



Mark Dreyfus MP

FEDERAL MEMBER FOR ISAACS



PARLIAMENT OF AUSTRALIA
HOUSE OF REPRESENTATIVES

Friday, 8 August 2008

Mr Kai Swoboda
Secretary
Joint Standing Committee on Electoral Matters
Parliament House
CANBERRA ACT 2600

Dear Mr Swoboda

AEC Procedures Manuals

In the course of the recent case of *Mitchell v Bailey* [2008] FCA 692, the AEC filed an affidavit that exhibited extracts from several procedures manuals used by the AEC in the conduct of parliamentary elections. The existence of these manuals was not previously publicized, although they have very recently been listed on the AEC website at

http://www.aec.gov.au/About_AEC/Publications/foi.htm, as part of the AEC's Section 9 Statement for the purposes of the *Freedom of Information Act 1982*.

I first became aware of the existence of AEC internal guidelines when I was seeking declaration of the poll in my electorate following the 2007 election. I assume that the guidelines dealing with declaration of the poll form part of one of these manuals, but have not yet determined if this is so.

The website does not reveal the contents of these manuals. The public are invited to ask to inspect them, with the curious caution that requests will be referred to the AEC's Freedom of Information officer. I enclose a copy of the information which appears on the AEC website.

These manuals appear to contain a good deal of information that would assist in understanding the procedures by which the AEC conducts parliamentary elections, including the reasons why various steps are taken in those elections. This information would obviously be of considerable assistance to political parties, candidates and campaign workers during elections in ensuring that the appropriate procedures are followed.

Indeed, access to the manuals would clearly be of great value to anyone actively involved in parliamentary elections conducted by the AEC. The public release of the manuals would be entirely consistent with the values of

openness, transparency and accountability espoused by the AEC in its current corporate plan.

I respectfully suggest that the Joint Standing Committee request the AEC to provide copies of each of these manuals to the Committee to permit investigation and comments on them as part of the Committee's current inquiry.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mark Dreyfus', written in a cursive style.

Mark Dreyfus MP
Federal Member for Isaacs

Freedom of Information Section 9 Statement

This statement is published in accordance with section 9 of the *Freedom of Information Act 1982*. It sets out the manuals and materials that the Australian Electoral Commission (AEC) uses in making decisions or recommendations affecting members of the public.

The listed documents may be made available for public inspection or purchase following prior arrangement with the Freedom of Information Officer:

The Freedom of Information Officer

Australian Electoral Commission

West Block Offices

Queen Victoria Terrace

PARKES ACT 2600

PO Box 6172

KINGSTON ACT 2604

Phone: (02) 6271-4511

Email: info@aec.gov.au

The documents may be made available for inspection at the AEC's National Office (address above) or at State Offices. The address details of all AEC State and Divisional Offices are also available. State Offices and Divisional Offices have been advised to send requests for the following documents to the FOI Officer.

AEC Documents

AEC Electoral Fraud Control Plan 2004-2006

Elections Systems and Policy

Elections Procedures Manual (Divisional Office) [EPM(DO)] *

Elections Procedures Manual (Policies) [EMP Policies] *

Elections Procedures Manual (Head Office) [EPM(HO)] (on-line manuals) *

Election Management System User Guide (on-line manual)

Polling Place Procedures Manual - officer in charge, second in charge, polling place liaison officer

Polling Place Procedures Manual - ordinary vote issuing officer, ballot box guard, que controller

Polling Place Procedures Manual - declaration vote issuing officer, inquiry officer

RMANS User Manual (Election Processing) [RMANS EP] (on-line)

Training of Polling Place Staff (TOPS) Presenter's Package (on-line package)

Pre-poll Voting Procedures

Remote Mobile Polling Procedures - team leader, team member

Mobile Polling Procedures - Electoral Visitor - team leader, team member

Pre-poll Voting Centre Manual - officer in charge, voting officer

Training of Operational Staff (TOOS) modules (on-line packages)

Easycount Senate User Guide

Fee for Service Elections

Fee for Service Election Policy Guidelines

Fee for Service Election Procedures

Industrial Elections

Industrial Elections Policy and Procedures Manual

PBA (Protected Action Ballots) Guidelines *

Eventmanager Policy and Procedures Manual

Rollmaker User Manual
Easycount User Manual *
Register of Electoral Advices and Precedents (REAP) *
A Guide for Organisations Registered under the *Workplace Relations Act 1996*
Model Rules – For the Conduct of Elections for Office
Industrial Elections Procedures
Industrial Elections Voting Systems

Enrolment

General Enrolment Manual (on-line) *
Commonwealth Electoral Roll (DVD) at 25 January 1984 *
List of reinstatements to 1984 Commonwealth Electoral Roll (Intranet) *
Roll Management Systems (RMANS) Manual *
Continuous Roll Update (CRU) Manual *
Enrolment Services Manual *
Roll Products and Services Product Catalogue

Legal Services

Guide to Information Access and Privacy
Legal Opinions Register *

Media and Communications

Candidate's Handbook
Scrutineer's Handbook
Non-Campaign (State Office) Advertising Manual

Funding and Disclosure

Election Funding and Financial Disclosure Handbooks and Forms
Registration of Political Parties Handbook and Forms
Checklist for processing Returns submitted by a Candidate
Checklist for processing Returns by a Senate group
Checklist for processing Return of Details of Gifts received by a 'Third Party'
Checklist for processing Return of Electoral Expenditure by a 'Third Party'
Checklist for processing Return of Details of Gifts made to a candidate or other person by a 'Third Party'
Checklist for processing the appointment, resignation or death of agent of a political party
Checklist for processing the appointment, resignation or death of agent of a candidate
Checklist for processing the appointment, resignation or death of agent of a Senate Group
Checklist for processing application to register as a political party – Commonwealth Register of Political Parties
Information sheets on Disclosure Matters *

Financial Management

Chief Executive's Instructions

Human Resources Management

Engagement, Assignment of Duties and Staff Selection Policy

* Documents thus marked may be exempt or partially exempt from disclosure.

This page last updated Wednesday, June 25, 2008