

**Senate Finance and Public Administration Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Finance and Administration Portfolio**

Estimates 2004-05 – Supplementary written questions November 2004

**Question: F3 (1-34)**

**Outcome: Australian Electoral Commission**

**Topic: General**

**Hansard Reference: N/A**

**Written Question on Notice: 2 December 2004**

**Senator Ludwig asked:**

- (1) For the each of the i) 1999-00, ii) 2000-01, iii) 2001-02, iv) 2002-03, v) 2003-04 financial years, did the Department include in its annual report a reports on outcomes achieved for clients from diverse linguistic and cultural backgrounds?
- (2) If not, for the each of the i) 1999-00, ii) 2000-01, iii) 2001-02, iv) 2002-03, v) 2003-04 financial years, did the Department otherwise publish a report on outcomes achieved for clients from diverse linguistic and cultural backgrounds? (If yes, please supply report)
- (3) For the each of the i) 1999-00, ii) 2000-01, iii) 2001-02, iv) 2002-03, v) 2003-04 financial years, did the Department budget for costs associated with developing culturally responsive and accessible services?
- (4) For the 2003-2004 financial year, how much did the Department budget for this purpose?
- (5) For the each of the i) 1999-00, ii) 2000-01, iii) 2001-02, iv) 2002-03, v) 2003-04 financial years, how many Departmental programs or services were delivered via an intermediary service provider, such as another level of government or a non-government organisation?
- (6) Of these, in each financial year how many did the funding conditions in contracts specify relevant access and equity accountabilities (for example, collection and reporting of information on client characteristics)?
- (7) For each of these, is the provision a standard clause? If so, can the Department please supply the clause?
- (8) If there is no standard provision, is a copy of the provision available for each of these? Are the provisions subsequently audited? If yes, what were the results? (Please supply).
- (9) Can the Department provide a current list of each community information publication it publishes in English as at a) the current date (2, December 2004) or if this is unavailable b) 30 June, 2004 (and take from then to 2 December 2004 On Notice) or if this is unavailable c) 1 January 2004 (and take from then to 2 December 2004 On Notice) or if this is unavailable d) the last date for which they were available (specify date and take from then to 2 December 2004 On Notice)?
- (10) For the above list, what publications are translated into languages other than English and for each, what languages are they translated into?
- (11) For the above list, how many copies were printed?

# Senate Finance and Public Administration Legislation Committee

## ANSWERS TO QUESTIONS ON NOTICE

### Finance and Administration Portfolio

Estimates 2004-05 – Supplementary written questions November 2004

- (12) For the above list, what was the total cost of each document in translation, publication, printing and distribution?
- (13) What efforts has the Department made to identify employees from a non-English Speaking background and what languages they are fluent in?
- (14) What proportion of the Department.s personnel have a non-English speaking background?
- (15) For each language other than English that the Department has identified employees with fluency, can the Department provide how employees were fluent? For each language other than English, how many were identified as being fluent?
- (16) Of these employees, what efforts has the Department made to identify the language proficiency of these employees? For each language other than English, how many were identified as having proficiency?
- (17) Of these employees, how many has the Department identified as possessing accredited language skills to either translator or interpreter standard? For each language other than English, how many were identified as having accreditation at the a) translator and b) interpreter level?
- (18) Of these employees, how many has the Department funded in whole or in part accreditation of language skills to either a) translator and b) interpreter level?
- (19) How much did the Department spend engaging language a) translator and b) interpreter level in each of the financial years i) 2001-02, ii) 2002-03, iii) 2003-04?
- (20) How many times did the Department engage an a) translator and b) interpreter in each of the following years i) 2001-02, ii) 2002-03, iii) 2003-04?
- (21) For each language in which a) a translator and b) an interpreter was engaged, how many engagements occurred in each of the following years i) 2001-02, ii) 2002-03, iii) 2003-04?
- (22) What was the total cost of those engagements by language for a) translators and b) interpreters in each of the following years i) 2001-02, ii) 2002-03, iii) 2003-04?
- (23) For each of the financial years i) 1995-96, ii) 1996-97, iii) 1997-98, iv) 1998-99, v) 1999-00, vi) 2000-01, vii) 2001-02, viii) 2002-03, ix) 2003-04 how much was spent in advertising or advertorial in the ethnic press?
- (24) For each of the above years, could the Department please specify each title, in which advertising was bought, the language of that title and the total annual spend on advertising and advertorial in each title.
- (25) For each of the financial years i) 1995-96, ii) 1996-97, iii) 1997-98, iv) 1998-99, v) 1999-00, vi) 2000-01, vii) 2001-02, viii) 2002-03, ix) 2003-04 how much was spent in advertising and or advertorials on ethnic radio? For each financial year, could the Department please specify which station, broadcast language and how much was spent on each language at each station?
- (26) How many break-ins were there on Departmental property in 2000-01, 2001-02, 2002-03, 2003-04? For each incident:
  - a) what was the location and the cost of damage associated with each break in?
  - b) What was the cost of damage conducted during each break in?
  - c) What was the subject of theft in each break in?
  - d) What was the cost of any theft associated with each break in?
  - e) was anyone charged with the break in (specify if they were employed by the Department)?

**Senate Finance and Public Administration Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Finance and Administration Portfolio**

Estimates 2004-05 – Supplementary written questions November 2004

- f) was anyone convicted of the break in (specify if they were employed by the Department)?
- (27) How many thefts of Departmental property occurred in 2000-01, 2001-02, 2002-03, 2003-04? For each incident:
- a) What was stolen in each instance?
  - b) What was the value of the stolen item/s?
  - c) Where was it stolen from?
  - d) was anyone charged with the theft (specify if they were employed by the Department)?
  - e) Was anyone convicted of the theft (specify if they were employed by the Department)?
  - f) Were any of the items recovered?
- (28) How many incidents of fraud were detected against the Department in 2000-01, 2001-02, 2002-03, 2003-04? For each incident:
- a) What was the subject of the fraud in each instance?
  - b) What was the value of the fraud?
  - c) Which administrative unit was the subject of the fraud?
  - d) was anyone charged with the fraud (specify if they were employed by the Department)?
  - e) Was anyone convicted of the fraud (specify if they were employed by the Department)?
  - f) Were any of the defrauded items or was any of the defrauded money recovered?
- (29) How many incidents of loss (excluding theft, accident, breakage and vandalism) of Departmental property were reported to the Department in 2000-01, 2001-02, 2002-03, 2003-04? For each incident:
- a) What was the loss in each instance?
  - b) What was the value of the loss?
  - c) Which administrative unit lost the property?
  - d) Were any of the lost item/s recovered?
  - e) Was anyone disciplined over the loss?
- (30) How many vehicular accidents in which Departmental vehicles (including vehicles leased by the Department) were involved were reported to the Department in 2000-01, 2001-02, 2002-03, 2003-04? For each incident:
- a) What was the value of the damage?
  - b) Which administrative unit was the vehicle attached to?
  - c) Was anyone charged over the accident (specify charges)?
- (31) How many Ministerial staff does the Department provide?
- (32) To what Minister or Parliamentary Secretary are they assigned?
- (33) What is the total cost of these staff?
- (34) Can the Department provide data on how many staff are in each salary band?

**Senate Finance and Public Administration Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Finance and Administration Portfolio**

Estimates 2004-05 – Supplementary written questions November 2004

**Answer:**

(1) Specific outcomes were not separately identified and reported through the Annual Reports.

(2) No independent AEC reports are published. Input is provided to the Access and Equity report produced by the Department of Immigration and Ethnic Affairs annually.

(3) While budgets were not separately prepared, in 1999-00 \$22,000 and in 2001-02 over \$40,000 was spent on public awareness activity.

In the current financial year 2004-05 approximately \$50,000 has been expended in connection with the lead-up and implementation of the federal election.

(4) The AEC did not specifically budget for this purpose in the 2003-04 financial year, which was a non-election year.

(5) Nil

(6) Nil

(7) Nil

(8) Nil

(9) to (12) A current list of the community information publications the AEC publishes is provided in the attached document entitled *Current List of AEC Publications*.

The document lists the publications under the relevant phases of the AEC publishing cycle, and indicates what AEC publications have been translated into languages other than English (and which languages), and the number of copies printed and the cost (including translation, publication, printing and distribution) for the latest edition of each AEC publication.

(13) The AEC asks new employees to complete a workplace diversity form. Its completion is not mandatory. One of the questions on the form asks the employee whether English is their first language.

(14) 87.1% of AEC employees have volunteered this information and, of this group, 8.8% of employees reported they were from a non-English speaking background.

(15) to (17) These data is not available. The AEC does not specifically ask the level of fluency in a language.

(18) Nil.

**Senate Finance and Public Administration Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Finance and Administration Portfolio**

Estimates 2004-05 – Supplementary written questions November 2004

(19) to (22) Details of the AEC's expenditure on engaging language translators/interpreters, and information on the number of times the AEC engaged translators/interpreters, the engagements for each language, and the costs of those engagements is provided in the attached documents entitled *Interpreter Services 2001-02*; *Interpreter Services 2002-03*; *Interpreter Services 2003-04*.

(23) The AEC is aware of the *Guidelines for Australian Government Information Activities (1995)* published by the Government Communications Unit at <http://www.gcu.gov.au/code/infodept/guidelines.html> and recognises the requirement to spend at least 7.5% of campaign allocated to newspaper and radio advertising on non-English speaking backgrounds media.

The AEC has not been resourced historically to engage in campaign advertising spending outside of electoral events which include general elections and referendums and this answer is confined to these events.

Federal elections occurred in 1996, 1998, 2001 and recently in October 2004, and a federal referendum took place in 1999. The total spend on AEC advertising campaigns over the period has increased incrementally during the reference period to keep pace with rises in overall advertising costs, consistent with funding allocations provided to the AEC by Government. The AEC's election advertising campaigns directed to NESB communities have been managed by external professional consultants with NESB expertise over this period.

At the 2001 election the AEC public awareness campaign included \$130,276 for NESB press advertising. This figure represented 8.2% of the total for all newspaper advertising. Detailed lists of NESB titles are provided in the attached document entitled *2001 NESB Press Titles*. It is important to note that some adjustments over the course of a national campaign of this scale are usual, and at the level of detail provided in the attached document, some of these adjustments may not be shown.

Expenditure on NESB newspaper advertising at the recent 2004 election was around \$170,000, again representing 8.2% of the total for all newspaper advertising.

The scope and extent of NESB advertising expenditure in 2001 and 2004 is an appropriate guide to the AEC's NESB newspaper advertising in previous reference years included in this question.

Responses for earlier electoral events have not been included as it is beyond current AEC resources to attempt to research, retrieve, analyse and compile this information. Some source information may or may not be held by former media advertising placement contractors, Mitchell and Partners and AIS Media, whose contracts with the Commonwealth Government expired some years ago.

(24) Details of individual press titles and languages for the 2001 election are included in the attached document entitled *2001 NESB Press Titles*

**Senate Finance and Public Administration Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Finance and Administration Portfolio**

Estimates 2004-05 – Supplementary written questions November 2004

Further information has not been provided due to the research burden this would impose on limited AEC resources to attempt to research, retrieve, analyse and compile this information. Some source information may or may not be held by former media advertising placement contractors, Mitchell and Partners and AIS Media, whose contracts with the Commonwealth Government expired some years ago.

(25) At the 2001 election the AEC public awareness campaign schedule included \$152,752 for NESB radio. This figure represented 25% of the total for all radio advertising. Detailed lists of NESB radio stations for 2001 are not available. Advertisements were broadcast in 26 languages. The source information may or may not be held by former media advertising placement contractors, Mitchell and Partners, whose contract with the Commonwealth Government has expired.

Expenditure on NESB radio advertising at the recent 2004 election was approximately \$185,000, representing 28% of the total for all newspaper advertising. While 2001 details are not available, the 2004 strategy followed 2001 closely and the attached document entitled *2004 NESB Radio* provides details of the NESB radio stations and languages used at the 2004 election. It is important to note that some adjustments over the course of a national campaign of this scale are usual, and at the level of detail provided in the attached document, some of these adjustments may not be shown.

The scope and extent of NESB advertising expenditure in 2001 and 2004 is an appropriate guide to the AEC's NESB radio advertising in previous reference years included in this question.

Responses for earlier electoral events have not been included as it is beyond current AEC resources to attempt to research, retrieve, analyse and compile this information. Some source information may or may not be held by former media advertising placement contractors, Mitchell and Partners and AIS Media, whose contracts with the Commonwealth Government expired some years ago.

(26) The following information is provided regarding break-ins:

Year	Number	a) Location	Cost	b) Cost of damage during	c) Subject of theft	d) Cost of any theft	e) Anyone charged	f) Anyone convicted
2000-01	4	Level 22 Casselden Place 2 Lonsdale Street Melbourne VIC 3000	*	*	2 x IBM Laptop	\$2,000.00	*	*
		Suites 5 & 6 3-5 Mount Baker Rd Stirling SA 5153	*	*	1 x IBM PC, 2 x Ipex Celeron 266 Workstations	\$1,500.00	*	*
		Units 4 & 4A 1 Station Rd Auburn NSW 2143	*	*	1 x IBM PC	\$500.00	*	*

**Senate Finance and Public Administration Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Finance and Administration Portfolio**

Estimates 2004-05 – Supplementary written questions November 2004

		Units 4 & 4A 1 Station * Rd Auburn NSW 2144	*		1 x IBM PC	\$500.00	*	*
2001-02	3	Level 1 Roden Cutler House 24 Campbell St Sydney NSW 2000	\$269.39	\$269.39		\$0.00	No	No
		5th Floor Westfield Marion Tower 297 Diagonal Rd Oaklands Park SA 5046	\$738.06	\$738.06		\$0.00	No	No
		24 Bay Road Sandringham VIC 3191	\$0.00	\$0.00	Ipex Celeron Monitor	\$250.00	No	No
2002-03	8	1st Floor Commonwealth Offices 122 Kite St Orange NSW 2800	\$0.00	\$0.00		\$0.00	No	No
		Shop 4 30 Wallia St Seymour VIC 3660	\$550.28	\$550.28		\$0.00	No	No
		Ground Floor 87 George St Launceston TAS 7250	\$267.34	\$267.34		\$0.00	No	No
		Level 3, North Wing Jessie Street Centre 2-12 Macquarie St Parramatta NSW 2150	\$1,115.84	\$1,115.84	Ipex Slim Office 2 Workstation	\$2,100.00	No	No
		1341 Malvern Rd Malvern VIC 3144	\$0.00	\$0.00	3 x Ipex Slim Office2 Workstation 2 x Ipex LCD Monitor	\$7,300.00	No	No
		Units 4 & 5 33 Maddox St Alexandria NSW 2015	\$0.00	\$0.00	Ipex Slim Office 2 Workstation	\$2,100.00	No	No
		Shop 8 King Arcade 22 King St Grafton NSW 2461	\$0.00	\$0.00	1 x Ipex Slim Office 2 Workstation 1 x Ipex LCD Monitor	\$2,600.00	Yes	Yes
		Level 12 67 Albert Ave Chatswood NSW 2067	\$245.31	\$245.31			No	No
		Units 4 & 5 33 Maddox St Alexandria NSW 2015	*	*	1 x Ipex LCD Monitor	\$500.00	No	No
2003-04	3	Level 2 21 King St Rockdale NSW 2216	\$455.39	\$455.39	2 Flat Screen Monitors & Petty Cash	\$1150.55	No	No
		Level 3 111 St Georges Terrace Perth WA 6000	\$88.55	\$88.55	Petty Cash & Staff Tea Fund	\$205.00	No	No
		Shop 4 45 Pearson St Charlestown NSW 2290	\$0.00	\$0.00	Petty Cash	\$188.00	No	No

\* Details not available

# Senate Finance and Public Administration Legislation Committee

## ANSWERS TO QUESTIONS ON NOTICE

### Finance and Administration Portfolio

Estimates 2004-05 – Supplementary written questions November 2004

(27) The following information is provided regarding thefts:

Year	Number	a) Property stolen	b) Value	c) Where taken from	d) Anyone charged	e) Anyone convicted	f) Items recovered
2000-01	4	2 x IBM Laptop	\$2,000.00	Level 22 Casselden Place 2 Lonsdale Street Melbourne VIC 3000	No	No	No
		1 x IBM PC, 2 x Ipex Celeron 266 Workstations	\$1,500.00	Suites 5 & 6 3-5 Mount Baker Rd Stirling SA 5153	No	No	No
		1 x IBM PC	\$500.00	Units 4 & 4A 1 Station Rd Auburn NSW 2143	No	No	No
		1 x IBM PC	\$500.00	Units 4 & 4A 1 Station Rd Auburn NSW 2144	No	No	No
2001-02	3	Ipex Celeron Monitor	\$250.00	24 Bay Road Sandringham VIC 3191	No	No	No
		Mobile Phone	\$200.00	Level 22 Casselden Place 2 Lonsdale Street Melbourne VIC 3000	No	No	No
		Mobile Phone	\$200.00	West Block Offices Parkes ACT 2602	No	No	No
2002-03	6	Ipex Slim Office 2 Workstation	\$2,100.00	Level 3, North Wing Jessie Street Centre 2-12 Macquarie St Parramatta NSW 2150	No	No	No
		3 x Ipex Slim Office 2 Workstation 2 x Ipex LCD Monitor	\$7,300.00	1341 Malvern Rd Malvern VIC 3144	No	No	No
		Ipex Slim Office 2 Workstation	\$2,100.00	Units 4 & 5 33 Maddox St Alexandria NSW 2015	No	No	No
		1 x Ipex Slim Office 2 Workstation 1 x Ipex LCD Monitor	\$2,600.00	Shop 8 King Arcade 22 King St Grafton NSW 2461	Yes (non Departmental Employee)	Yes (non Departmen tal Employee)	Yes
		CDMA Mobile Handset	\$250.00	Cnr Digby and Forster Sts Kadina SA 5554	No	No	No
		Ipex LCD Monitor	\$500.00	Units 4 & 5 33 Maddox St Alexandria NSW 2015	No	No	No



**Senate Finance and Public Administration Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Finance and Administration Portfolio**

Estimates 2004-05 – Supplementary written questions November 2004

2003-04	6	2 Flat Screen Montiors & Petty Cash	\$1,150.55	Level 2 21 King St Rockdale NSW 2216	No	No	No
		Petty Cash & Staff Tea Fund	\$205.00	Level 3 111 St Georges Terrace Perth WA 6000	No	No	No
		Petty Cash	\$188.00	Shop 4 45 Pearson St Charlestown NSW 2290	No	No	No
		Ipex Slim Office 2 Workstation	\$2,100.00	Level 1 Roden Cutler House 24 Campbell St Sydney NSW 2000	No	No	No
		Mobile phone	\$250.00	30 Onyx Rd Mt Richon WA 6112	No	No	No
		Mobile phone	\$250.00	Level 22 Casselden Place 2 Lonsdale Street Melbourne VIC 3000	No	No	No

(28) The following table provides information on fraud incidents in relation to the Australian Electoral Commission:

	<b>Yr 2000-2001</b>	<b>Yr 2001-2002</b>	<b>Yr 2002-2003</b>	<b>Yr 2003-2004</b>
Number of alleged fraud incidents	3	17	8	16
(a) Subject of the fraud in each instance	Petty cash = 2 Physical asset (mobile phone) = 1	Dishonest claims for payment =2 Disruption to service =1 Physical asset =3 Electoral fraud (identity) =11	Improper use of C'wealth resources =1 Electoral fraud (Identity) =7	Electoral fraud (Identity) = 16
(b) Value of the fraud	Petty cash =\$300 Mobile phone=\$100	Physical asset: 1 incident = under \$20 2 incidents = approx \$3000 in total	Nil	Nil
(c) Which administrative unit	AEC office in Victoria =(two separate incidents occurred at the one location resulting in three items in total)	AEC offices in: Qld = 7 (identity fraud in relation to the electoral roll) WA =1 (physical asset – under \$20) NSW=3 incidents – no \$ value	Central Office=1 (improper use of C'wealth resources – no \$ value) AEC offices in: WA=5 NSW=2	AEC offices in: NSW=11 Vic=3 ACT=1 Qld=1 (All incidents in relation to electoral fraud)

**Senate Finance and Public Administration Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Finance and Administration Portfolio**

Estimates 2004-05 – Supplementary written questions November 2004

		Vic=2 incidents involving approx. \$3000 of equipment Tas= 4 (identify fraud in relation to the electoral roll)	(All above incidents were in relation to electoral fraud)	
(d) Anyone charged	0	0	0	1 (External to the agency)
(e) Anyone convicted	0	0	0	0
(f) Any items or money recovered	No	No	No	No

(29) Nil.

(30) Please refer to the Departmental Response.

(31) Please refer to the Departmental Response.

(32) Please refer to the Departmental Response.

(33) Please refer to the Departmental Response.

(34) Please refer to the Departmental Response.