline to manage internal and external inquiries. Library materials include a variety of online resources, such as journals and email alerts, and hard-copy reference materials.

Research and performance analysis

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

The focus for electoral research during 2005–06 was further analysis of the nature of, and reasons for, informal voting at the 2004 federal election and the Werriwa by-election. The AEC's findings were published as *Research Report 7—Analysis of Informality during the House of Representatives 2004 Election*, *Research Report 8—Analysis of Informality in Werriwa during the March 2005 By-election* and *Research Report 9—Pilot Project on Informality in Port Adelaide*. These reports are published on the AEC's website.

The case study on page 58 discusses the key findings of the AEC's research into informal voting.

The AEC is developing targeted programs, based on the research findings, to help reduce the level of informal voting. During 2005–06, the AEC delivered presentations on the findings to key stakeholders: namely, the JSCEM, the minister, and the national secretariats of the major political parties.

The AEC commenced a project to improve its business performance management and analysis arrangements. In 2005–06, the AEC began developing a set of high-level organisation-wide reports to enable State Managers and AEC senior executives to better monitor key business activities and manage performance and workloads. To date the project has focused on the roll management business function.

Work also commenced on developing a two-step evaluation plan for the next federal election. The first step will be to identify potential business performance improvements, based on actual performance of the AEC in conducting the next election. The second will be to undertake formal evaluations of several targeted national activities.

A new election management tool is being developed to assist the AEC in tracking progress and performance during its preparation for and conduct of the next federal election.

Legal services

In 2005–06 legal services were provided through a panel of external legal providers, including the Australian Government Solicitor for tied work in accordance with the Commonwealth Legal Services Directions. Preparations are underway to conduct a market-testing exercise in the second half of 2006 to establish a new legal services panel. During the year it was decided to establish a centralised in-house Legal Services Section within the AEC.

The AEC's legal services activities in 2005–06, a post-election year, focused on:

- preparation of drafting instructions for the *Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006*, which received Royal Assent on 22 June 2006
- administration of the *Commonwealth Electoral Act 1918*, and the AEC's administrative responsibilities under the *Workplace Relations Act 1996*, the *Public Service Act 1999* and the *Financial Management and Accountability Act 1997*
- referrals to the Australian Federal Police and/or the Commonwealth Director of Public Prosecutions in cases involving alleged breaches of the *Commonwealth Electoral Act 1918*, the *Commonwealth Criminal Code Act 1995* or the *Crimes Act 1914*.

Expenditure on legal services

The AEC expended \$352,000 on external legal services in 2005–06. This includes fees to firms on the panel of legal service providers, counsel's fees, court costs and miscellaneous charges.

Roll access requests

Details of the roll information requests handled in 2005–06 are in Appendix E.

Freedom of information

Details of the AEC's freedom of information arrangements, and requests under the *Freedom of Information Act 1982* handled in 2005–06, are in Appendix C.

External scrutiny

Parliamentary scrutiny

On 10 October 2005, the JSCEM tabled in Parliament *The 2004 Federal Election: Report of the Inquiry into the Conduct of the 2004 Federal Election and Matters Related Thereto*. The report contains 56 recommendations covering enrolment, voting, registration of political parties, election terms and funding and disclosure. The Australian Government responded to some of these recommendations through the *Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006*, which received Royal Assent on 22 June 2006.

One of these recommendations concerned the electoral education activities conducted by the AEC (under Output Group 3.1). Recommendation 56 of the report was that the Parliament refer electoral education to the JSCEM for further examination and report. Consequently, on 24 March 2006, the Special Minister of State, the Hon. Gary Nairn MP, asked the JSCEM to inquire into and report on civics and electoral education.

Administrative scrutiny

Certain administrative decisions made by the AEC are subject to review under the *Administrative Appeals Tribunal Act 1975*, the *Ombudsman Act 1976* and the *Administrative Decisions (Judicial Review) Act 1977*. Further, complaints about breaches of privacy rights may be lodged with the Federal Privacy Commissioner under the *Privacy Act 1988*. Complaints that the AEC has discriminated against a person may be made to the Human Rights and Equal Opportunity Commission (HREOC) under the *Human Rights and Equal Opportunity Commission Act 1986*.

There was no application during 2005–06 under the *Administrative Decisions (Judicial Review) Act 1977* for review of decisions under the *Commonwealth Electoral Act 1918*.

During 2005–06, the Commonwealth Ombudsman received 15 approaches or contacts in relation to the AEC's administration of the electoral roll and administration of an election. Eleven contacts were finalised by the Commonwealth Ombudsman exercising his discretion under various statutory provisions not to investigate. The Commonwealth Ombudsman investigated and finalised the four remaining contacts, and no findings of administrative deficiency were recorded against the AEC in relation to these matters.

No complaints were lodged with the Office of the Federal Privacy Commissioner. The investigation undertaken during 2004–05 in relation to a complaint about postal voting for the 2004 federal election was halted by the Privacy Commissioner, who determined that the postal

voting procedures used by the AEC met the requirements of Information Privacy Principle 4 of the *Privacy Act 1988* and there had been no breach by the AEC.

Three complaints were lodged with HREOC, by electors with vision-related disabilities, in relation to assisted voting procedures. In the first matter, a conference between the complainant and the AEC resulted in termination of the complaint. In the second matter, a conciliation conference was held and the AEC is waiting for the complainant to take the next step. The third matter was withdrawn by the HREOC because the complaint was misconceived.

Judicial scrutiny

The AEC was not the subject of any petitions or other matters before the courts in 2005–06.

Performance audits

The ANAO reviewed the AEC's record-keeping policies and practices as part of a business process audit of electronic recordkeeping in selected Australian Government agencies. The ANAO's report is scheduled to be tabled in August 2006.

During 2005–06, the AEC was also included in several other ANAO cross-agency audits. The results of those audits were published in the following ANAO reports:

- No. 11 of 2005–06, *Senate Order for Departmental and Agency Contracts (Calendar Year 2004 Compliance)* (tabled 29 September 2005)
- No. 22 of 2005–06, *Cross Portfolio Audit of Green Office Procurement* (tabled 22 December 2005)
- No. 27 of 2005–06, *Reporting of Expenditure on Consultants* (tabled 30 January 2006)
- No. 28 of 2005–06, *Management of Net Appropriation Agreement* (tabled 31 January 2006).

Management of human resources

In late 2005, the AEC undertook a review of its structures, policies and practices. The information gathered from the review has led to a number of structural and operational improvements and development programs.

The review found that the AEC has an important resource in the skills and talents of its staff, and would benefit from taking a more strategic approach to service delivery. Another outcome from the review was an increased focus on building the AEC's capacity through enhancing staff capabilities in performance measurement, leadership and analysis, and offering more opportunities for staff learning and development.

The AEC's heightened focus on improving staff performance and service delivery will be reinforced through the implementation of the AEC Corporate Plan 2006–07 in the following four key result areas:

- interacting with our clients and stakeholders, and understanding and responding to their needs
- delivering our products and services
- supporting our people
- accountably managing our finances, risks and corporate information.

These key result areas are now the basis for the AEC's business plans and staff personal development plans.

Developing leadership

The AEC's commitment to developing its capacity and improving the leadership capabilities of its staff continued in 2005–06. The AEC aims to engage in activities that ensure continuous learning by both individuals and the organisation.

During 2005–06, the AEC conducted an open procurement process through AusTender for the development and implementation of an innovative program to enhance the leadership skills of the Divisional Returning Officer (DRO) group. DROs also had input into the design of the program.

The DRO leadership program is due to commence in early 2006–07. The AEC plans to adapt the program for use with other staff with leadership and managerial responsibilities in the AEC's State, Territory and national offices.

Several Senior Executive Service (SES) staff participated in an internal mentoring program to assist them in performing their roles in the graduate development program.

The AEC continued to access development opportunities available through the Australian Public Service Commission (APSC) where appropriate. In 2005–06, this included sending staff to Career Development Assessment Centres and SES orientation programs.

Managing performance

The fourth cycle of the AEC's performance management program (PMP) began in July 2005 and was completed in July 2006. The AEC continued to implement the recommendations from the review conducted in 2004–05 and described in last year's annual report.

The changes made during the 2005–06 cycle included:

- using a five-point rating scale for performance assessments
- no longer rating development goals as part of the overall performance assessment
- making ongoing improvements to guidelines for the PMP to better reflect practice and changed arrangements
- strengthening the connection between the PMP and the AEC values.

The National PMP Committee will oversee the program for a further year to identify and implement enhancements to improve its effectiveness.

Preventing workplace harassment

The AEC continued to support its national network of workplace harassment contact officers.

The AEC recently invited expressions of interest for new contact officers and will be conducting training and refresher courses for new and existing contact officers in 2006–07.

Workforce planning, staff retention and turnover

The AEC staff turnover was 13.94 per cent in 2006. Of the 100 ongoing employees who left the organisation in 2006, 50 employees were over 50 years of age. Resignation, retirement and transfer are the mechanisms given.

During the year, the AEC placed greater emphasis on developing a strategy and policy to address unscheduled absences. The attendance policy reflects the commitment to reduce unscheduled absences contained in the Certified Agreement 2004–07 and will be launched late in 2006. The policy reflects the new *Better People Management Guide* released by the APSC in June 2006.

In 2005–06, unscheduled absences in the AEC amounted to 8,698.92 days. This total, divided by 723.76 full-time equivalent employees (FTE), gives an average of 12.02 days per FTE.

This represents a small increase compared to the AEC's average of 11.82 days per FTE in 2004–05, mainly due to an increase in carer's leave and compensation leave.

The AEC concentrated on effectively managing the non-ongoing workforce, to ensure the AEC works within the APS guidelines. A working party was formed to review the management of the non-ongoing workforce and to make recommendations for improving the AEC's recruitment and re-engagement practices.

Appendix A gives an overview of AEC staffing.

Certified agreement and Australian Workplace Agreements

The AEC offers a flexible approach to employment, allowing employees to choose between the AEC certified agreement and an Australian Workplace Agreement (AWA).

Certified agreement

The AEC Certified Agreement 2004–07 applies to all AEC staff employed under the *Public Service Act 1999* except those on AWAs (who represent 237 of the AEC's 795 employees).

The certified agreement provides competitive remuneration and salary advancement in accordance with performance management arrangements, and other (non-salary) benefits, to enable the AEC to attract, retain and develop high-quality employees to deliver the business outputs and outcomes agreed with the government.

The agreement provides a range of flexible terms and conditions that allow staff to achieve a balance between work and life responsibilities.

Non-salary benefits

Non-salary benefits in the agreement include:

- flexible working arrangements (for example, part-time work, home-based work on an informal or formal basis, the ability to extend bandwidths to meet particular personal needs of an employee, and flextime)
- the ability to purchase up to four weeks of additional leave
- the closure of all offices during the Christmas and New Year period, offset by an increase in standard daily working hours to seven hours and 30 minutes
- access to an increased number of days of personal leave without a medical certificate
- access to personal leave for parenting purposes
- recognition of domestic travel within the bandwidth, for flextime purposes
- recrediting of purchased leave for use in the same purchased leave year, subject to satisfactory medical evidence
- assistance for employees undertaking approved courses of study, enhanced funding for mobility placements to assist career development, and reimbursement of the costs of membership of certain professional organisations

- provision of family room facilities in the national office
- reimbursement of costs associated with dependant care for staff members travelling on business
- a confidential, professional counselling service for employees and their families, accessible at no cost to them
- a childcare referral service for employees
- reimbursement for loss of or damage to clothing or personal effects if it occurs during the course of employment
- an increase in the minimum payment for emergency duty, from two to three hours.

Performance improvement

The agreement identifies improvements to organisational productivity and performance that the AEC and its employees will work together to achieve during the life of the agreement. The key improvements include:

- enhancing organisational performance through working cooperatively to improve business processes in accordance with AEC strategic, operational and individual plans
- developing a sustainable organisation with effective client service delivery
- reducing unscheduled absences by asking staff about the reasons for absence, determining whether there are common factors, and developing strategies to reduce the loss of productivity
- improving injury management through better communication of occupational health and safety (OH&S) issues and improved use of training tools such as the AEC's OH&S e-learning modules
- embedding APS and AEC values in all aspects of work behaviour by developing practical examples of expected behaviours that demonstrate AEC values at the local workplace level.

Salary ranges

The salary bands available for APS Level staff under the AEC Certified Agreement 2004–07 are shown in Table 31.

Table 31 AEC Certified Agreement 2004–07 salary ranges, by classification

Classification	Remuneration band
Executive Level 2	\$82,307–\$95,936
Executive Level 1	\$71,396–\$80,456
Australian Public Service Level 6	\$57,170–\$64,076
Australian Public Service Level 5	\$51,646–\$56,600
Australian Public Service Level 4	\$46,305–\$50,744
Australian Public Service Level 3	\$41,546–\$45,529
Australian Public Service Level 2	\$36,475–\$40,450
Australian Public Service Level 1	\$32,230–\$35,621

Australian Workplace Agreements

AWAs are available to all ongoing employees covered by the *Public Service Act 1999*. Existing AWAs in the AEC are linked to terms and conditions contained in the AEC Certified Agreement 2004–07. AWAs provide access to individually determined flexible benefits and work arrangements, including, for example, access to extended bandwidths.

The classifications and numbers of staff covered by AWAs in 2005–06 are shown in Table 32.

Table 32 Employees covered by Australian Workplace Agreements, 30 June 2006

Classification	Staff covered
Senior executive	9
Executive Levels 1–2	75
Australian Public Service Levels 1–6	153
Total	237

Performance pay

No AEC employees engaged under the *Public Service Act 1999* receive performance pay. Salary and performance pay for those statutory appointees designated as Principal Executive Officeholders under the *Remuneration Tribunal Act 1973* together with those employed under the *Commonwealth Electoral Act 1918* are determined by the Electoral Commissioner within parameters set by the Remuneration Tribunal.

For those senior executive staff employed under the *Commonwealth Electoral Act 1918*, performance pay is determined by the Electoral Commissioner in accordance with the AEC's senior executive performance appraisal guidelines and remuneration policy.

A total of eight statutory appointees and eight senior executives were eligible for performance pay during 2005–06 for the 2004–05 financial year. The aggregate amount paid for the year was \$260,606. The performance pay average was 10.8 per cent of an employee's total remuneration (including all items of remuneration, not just superannuable salary), with the minimum payment being \$6,745 and the maximum \$24,568.

Occupational health and safety

The AEC continued its commitment to ensuring the health and safety of all AEC employees through its policies for management of both compensable and non-compensable injuries and illnesses.

The AEC OH&S and Injury Management Plan 2004–07 sets out the AEC's OH&S objectives and responsibilities. The plan allows the AEC to track its overall performance in OH&S and injury prevention and management.

During 2005–06, the AEC managed a total of 51 workers' compensation claims, 14 of which were new. This shows a significant reduction in new claims compared with previous years. The AEC managed over 30 non-compensation cases, including by conducting fitness for continued duty assessments.

There were 41 reported accidents and incidents in 2005–06, which is significantly fewer than in previous election and non-election years.

Timely and effective injury management remained the major focus, aimed at early intervention strategies to return employees to work in accordance with AEC policies and Comcare guidelines. The AEC also implemented injury and illness prevention strategies to promote the health and wellbeing of AEC employees. OH&S awareness activities were held on 28 April 2006 to celebrate World Safety and Health at Work Day.

Refer to Appendix B for more information on the AEC's OH&S policies and activities.

Workplace diversity

The AEC's commitment to workplace diversity is outlined in the AEC's major corporate documents and management tools, including the Workplace Diversity Program 2003–06; the Certified Agreement 2004–07; the Strategic Plan 2004–07; the performance management plan; the AEC Service Charter; the recruitment and selection guidelines; and the AEC Induction Package.

These documents recognise the AEC's obligation to:

- ensure that clients receive a responsive service tailored to their needs
- ensure that managers and employees understand the value that diversity can bring to the AEC
- provide access, for all AEC employees, to learning opportunities which enhance job satisfaction and career options

- provide AEC employees with a work environment that is flexible and family friendly
- develop an organisational culture that values diversity.

The AEC also has a number of specific initiatives in place to support diversity in the workplace, namely:

- nominating a workplace harassment contact officer in every office in each State and Territory
- encouraging career development through mobility, building organisational capability by identifying required individual skills and competencies, and adopting appropriate development strategies as part of performance management arrangements
- providing a childcare referral service, dependant care for staff members who are travelling on business, and family room facilities
- subsidising an employee assistance program
- offering flexible work options.

The AEC uses targeted selection criteria when recruiting employees to work in identified positions that provide electoral services to indigenous communities, or to communities in which English is not the first language spoken at home.

Table 33 shows how particular groups were represented among AEC staff at 30 June 2006.

Table 33 Workplace diversity profile, 30 June 2006

	Total staff ^a	Female	CLDB	ATSI	PWD
Senior executive staff engaged under s. 35(1)(b) of the <i>Commonwealth Electoral Act 1918</i> and Australian Electoral Officers	20	7	0	0	0
Executive Level 2	27	10	1		
Executive Level 1	79	36	4	1	1
Australian Public Service Level 6	223	86	12	1	8
Australian Public Service Level 5	59	39	2		
Australian Public Service Level 4	56	37	4		
Australian Public Service Level 3	148	100	8	2	3
Australian Public Service Level 2	180	161	7	1	3
Australian Public Service Level 1	2	2	1	2	
Total	794	478	39	7	15

ATSI = people from Aboriginal or Torres Strait Islander backgrounds; CLDB = self-identified people from culturally or linguistically diverse backgrounds; PWD = people with disabilities

a This includes all staff (operative/inoperative and ongoing/non-ongoing) employed under the *Public Service Act 1999*, senior executive staff engaged under s. 35(1)(b) of the *Commonwealth Electoral Act 1918* and Australian Electoral Officers in the AEC on 30 June 2006.

Source: PayGlobal HR System

Purchasing

In 2005–06, the AEC continued to meet the requirements of the Commonwealth Procurement Guidelines and, in particular, the core principle of 'value for money'.

The Contracts and Procurement Advisory Unit continued to assist AEC officers in fulfilling the purchasing requirements of the AEC while working within the policy intent of the Commonwealth Procurement Guidelines. The AEC successfully met its statutory procurement reporting obligations; the ANAO expressed satisfaction and made a small number of suggestions for improvement to instructions and strengthening of process. The Chief Executive Instructions have been amended in line with ANAO recommendations.

During the year, the AEC increased its focus on procurement and contract management and created a National Procurement Section. The new section carries principal responsibility for procurement governance in the AEC. It is expected that this restructuring will lead to more effective procurement-related training and education, and increased levels of direct assistance with procurement activities, for general AEC staff.

The level of procurement activity, and the value and complexity of that activity, increased in the latter part of the reporting period. This increase was directly related to preparations for the next federal election. The AEC Annual Procurement Plan published at www.tenders.gov.au provides details of expected activity in 2006–07.

Assets management

Management of physical assets

The AEC has three major asset groups: IT software and hardware, State and divisional office fit-outs, and office machines and equipment.

The IT Branch manages all IT assets, including the agency's servers, desktop computers, printers, scanners and operation software. A desktop and printer 'refresh' (replacement of out-of-date equipment) is scheduled for early 2007.

The AEC national property team manages all accommodation fit-outs on a rolling 'end of life' or 'end of lease' schedule. An 'end of life' schedule is the instrument used to manage the replacement and/or refurbishment of all fixed assets; the costs involved are incorporated into the AEC's capital plan.

Office equipment and machines are managed by the AEC's office services section. Photocopiers, facsimiles, shredders (endorsed by the security construction and equipment committee) and ballot paper counters were the main items purchased in 2005–06.

Management of information assets

The electoral roll management system (RMANS) and election management system (ELMS) are the AEC's key strategic IT assets. RMANS contains the electoral rolls for federal, State and Territory elections; and a range of computer programs for the data entry, storage and extraction of elector and geographical information, including electors' addresses and the boundaries of electoral areas. ELMS assists in managing the logistics of elections, including materials management, polling place management, election financial management and election night processing. During the financial year, the RMANS and ELMS applications were effectively maintained and documented so that the systems were stable and able to provide accurate data as needed.

While the current systems are stable and robust, advances in technology mean that RMANS and ELMS will become increasingly more expensive to maintain and may become unreliable. The decision to redevelop RMANS and ELMS applications was made following a review undertaken in 2003, which examined the supportability, viability and future of these systems.

GENESIS (general enrolment, elections support and information system) is a major project that will eventually replace RMANS and ELMS. GENESIS has been designed to use new technology to provide improved services to AEC staff and the Australian public.

Stage 1 of GENESIS is to develop a replacement for RMANS to support the business of roll management and those election functions currently supported by RMANS. Stage 2 of GENESIS will replace the functionality currently provided by ELMS.

Consultants and competitive tendering and contracting

Consultancies

A total of three new consultancies to the value of \$10,000 or more were let during 2005–06. The total expenditure on new consultancies in the financial year was \$126,687. In addition, seven ongoing consultancy contracts were active during 2005–06 and incurred expenditure of \$667,152.

Appendix G contains detailed information on consultancy contracts let to the value of \$10,000 or more during the year. It also contains a summary of the AEC's policy on the selection and engagement of consultants.

Expenditure on consultancy contracts for the previous three financial years was:

- \$1,587,694 in 2002–03
- \$744,194 in 2003–04
- \$1,327,352 in 2004–05.

Competitive tendering and contracting

The AEC's contractual arrangements comply with the principles specified in the Commonwealth Procurement Guidelines, ensuring value for money, efficient, effective and ethical use of resources, accountability and transparency.

In 2005–06, there were no contractual provisions prevented from being accessed by the Auditor-General. No contracts were exempt from publication on AusTender.

The AEC's competitive tendering and outsourcing arrangements for the year are described in the following paragraphs.

Information and communications technology infrastructure services

The AEC selectively outsources some information and communications technology arrangements through its membership of the Cluster 3 group of Australian Government agencies. The arrangements include the provision by CSC Australia of mainframe and mid-range infrastructure and secure internet gateway services. Optus provides the AEC with data, voice and web-hosting services.

In 2005–06 the IT Branch undertook the following major tendering and contracting activities:

- acquired software development lifecycle software from IBM to support the GENESIS project and update existing tools used by the branch to support software development and maintenance
- extended the existing Cluster 3 contract with CSC Australia for the period 2007–08 for mainframe services only
- approached the market to establish a new IT contractor services panel
- renegotiated the Cluster 3 Year 7 (2007–08) contract extension option with Optus for voice and data services, achieving substantial savings for the extension year.

Property management services

Property management services were first outsourced by the AEC in 1995. In 2005–06, the external provision of those services continued to successfully fulfil the complex requirements which arise from the AEC's large and geographically diverse property portfolio. CB Richard Ellis is the AEC's contracted service provider for property management.

Legal services

In May 2003, a panel contract for the provision of legal services was established to comply with Australian Government reforms (under the *Judiciary Amendment Act 1999*). Legal services continue to be provided to the AEC through the four panel members: the Australian Government Solicitor; Deacons; Minter Ellison; and Sparke Helmore Solicitors. Preparations are underway to conduct a market-testing exercise in 2006 to establish a new legal services panel.

Audit services

The AEC's contract with WalterTurnbull for the provision of internal audit and related services was reviewed in 2005 and an extensive evaluation of the services provided was undertaken. The evaluation concluded that the current services represent satisfactory performance and the costs and performance received are comparable to the market standards.

It was therefore decided to extend the contract by taking up the option in the contract for an additional period to 30 June 2008.

Providing access for people with disabilities

Disability action plan

In 2005–06 the AEC began a review of its disability action plan, which had been in place for three years. The AEC met with representatives of key disability organisations in December 2005 and June 2006. At both meetings, the disability action plan was tabled and comments were sought from participants. The AEC also sought advice from the HREOC on any new requirements or format changes that needed to be considered. The next iteration of the plan will take into account likely legislative and administrative changes and undertakings related to the next federal election.

Commonwealth Disability Strategy

The Commonwealth Disability Strategy assigns five core roles to government bodies: policy adviser, regulator, purchaser, provider and employer. The AEC's performance in each role in 2005–06 is described below.

Policy adviser

Managing the electoral roll is a major function of the AEC. The continuous roll update program has helped to ensure that all electors, including those with disabilities, are on the electoral roll and that their details are correct. By mailing enrolment information and forms directly to electors, and by making them available on the internet, the AEC has reduced the need for people to visit a divisional office or other place to obtain this material.

The AEC routinely investigates alternative enrolment and voting options for people, including people with disabilities. The AEC provides options to government for consideration. In 2005–06, this included advice on a possible trial of electronic voting at the next election for electors with print disabilities.

Regulator

In conjunction with the Royal Society for the Blind, screen magnification software called ZOOM TEXT was made available to allow people with a vision impairment to view their enrolment details at a display stand at the 2005 Royal Adelaide Show.

The *Commonwealth Electoral Act 1918* permits an elector who is unable to sign their enrolment application to obtain a medical certificate to establish their entitlement to enrol as an elector who is unable to sign their name due to a physical incapacity. The Act also allows electors with disabilities to become general postal voters. The AEC forwards ballot papers directly to general

postal voters when an election is called. Application forms for these types of enrolment are available from the AEC website.

Purchaser

During 2005–06, the AEC met twice with representatives of key disability organisations to discuss how services and products for people with disabilities can be improved. As a result of those meetings, it was agreed that at the next federal election the luminous red stripe around polling screens would be extended to the ballot box slot, to help people with a vision impairment, particularly those with depth perception problems. Discussions were also held about the possibility of conducting an e-voting trial for the next election, and the logistics of providing such a service.

The AEC's procurement activities accord with the Commonwealth Procurement Guidelines (January 2005). All purchases by the AEC are made having regard to the *Disability Discrimination Act 1992* and the Commonwealth Disability Strategy.

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

Tender documents are publicly advertised on the AusTender website, which can be accessed by all prospective tenderers. The cover page of each tender document provides a description of the services required and contact details. In 2005–06 no requests for tender documents in different formats were received.

During the reporting period no major purchases were made from disability service providers.

Provider

The AEC made a considerable effort in 2005–06 to review its services for people with disabilities. In recent years the accessibility of polling places has been under increased scrutiny. To assist it in providing the best polling facilities available, the AEC held consultations with its Disability Advisory Group to discuss the classification and layout of polling places. The group was asked to provide input into the AEC's polling place inspection checklist, and to express a view on an instrument to measure the slope of building ramps.

AEC staff in Queensland met with Disability Services Queensland to discuss the AEC's electoral public awareness program. As a result of the meeting, a link between the Electoral Commission of Queensland and Disability Services Queensland websites was established. A display was held at the Disability Support Services Mini Expo on the Gold Coast.

In South Australia, AEC staff consulted the Royal Society for the Blind on a range of issues affecting people with vision impairments.

The AEC website meets the Government Online standards for providing access for people with disabilities.

Employer

During 2005–06, the AEC continued to articulate its commitment to encouraging diversity within its workforce through its certified agreement, disability action plan, information technology support, OH&S plan, workplace diversity program and recruitment and selection policies.

Examples of the AEC's commitment to staff and the general public included continued efforts to ensure all electors have access to AEC offices, nationally and regionally, and to polling stations during elections. The AEC supports employees with disabilities by providing adaptive technology, such as TTY (telephone typewriter) and voice-activated software; flexible work arrangements; tailored job design; and convenient parking spaces.

Financial performance and future operations



Analysis of financial performance

The Australian National Audit Office (ANAO) audited the AEC's financial statements for the period ended 30 June 2006. The ANAO issued an unqualified audit opinion.

The Income Statement for the period ended 30 June 2006 shows a net surplus from ordinary activities of \$5.0 million.

Of that surplus, \$1.8 million is attributable to unspent funds originally provided to implement recommendations from the Joint Standing Committee on Electoral Matters (JSCEM) inquiry into the 2001 federal election. The implementation of those recommendations did not proceed as they were overtaken by recommendations arising from the JSCEM inquiry into the 2004 federal election. The majority of the unspent funds for the 2001 JSCEM recommendations were, by agreement with the Department of Finance and Administration, rolled over to fund recommendations from the JSCEM inquiry into the 2004 federal election. Implementation of the 2004 recommendations was delayed in anticipation of new legislation, which took effect in June 2006 as the *Electoral and Referendum (Electoral Integrity and Other Measures) Act 2006*.

Total departmental revenues for the year were \$109.4 million, a reduction of \$74.9 million from the previous year. The reduction reflects the fact that 2005–06 was a post-election year. The reduction in revenues was matched by reductions in expenses for employees and suppliers.

The Balance Sheet as at 30 June 2006 shows total assets of \$53.4 million and total liabilities of \$27.4 million. Cash and receivables comprise \$38.2 million of the AEC's total assets, with non-financial assets of \$15.2 million making up the balance.

During 2005–06 the AEC returned \$5.4 million in departmental appropriations from previous years. The appropriations were originally provided to implement 2001 JSCEM recommendations that did not proceed.

There was minimal activity in administered items as 2005–06 was a post-election year.

Developments that have affected or may affect operations

Changes to the *Workplace Relations Act 1996*

The AEC's role in relation to industrial ballots and elections was affected by changes to the *Workplace Relations Act 1996* introduced in March 2006.

As a result of the changes, industrial action against an employer is not protected unless it is authorised in advance by a secret ballot of the affected employees. The AEC is the default ballot agent for these protected action ballots and must conduct them if so ordered by the Australian Industrial Relations Commission.

The Act provides for a transitional period of three years during which organisations registered under State industrial relations systems must move to the federal system. The AEC is responsible for conducting all elections for officeholders of organisations registered under the federal system.

Expansion of overseas operations

The Australian Government's commitment to doubling aid expenditure by 2010, and the emphasis on political governance in key policy documents such as the 2006 White Paper *Australian Aid: Promoting Growth and Stability* and AusAID's *Pacific 2020: Challenges and Opportunities for Growth* report, indicate that the AEC's international role is likely to be expanded.

In particular, the AEC expects to continue to provide assistance with electoral processes in the Asia-Pacific region. Several election observer missions have said that further international support would be desirable to consolidate the successes of the recent elections in Fiji and Solomon Islands. In East Timor, the political unrest that erupted in May 2006 has sharpened the focus on ensuring the smooth conduct of the parliamentary and presidential elections scheduled for 2007. National elections are also due to take place in Papua New Guinea in 2007.

Redevelopment of roll management and election systems

Over the next seven years, the AEC will redevelop its roll management and election support systems.

The current roll management system (RMANS) will be replaced by a new system, the general enrolment, election support and information system (GENESIS). GENESIS is being developed

to meet the emerging demands of the IT environment and ensure that the AEC remains able to support its enrolment functions in the future. The new system will not merely duplicate the functions of RMANS, but will seek to streamline enrolment processing and incorporate enrolment management functions that are currently handled manually or by specialised systems. Phase one of the new system is expected to be commissioned in 2009.

The RMANS redevelopment is one facet of a longer term project that will eventually consolidate the AEC's enrolment and election systems onto a single technology platform.

During 2005–06, the AEC also trialed electronic scanning and optical character recognition technology that reads enrolment forms and supplies enrolment data directly to RMANS. The results of the trial did not show conclusively that the technology would be suitable for implementation at this time.

Financial statements

	2006 \$'000	2005 \$'000
4A	95,532	171,877
4B	13,665	11,806
	-	1
	144	462
	<u>109,341</u>	<u>184,146</u>
8		
70		



INDEPENDENT AUDIT REPORT

To the Special Minister of State

Scope

The financial statements and Electoral Commissioner's responsibility

The financial statements comprise:

- Statement by the Electoral Commissioner and Chief Financial Officer;
- Income Statement, Balance Sheet and Statement of Cash Flows;
- Statement of Changes in Equity;
- Schedules of Commitments and Contingencies;
- Schedule of Administered Items; and
- Notes to and forming part of the Financial Statements

of the Australian Electoral Commission for the year ended 30 June 2006.

The Electoral Commissioner is responsible for preparing financial statements that give a true and fair presentation of the financial position and performance of the Australian Electoral Commission, and that comply with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, and Accounting Standards and other mandatory financial reporting requirements in Australia. The Electoral Commissioner is also responsible for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial statements.

Audit Approach

I have conducted an independent audit of the financial statements in order to express an opinion on them to you. My audit has been conducted in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing and Assurance Standards, in order to provide reasonable assurance as to whether the financial statements are free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive, rather than conclusive, evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

While the effectiveness of management's internal controls over financial reporting was considered when determining the nature and extent of audit procedures, the audit was not designed to provide assurance on internal controls.

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BARTON ACT
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I have performed procedures to assess whether, in all material respects, the financial statements present fairly, in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with my understanding of the Australian Electoral Commission's financial position, and of its financial performance and cash flows.

The audit opinion is formed on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial statements; and
- assessing the appropriateness of the accounting policies and disclosures used, and the reasonableness of significant accounting estimates made by the Electoral Commissioner.

Independence

In conducting the audit, I have followed the independence requirements of the Australian National Audit Office, which incorporate the ethical requirements of the Australian accounting profession.

Audit Opinion

In my opinion, the financial statements of the Australian Electoral Commission:

- (a) have been prepared in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*; and
- (b) give a true and fair view of the Australian Electoral Commission's financial position as at 30 June 2006 and of its performance and cash flows for the year then ended, in accordance with:
 - (i) the matters required by the Finance Minister's Orders; and
 - (ii) applicable Accounting Standards and other mandatory financial reporting requirements in Australia.

Australian National Audit Office



Allan M. Thompson
Executive Director

Delegate of the Auditor-General

Canberra

9 August 2006

**AUSTRALIAN ELECTORAL COMMISSION
STATEMENT BY THE CHIEF EXECUTIVE AND CHIEF
FINANCIAL OFFICER**

In our opinion, the attached financial statements for the year ended 30 June 2006 have been prepared based on properly maintained financial records and give a true and fair view of the matters required by the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, as amended.


Ian Campbell
Electoral Commissioner

9 August 2006


Andrew Baker
Chief Financial Officer

9 August 2006

**AUSTRALIAN ELECTORAL COMMISSION
INCOME STATEMENT**

for the year ended 30 June 2006

	Notes	2006 \$'000	2005 \$'000
INCOME			
Revenue			
Revenues from Government	4A	95,532	171,877
Goods and services	4B	13,665	11,806
Interest	4C	–	1
Other revenues	4E	144	462
Total revenue		109,341	184,146
Gains			
Net gains from disposal of assets	4D	8	–
Other gains	4F	70	74
Total gains		78	74
TOTAL INCOME		109,419	184,220
EXPENSES			
Employees	5A	54,579	98,267
Suppliers	5B	42,685	71,337
Depreciation and amortisation	5C	7,155	7,496
Net losses from disposal of assets	4D	–	2
Write-down and impairment of assets	5D	(29)	705
TOTAL EXPENSES		104,390	177,807
OPERATING RESULT		5,029	6,413

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

**AUSTRALIAN ELECTORAL COMMISSION
BALANCE SHEET**

as at 30 June 2006

	Notes	2006 \$'000	2005 \$'000
ASSETS			
Financial assets			
Cash and cash equivalents	6A	1,455	6,260
Receivables	6B	36,635	27,800
Total financial assets		38,090	34,060
Non-financial assets			
Land and buildings	7A,D	2,435	4,378
Infrastructure, plant and equipment	7B,D	4,747	6,270
Intangibles	7C,D	6,234	6,756
Inventories	7E	703	818
Other non-financial assets	7F	1,106	1,169
Total non-financial assets		15,225	19,391
TOTAL ASSETS		53,315	53,451
LIABILITIES			
Provisions			
Employee provisions	8A	19,588	20,245
Other provisions	8B	1,536	1,583
Total provisions		21,124	21,828
Payables			
Suppliers	9A	5,023	6,450
Other payables	9B	1,107	1,126
Total payables		6,130	7,576
TOTAL LIABILITIES		27,254	29,404
NET ASSETS		26,061	24,047
EQUITY			
Contributed equity		(9,096)	(6,081)
Reserves		8,364	8,364
Retained surpluses		26,793	21,764
TOTAL EQUITY		26,061	24,047
Current assets		39,899	36,047
Non-current assets		13,416	17,404
Current liabilities		24,050	26,264
Non-current liabilities		3,204	3,140

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

**AUSTRALIAN ELECTORAL COMMISSION
STATEMENT OF CASH FLOWS**

for the year ended 30 June 2006

	Notes	2006 \$'000	2005 \$'000
OPERATING ACTIVITIES			
Cash received			
Goods and services		16,103	10,875
Appropriations		82,546	165,772
Net GST received from ATO		3,358	7,360
Other		144	396
Total cash received		102,151	184,403
Cash used			
Employees		55,931	96,431
Suppliers		48,114	80,628
Total cash used		104,045	177,059
Net cash from (used by) operating activities	10	(1,894)	7,344
INVESTING ACTIVITIES			
Cash received			
Proceeds from sales of property, plant and equipment		8	118
Total cash received		8	118
Cash used			
Purchase of property, plant and equipment		1,188	940
Purchase of intangibles		2,047	3,012
Total cash used		3,235	3,952
Net cash from (used by) investing activities		(3,227)	(3,834)
FINANCING ACTIVITIES			
Cash received			
Capital injection		2,360	1,491
Cash transferred from the OPA		5,376	13,441
Total cash received		7,736	14,932
Cash used			
Cash transferred to the OPA		2,044	4,385
Return of contributed equity		5,376	13,441
Total cash used		7,420	17,826
Net cash from (used by) financing activities		316	(2,894)
Net increase (decrease) in cash held		(4,805)	616
Cash at the beginning of the reporting period		6,260	5,644
Cash at the end of the reporting period	6A	1,455	6,260

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

**AUSTRALIAN ELECTORAL COMMISSION
STATEMENT OF CHANGES IN EQUITY**

for the year ended 30 June 2006

	Accumulated results		Asset revaluation reserves		Contributed equity		TOTAL EQUITY	
	2006	2005	2006	2005	2006	2005	2006	2005
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Opening balance at 1 July	21,764	15,351	8,364	8,364	(6,081)	5,068	24,047	28,783
Income and expense								
Net operating result	5,029	6,413	-	-	-	-	5,029	6,413
Total income and expenses	5,029	6,413	-	-	-	-	5,029	6,413
Transactions with owners:								
Distributions to owners:								
Returns of capital								
Returns of contributed equity	-	-	-	-	(5,376)	(13,441)	(5,376)	(13,441)
Contributions by owners:								
Capital injection	-	-	-	-	2,361	2,292	2,361	2,292
Total transactions with owners	-	-	-	-	(3,015)	(11,149)	(3,015)	(11,149)
Closing balance as at 30 June	26,793	21,764	8,364	8,364	(9,096)	(6,081)	26,061	24,047

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

**AUSTRALIAN ELECTORAL COMMISSION
SCHEDULE OF COMMITMENTS**

as at 30 June 2006

	2006 \$'000	2005 \$'000
BY TYPE		
Other commitments		
Operating leases ¹	20,505	20,192
Project commitments ²	3,216	382
Goods and services contracts ³	20,514	23,836
Total other commitments	44,235	44,410
Commitments receivable ⁴	(43,125)	(48,074)
Net commitments by type	1,110	(3,664)
BY MATURITY		
Operating lease commitments		
One year or less	9,145	8,990
From one to five years	11,219	10,867
Over five years	141	335
Total operating lease commitments	20,505	20,192
Other commitments		
One year or less	13,726	13,439
From one to five years	10,004	10,779
Total other commitments	23,730	24,218
Commitments receivable		
One year or less	(12,431)	(10,558)
From one to five years	(30,681)	(37,486)
Over five years	(13)	(30)
Total commitments receivable by maturity	(43,125)	(48,074)
Net commitments by maturity	1,110	(3,664)

1. Operating leases included are effectively non-cancellable and comprise:

<i>Nature of lease</i>	<i>General description of leasing arrangement</i>
Leases for office accommodation	Lease payments are in accordance with the terms of the individual leases. These payments can be varied periodically to take account of an annual Consumer Price Index increase, a fixed increase or a market increase. (\$20,091,025)
An agreement for the provision of a franking machine	The lessor provides the franking machine for use by the AEC. There are no renewal or purchase options available to the agency. (\$11,326)
Agreements for the provision of fleet vehicles	No contingent rentals exist. There are no renewal or purchase options available to the agency. (\$402,697)

2. Project commitments relate to the next Federal Election.

3. Goods and services contracts include IT contractors and service agreements with IT and communication providers.

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.

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

**AUSTRALIAN ELECTORAL COMMISSION
SCHEDULE OF CONTINGENCIES**

as at 30 June 2006

	Total	
	2006	2005
Contingent liabilities		
Balance from previous period	-	20
New	298	-
Remeasurement	-	-
Liabilities crystallised	-	-
Obligation expired	-	(20)
Total contingent liabilities	298	-
Contingent assets		
	2006	2005
Balance from previous period	375	61
New	-	350
Remeasurement	-	-
Assets crystallised	-	-
Expired	-	(36)
Total contingent assets	375	375
Net contingencies	375	375

Details of each class of contingent liabilities and assets, including those not included above because they cannot be quantified or are considered remote, are disclosed in **(Note 11: Contingent liabilities and assets.)**

All of the above contingencies represent claims for damages/costs.

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

**AUSTRALIAN ELECTORAL COMMISSION
SCHEDULE OF ADMINISTERED ITEMS**

	Notes	2006 \$'000	2005 \$'000
Income administered on behalf of Government			
<i>for the year ended 30 June 2006</i>			
Revenue			
Non-taxation			
Electoral Fines and Penalties	16A	83	1,140
Candidate deposits forfeited – Federal Election	16A	–	394
Other	16A	2	3
Total income administered on behalf of Government		85	1,537
Expenses administered on behalf of Government			
<i>for the year ended 30 June 2006</i>			
Grants	16B	–	42,034
Other	16B	3	17
Total expenses administered on behalf of Government		3	42,051

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

AUSTRALIAN ELECTORAL COMMISSION
SCHEDULE OF ADMINISTERED ITEMS (continued)

	Notes	2006 \$'000	2005 \$'000
Assets administered on behalf of Government			
<i>as at 30 June 2006</i>			
Financial assets			
Cash	16C	2	-
Receivables	16C	-	-
Total assets administered on behalf of Government		2	-
Current assets		2	-
Non-current assets		-	-
Current liabilities		-	-
Non-current liabilities		-	-

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

**AUSTRALIAN ELECTORAL COMMISSION
SCHEDULE OF ADMINISTERED ITEMS (continued)**

	Notes	2006 \$'000	2005 \$'000
Administered cash flows			
<i>for the year ended 30 June 2006</i>			
Operating activities			
Cash received			
Rendering of services		-	444
Electoral Fines and Penalties		82	1,143
Other		3	394
Total cash received		85	1,981
Cash used			
Political Parties		-	42,034
Refund of Electoral Fines		3	17
Total cash used		3	42,051
Net cash from (used by) operating activities		82	(40,070)
Net increase (decrease) in cash held		82	(40,070)
Cash at the beginning of the reporting period		-	2
Cash from Official Public Account for:			
- Appropriations		-	42,034
- Other		3	18,086
		85	20,052
Cash to Official Public Account for:			
- Special accounts		-	-
- Other		(83)	(20,052)
		(83)	(20,052)
Cash at the end of the reporting period	16D	2	-

The major administered activities of the AEC are collection of electoral fines and the administration and payment of election public funding as required by the *Commonwealth Electoral Act 1918*.

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

**AUSTRALIAN ELECTORAL COMMISSION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**

for the year ended 30 June 2006

- Note 1: Summary of Significant Accounting Policies
- Note 2: The impact of the transition to AEIFRS from previous AGAAP
- Note 3: Events after the Balance Sheet Date
- Note 4: Income
- Note 5: Operating Expenses
- Note 6: Financial Assets
- Note 7: Non-Financial Assets
- Note 8: Provisions
- Note 9: Payables
- Note 10: Cash Flow Reconciliation
- Note 11: Contingent Liabilities and Assets
- Note 12: Executive Remuneration
- Note 13: Remuneration of Auditors
- Note 14: Average Staffing Levels
- Note 15: Financial Instruments
- Note 16: Administered Items
- Note 17: Appropriations
- Note 18: Assets Held in Trust
- Note 19: 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 system)**

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 and the Payment of Election Public Funding under the operations of Outcome 2 (*Impartial and independent electoral services*).

1.2 Basis of Preparation of the Financial Statements

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.

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 (or FMOs, being the *Financial Management and Accountability Orders (Financial Statements for reporting periods ending on or after 1 July 2005)*);
- Australian Accounting Standards and Accounting Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period; and
- Interpretations issued by the Urgent Issues Group (UIG) that apply for the reporting period.

This is the first financial report to be prepared under Australian Equivalents to International Financial Reporting Standards (AEIFRS). The impacts of adopting AEIFRS are disclosed in Note 2.

The Income Statement and Balance Sheet have been prepared on an accrual basis and are in accordance with historical cost convention, except for certain assets and liabilities, which as

noted, are at fair value or amortised cost. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position.

The financial report is presented in Australian dollars and values are rounded to the nearest thousand dollars unless disclosure of the full amount is specifically required.

Unless alternative treatment is specifically required by an accounting standard, assets and liabilities are recognised in the Balance Sheet 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. However, assets and liabilities arising under agreements equally proportionately unperformed are 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 11).

Unless alternative treatment is specifically required by an accounting standard, revenues and expenses are recognised in the AEC's Income Statement when and only when the flow or consumption or loss of economic benefits has occurred and can be reliably measured.

Administered revenues, expenses, assets and liabilities and cash flows reported in the Schedule of Administered Items and related notes are accounted for on the same basis and using the same policies as for agency items, except where otherwise stated at Note 1.19.

1.3 Statement of Compliance

The financial report complies with Australian Accounting Standards, which include Australian Equivalents to International Financial Reporting Standards (AEIFRS).

No accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to carrying amounts of assets and liabilities within the next accounting period.

Australian Accounting Standards require the AEC to disclose Australian Accounting Standards that have not been applied, for standards that have been issued but are not yet effective.

The AASB has issued amendments to existing standards, these amendments are denoted by year and then number, for example 2005-1 indicates amendment 1 issued in 2005.

The table below illustrates standards and amendments that will become effective for the AEC in the future. The nature of the impending change detailed in the table has been abbreviated. Users should consult the full version available on the AASB's website to identify the full impact of the change. The expected impact on the financial report of adoption of these standards is based on the AEC's initial assessment at this date, but may change. The AEC intends to adopt all of the standards upon their application date.

Title	Standard affected	Application date ¹	Nature of impending change	Impact expected on financial report
2005-1	AASB 139	1 Jan 2006	Amends hedging requirements for foreign currency risk of a highly probable intra-group transaction.	No expected impact.
2005-4	AASB 139 AASB 132 AASB 1 AASB 1023 AASB 1038	1 Jan 2006	Amends AASB 139, AASB 1023 and AASB 1038 to restrict the option to fair value through profit or loss and makes consequential amendments to AASB 1 and AASB 132.	No expected impact.
2005-5	AASB 1 AASB 139	1 Jan 2006	Amends AASB 1 to allow an entity to determine whether an arrangement is, or contains, a lease. Amends AASB 139 to scope out a contractual right to receive reimbursement (in accordance with AASB 137) in the form of cash.	No expected impact.
2005-6	AASB 3	1 Jan 2006	Amends the scope to exclude business combinations involving entities or businesses under common control.	No expected impact.
2005-9	AASB 4, AASB 1023 AASB 139 AASB 132	1 Jan 2006	Amended standards in regards to financial guarantee contracts.	No expected impact.
2005-10	AASB 132 AASB 101 AASB 114 AASB 117 AASB 133 AASB 139 AASB 1 AASB 4 AASB 1023 AASB 1038	1 Jan 2007	Amended requirements subsequent to the issuing of AASB 7.	No expected impact.
2006-1	AASB 121	31 Dec 2006	Changes in requirements for net investments in foreign subsidiaries depending on denominated currency.	No expected impact.
	AASB7 Financial Instruments: Disclosures	1 Jan 2007	Revise the disclosure requirements for financial instruments from AASB132 requirements.	No expected impact.

¹ Application date is for annual reporting periods beginning on or after the date shown

1.4 Revenue

Revenues from Government

Amounts appropriated for Departmental outputs appropriations for the year (adjusted for any formal additions and reductions) are recognised as revenue.

Appropriations receivable are recognised at their nominal amounts.

Other Revenue

Revenue from the sale of goods is recognised when:

- the risks and rewards of ownership have been transferred to the buyer;
- the seller retains no managerial involvement nor effective control over the goods;
- the revenue and transaction costs incurred can be reliably measured;
- and
- it is probable that the economic benefits associated with the transaction will flow to the entity.

Revenue from rendering of services is recognised by reference to the stage of completion of contracts at the reporting date. The revenue is recognised when:

- the amount of revenue, stage of completion and transaction costs incurred can be reliably measured;
- and
- the probable economic benefits with the transaction will flow to the entity.

The stage of completion of contracts at the reporting date is determined by reference to the proportion that costs incurred to date bear to the estimated total costs of the transaction.

Receivables for goods and services have 30 day terms and are recognised at the nominal amounts due less any allowance for bad and doubtful debts. Collectability of debts is reviewed at balance date. Allowance for doubtful debts are recognised when collectability of the debt is no longer probable.

Interest revenue is recognised using the effective interest method as set out in AASB 139.

1.5 Gains

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.

Other Gains

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

1.6 Transactions with the Government as Owner

Equity injections

Amounts appropriated which are designated as 'equity injections' are recognised directly in 'contributed equity' in that year.

Other distributions to owners

The FMOs require that distributions to owners be debited to contributed equity unless in the nature of a dividend. In 2005–06, by agreement with Finance, the AEC relinquished control of appropriation funding received in previous years of \$5,376,101 (2005: \$13,441,282). The AEC was unable to spend these funds as they related to recommendations by the Joint Standing Committee on Electoral Matters (JSCEM) from the 2001 Federal Election which were superseded by JSCEM recommendations from the 2004 Federal Election.

1.7 Employee Benefits

As required by the Finance Minister's Orders, the AEC has early adopted AASB 119 Employee Benefits as issued in December 2004.

Liabilities for services rendered by employees are recognised at the reporting date to the extent that they have not been settled.

Liabilities for 'short-term employee benefits' (as defined in AASB 119) and termination benefits due within twelve months of balance date are also measured at their nominal amounts.

The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

All other employee benefit liabilities are measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date.

Leave

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

The leave liabilities are calculated on the basis of employees' remuneration, including the Agency's employer superannuation contribution rates to the extent that the leave is likely to be taken during service rather than paid out on termination.

Long service leave is disclosed as current where the service period is 10 years and over as there is a legal right to the payment, irrespective of whether the payment is expected to be settled within 12 months or not. Comparatives have been adjusted transferring \$9,577,581 from non-current to current liability. Long service leave expected to be paid within 12 months is \$1,168,860 (2005 \$1,145,960).

Annual leave is disclosed as current as there is a legal right to the payment, irrespective of whether the payment is expected to be settled within 12 months or not. No adjustment to the comparative was required. Annual leave expected to be paid within 12 months is \$3,425,450 (2005 \$3,411,026).

Superannuation

Staff of the AEC are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS) or the PSS accumulation plan (PSSap).

The CSS and PSS are defined benefit schemes for the Commonwealth. The PSSap is a defined contribution scheme.

The liability for defined benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course.

The liability for their superannuation benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course.

The AEC makes employer contributions to the Australian Government at rates determined by an actuary to be sufficient to meet the cost to the Government of the superannuation entitlements of the Agency's employees.

From 1 July 2005, new employees are eligible to join the PSSap scheme.

The liability for superannuation recognised as at 30 June represents outstanding contributions for the final fortnight of the financial year.

1.8 Leases

A distinction is made between finance leases and operating leases. Finance leases effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of leased non-current assets. An operating lease is a lease that is not a finance lease. In operating leases, the lessor effectively retains substantially all such risks and benefits.

Where a non-current asset is acquired by means of a finance lease, the asset is capitalised at either the fair value of the lease property or, if lower, the present value of minimum lease payments at the inception of the lease term and a liability recognised at the same time and for the same amount.

The discount rate used is the interest rate implicit in the lease. Leased assets are amortised over the period of the lease. Lease payments are allocated between the principal component and the interest expense.

Operating lease payments excluding contingent rent are expensed on a straight line basis.

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.

1.9 Cash

Cash means notes and coins held and any deposits held at call with a bank or financial institution. Cash is recognised at its nominal amount.

1.10 Financial Risk Management

The AEC's activities expose it to normal commercial financial risk. As a result of the nature of the AEC's business and internal and Australian Government policies, dealing with the management of financial risk, the AEC's exposure to market, credit, liquidity and cash flow and fair value interest rate risk is considered to be low.

1.11 Impairment of Financial Assets

Financial assets are assessed for impairment at each balance date.

Financial Assets held at Amortised Cost

If there is objective evidence that an impairment loss has been incurred for loans and receivables or held to maturity investments held at amortised cost, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the asset's original effective interest rate. The carrying amount is reduced by way of an allowance account. The loss is recognised in profit and loss.

Financial Assets held at Cost

If there is objective evidence that an impairment loss has been incurred on an unquoted equity instrument that is not carried at fair value because it cannot be reliably measured, or a derivative asset that is linked to and must be settled by delivery of such an unquoted equity instrument, the amount of the impairment loss is the difference between the carrying amount of the asset and the present value of the estimated future cash flows discounted at the current market rate for similar assets.

1.12 Trade Creditors

Trade 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).

1.13 Contingent Liabilities and Contingent Assets

Contingent Liabilities and Assets are not recognised in the Balance Sheet but are discussed in the relevant schedules and notes. They may arise from uncertainty as to the existence of a liability or asset, or represent an existing liability or asset in respect of which settlement is not probable or the amount cannot be reliably measured. Remote contingencies are part of this disclosure. Where settlement becomes probable, a liability or asset is recognised. A liability or asset is recognised when its existence is confirmed by a future event, settlement becomes probable (virtually certain for assets) or reliable measurement becomes possible.

1.14 Acquisition of Assets

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken. Financial assets are initially measured at their fair value plus transaction costs where appropriate.

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

1.15 Property, Plant and Equipment

Asset Recognition Threshold

Purchases of property, plant and equipment are recognised initially at cost in the Balance Sheet, except for purchases costing less than \$2,000, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located. This is particularly relevant to 'makegood' provisions in property leases taken up by the AEC where there exists an obligation to restore the property to its original condition. These costs are included in the value of the AEC's leasehold improvements with a corresponding provision for the 'makegood' taken up.

Revaluations

Land, buildings, plant and equipment are carried at valuation, being revalued with sufficient frequency such that the carrying amount of each asset class is not materially different, as at reporting date, from its fair value. Valuations undertaken in any year are as at 30 June.

Fair values for each class of asset are determined as shown below.

<i>Asset class</i>	<i>Fair value measured at:</i>
Land	Market selling price
Buildings	Market selling price
Leasehold improvements	Depreciated replacement cost
Plant and equipment	Market selling price

Following initial recognition at cost, valuations are conducted with sufficient frequency to ensure that the carrying amounts of assets do not materially differ from the assets' fair values as at the reporting date. The regularity of independent valuations depends upon the volatility of movements in market values for the relevant assets.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reverses a previous revaluation decrement of the same asset class that was previously recognised through profit and loss. Revaluation decrements for a class of assets are recognised directly through profit and loss except to the extent that they reverse a previous revaluation increment for that class.

Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset restated to the revalued amount.

Depreciation 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 depreciated on a straight-line basis over the lesser of the estimated useful life of the improvements or the expected remaining period of the lease.

Depreciation/amortisation rates (useful lives) and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

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

	2006	2005
Buildings on freehold land	40 years	40 years
Leasehold improvements	Lease term, or intention	Lease term, or intention
Plant and equipment	5 to 10 years	5 to 10 years
IT Equipment	3 to 5 years	3 to 5 years

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

Impairment

All assets were assessed for impairment at 30 June 2006. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its *fair value less costs to sell* and its *value in use*. *Value in use* is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the AEC were deprived of the asset, its *value in use* is taken to be its depreciated replacement cost.

No indicators of impairment were found for assets at fair value.

1.16 Intangibles

The AEC's intangibles comprise of purchased software and internally developed software for internal use. These assets are carried at cost, except for developed software costing less than \$5,000, which is expensed in the year of development.

All software assets were assessed for indications of impairment as at 30 June 2006.

Software is amortised on a straight-line basis over their anticipated useful lives.

Useful lives are:

	2006	2005
Software	3 to 7 years	3 to 5 years

1.17 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.

1.18 Taxation

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

Revenues, expenses and assets are recognised net of GST:

- except where the amount of GST incurred is not recoverable from the Australian Taxation Office; and
- except for receivables and payables.

1.19 Reporting of Administered Activities

Administered revenues, expenses, assets, liabilities and cash flows are disclosed in the Schedule of Administered Items and related Notes.

Except where otherwise stated below, administered items are accounted for on the same basis and using the same policies as for departmental items, including the application of Australian Accounting Standards.

A schedule of administered Commitments and Contingences has not been included as there was no activity in 2005 and 2006.

Administered Cash Transfers to and from Official Public Account

Revenue collected by AEC for use by the Government rather than the AEC is Administered Revenue. Collections are transferred to the Official Public Account (OPA) maintained by the Department of Finance and Administration. Conversely, cash is drawn from the OPA to make payments under Parliamentary appropriation on behalf of Government. These transfers to and from the OPA are adjustments to the administered cash held by the AEC on behalf of the Government and reported as such in the Statement of Cash Flows in the Schedule of Administered Items and in the Administered Reconciliation Table in Note 16D. Thus the Schedule of Administered Items largely reflects the Government's transactions, through the AEC, with parties outside the Government.

Revenue

All administered revenues are revenues relating to the core operating activities performed by the Agency on behalf of the Commonwealth.

	2005 \$'000	2004 \$'000
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Note 2 The impact of the transition to AEIFRS from previous AGAAP

Reconciliation of total equity as presented under previous AGAAP to that under AEIFRS

Total equity under previous AGAAP	25,083	30,159
Adjustments to retained earnings:		
Intangibles ¹	(1,328)	(1,817)
Assets held for sale ²	–	(6)
'Makegood' assets ³	211	350
Employee provisions ⁴	81	97
Asset Revaluation Reserve ¹	12,944	12,944
Adjustments to other reserves:		
Asset Revaluation Reserve ¹	(12,944)	(12,944)
Total equity translated to AEIFRS	<u>24,047</u>	<u>28,783</u>

Reconciliation of profit or loss as presented under previous AGAAP to AEIFRS

Prior year profit as previously reported	6,073
Adjustments:	
Depreciation ⁵	350
Employee entitlements ⁶	(16)
Supplier payments ⁷	6
Prior year profit translated to AEIFRS	<u>6,413</u>

There was a minor change to the cash flow statement presented under previous AGAAP. The costs to sell the Asset Held for Sale (\$6,000) had been included as cash used to pay suppliers under previous AGAAP. AEIFRS requires these costs to be deducted from the proceeds received from the sale of the property.

- Under previous AGAAP the AEC had shown internally developed software asset amounts, that were originally measured at deprival valuation, at deemed cost. AEIFRS does not permit intangibles to be measured at valuation unless there is an active market for the intangible. Accordingly, the AEC derecognised the valuation component of the carrying amount of these assets on adoption of AEIFRS.
- AEIFRS requires Assets Held for Sale to be measured at the lower of the carrying amount and the fair value less costs to sell. At 30 June 2004 the AEC held property for sale recorded at fair value. The value of this asset has been reduced by the costs to sell.
- AEIFRS requires the recording of assets reflecting future estimated restoration costs. Amounts for 'makegood' provisions in existing accommodation leases (operating) have been taken up accordingly.
- AEIFRS requires annual leave not expected to be taken within 12 months of balance date to be discounted. After assessing the staff leave profile, the AEC has made an adjustment to discount the portion of annual leave not expected to be taken within 12 months of balance date.
- The operating result has been adjusted due to the derecognition of revalued amounts of intangibles, for which under AGAAP amortisation of these values occurred in 2004–05. This has been partly offset by additional depreciation on 'makegood' assets.
- The operating result has been adjusted due to the movement in the discount of the portion of annual leave not expected to be taken within 12 months of balance date.
- The operating result has been adjusted due to a write back of costs to sell on the Assets Held for Sale at 30 June 2004.

2006	2005
\$'000	\$'000

Note 3 Events after the Balance Sheet Date

There are no events after the reporting date that will materially affect the financial statements.

Note 4 Income

Note 4A Revenues from Government

Appropriations for outputs	95,532	171,877
Total revenues from Government	95,532	171,877

Note 4B Goods and Services

Goods	9,079	8,587
Services	4,586	3,219
Total sales of goods and services	13,665	11,806

Provision of goods to:

Related entities	131	39
External entities	8,948	8,548
Total sales of goods	9,079	8,587

Rendering of services to:

Related entities	3,560	2,899
External entities	1,026	320
Total rendering of services	4,586	3,219

Note 4C Interest Revenue

Interest	-	1
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Note 4D Net Gains from Disposal of Assets

Land and buildings:

Proceeds from disposal	-	107
Net book value of assets disposed	-	(107)

Net gain/(loss) from disposal of land and buildings

-	-
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Plant and equipment:

Proceeds from disposal	8	11
Net book value of assets disposed	-	(13)

Net gain/(loss) from disposal of plant and equipment

8	(2)
---	-----

TOTAL proceeds from disposals

8	118
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TOTAL value of assets disposed

-	(120)
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TOTAL net gain/(loss) from disposal of assets

8	(2)
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	2006 \$'000	2005 \$'000
Note 4E Other Revenue		
Sundry revenue	144	462
Note 4F Other Gains		
Resources received free of charge	70	74
Note 5 Operating Expenses		
Note 5A Employee Expenses		
Wages and salaries	46,242	87,902
Superannuation	7,322	8,042
Leave entitlements	624	141
Separation and redundancies	391	2,182
Total employee expenses	54,579	98,267
Note 5B Supplier Expenses		
Goods from related entities	205	31
Goods from external entities	17,204	31,464
Services from related entities	6,525	4,625
Services from external entities	9,177	25,802
Operating lease rentals	8,878	8,836
Worker compensation premiums	696	579
Total supplier expenses	42,685	71,337
Note 5C Depreciation and Amortisation		
Depreciation of property, plant and equipment	4,564	5,483
Amortisation of computer software	2,591	2,013
Total depreciation and amortisation	7,155	7,496
The aggregate amounts of depreciation or amortisation expensed during the reporting period for each class of depreciable asset are as follows:		
Leasehold improvements	2,193	2,922
Plant and equipment	2,371	2,561
Computer software	2,591	2,013
Total depreciation and amortisation	7,155	7,496
No depreciation or amortisation was allocated to the carrying amounts of other assets.		
Note 5D Write-down of assets		
Financial assets		
Bad and doubtful debts expense	(97)	25
Non-financial assets		
Leasehold improvements– write-off on disposal	2	–
Plant and equipment – write-off on disposal	66	74
Inventory	–	606
Total write-down of assets	(29)	705

2006
\$'000

2005
\$'000

Note 6 Financial Assets

Note 6A Cash and cash equivalents

Cash at bank	1,432	6,234
Cash on hand	23	26
Total cash	1,455	6,260

Note 6B Receivables

Goods and services	351	163
Less: Allowance for doubtful debts	(48)	(145)
	303	18
Appropriation receivable:		
For existing outputs	34,018	24,364
Accrued revenue	1,897	1,649
GST receivable from the ATO	402	260
Other	15	1,509
Total receivables (net)	36,635	27,800

All receivables are current assets.

Receivables (gross) are aged as follows:

Current	36,332	27,782
Overdue by:		
Less than 30 days	188	18
30 to 60 days	75	1
60 to 90 days	40	4
More than 90 days	48	140
	351	163
Total receivables (gross)	36,683	27,945

Allowance for doubtful debts are debtors aged at more than 90 days.

Receivables for goods and services, accrued revenue and other include \$1,015,764 (2005: \$1,598,846) owed to the AEC by related entities. Credit terms are net 30 days (2005: 30 days).

Appropriations receivable are appropriations controlled by the AEC but held in the Official Public Account under the government's just-in-time drawdown arrangements.

	2006 \$'000	2005 \$'000
Note 7 Non-Financial Assets		
Note 7A Land and buildings		
Leasehold improvements		
– at fair value	15,739	15,368
– accumulated amortisation	(13,315)	(11,132)
	<u>2,424</u>	<u>4,236</u>
– in progress – at cost	11	142
	<u>2,435</u>	<u>4,378</u>
Total leasehold improvements	<u>2,435</u>	<u>4,378</u>
Total land and buildings (non-current)	<u>2,435</u>	<u>4,378</u>
Note 7B Infrastructure, Plant and Equipment		
Infrastructure, plant and equipment		
– at fair value	9,528	8,792
– accumulated depreciation	(4,781)	(2,522)
	<u>4,747</u>	<u>6,270</u>
Total infrastructure, plant and equipment (non-current)	<u>4,747</u>	<u>6,270</u>
At 30 June 2004 an independent valuer (Preston Rowe Patterson NSW Pty Ltd) conducted formal revaluations. All formal revaluations are independent and are in accordance with the revaluation policy stated at Note 1.15.		
Note 7C Intangibles		
Computer software		
External software		
– at cost	3,501	1,799
– accumulated amortisation	(1,680)	(973)
	<u>1,821</u>	<u>826</u>
Internally developed software		
– in use – at cost	24,879	23,977
– accumulated amortisation	(21,574)	(19,690)
	<u>3,305</u>	<u>4,287</u>
– in progress – at cost	1,108	1,643
	<u>6,234</u>	<u>6,756</u>
Total intangibles (non-current)	<u>6,234</u>	<u>6,756</u>

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

TABLE A – Reconciliation of the opening and closing balances of property, plant, equipment and intangibles

Item	Land \$'000	Buildings on freehold land \$'000	Buildings – leasehold improvements \$'000	Buildings – total \$'000	Land and buildings total \$'000	Plant and equipment \$'000	Computer software – intangibles \$'000	Total \$'000
As at 1 July 2005								
Gross value	-	-	15,510	15,510	15,510	8,792	27,419	51,721
Accumulated depreciation/amortisation	-	-	(11,132)	(11,132)	(11,132)	(2,522)	(20,663)	(34,317)
Opening net book value	-	-	4,378	4,378	4,378	6,270	6,756	17,404
Additions: – Purchases of assets	-	-	252	252	252	914	2,069	3,235
Write-offs	-	-	(2)	(2)	(2)	(66)	-	(68)
Disposals	-	-	-	-	-	-	-	-
Depreciation/amortisation expense	-	-	(2,193)	(2,193)	(2,193)	(2,371)	(2,591)	(7,155)
As at 30 June 2006			2,435	2,435	2,435	4,747	6,234	13,416
Gross value	-	-	15,750	15,750	15,750	9,528	29,488	54,766
Accumulated depreciation/amortisation	-	-	(13,315)	(13,315)	(13,315)	(4,781)	(23,254)	(41,350)
Closing net book value	-	-	2,435	2,435	2,435	4,747	6,234	13,416

Note 7D Analysis of Property, Plant, Equipment and Intangibles (continued)

TABLE B – Assets under construction

Item	Land \$'000	Buildings on freehold land \$'000	Buildings – leasehold improvements \$'000	Buildings – total \$'000	Land and buildings total \$'000	Plant and equipment \$'000	Computer software – intangibles \$'000	Total \$'000
Gross value at 30 June 2006	–	–	11	11	11	–	1,108	1,119
Gross value at 30 June 2005	–	–	142	142	142	–	1,643	1,785

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

Archived
historical
research only

	2006 \$'000	2005 \$'000
Note 7E Inventories		
Election equipment at cost (i.e. ballot paper and voting equipment)	703	818
All departmental inventories are current assets.		
Note 7F Other Non-Financial Assets		
Prepayments	1,106	1,169
All other non-financial assets are current assets.		
Note 8 Provisions		
Note 8A Employee Provisions		
Salaries and wages	650	578
Leave	18,828	19,160
Superannuation	110	101
Separations and redundancies	-	406
Total employee provisions	19,588	20,245
Current	17,026	18,450
Non-current	2,562	1,795
	19,588	20,245
Note 8B Other Provisions		
Lease incentives	390	596
Office leases – restoration costs	1,076	987
Other Provisions	70	-
Total other provisions	1,536	1,583
Balance 1 July	1,583	1,972
Provisions made during the period	241	278
Provisions used/paid during the period	(288)	(667)
Balance owing 30 June	1,536	1,583
Current	894	238
Non-current	642	1,345
Total other provisions	1,536	1,583

2006	2005
\$'000	\$'000

Note 9 Payables

Note 9A Supplier Payables

Trade creditors	5,023	6,450
Total supplier payables	5,023	6,450

All supplier payables are current liabilities.

Supplier payables includes \$496,211 (2005: \$976,228) owing to related entities.

Note 9B Other Payables

Unearned revenue – other	1,107	1,126
Total other payables	1,107	1,126

All other payables are current liabilities.

The total unearned revenue of \$1,106,898 (2005: \$1,125,706) is owed to related entities.

Note 10 Cash Flow Reconciliation

Reconciliation of cash per Income Statement to Statement of Cash Flows

Cash at year end per Statement of Cash Flows	1,455	6,260
Balance Sheet items comprising above cash: 'Financial Asset – Cash'	1,455	6,260

Reconciliation of net surplus to net cash from operating activities:

Operating result	5,029	6,413
Depreciation / amortisation	7,155	7,496
Cash transferred from OPA	–	–
Prior year adjustments	–	–
Write-down of assets	(29)	705
Loss/(gain) on disposal of assets	(8)	2
Decrease (increase) in net receivables	(12,071)	(7,984)
Decrease (increase) in inventories	115	2,089
Decrease (increase) in other non-financial assets	63	(330)
Increase (decrease) in employee provisions	(656)	731
Increase (decrease) in supplier payables	(1,427)	(1,575)
Increase (decrease) in other payables	(19)	186
Increase (decrease) in other provisions	(46)	(389)
Net cash from / (used by) operating activities	(1,894)	7,344

Note 11 Contingent Liabilities and Assets

Quantifiable Contingencies

The Schedule of Contingencies in the financial statements reports contingent liabilities as at 30 June 2006 in respect of unavoidable loss costs of \$298,000 as result of the expected early termination of contracts.

The Schedule of Contingencies reports contingent assets in respect of claims for damages/costs of \$375,000 (2005: \$375,000). The agency is expecting to succeed in claims, although the cases are continuing. The estimate is based on precedent cases.

Remote Contingencies

The remote contingencies identified by the AEC at reporting date are for office leases – restoration costs, that is makegood, when the AEC eventually vacates two of its premises. The potential liability of restoring the premises is \$62,700 (2005: \$62,700).

2006

2005

Note 12 Executive Remuneration

The number of executives who received or were due to receive total remuneration of \$130,000 or more:

	Number	Number
\$130,000 to \$144,999	3	1
\$145,000 to \$159,999	3	2
\$160,000 to \$174,999	2	4
\$175,000 to \$189,999	3	2
\$190,000 to \$204,999	2	4
\$205,000 to \$219,999	-	-
\$220,000 to \$234,999	1	2
\$235,000 to \$249,999	-	-
\$250,000 to \$264,999	-	-
\$265,000 to \$279,999	1	1
\$280,000 to \$294,999	-	1
	15	17

The aggregate amount of total remuneration of executives shown above. **\$2,984,274** \$3,276,159

The aggregate amount of separation and redundancy payments during the year to executives shown above. **\$72,087** \$7,207

The components of executive remuneration include wages and salaries, leave accruals, performance and other bonuses, superannuation, other allowances and fringe benefits included within remuneration agreements. Remuneration for each executive in 2005 includes performance pay for the year ended 30 June 2004, paid in 2005, and performance pay for the year ended 30 June 2005, payable at 30 June 2005. In 2006 no performance pay has been included as performance pay paid during the year was payable at 30 June 2005 and therefore disclosed in 2005. No performance pay was payable at 30 June 2006.

Note 13 Remuneration of Auditors

Financial statement audit services are provided free of charge to the AEC.

The fair value of the services provided was: **\$70,000** **\$74,000**

No other services were provided by the Auditor-General.

Note 14 Average Staffing Levels

The average staffing level for the AEC during the year was: **Number** **Number**
724 **815**

Note 15 Financial Instruments

Note 15A Interest Rate Risk

Financial instrument	Notes	Floating interest rate		Fixed interest rate maturing in			Non-interest bearing		Total		Weighted average effective interest rate		
		2006	2005	1 year or less	1 to 5 years	> 5 years	2006	2005	2006	2005	%	%	
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000		
Financial assets													
Cash at bank	6A	-	-	-	-	-	-	1,455	6,260	1,455	6,260	N/A	N/A
Receivables for goods and services (gross)	6B	-	-	-	-	-	-	2,263	3,321	2,263	3,321	N/A	N/A
Other	6B	-	-	-	-	-	-	402	260	402	260	N/A	N/A
Total		-	-	-	-	-	-	4,120	9,841	4,120	9,841		
Total assets										53,315	53,451		
Financial liabilities													
Trade creditors	9A	-	-	-	-	-	-	5,023	6,450	5,023	6,450	N/A	N/A
Total		-	-	-	-	-	-	5,023	6,450	5,023	6,450		
Total liabilities										27,254	29,404		

Note 15B Fair Values of Financial Assets and Liabilities

	Notes	2006		2005	
		Total carrying amount	Aggregate net fair value	Total carrying amount	Aggregate net fair value
		\$'000	\$'000	\$'000	\$'000
Departmental financial assets					
Cash at bank and on hand	6A	1,455	1,455	6,260	6,260
Receivables for goods and services (net)	6B	2,215	2,215	3,176	3,176
Other	6B	402	402	260	260
Total financial assets		4,072	4,072	9,696	9,696
Financial liabilities (recognised)					
Trade creditors	9A	5,023	5,023	6,450	6,450
Total financial liabilities (recognised)		5,023	5,023	6,450	6,450
Financial liabilities (unrecognised)	11	-	-	-	-

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 for trade creditors are approximated by their carrying amounts.

Note 15C 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 Balance Sheet.

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.

2006
\$'000

2005
\$'000

Note 16 Administered Items

Note 16A Income Administered on Behalf of Government

Revenue		
Other revenue		
Electoral fines and penalties	83	1,140
Candidate deposits forfeited – federal election	–	394
Other	2	3
Total other revenue	85	1,537
Total revenues administered on behalf of Government	85	1,537

Note 16B Expenses Administered on Behalf of Government

Grants		
Election public funding	–	42,034
Other		
Refunds – electoral fines and penalties	3	17
Total expenses administered on behalf of Government	3	42,051

Note 16C Assets Administered on Behalf of Government

Financial assets		
Cash		
	2	–
Total assets administered on behalf of Government	2	–

Note 16D Administered Reconciliation Table

Opening administered assets less administered liabilities as at 1 July	–	446
Plus Administered revenues	85	1,537
Less Administered expenses	(3)	(42,051)
Administered transfers to/from Government:		
Transfers from OPA	3	42,034
Transfers to OPA	(83)	(1,966)
Closing administered assets less administered liabilities as at 30 June	2	–

b) Net Fair Values of Administered Financial Assets and Liabilities

	Note	2006		2005	
		Total carrying amount \$'000	Aggregate net fair value \$'000	Total carrying amount \$'000	Aggregate net fair value \$'000
Administered financial assets					
Cash	16C	2	-	-	-
Total financial assets		2	-	-	-

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 for provisions and payables are approximated by their carrying amount.

c) Credit Risk Exposures

The Government's maximum exposures to credit risk at reporting date in relation to each class of recognised administered financial assets is the carrying amount of those assets as indicated in the Schedule of Administered Items.

The Government has no significant exposures to any concentrations of credit risk.

All figures for credit risk referred to do not take into account the value of any collateral or other security.

Note 17 Appropriations

Note 17A Acquitment of Authority to Draw Cash from the Consolidated Revenue Fund for Ordinary Annual Services Appropriations

Particulars	Outcome 1		Administered expenses		Outcome 3		Departmental outputs		Total	
	2006	2005	2006	2005	2006	2005	2006	2005	2006	2005
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Balance carried from previous period	-	-	-	-	-	-	30,084	27,059	30,084	27,059
Unspent prior year appropriations – ineffective s 31 ¹	-	-	-	-	-	-	-	(27,059)	-	(27,059)
Reduction of appropriations (prior years)	-	-	-	-	-	-	(5,376)	(13,441)	(5,376)	(13,441)
Appropriation Act (Act 1)	-	-	-	-	-	-	86,532	162,674	86,532	162,674
Appropriation Act (Act 3)	-	-	-	-	-	-	-	331	-	331
Appropriation Act (Act 5)	-	-	-	-	-	-	-	464	-	464
Refunds credited (FMA s 30)	-	-	-	-	-	-	339	223	339	223
Appropriation reduction by section 9 determination (current year)	-	-	-	-	-	-	-	(592)	-	(592)
Subtotal Annual Appropriation	-	-	-	-	-	-	25,047	149,659	25,047	149,659
Appropriations to take account of recoverable GST (FMA s 30A)	-	-	-	-	-	-	3,500	7,360	3,500	7,360
Annotations to 'net appropriations' (FMA s 31)	-	-	-	-	-	-	16,255	6,719	16,255	6,719
30 June 2005 variation – s 31 ²	-	-	-	-	-	-	-	31,737	-	31,737
Administered expenses lapsed (expended)	-	-	-	-	-	-	-	-	-	-
Total appropriations available for payments	-	-	-	-	-	-	131,334	195,475	131,334	195,475
Cash payments made during the year (GST inclusive)	-	-	-	-	-	-	98,303	165,391	98,303	165,391
Balance of Authority to Draw Cash from the CRF for Ordinary Annual Services Appropriations	-	-	-	-	-	-	33,031	30,084	33,031	30,084

Note 17A Acquittal of Authority to Draw Cash from the Consolidated Revenue Fund for Ordinary Annual Services Appropriations (continued)

Particulars	Administered expenses						Departmental outputs		Total	
	Outcome 1		Outcome 2		Outcome 3		2006	2005	2006	2005
	2006	2005	2006	2005	2006	2005	\$'000	\$'000	\$'000	\$'000
Cash at bank and on hand	—	—	—	—	—	—	1,455	6,260	1,455	6,260
Receivables – appropriations	—	—	—	—	—	—	31,174	23,564	31,174	23,564
Receivables – GST receivable from the ATO	—	—	—	—	—	—	402	260	402	260
Total	—	—	—	—	—	—	33,031	30,084	33,031	30,084

FMA = Financial Management and Accountability Act 1997

Act 1 = Appropriations Act (No. 1) 2005–2006

Act 3 = Appropriations Act (No. 3) 2005–2006

Act 5 = Appropriations Act (No. 5) 2005–2006

2004–05

1 Under section 31 of the *Financial Management and Accountability Act 1997* (the FMA Act), the Minister for Finance and Administration (Finance Minister) may enter into a net appropriation agreement with an agency Minister to increase an annual net appropriation by certain amounts received by the agency (e.g. receipts for charging for goods and services).

Whilst the AEC had operated and recorded Section 31 monies as though an effective agreement existed, two agreements made prior to 30 June 2005 were ineffective and the AEC did not have control over the Section 31 monies. The agreements were ineffective due to the signatories not having an express delegation or authority for signing the agreement.

Acknowledging the ineffectiveness of the prior agreements, the AEC's Section 31 agreement was varied on 24 June 2005, with effect from 30 June 2005, to capture retrospectively all monies that were subject to an ineffective prior agreement. This variation does not validate past breaches of Section 83 of the Constitution. Accordingly, amounts disclosed in previous financial years as available for spending under departmental outputs appropriation up to 30 June 2004 were overstated by \$27.1 million.

2 This amount represents receipts of \$79.66 million appropriated by the variation of 30 June 2005, less the amount spent prior to 2004–05 of \$47.92 million.

Note 17B Acquitment of Authority to Draw Cash from the Consolidated Revenue Fund for Other than Ordinary Annual Services Appropriations

Particulars	Administered expenses						Non-operating equity			Total		
	Outcome 1		Outcome 2		Outcome 3		2006		2005		2006	
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Balance carried from previous year	-	-	-	-	-	-	800	-	-	-	800	-
Appropriation Act (Act 2)	-	-	-	-	-	-	-	-	-	-	-	-
Appropriation Act (Act 4)	-	-	-	-	-	-	-	-	-	-	-	-
Refunds credited (FMA s 30)	-	-	-	-	-	-	-	-	-	-	-	-
Appropriation reduction by section 11 determination (current year)	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Annual Appropriation	-	-	-	-	-	-	3,160	2,292	3,160	2,292	3,160	2,292
Appropriations to take account of recoverable GST (FMA s 30A)	-	-	-	-	-	-	-	-	-	-	-	-
Total appropriations available for payments	-	-	-	-	-	-	3,160	2,292	3,160	2,292	3,160	2,292
Cash payments made during the year (GST inclusive)	-	-	-	-	-	-	-	-	-	-	-	-
Balance of authority to draw cash from the Consolidated Revenue Fund for other than ordinary annual services appropriations	-	-	-	-	-	-	-	-	-	-	-	-
Represented by:												
Cash at bank or on hand	-	-	-	-	-	-	-	-	-	-	-	-
Appropriation Receivable	-	-	-	-	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	2,844	800	2,844	800	2,844	800

FMA = Financial Management and Accountability Act 1997; Act 2 = Appropriations Act (No. 2) 2005-2006; Act 4 = Appropriations Act (No. 4) 2005-2006

2006	2005
\$	\$

Note 18 Assets Held in Trust

Note 18A Other Trust Monies

Legal authority – *Financial Management and Accountability Act 1997, s 20*

Purpose – for expenditure of monies temporarily held on trust or otherwise for the benefit of a person other than the Commonwealth, for example, candidate deposits.

Balance carried forward from previous year	116	38
Receipts during the year	12	635,922
Available for payments	128	635,960
Payments made	4	635,844
Balance carried forward to next year held by the entity	124	116

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Note 19 Reporting of Outcomes

In determining the full cost of outputs, the AEC charges direct costs to outputs and allocates overheads between outputs on the basis of full time equivalent staff.

The AEC's resource consumption varies considerably from year to year and between outcomes depending on the phase of the electoral cycle.

Note 19A Net Cost of Outcome Delivery

	Outcome 1		Outcome 2		Outcome 3		Total	
	2006	2005	2006	2005	2006	2005	2006	2005
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Administered expenses	-	-	3	42,051	-	-	3	42,051
Departmental expenses	72,964	52,474	26,455	121,390	4,971	3,944	104,390	177,808
Total expenses	72,964	52,474	26,458	163,441	4,971	3,944	104,393	219,859
<i>Costs recovered from provision of goods and services to the non-government sector</i>								
Administered	-	-	-	-	-	-	-	-
Departmental	-	-	-	-	-	-	-	-
Total costs recovered	-	-	-	-	-	-	-	-
Other external revenues								
Administered	-	-	85	1,537	-	-	85	1,537
Other	-	-	85	1,537	-	-	85	1,537
Total administered	-	-	-	-	-	-	-	-
Departmental	-	-	-	-	-	-	-	-
Interest on cash deposits	-	-	-	-	-	-	-	-
Other	9,128	8,634	4,627	3,562	63	74	13,818	12,270
Total departmental	9,128	8,634	4,627	3,562	63	74	13,818	12,270
Total other external revenues	9,128	8,634	4,712	5,099	63	74	13,903	13,807
Net cost / (contribution) of outcome	63,836	43,840	21,746	158,342	4,908	3,870	90,490	206,052

Note 19B Major Classes of Departmental Revenues and Expenses by Output Groups and Outputs

Outcome 1	Output Group 1								Outcome 1 total	
	Output 1.1.1		Output 1.1.2		Output 1.1.3		Output 1.1.4		2005	2006
	2006	2005	2006	2005	2006	2005	2006	2005	2006	
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Departmental expenses										
Employees	17,818	15,308	19,911	15,447	828	160	451	207	39,008	31,122
Suppliers	13,498	9,281	14,212	7,791	453	232	686	197	28,849	17,501
Depreciation and amortisation	2,525	1,898	2,342	1,617	122	18	66	19	5,055	3,552
Other expenses	26	180	24	108	1	5	1	6	52	299
Total departmental expenses	33,867	26,667	36,489	24,963	1,404	415	1,204	429	72,964	52,474
Funded by:										
Revenues from Government	27,851	22,361	37,614	25,282	1,346	377	1,239	430	68,050	48,450
Sale of goods and services	8,923	8,504	-	-	96	40	-	-	9,019	8,544
Other non-taxation revenues	55	42	49	46	3	1	1	1	108	90
Total departmental revenues	36,829	30,907	37,663	25,328	1,445	418	1,240	431	77,177	57,084

Note 19C Major Classes of Departmental Revenues and Expenses by Output Groups and Outputs

Outcome 2	Output Group 2									
	Output 2.1.1		Output 2.1.2		Output 2.1.3		Output 2.1.4		Output 2.1.5	
	2006	2005	2006	2005	2006	2005	2006	2005	2006	2005
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Departmental expenses										
Employees	5,541	57,428	269	309	530	716	1,361	1,938	1,728	1,703
Suppliers	4,074	27,193	147	484	426	1,120	737	11,137	1,510	5,405
Depreciation and amortisation	804	2,834	32	33	64	75	202	216	258	185
Other expenses	8	196	-	9	1	22	2	42	3	39
Total departmental expenses	10,427	87,651	448	835	1,021	1,933	2,302	13,333	3,499	7,331
Funded by:										
Revenues from Government	10,672	87,910	461	829	1,050	1,945	2,367	14,416	3,600	7,365
Sale of goods and services	54	13	-	-	1	1	1	-	1	-
Other non-taxation revenues	17	254	1	-	1	1	4	37	5	16
Total departmental revenues	10,743	88,177	462	829	1,052	1,947	2,372	14,453	3,606	7,381

Note 19C Major Classes of Departmental Revenues and Expenses by Output Groups and Outputs (continued)

	Output Group 2								Outcome 2 total	
	Output 2.1.6		Output 2.1.7		Output 2.1.8		Output 2.1.9			
	2006	2005	2006	2005	2006	2005	2006	2005		
Outcome 2	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Departmental expenses										
Employees	1,069	2,161	23	151	452	540	1,554	1,003	12,527	65,949
Suppliers	1,372	2,763	-	261	248	200	3,671	2,787	12,185	51,350
Depreciation and amortisation	123	234	-	5	55	56	188	79	1,726	3,717
Other expenses	1	37	-	2	-	4	2	23	17	374
Total departmental expenses	2,565	5,195	23	419	755	800	5,415	3,892	26,455	121,390
Funded by:										
Revenues from Government	1,991	4,964	-	-	301	394	2,052	1,775	22,494	119,598
Sale of goods and services	630	262	23	431	462	410	3,419	2,130	4,591	3,247
Other non-taxation revenues	3	6	-	-	1	1	4	-	36	315
Total departmental revenues	2,624	5,232	23	431	764	805	5,475	3,905	27,121	123,160

Note 19D Major Classes of Departmental Revenues and Expenses by Output Groups and Outputs

Outcome 3	Output Group 3						Outcome 3 Total	
	Output 3.1.1		Output 3.1.2		2005		2005	
	2006	2005	2006	2005	\$'000	\$'000	\$'000	\$'000
Departmental expenses	860	540	2,184	1,235				
Employees							3,044	1,775
Suppliers	218	1,130	1,332	779			1,550	1,909
Depreciation and amortisation	47	59	327	167			374	226
Other expenses	-	19	3	15			3	34
Total departmental expenses	1,125	1,748	3,846	2,196			4,971	3,944
Funded by:								
Revenues from Government	1,102	1,693	3,956	2,209			5,058	3,902
Sale of goods and services	55	15	-	-			55	15
Other non-taxation revenues	1	52	7	7			8	59
Total departmental revenues	1,158	1,760	3,963	2,216			5,121	3,976

Note 19E Major Classes of Administered Revenues and Expenses by Outcomes

	Outcome 1		Outcome 2		Outcome 3		Total	
	2006	2005	2006	2005	2006	2005	2006	2005
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Administered revenues								
Fees and fines	-	-	83	1,534	-	-	83	1,534
Other	-	-	2	3	-	-	2	3
Total administered revenues	-	-	85	1,537	-	-	85	1,537
Administered expenses								
Grants	-	-	-	42,034	-	-	-	42,034
Subsidies	-	-	-	-	-	-	-	-
Personal benefits	-	-	-	-	-	-	-	-
Suppliers	-	-	-	-	-	-	-	-
Other	-	-	3	17	-	-	3	17
Total administered expenses	-	-	82	42,051	-	-	82	42,051

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Appendices



Appendix A—Staffing overview

The following tables provide details of the AEC's staffing complement in 2005–06. To assist comparisons, the figures in brackets show the totals for 2004–05.

Table 34 Ongoing staff employed, including staff on higher duties arrangements, by classification, gender and location, 30 June 2006

Location and classification	Female		Male		Total
	Part-time	Full-time	Part-time	Full-time	
Australian Capital Territory	25 (26)	84 (69)	3 (2)	86 (84)	198 (181)
Electoral Commissioner	–	–	–	1 (1)	1 (1)
Deputy Electoral Commissioner	–	–	–	1 (1)	1 (1)
SE Band 2 ^a	–	1 (1)	–	1 (2)	2 (3)
SE Band 1 ^a	–	2 (2)	–	6 ^b (5)	8 (7)
Executive Level 2	1 (1)	9 (8)	1 (1)	10 (11)	21 ^c (21)
Executive Level 1	5 (8)	21 (15)	–	25 (24)	51 (47)
APS Level 6	5 (6)	19 (16)	2 (1)	24 (25)	50 (48)
APS Level 5	1 (0)	12 (8)	–	6 (8)	19 (16)
APS Level 4	9 (10)	12 (13)	–	8 (3)	29 (26)
APS Level 3	2 (1)	6 (6)	–	2 (3)	10 (10)
APS Level 2	–	2 (0)	–	2 (1)	4 (1)
APS Level 1	2 (0)	–	–	–	2 (0)
New South Wales	18 (22)	84 (91)	1 (2)	67 (70)	170 (185)
Australian Electoral Officer	–	–	–	1 (1)	1 (1)
SE Band 1	–	1 (0)	–	–	1 (0)
Executive Level 2	–	1 ^d (1)	–	2 (2)	3 (3)
Executive Level 1	–	2 (2)	–	5 (6)	7 (8)
APS Level 6	–	25 (21)	0 (1)	33 (32)	58 (54)
APS Level 5	0 (1)	4 (5)	–	3 (3)	7 (9)
APS Level 4	–	1 (3)	–	1 (0)	2 (3)
APS Level 3	3 (2)	26 (32)	–	16 (20)	45 (54)
APS Level 2	15 (19)	24 (27)	1 (1)	6 (6)	46 (53)
Victoria	21 (20)	58 (64)	2 (1)	49 (51)	130 (136)
Australian Electoral Officer	–	–	–	1 (1)	1 (1)
SE Band 1	–	–	–	1 (1)	1 (1)
Executive Level 2	–	1 (1)	–	–	1 (1)
Executive Level 1	–	3 (2)	–	4 (4)	7 (6)
APS Level 6	–	17 (13)	–	25 (25)	42 (38)

Location and classification	Female		Male		Total
	Part-time	Full-time	Part-time	Full-time	
APS Level 5	1 (0)	1 (1)	–	3 (3)	5 (4)
APS Level 4	–	1 (2)	–	1 (1)	2 (3)
APS Level 3	–	14 (26)	–	11 (12)	25 (38)
APS Level 2	20 (20)	21 (19)	2 (1)	3 (4)	46 (44)
Queensland	7 (8)	46 (47)	1 (1)	39 (43)	93 (99)
Australian Electoral Officer	–	1 (1)	–	–	1 (1)
Executive Level 2	–	–	–	1 (1)	1 (1)
Executive Level 1	–	1 (0)	–	3 (3)	4 (3)
APS Level 6	–	9 (8)	–	20 (21)	29 (29)
APS Level 5	1 (0)	4 (3)	–	4 (4)	9 (7)
APS Level 4	–	1 (2)	–	1 (1)	2 (3)
APS Level 3	1 (1)	13 (11)	–	9 (12)	23 (24)
APS Level 2	5 (7)	17 (22)	1 (1)	1 (1)	24 (31)
Western Australia	4 (7)	29 (31)	2 (3)	18 (17)	53 (58)
Australian Electoral Officer	–	1 (1)	–	–	1 (1)
Executive Level 2	–	–	–	1 (1)	1 (1)
Executive Level 1	–	–	–	1 (1)	1 (1)
APS Level 6	0 (1)	2 (5)	–	12 (12)	14 (18)
APS Level 5	–	2 (1)	–	1 (0)	3 (1)
APS Level 4	–	3 (2)	1 (1)	0 (1)	4 (4)
APS Level 3	–	10 (12)	–	2 (2)	12 (14)
APS Level 2	4 (6)	11 (10)	1 (2)	1 (0)	17 (18)
South Australia	7 (7)	18 (22)	0 (0)	16 (17)	41 (46)
Australian Electoral Officer	–	–	–	1 (1)	1 (1)
Executive Level 2	–	0 (1)	–	1 (0)	1 (1)
Executive Level 1	–	0 (1)	–	1 (0)	1 (1)
APS Level 6	2 (1)	4 (5)	–	10 (8)	16 (14)
APS Level 5	–	3 (2)	–	–	3 (2)
APS Level 4	3 (4)	–	–	1 (2)	4 (6)
APS Level 3	2 (1)	5 (7)	–	2 (6)	9 (14)
APS Level 2	0 (1)	6 (6)	–	–	6 (7)
Tasmania	1 (1)	13 (8)	–	9 (10)	23 (19)
Australian Electoral Officer	–	1 (0)	–	0 (1)	1 (1)
Executive Level 1	–	0 (1)	–	2 (1)	2 (2)
APS Level 6	–	2 (2)	–	4 (3)	6 (5)
APS Level 5	–	2 (1)	–	1 (2)	3 (3)
APS Level 4	–	–	–	1 (1)	1 (1)
APS Level 3	1 (1)	5 (1)	–	1 (1)	7 (3)
APS Level 2	–	3 (3)	–	0 (1)	3 (4)

Table 34 (cont.)

Location and classification	Female		Male		Total
	Part-time	Full-time	Part-time	Full-time	
Northern Territory	0 (1)	5 (4)	–	4 (4)	9 (9)
Australian Electoral Officer	–	–	–	1 (1)	1 (1)
Executive Level 1	–	–	–	1 (1)	1 (1)
APS Level 6	–	1 (0)	–	1 (0)	2 (0)
APS Level 5	–	2 (1)	–	–	2 (1)
APS Level 4	–	0 (1)	–	1 (2)	1 (3)
APS Level 3	–	1 (1)	–	–	1 (1)
APS Level 2	0 (1)	1 (1)	–	–	1 (2)
AEC total	83 (92)	337 (336)	9 (9)	288 (296)	717 (733)

APS = Australian Public Service; SE = Senior executive

- a This represents senior executive staff engaged under s. 35(1)(b) of the *Commonwealth Electoral Act 1918* and additional staff acting in positions.
- b This includes two Executive Level officers acting in positions at 30 June 2006 and one Senior Executive Service Band 1 officer on leave without pay.
- c This includes three Executive Level 1 officers acting in positions at 30 June 2006 and one Executive Level 2 Officer on leave at 30 June 2006.
- d The Executive Level officer in this position was on leave without pay at 30 June 2006.

Notes: Figures include all staff employed under the *Public Service Act 1999* and Australian Electoral Officers employed under the *Commonwealth Electoral Act 1918*. This information is included in the Wages and Salaries reported in the Financial Statements.

Figures in brackets are for 2004–05.

Source: PayGlobal HR System

Table 35 Non-ongoing staff employed, including staff on higher duties arrangements, by classification, gender and location, 30 June 2006

Location and classification	Female		Male		Total
	Part-time	Full-time	Part-time	Full-time	
Australian Capital Territory	10 (9)	8 (9)	6 (4)	7 (13)	31 (35)
Executive Level 2	–	–	–	0 (1)	0 (1)
Executive Level 1	1 (1)	1 (1)	1 (1)	0 (4)	3 (7)
APS Level 6	0 (1)	0 (2)	2 (0)	3 (2)	5 (5)
APS Level 5	1 (1)	3 (2)	–	2 (2)	6 (5)
APS Level 4	7 (5)	0 (2)	3 (3)	0 (2)	10 (12)
APS Level 3	1 (1)	4 (2)	–	2 (2)	7 (5)
New South Wales	3 (0)	5 (0)	0 (0)	2 (0)	10 (0)
APS Level 6	–	–	–	1 (0)	1 (0)
APS Level 3	–	2 (0)	–	–	2 (0)
APS Level 2	3 (0)	3 (0)	–	1 (0)	7 (0)
Victoria	0 (7)	3 (1)	0 (0)	0 (2)	3 (10)
APS Level 5	–	–	–	0 (1)	0 (1)
APS Level 2	0 (7)	3 (1)	–	0 (1)	3 (9)

Location and classification	Female		Male		Total
	Part-time	Full-time	Part-time	Full-time	
Queensland	7 (4)	3 (2)	0 (0)	2 (1)	12 (7)
APS Level 6	–	0 (1)	–	–	0 (1)
APS Level 3	–	1 (0)	–	1 (1)	2 (1)
APS Level 2	7 (4)	2 (1)	–	1 (0)	10 (5)
Western Australia	6 (2)	2 (1)	0 (0)	0 (0)	8 (3)
Executive Level 1	–	–	–	–	–
APS Level 6	–	–	–	–	–
APS Level 5	1 (0)	1 (0)	–	–	2 (0)
APS Level 4	–	–	–	–	–
APS Level 3	1 (0)	–	–	–	1 (0)
APS Level 2	4 (2)	1 (1)	–	–	5 (3)
South Australia	2 (4)	6 (4)	0 (0)	1 (1)	9 (9)
APS Level 3	–	1 (0)	–	1 (0)	2 (0)
APS Level 2	2 (4)	5 (4)	–	0 (1)	7 (9)
Tasmania	1 (0)	1 (4)	0 (0)	0 (0)	2 (4)
APS Level 3	1 (0)	0 (2)	–	–	1 (2)
APS Level 2	–	1 (2)	–	–	1 (2)
Northern Territory	0 (0)	1 (2)	0 (0)	1 (0)	2 (2)
APS Level 4	–	–	–	1 (0)	1 (0)
APS Level 2	–	1 (2)	–	–	1 (2)
AEC Total	29 (26)	29 (23)	6 (4)	13 (17)^a	77 (70)

APS = Australian Public Service

a Because of a typographical error, this total was shown as 18 in the 2004–05 report.

Note: Figures in brackets are for 2004–05.

Source: PayGlobal HR System

Appendix B—Occupational health and safety

The AEC is committed to promoting strategies to improve the health and wellbeing of its staff. The major focus remains timely and effective injury management that incorporates early intervention strategies to return AEC employees to work in accordance with AEC policies and Comcare guidelines.

Policies

The AEC Occupational Health and Safety (OH&S) and Injury Management Plan 2004–07 sets out the AEC's OH&S objectives and responsibilities. The plan allows the AEC to track its overall performance in OH&S and injury prevention and management.

The AEC also has an OH&S policy and agreement that recognise its duty of care as outlined under the *Occupational Health and Safety (Commonwealth Employment) Act 1991* (OH&S Act); these documents continue to be the cornerstones of the AEC's health and safety efforts.

Activities

During the year, the following activities were undertaken to ensure the health, safety and welfare of employees:

- The national OH&S committee continued to meet every three months.
- The AEC State OH&S committees continued to meet regularly.
- Minutes of the national and State OH&S committees were placed on the AEC's intranet site.
- AEC employees attended Comcare client network meetings to maintain contact with other OH&S professionals and to keep up to date with developments in the field.
- The OH&S e-learning package was updated, and used on the intranet as part of the OH&S training strategy and for induction purposes.
- The AEC continued its illness prevention strategy by again conducting a national influenza vaccination program for staff, in March 2006.
- The AEC launched a national pilot program for health screening in March 2006 to assess staff on their BMI (body mass index), blood pressure, blood glucose and cholesterol levels.
- The Employee Assistance Program was reviewed and the contract with the existing provider was continued. AEC employees were encouraged to utilise the service.

- The AEC provided ergonomic workstation assessments for injured employees to ensure safe work environments.

The AEC provided expert case management services to assist injured or ill employees to make a safe and lasting return to work. Pending compensation and non-compensation cases were reviewed and audited, and more than 130 old and current files were closed.

The AEC also incorporated data from incident records and compensation claims and cases into PayGlobal for 2005–06, which has led to improvements in recording statistics.

Comcare

The AEC's actual and estimated Comcare premiums for four reporting periods are shown in Table 36.

Table 36 AEC Comcare premiums, 2003–04 to 2006–07

	2003–04	2004–05	2005–06	2006–07
Annual premium	\$383,062	\$478,106	\$892,037	\$714,102

The AEC's estimate of the provisional premium for 2006–07 of \$714,102 is based on:

- a penalty amount of \$100,000 arising from a revision of the 2005–06 premium rate for the AEC from 1.52 per cent to 1.72 per cent of the 2005–06 payroll. The revision took account of the development of AEC claims for injuries sustained in the year ending February 2005, relative to the development of all agencies' claims. The increased number of injuries can be attributed to the fact that the AEC employed over 67,000 casual staff during the 2004 federal election.
- a 2006–07 premium rate of 1.35 per cent of the 2006–07 payroll. This rate takes account of claims for injuries sustained in the year ending February 2006 and earlier years. It is a reduction from the revised premium rate of 1.72 per cent for 2005–06, and remains below the national average premium rate of 1.77 per cent.

Claims management

All compensation and non-compensation claims are centrally managed through the human resources management section in the national office. Case management service providers were engaged on short-term contracts to assist with file audits and closures.

Compensation claims

During 2005–06, the AEC managed a total of 51 compensation claims, 14 of which were new. This shows a significant reduction in new claims compared with previous years, including other non-election years. Table 37 shows the new claims figures for the past four reporting periods.

Table 37 New Comcare claims history, 2002–03 to 2005–06

	2002–03	2003–04	2004–05	2005–06
New claims	27	21	49	14

During 2005–06, there were 292.07 weeks of time lost due to injury, which shows an increase from 193.20 weeks in 2004–05. The AEC continues to focus on providing early intervention to address the issue of lost time. However, in this reporting period, there were several staff with complex chronic pain for whom it was difficult to provide suitable duties. This is reflected in an increase in the number of claims with more than 60 days of lost time compared with previous years.

Non-compensation claims

The AEC continued to show its commitment to all AEC staff through its policies for managing non-compensation injuries and illnesses as well as compensation claims. During the reporting period, the AEC managed over 30 non-compensation cases, including by conducting fitness for continued duty assessments.

Investigations

Comcare conducted no investigations involving the AEC under s. 41 of the OH&S Act.

Other reportable statistics

As shown in Table 38, there were significantly fewer reports of accidents and incidents in 2005–06 than in previous years.

Table 38 Accident and incident reports, 2002–03 to 2005–06

	2002–03	2003–04	2004–05	2005–06
Accidents/incidents reported	54	53	88	41
Dangerous occurrences	48	45	77	36

Directions and notices

Continuing positive trends, in 2005–06 the AEC received no directions under s. 45 of the OH&S Act concerning an immediate threat to the health or safety of any person.

One provisional improvement notice (PIN) was provided to the AEC under the OH&S Act, concerning a salt damp problem in the Division of Grey in South Australia. The PIN was received on 25 November 2005 and extended on 12 December 2005. Once notified, the national office property section responded and cooperated with the contractor and landlord to assess and repair the problem. The PIN was removed on 19 December 2005.

Appendix C—Freedom of information

This statement is published to meet the requirements of the *Freedom of Information Act 1982* (the FOI Act).

Organisation

The AEC is part of the Finance and Administration portfolio. Information about the Finance and Administration portfolio can be found on the Department of Finance and Administration's website, www.finance.gov.au. Information about the AEC's organisational structure for 2005–06 can be found in the Overview section of this report. Further information can be found on the AEC's website, www.aec.gov.au. A description of the AEC's role and the legislative framework under which it operates can also be found in the Overview section of this report.

Decision-making powers

Ministers and AEC officers may exercise decision-making powers under the following Acts:

- *Commonwealth Electoral Act 1918*
- *Referendum (Machinery Provisions) Act 1984*
- *Workplace Relations Act 1996*
- *Public Service Act 1999*
- *Financial Management and Accountability Act 1997*
- *Freedom of Information Act 1982*
- *Privacy Act 1988*.

Procedures for gaining access to documents

Applications

A request for access to documents in accordance with the FOI Act must be made in writing and include an address in Australia to which notices can be sent.

Initial contact point

Requests for documents held by the AEC under the FOI Act should be sent to:

The Freedom of Information Officer
Australian Electoral Commission
PO Box 6172
Kingston ACT 2604
Telephone: (02) 6271 4411
Facsimile: (02) 6271 4457
Email: info@aec.gov.au

In accordance with the *Electronic Transactions Act 1999*, FOI Act requests may also be made via electronic mail addressed to info@aec.gov.au. However, because a request must be accompanied by an application fee, processing of a request submitted electronically will not usually commence until the application fee has been received by post or a request and decision have been made for remission of the application fee.

Fees and charges

The AEC's policy on imposing fees and charges under the Freedom of Information (Fees and Charges) Regulations is that, where applicable, fees should be collected and charges imposed for processing FOI Act requests. The fee payable to enable processing under the FOI Act is \$30. However, fees may be remitted and/or charges reduced or not imposed in certain circumstances, such as if the fee would cause financial hardship to the applicant or if the document in question is in the general public interest. It is AEC policy not to impose fees and charges where the FOI Act application relates to the applicant's personal affairs.

Additional processing charges may apply for time spent in searching for and retrieving documents, and for time spent in deciding whether to grant, refuse or defer access to a document, or to grant access to a copy of a document by means of deletions, photocopying and dispatch.

If it proves difficult either to identify the document or to provide access in the form requested, the freedom of information officer will contact the applicant. Therefore, it is advisable to include a telephone number and/or an email address to allow the officer processing the request to contact the applicant if clarification is required.

Internal review

An applicant who is dissatisfied with a decision made under the FOI Act may apply for an internal review. Requests for internal review are usually subject to a \$40 application fee, and payment must accompany the request.

Categories of documents

The FOI Act provides individuals with a legally enforceable right to access documents of an agency or official documents of a minister, other than exempt documents. Many documents

held by the AEC are available free of charge. The majority of these documents are available at www.aec.gov.au/what/publications. In addition, the AEC places an indexed list of file titles on its website every six months.

Public documents

The AEC holds a number of documents that are available for public inspection free of charge, as set out in Table 39.

Table 39 Documents available for public inspection

Document	Description	Location
Electoral roll	Contains electors' names, addresses and electorate information The AEC does not sell the electoral roll in any format	The roll in electronic format is available for public inspection at the AEC's division and State and Territory offices, and the national office A facility enabling electors to verify their enrolment details is available on the AEC's website, www.aec.gov.au
Register of general postal voters	Contains name and address information for general postal voters for each electoral division	Registers are available for public inspection at the relevant division offices
Postal vote applications	May include name, address, date of birth, signature and witness details	Applications are available for public inspection at the relevant division offices for a limited period after an election
Electoral nomination forms	May include name, address, occupation, date of birth, signature, citizenship, political affiliation and contact details for candidates nominating for election	Nominations are available for public inspection in the relevant divisional offices in relation to House of Representatives elections and at the relevant State offices in relation to Senate elections
Financial disclosure returns	Returns of financial transactions submitted by candidates, political parties and others may include name, address, business dealings and political dealings	Returns are available for public inspection on the AEC's website
Applications for party registration	May include name, address, political affiliation, telephone number and signature	Applications are available for public inspection at the AEC's national office
Register of political parties	Lists all political parties registered under the <i>Commonwealth Electoral Act 1918</i> ; may include names, addresses and political affiliations of registered officers and deputy registered officers	Registers are available for public inspection at the AEC's national office and State and Territory offices and on the AEC's website
Redistributions suggestions, objections and comments	Public suggestions, objections and comments submitted during the course of redistribution of federal electoral boundaries under the <i>Commonwealth Electoral Act 1918</i> ; may include name, address and opinion	These documents are available for public inspection at the AEC's national office, State and Territory offices and relevant divisional offices, and on the AEC's website

Documents held by the AEC available free of charge

A number of documents are available free of charge through the AEC's website or the AEC's Media Section based in the national office. Refer to Appendix I for a list of these publications.

Freedom of information statistics

The following tables show FOI Act requests handled by the AEC in 2004–05 and 2005–06.

Table 40 Numbers of freedom of information requests, 2004–05 and 2005–06

Request status	2004–05	2005–06
On hand at 1 July	7	1
Received during period	17	5
On hand at 30 June	1	1

Table 41 Resolution of freedom of information requests, 2004–05 and 2005–06

Method of resolution	2004–05	2005–06
Request withdrawn	8	1
Access granted in full	6	3
Access granted in part	7	1
Access refused in full	2	0
Request transferred	0	0

Files and information

The AEC holds a range of corporate records in hard copy and electronic formats. Hard copy records (which include paper documents, videos, maps and photographs) can be located using the Total Records and Information Management (TRIM) index or accessed by contacting the National Records Manager. For more information, contact an AEC office. Contact details are in the Overview section of this report and on the AEC's website.

Arrangements for public involvement

Members of the public are invited to make their views on current policies and procedures known to the Electoral Commissioner by writing to:

The Electoral Commissioner
Australian Electoral Commission
PO Box 6172
Kingston ACT 2604

Appendix D—Advertising and market research

Section 311A of the *Commonwealth Electoral Act 1918* requires certain matters to be reported on annually by Australian Government departments and agencies, including the AEC. Those matters include the use of advertising, market research and media placement services. Table 42 details the AEC's use of such services in 2005–06.

Table 42 Commissions paid to advertising and marketing research agencies, 2005–06

Agency type	Agency name	Details	Amount (GST exclusive)
Advertising agency	Whybin TBWA	To store advertising materials from previous elections and manage handover of materials to new agency	\$1,492.81
	BMF Advertising	To assist in the development of a communications strategy and advertising campaign for future federal elections	\$123,493.64
Market research organisation	Eureka Strategic Research	To perform market research to assist in the development of the AEC's communication strategy	\$64,291.82
	Newspoll Market Research	To conduct periodic surveys on the extent of enrolment by persons eligible to enrol	\$27,735.00
Media placement agency	Universal McCann	To place campaign advertising	\$10,089.58
	hma Blaze	To place non-campaign advertising	\$455,507.83

GST = goods and services tax

Appendix E—Provision of electoral roll information

In accordance with subsection 17(1A) of the *Commonwealth Electoral Act 1918*, the AEC is required to report on the particulars of people and/or organisations who receive electoral roll information under subsection 90B(4) of the legislation.

Provision of electoral roll information to medical researchers

In accordance with subsection 90B(4) item 2, subsection 90B(9) and paragraph 91A(2AA)(b) of the *Commonwealth Electoral Act 1918* and regulation 9 of the Electoral and Referendum Regulations 1940, the AEC provided electoral information in electronic format to a number of organisations for use in medical research. Details are provided in Table 43.

Such use is defined in the *Guidelines for the Protection of Privacy in the Conduct of Medical Research*, issued by the National Health and Medical Research Council under subsection 95(1) of the *Privacy Act 1988*. Medical research is defined as systematic investigations for the purpose of adding to the generalised medical knowledge pertaining to human health, including epidemiological research.

Before providing the electoral information, the AEC must have institutional ethics committee approval for the studies.

Table 43 Provision of information to medical researchers and those conducting health screening surveys, 2005–06

Institution/contact	Data provided
Kim Pullen Beyond Ageing Project Centre for Mental Health Research Australian National University	Electors aged 65–74, from the NSW divisions of Eden-Monaro, Grayndler, Lowe, North Sydney, Riverina, Sydney, Warringah, Watson and Wentworth, and the ACT divisions of Canberra and Fraser. Electors aged 60–64, from the NSW divisions of Eden-Monaro, Grayndler, Lowe, North Sydney, Riverina, Sydney, Warringah, Watson and Wentworth, and the ACT divisions of Canberra and Fraser.
Professor Henry Brodaty Academic Department for Old Age Psychiatry Prince of Wales Hospital	All electors aged 70–90, from the divisions of Kingsford Smith and Wentworth in NSW.
Cheryl Kelso Lookback Services Australian Red Cross Blood Service, NSW	Data matching on 4 occasions involving a total of 237 names.

Institution/contact	Data provided
Cecilia Wilson Centre of National Research on Disability and Rehabilitation Medicine University of Qld	7,920 randomly selected electors from NSW, 6,000 from Vic., 4,560 from Qld, 2,400 from WA, 1,920 from SA, 600 from Tas., 360 from the ACT, and 240 from the NT.
Professor Bryan Mowry Qld Centre for Mental Health	All electors aged 20–74 from the divisions of Blair, Bonner, Bowman, Brisbane, Dickson, Fadden, Forde, Griffith, Groom, Lilley, Longman, McPherson, Moncrieff, Moreton, Oxley, Petrie, Rankin and Ryan in Qld.
Dr Robyn Lucas National Centre for Epidemiology and Population Health Australian National University	Medical extract on 2 occasions involving electors aged 18–59 from the divisions of Charlton, Dobell, Hunter, Newcastle, Paterson and Shortland in NSW; Ballarat, Bendigo, Corangamite, Corio, Lalor, Mallee, McEwen and Wannon in Vic.; Blair, Bonner, Bowman, Brisbane, Dickson, Fadden, Forde, Griffith, Lilley, Longman, Moreton, Oxley, Petrie, Rankin and Ryan in Qld; and Bass, Braddon, Denison, Franklin and Lyons in Tas.
Professor Rob Sanson-Fisher School of Medical Practice and Population Health University of Newcastle	Electors aged 18–62 from the divisions of Calare, Cowper, Eden-Monaro, Farrer, Gilmore, Gwydir, Hume, Lyne, New England, Page, Parkes, Paterson, Richmond and Riverina in NSW.
Dr Ping-Yee Wong Australian Red Cross Blood Service, Vic.	Data matching on 3 occasions involving a total of 70 names.
Ms Fleur Hourihan Centre for Rural and Remote Mental Health Bloomfield Hospital	All electors aged 18–99 from the divisions of Eden-Monaro, Farrer, Gwydir, Hume, Parkes and Riverina in NSW.
Professor Christopher Fairley Melbourne Sexual Health Centre	1,002 randomly selected female electors aged 20–69, in 5-year age ranges, from NSW, Vic., Qld, WA, SA, Tas., ACT and the NT.
Holly Northam University of Canberra	300 randomly selected electors aged 18–99 from the ACT.
Joanne O'Toole Department of Epidemiology and Preventative Medicine Central and Eastern Clinical School The Alfred Hospital	All electors aged 18–99 from the divisions of Greenway, Lindsay, Macarthur, Mitchell and Werriwa in NSW.
Helena Iredell School of Population Health University of WA	All electors aged 65–94 from the divisions of Brand, Canning, Cowan, Curtin, Fremantle, Hasluck, Moore, Pearce, Perth, Stirling, Swan and Tangney in WA.
Professor Patrick McGorry ORYGEN Youth Health, Vic.	Data matching of 184 names.
Professor A John Spencer Dental School Faculty of Sciences University of Adelaide	Data matching of 9,999 names.
Karen Mickle Department of Biomedical Science University of Wollongong	All electors aged 60–99 from the divisions of Banks, Barton, Bennelong, Berowra, Blaxland, Bradfield, Chifley, Cook, Cunningham, Dobell, Fowler, Gilmore, Grayndler, Greenway, Hughes, Hume, Kingsford Smith, Lindsay, Lowe, Macarthur, Mackellar, Macquarie, Mitchell, North Sydney, Throsby, Warringah, Watson, Wentworth and Werriwa in NSW.

Table 43 (cont.)

Institution/contact	Data provided
Dr Penny Warner-Smith Women's Health Australia The University of Newcastle	All female electors aged 26–34, 53–61 and 68–86, for all States and Territories.
Professor Adele Green Qld Institute of Medical Research	Varying sample sizes of electors aged between 20–79 years from the divisions of Blair, Bonner, Bowman, Brisbane, Dickson, Fadden, Forde, Griffith, Lilley, Longman, Moreton, Oxley, Petrie, Rankin and Ryan in Qld.
Dr Kaarin Anstey Centre for Mental Health Research Australian National University	Electors aged 65–94 from the Division of Hume in NSW and ACT divisions.
Associate Professor Rachelle Buchbinder Department of Epidemiology and Preventative Medicine Monash University	Electors aged 18–87 from the divisions of Bendigo, Bruce, Calwell, Higgins, Holt, Hotham, McEwen, Menzies, Scullin and Wills in Vic.
Associate Professor Jonathan Shaw International Diabetes Institute, Vic.	Data matching of 977 names.
Dr Brian O'Toole Australian Veterans Health Study, NSW	Data matching of 300 names.
Dr Brett Toelle Woolcock Institute of Medical Research Royal Prince Alfred Hospital	32 female and 32 male electors in 12 5-year age ranges between the ages of 40 and 99 years from the divisions of Barton and Kingsford Smith in NSW.
Dr Valerie Stone School of Psychology University of Qld	150 female and 150 male electors in the age ranges 50–59, 60–69, 70–79, 80–89 and 90–99 from the division of Griffith in Qld.
Professor Edward Janus Department of Rural Health Greater Green Triangle University	Electors aged 25–84 from the division of Mallee in Vic.
Professor Deborah Turnbull Department of Psychology University of Adelaide	Electors aged 50–74 from the divisions of Boothby, Hindmarsh and Kingston in SA.
Dr Penny Webb Cancer and Population Studies Qld Institute of Medical Research	1,940 randomly selected female electors in NSW, 1,730 in Vic., 1,750 in Qld, 750 in WA, 1,020 in SA, 220 in Tas. and 130 in the ACT.
Elizabeth Hart Health Sciences and Nutrition CSIRO, SA	3,000 male and 3,000 female randomly selected electors aged 50–76 years from the divisions of Boothby, Hindmarsh, Kingston and Mayo in SA.
Dr Deborah Loxton Women's Health Australia University of Newcastle	All female electors aged 27–35, 54–62 and 79–87 years.
Helen Sutherland BreastScreen ACT and South East NSW ACT Health	All female electors aged 44–69 years from the divisions of Canberra and Fraser in the ACT.
Lorraine Thomason VIVIANE Study Clinical Trials Research Centre, Vic.	383 randomly selected female electors aged 26–35 and 347 randomly selected female electors aged 36–45 from the divisions of Aston, Batman, Bruce, Casey, Chisholm, Deakin, Dunkley, Flinders, Gellibrand, Goldstein, Gorton, Higgins, Holt, Hotham, Isaacs, Jagajaga, Kooyong, Lalor, La Trobe, Maribyrnong, McEwen, Melbourne, Melbourne Ports, Menzies, Scullin and Wills in Vic.

Institution/contact	Data provided
Mr Steve Cole Bowel Health Service Repatriation General Hospital, SA	All electors aged 50–74 from all divisions in SA.
Dr Lisa Johnston Monash Epworth Rehabilitation Research Centre Epworth Hospital, Vic.	Data matching of 1,152 names.

Provision of electoral roll information to Schedule 1 agencies and authorities

Schedule 1 of the Electoral Referendum Regulations 1940, relating to the *Commonwealth Electoral Act 1918*, sets out the Australian Government agencies and authorities that are entitled to receive elector information from the AEC. 'Elector information' is the full name, residential address, gender and date of birth of each elector.

Schedule 1 agencies and authorities are granted access to confidential electoral information after providing the AEC with justification for access in terms of Information Privacy Principle 11 (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 subsection 90B(4) of the *Commonwealth Electoral Act 1918* and regulations 7 and 8 and Schedule 1 of the Electoral and Referendum Regulations 1940, the AEC provided electoral information to Australian Government agencies and authorities for the purposes set out in Schedule 1 of the regulations.

During 2005–06, Schedule 1 agencies and authorities requested information from the Commonwealth electoral roll, which was provided as shown in Table 44.

Table 44 Provision of information to Schedule 1 agencies and authorities, 2005–06

Institution	Date provided
Australian Communications and Media Authority	12 August 2005
	9 November 2005
	10 March 2006
	11 May 2006
Australian Crime Commission	11 May 2006
Australian Customs Service	12 August 2005
	9 November 2005
	10 March 2006
	11 May 2006

Table 44 (cont.)

Institution	Date provided
Australian Federal Police	12 August 2005
	10 November 2005
	10 March 2006
	11 May 2006
Australian Postal Commission	11 May 2006
Australian Quarantine and Inspection Service	11 May 2006
Australian Securities and Investments Commission	12 August 2005
	9 November 2005
	10 March 2006
	11 May 2006
Australian Security Intelligence Organisation	14 July 2005
	28 September 2005
	24 January 2006
	13 March 2006
Australian Security Intelligence Organisation—Library	11 May 2006
	14 July 2005
	28 September 2005
	24 January 2006
Australian Taxation Office	12 August 2005
	9 November 2005
	8 February 2006
	11 May 2006
Australian Transaction Report and Analysis Centre	11 May 2006
Centrelink	12 August 2005
	9 November 2005
	8 February 2006
	11 May 2006
Commonwealth Director of Public Prosecutions	14 July 2005
	28 September 2005
	13 March 2006
	11 May 2006
ComSuper	12 August 2005
	9 November 2005
	10 March 2006
	11 May 2006
Department of Education, Science and Training	15 August 2005
	10 March 2006
Department of Employment and Workplace Relations	12 August 2005
	11 May 2006
Department of Foreign Affairs and Trade	12 August 2005
	9 November 2005
	8 February 2006
	11 May 2006

Institution	Date provided
Department of Immigration and Multicultural Affairs	10 November 2005
	13 March 2006
	11 May 2006
Insolvency and Trustee Service Australia—SA	14 July 2006
	28 September 2005
	24 January 2006
Insolvency and Trustee Service Australia—WA	28 September 2005
	24 January 2006

Provision of electoral roll information to members of the House of Representatives, senators and federally registered political parties

In accordance with subsection 90B(4) of the *Commonwealth Electoral Act 1918* the AEC supplied electronic electoral roll information to members of the House of Representatives, senators and federally registered political parties during the period July 2005–June 2006, as shown in tables 45 and 46.

Table 45 Provision of electoral roll information to members of the House of Representatives and senators, 2005–06

Recipient	Constituency/ position	Roll data provided	Date provided
Ms Kate Ellis MP	Member for Adelaide	Adelaide	July 2005–June 2006
Ms Catherine King MP	Member for Ballarat	Ballarat	July 2005–June 2006
Mr Daryl Melham MP	Member for Banks	Banks	July 2005–June 2006
Mr Patrick Secker MP	Member for Barker	Barker	July 2005–June 2006
Mr Robert McClelland MP	Member for Barton	Barton	July 2005–June 2006
Mr Michael Ferguson MP	Member for Bass	Bass	July 2005–February 2006
Mr Martin Ferguson AM, MP	Member for Batman	Batman	July 2005–June 2006
Mr Steve Gibbons MP	Member for Bendigo	Bendigo	July 2005–June 2006
The Hon. John Howard MP	Member for Bennelong	Bennelong	July 2005–June 2006
Mr Michael Hatton MP	Member for Blaxland	Blaxland	July 2005–June 2006
Mr Andrew Laming MP	Member for Bowman	Bowman	July 2005–June 2006
Mr Mark Baker MP	Member for Braddon	Braddon	July 2005–June 2006
The Hon. Dr Brendan Nelson MP	Member for Bradfield	Bradfield	July 2005–June 2006
The Hon. Kim Beazley MP	Member for Brand	Brand	July 2005–June 2006
The Hon. Arch Bevis MP	Member for Brisbane	Brisbane	July 2005–June 2006
Mr Alan Griffin MP	Member for Bruce	Bruce	July 2005–June 2006
Mr Peter Andren MP	Member for Calare	Calare	July 2005–June 2006
Ms Maria Vamvakinou MP	Member for Calwell	Calwell	July 2005–June 2006
Ms Annette Ellis MP	Member for Canberra	Canberra	July 2005–June 2006

Table 45 (cont.)

Recipient	Constituency/ position	Roll data provided	Date provided
Ms Kirsten Livermore MP	Member for Capricornia	Capricornia	July 2005–June 2006
Ms Kelly Hoare MP	Member for Charlton	Charlton	July 2005–June 2006
The Hon. Roger Price MP	Member for Chifley	Chifley	July 2005–June 2006
Ms Anna Burke MP	Member for Chisholm	Chisholm	July 2005–June 2006
The Hon. Bruce Baird MP	Member for Cook	Cook	July 2005–June 2006
Mr Gavan O'Connor MP	Member for Corio	Corio	July 2005–June 2006
The Hon. Graham Edwards MP	Member for Cowan	Cowan	July 2005–June 2006
Ms Sharon Bird MP	Member for Cunningham	Cunningham	July 2005–June 2006
The Hon. Julie Bishop MP	Member for Curtin	Curtin	July 2005–June 2006
Mr Phillip Barresi MP	Member for Deakin	Deakin	July 2005–June 2006
The Hon. Duncan Kerr SC MP	Member for Denison	Denison	July 2005–June 2006
Mr Ken Ticehurst MP	Member for Dobell	Dobell	July 2005–June 2006
The Hon. Alexander Somlyay MP	Member for Fairfax	Fairfax	July 2005–June 2006
Mrs Julia Irwin MP	Member for Fowler	Fowler	July 2005–June 2006
Mr Harry Quick MP	Member for Franklin	Franklin	July 2005–June 2006
Mr Bob McMullan MP	Member for Fraser	Fraser, Canberra	July 2005–June 2006
The Hon. Dr Carmen Lawrence MP	Member for Fremantle	Fremantle	July 2005–June 2006
Ms Nicola Roxon MP	Member for Gellibrand	Gellibrand	July 2005–June 2006
Mrs Joanna Gash MP	Member for Gilmore	Gilmore	July 2005–June 2006
The Hon. Andrew Robb MP	Member for Goldstein	Goldstein	July 2005–June 2006
Mr Brendan O'Connor MP	Member for Gorton	Gorton	July 2005–June 2006
Mr Anthony Albanese MP	Member for Grayndler	Grayndler	July 2005–June 2006
Mr Kevin Rudd MP	Member for Griffith	Griffith	July 2005–June 2006
The Hon. John Anderson MP	Member for Gwydir	Gwydir	July 2005–June 2006
Mr Stuart Henry MP	Member for Hasluck	Hasluck	July 2005–June 2006
Mr Steve Georganas MP	Member for Hindmarsh	Hindmarsh	July 2005–June 2006
Mr Anthony Byrne MP	Member for Holt	Holt	July 2005–June 2006
The Hon. Simon Crean MP	Member for Hotham	Hotham	July 2005–June 2006
Mr Alby Schultz MP	Member for Hume	Hume	July 2005–June 2006
Mr Joel Fitzgibbon MP	Member for Hunter	Hunter	July 2005–June 2006
Ms Ann Corcoran MP	Member for Isaacs	Isaacs	July 2005–June 2006
Ms Jenny Macklin MP	Member for Jagajaga	Jagajaga	July 2005–June 2006
The Hon. Robert Katter MP	Member for Kennedy	Kennedy	July 2005–June 2006
Mr Peter Garrett MP	Member for Kingsford Smith	Kingsford Smith	July 2005–June 2006
Mr Petro Georgiou MP	Member for Kooyong	Kooyong	July 2005–June 2006
Mr Jason Wood MP	Member for La Trobe	La Trobe	July 2005–June 2006
Ms Julia Gillard MP	Member for Lalor	Lalor	July 2005–June 2006
The Hon. Warren Entsch MP	Member for Leichhardt	Leichhardt	July 2005–June 2006
Mr Wayne Swan MP	Member for Lilley	Lilley	July 2005–June 2006
The Hon. Jackie Kelly MP	Member for Lindsay	Lindsay	July 2005–June 2006

Recipient	Constituency/ position	Roll data provided	Date provided
The Hon. Warren Snowdon MP	Member for Lingiari	Lingiari	July 2005–June 2006
Mr John Murphy MP	Member for Lowe	Lowe	July 2005–June 2006
The Hon. Dick Adams MP	Member for Lyons	Lyons	July 2005–June 2006
The Hon. Pat Farmer MP	Member for Macarthur	Macarthur	July 2005–June 2006
The Hon. Bronwyn Bishop MP	Member for Mackellar	Mackellar	July 2005–June 2006
Mr John Forrest MP	Member for Mallee	Mallee	July 2005–June 2006
Mr Bob Sercombe MP	Member for Maribyrnong	Maribyrnong	July 2005–June 2006
Mr Russell Broadbent MP	Member for McMillan	McMillan	July 2005–June 2006
Mr Lindsay Tanner MP	Member for Melbourne	Melbourne	July 2005–June 2006
Mr Michael Danby MP	Member for Melbourne Ports	Melbourne Ports	July 2005–June 2006
The Hon. Alan Cadman MP	Member for Mitchell	Mitchell	July 2005–June 2006
Mr Tony Windsor MP	Member for New England	New England	July 2005–June 2006
Ms Sharon Grierson MP	Member for Newcastle	Newcastle	July 2005–June 2006
The Hon. Wilson Tuckey MP	Member for O'Connor	O'Connor	July 2005–June 2006
Mr Bernie Ripoll MP	Member for Oxley	Oxley	July 2005–June 2006
Ms Julie Owens MP	Member for Parramatta	Parramatta	July 2005–June 2006
Mr Stephen Smith MP	Member for Perth	Perth	July 2005–June 2006
Mr Rodney Sawford MP	Member for Port Adelaide	Port Adelaide	July 2005–June 2006
Mr Chris Bowen MP	Member for Prospect	Prospect	July 2005–June 2006
Dr Craig Emerson MP	Member for Rankin	Rankin	July 2005–June 2006
Mr Laurie Ferguson MP	Member for Reid	Reid	July 2005–June 2006
Mrs Justine Elliot MP	Member for Richmond	Richmond	July 2005–June 2006
The Hon. Jim Lloyd MP	Member for Robertson	Robertson	July 2005–June 2006
Mr Harry Jenkins MP	Member for Scullin	Scullin	July 2005–June 2006
Ms Jill Hall MP	Member for Shortland	Shortland	July 2005–June 2006
Mr Michael Keenan MP	Member for Stirling	Stirling	July 2005–June 2006
Mr Kim Wilkie MP	Member for Swan	Swan	July 2005–June 2006
Ms Tanya Plibersek MP	Member for Sydney	Sydney	July 2005–June 2006
Dr Dennis Jensen MP	Member for Tangney	Tangney	July 2005–June 2006
Ms Jennie George MP	Member for Throsby	Throsby	July 2005–June 2006
Mr Tony Burke MP	Member for Watson	Watson	July 2005–June 2006
Mr Chris Hayes MP	Member for Werriwa	Werriwa	July 2005–June 2006
Mr Kelvin Thomson MP	Member for Wills	Wills	July 2005–June 2006
Senator Kate Lundy	Senator for the ACT	ACT	October 2005–June 2006
Senator George Campbell	Senator for NSW	NSW	July 2005–June 2006
Senator the Hon. Helen Coonan	Senator for NSW	NSW	August 2005–June 2006
Senator the Hon. John Faulkner	Senator for NSW	NSW	March–June 2006
Senator Concetta Fierravanti- Wells	Senator for NSW	NSW	July 2005–June 2006
Senator Michael Forshaw	Senator for NSW	NSW	July 2005–June 2006

Table 45 (cont.)

Recipient	Constituency/ position	Roll data provided	Date provided
Senator the Hon. Bill Heffernan	Senator for NSW	NSW	July 2005–June 2006
Senator Steve Hutchins	Senator for NSW	NSW	August 2005–June 2006
Senator the Hon. Sandy Macdonald	Senator for NSW	NSW	July 2005–June 2006
Senator Fiona Nash	Senator for NSW	NSW	August 2005–June 2006
Senator Kerry Nettle	Senator for NSW	NSW	November 2005–June 2006
Senator Marise Payne	Senator for NSW	NSW	July 2005–June 2006
Senator Ursula Stephens	Senator for NSW	NSW	July 2005–June 2006
Senator Trish Crossin	Senator for NT	NT	October 2005–June 2006
Senator Andrew Bartlett	Senator for Qld	Qld	July 2005–June 2006
Senator the Hon. Ronald Boswell	Senator for Qld	Qld	July 2005–June 2006
Senator George Brandis	Senator for Qld	Qld	July 2005–June 2006
Senator John Hogg	Senator for Qld	Qld	July 2005–June 2006
Senator Joe Ludwig	Senator for Qld	Qld	July 2005–June 2006
Senator the Hon. Ian Macdonald	Senator for Qld	Qld	July 2005–June 2006
Senator Brett Mason	Senator for Qld	Qld	July 2005–June 2006
Senator Jan McLucas	Senator for Qld	Qld	July 2005–June 2006
Senator Claire Moore	Senator for Qld	Qld	August 2005–June 2006
Senator Russell Trood	Senator for Qld	Qld	July 2005–June 2006
Senator Grant Chapman	Senator for SA	SA	October 2005–June 2006
Senator Alan Ferguson	Senator for SA	SA	July 2005–June 2006
Senator the Hon. Robert Hill	Senator for SA	SA	July 2005–April 2006
Senator Cory Bernardi	Senator for SA	SA	May–June 2006
Senator Annette Hurley	Senator for SA	SA	July 2005–June 2006
Senator Linda Kirk	Senator for SA	SA	October 2005–June 2006
Senator Anne McEwen	Senator for SA	SA	July 2005–June 2006
Senator the Hon. Nicholas Minchin	Senator for SA	SA	July 2005–June 2006
Senator the Hon. Amanda Vanstone	Senator for SA	SA	September 2005–June 2006
Senator Penny Wong	Senator for SA	SA	August 2005–June 2006
Senator Dana Wortley	Senator for SA	SA	July 2005–June 2006
Senator the Hon. Eric Abetz	Senator for Tas.	Tas.	July 2005–June 2006
Senator Bob Brown	Senator for Tas.	Tas.	July 2005–June 2006
Senator Carol Brown	Senator for Tas.	Tas.	October 2005–June 2006
Senator the Hon. Paul Calvert	Senator for Tas.	Tas.	October 2005–June 2006
Senator the Hon. Richard Colbeck	Senator for Tas.	Tas.	August 2005–June 2006
Senator Sue Mackay	Senator for Tas.	Tas.	July–September 2005
Senator Christine Milne	Senator for Tas.	Tas.	October 2005–June 2006
Senator Kerry O'Brien	Senator for Tas.	Tas.	July 2005–June 2006
Senator Stephen Parry	Senator for Tas.	Tas.	July 2005–June 2006

Recipient	Constituency/ position	Roll data provided	Date provided
Senator Helen Polley	Senator for Tas.	Tas.	July 2005–June 2006
Senator the Hon. Nick Sherry	Senator for Tas.	Tas.	July 2005–June 2006
Senator John Watson	Senator for Tas.	Tas.	July 2005–June 2006
Senator Lyn Allison	Senator for Vic.	Vic.	July 2005–June 2006
Senator Kim Carr	Senator for Vic.	Vic.	July 2005–June 2006
Senator Stephen Conroy	Senator for Vic.	Vic.	October 2005–June 2006
Senator Steve Fielding	Senator for Vic.	Vic.	October 2005–June 2006
Senator Mitch Fifield	Senator for Vic.	Vic.	July 2005–June 2006
Senator the Hon. Rod Kemp	Senator for Vic.	Vic.	July 2005–June 2006
Senator Gavin Marshall	Senator for Vic.	Vic.	July 2005–June 2006
Senator Julian McGauran	Senator for Vic.	Vic.	July 2005–June 2006
Senator the Hon. Kay Patterson	Senator for Vic.	Vic.	July 2005–June 2006
Senator Robert Ray	Senator for Vic.	Vic.	October 2005–June 2006
Senator the Hon. Michael Ronaldson	Senator for Vic.	Vic.	July 2005–June 2006
Senator the Hon. Judith Troeth	Senator for Vic.	Vic.	August 2005–June 2006
Senator Judith Adams	Senator for WA	WA	July 2005–June 2006
Senator Mark Bishop	Senator for WA	WA	July 2005–June 2006
Senator the Hon. Ian Campbell	Senator for WA	WA	July 2005–June 2006
Senator Alan Eggleston	Senator for WA	WA	July 2005–June 2006
Senator the Hon. Christopher Ellison	Senator for WA	WA	August 2005–June 2006
Senator Christopher Evans	Senator for WA	WA	July 2005–June 2006
Senator David Johnston	Senator for WA	WA	July 2005–June 2006
Senator Ross Lightfoot	Senator for WA	WA	July 2005–June 2006
Senator Andrew Murray	Senator for WA	WA	July 2005–June 2006
Senator Rachel Siewert	Senator for WA	WA	July 2005–June 2006
Senator Glenn Sterle	Senator for WA	WA	July 2005–June 2006
Senator Ruth Webber	Senator for WA	WA	July 2005–June 2006

Table 46 Provision of electoral roll information to federally registered political parties, 2005–06

Political party recipient	Roll data provided	Date provided
Australian Democrats–National Secretariat	National	July 2005–September 2005
Australian Greens–Vic.	Vic.	July 2005–March 2006
Australian Labor Party–ACT Branch	ACT	July 2005–June 2006
Australian Labor Party–NSW Division	NSW	July 2005–June 2006
Australian Labor Party–Qld Branch	Qld	July 2005–June 2006
Australian Labor Party–SA Branch	SA	July 2005–June 2006
Australian Labor Party–Vic. Branch	Vic.	July 2005–June 2006

Table 46 (cont.)

Political party recipient	Roll data provided	Date provided
Australian Labor Party—Federal Secretariat	National	July 2005—June 2006
Christian Democratic Party	NSW	July 2005—February 2006, May 2006
Citizens Electoral Council of Australia	Vic.	July 2005—June 2006
Liberal Party of Australia—Federal Secretariat	National	July 2005—June 2006
Liberal Party of Australia—NSW Division	NSW	July 2005—June 2006
Liberal Party of Australia—Qld Division	Qld	July 2005—June 2006
Liberal Party of Australia—Vic. Division	Vic.	July 2005—June 2006
Liberal Party of Australia—WA Division	WA	July 2005—January 2006
National Party of Australia—Federal Secretariat	NSW, Vic., Qld, WA, SA, ACT	July 2005—June 2006
National Party of Australia—NSW Branch	NSW	July 2005—June 2006
National Party of Australia—Qld Branch	Qld	July 2005—June 2006
National Party of Australia—Vic. Branch	Vic.	July 2005—June 2006
National Party of Australia—WA Branch	WA	July 2005—June 2006
Republican Party of Australia	NSW	July 2005—February 2006, May 2006
The Greens NSW	NSW	July 2005—June 2006

Appendix F—Ecologically sustainable development

The AEC's environmental management system (EMS) has been in place since May 2004 and incorporates four standard operating procedures:

- Energy
- Natural resources—packaging
- Natural resources—paper
- Waste.

These operating procedures clearly outline the background, management and monitoring requirements to assist staff with the daily management of the AEC's operations. Some guidelines under the EMS procedures include:

- purchasing 'energy star' efficient equipment under international standards as regulated by the Australian Greenhouse Office, Department of Environment and Heritage
- maximising the use of natural light, and applying a mechanism to automatically switch off electric lighting when it is not in use
- incorporating energy-efficient lighting in all current and new fit-outs
- recycling paper, cardboard, aluminium cans and toner cartridges.

In its operational activities, the AEC strives to use natural resources efficiently, to manage waste, and to reduce energy consumption in order to meet government targets and ultimately reduce greenhouse gas emissions. During 2005–06, the AEC undertook a number of initiatives to develop and improve its environmental performance, including:

- commencing processes for the downsizing of several major tenancies, which should result in reduced energy consumption
- inserting a provision within the cleaning contract requiring the contractor to use, where practical, 'environmentally friendly' products, and to ensure that detergents and like products are biodegradable (in accordance with Australian Standard 4351.2), pH balanced and phosphate free
- inserting a provision in the national office cafeteria contract requiring the contractor to comply with the AEC's EMS guidelines
- using the energy star rating as a criterion in the selection of replacement photocopiers, fax machines and whitegoods.

In October each year the AEC reports its energy usage for the previous financial year to the Australian Greenhouse Office. Despite the expected spike in energy use during the election in 2004, the AEC met the target of less than 10,000 megajoules per person per year.

The AEC's strategies comply with the recommendations of the Australian National Audit Office Audit Report No. 47 of 1988–99, *Energy Efficiency in Commonwealth Operations*, and the Fleet Monitoring Body guidelines in relation to the use of ethanol.

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Appendix G—Consultancies

The AEC may engage consultants under subsection 35(2) of the *Commonwealth Electoral Act 1918*, and may determine the terms and conditions of engagement of those consultants under subsection 35(4) of that Act. Consultants may also be engaged in accordance with the *Financial Management and Accountability Act 1997*.

The AEC defines a 'consultant' as an individual, partnership or corporation, engaged by the AEC from outside the Australian Public Service, for one or more of the following purposes:

- providing expert advice on policy, technical and professional matters
- undertaking research projects, surveys, fact-finding investigations and management reviews
- developing training material, except where the material is off the shelf and is available from any other organisation without any change in concept or content.

Before a 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.
- The consultancy must not be used to circumvent other processes within the AEC.
- Costs and time frames must be reasonable.
- Selection arrangements must
 - be publicly defensible
 - 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.
- The criteria for evaluation of responses must have been developed.

Proposed consultancies in excess of \$200,000 must be approved by either the Deputy Electoral Commissioner or the First Assistant Commissioner Business Support.

Table 47 Consultancy contracts to the value of \$10,000 or more let during 2005–06

Consultant name	Description	Contract price (including GST)	Selection process ^a	Justification ^b
ODS Management Consulting Pty Ltd	To develop and implement a leadership development program	\$160,400	Open tender	A
Palm ConsultingGroup Pty Ltd	To undertake an organisational review of the AEC	\$70,000	Direct sourcing	B
Lindenmayer Consulting Pty Ltd	To undertake an investigation into electoral matters	\$40,000	Direct sourcing	B
Total		\$270,400		

GST = goods and services tax

a Explanation of selection process terms drawn from the Commonwealth Procurement Guidelines (January 2005)

Direct sourcing: A form of restricted tendering, available only under certain defined circumstances, with a single potential supplier or suppliers being invited to bid because of their unique expertise and/or their special ability to supply the goods and/or services sought.

Open tender: A procurement procedure in which a request for tender is published inviting all businesses that satisfy the conditions for participation to submit tenders. Public tenders are sought from the marketplace using national and major metropolitan newspaper advertising and the Australian Government AusTender internet site.

b Justification for decision to use consultancy:

A—skills currently unavailable within agency

B—need for independent research or assessment.

Appendix H—Industrial and fee-for-service elections statistics

Table 48 provides a statistical breakdown by State or Territory of industrial and fee-for-service elections undertaken by the AEC in the 2005–06 financial year.

Table 48 Activities in relation to industrial elections and fee-for-service ballots, 2005–06

	NSW	Vic.	Qld	WA	SA	Tas.	ACT	NT	Total
<i>Elections and ballots</i>									
Contested industrial elections	22	27	10	9	12	14	9	7	110
Uncontested industrial elections	57	77	53	30	33	34	19	8	311
Certified agreement ballots	19	0	2	3	1	2	10	0	37
Protected action ballots	1	3	1	0	0	0	3	0	8
Other fee-for-service elections and ballots	6	0	1	6	1	1	1	2	18
Other elections and ballots	0	1	0	0	0	0	0	0	1
Total	105	108	67	48	47	51	42	17	485
<i>Offices</i>									
Contested offices (industrial)	51	62	26	21	36	30	48	10	284
Uncontested offices (industrial)	333	819	323	220	335	197	390	79	2,696
Total	384	881	349	241	371	227	438	89	2,980
<i>Candidates</i>									
Candidates for contested offices (industrial)	323	460	207	159	194	133	159	31	1,666
Candidates for uncontested offices (industrial)	736	1,092	464	294	444	325	370	100	3,825
Total	1,059	1,552	671	453	638	458	529	131	5,491

Table 48 (cont.)














	NSW	Vic.	Qld	WA	SA	Tas.	ACT	NT	Total
Ballot papers									
Ballot papers issued (industrial)	94,262	186,367	119,741	51,489	96,237	33,610	55,906	6,449	644,061
Ballot papers returned (industrial)	25,202	65,121	28,829	13,408	25,115	10,255	12,696	2,067	182,693
Ballot papers issued (certified agreements)	29,468	0	663	2,035	97	140	14,762	0	47,165
Ballot papers returned (certified agreements)	18,199	0	460	1,368	52	113	8,952	0	29,144
Ballot papers issued (protected action)	16	58	5	0	0	0	3,053	0	3,132
Ballot papers returned (protected action)	15	58	5	0	0	0	1,889	0	1,967
Ballot papers issued (other fee-for-service)	17,725	0	1,755	241,682	1,279	337	11,282	78	274,138
Ballot papers returned (other fee-for-service)	5,561	0	463	112,351	547	152	1,998	78	121,150
Ballot papers issued (other)	0	367	0	0	0	0	0	0	367
Ballot papers returned (other)	0	222	0	0	0	0	0	0	222
Total issued	141,471	186,792	122,164	295,206	97,613	34,087	85,003	6,527	968,863
Total returned	48,977	65,401	29,757	127,127	25,714	10,520	25,535	2,145	335,176

Appendix I—Publications

The following publications may be obtained from the AEC website, www.aec.gov.au, or by phoning 13 23 26.

Documents which are publicly available on the AEC website are marked with the symbol .

Documents which are publicly available in hard copy are marked with the symbol .

Publication/product	Description	Format available
AEC Annual Report 2005–06	A report, published to meet the requirements of legislation, that details the AEC's performance over the financial year 2005–06.	 
AEC Service Charter	A booklet and poster outlining the AEC's commitments and services to its clients.	 
Behind the Scenes: the 2004 election report	A report on the conduct of the 2004 federal election, with a national summary of results.	 
Election Results 2004 CD	A CD containing results for the House of Representatives and the Senate at the national, divisional and polling place levels, and the Behind the Scenes election report.	
Electoral Pocketbook	A compilation of electoral data and facts provided in a pocketbook for quick access.	 
Electoral Newsfile	A regular bulletin on electoral issues and events. The following editions were published for 2005–06: <ul style="list-style-type: none"> • No. 124—Federal Election 2004 Results Guide • No. 125—2004/2005 Redistribution of Federal Electoral Boundaries: Proposals for ACT announced • No. 126—Redistribution Process Commences. 	 
Electoral Education services brochure	A brochure promoting AEC electoral education services.	 
Your vote—a guide to your electoral system brochure	A brochure providing general information about enrolment and voting.	 
Adult education services leaflet	A leaflet promoting the adult education services available at the Melbourne Electoral Education Centre.	
The Tally Board	A periodical providing information about AEC programs and electoral issues and events.	 

Abbreviations list

AEC	Australian Electoral Commission
AEO	Australian Electoral Officer (also known as State Manager)
ANAO	Australian National Audit Office
APS	Australian Public Service
APSC	Australian Public Service Commission
ATSIC	Aboriginal and Torres Strait Islander Commission
AusAID	Australian Agency for International Development
AWA	Australian Workplace Agreement
BRIDGE	Building Resources in Democracy, Governance and Elections
CRU	continuous roll update
DRO	Divisional Returning Officer
EEC	electoral education centre
ELMS	election management system
EMS	environmental management system
FOI Act	<i>Freedom of Information Act 1982</i>
FTE	full-time equivalent employees
GENESIS	general enrolment, elections support and information system
GVRS	generic voter registration system
HREOC	Human Rights and Equal Opportunity Commission
IDEA	International Institute for Democracy and Electoral Assistance
IMIE	International Mission for Iraqi Elections
Integrity Act	<i>Electoral and Referendum Amendment (Electoral Integrity and Other Measures) Act 2006</i>
IPP11	Information Privacy Principle 11
ITSC	Information Technology Steering Committee
JSCEM	Joint Standing Committee on Electoral Matters
MOU	memorandum of understanding
OH&S	occupational health and safety
OH&S Act	<i>Occupational Health and Safety (Commonwealth Employment) Act 1991</i>
PGSP	Pacific Governance Support Program
PIANZEA	Pacific Islands, Australia and New Zealand Electoral Administrators' Network

PIN	provisional improvement notice
PMP	performance management program
PNGEC	Papua New Guinea Electoral Commission
RMANS	roll management system
SAF	Sample Audit Fieldwork
SCVP	school and community visits program
SES	Senior Executive Service
TEC	Tasmanian Electoral Commission
TSRA	Torres Strait Regional Authority
TTF	train the facilitator
VEC	Victorian Electoral Commission
YES	Youth Electoral Study

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