



**NORTHERN
TERRITORY
ELECTORAL
COMMISSION**
EVERY vote counts!

Annual Report 2012 - 2013

ENROLMENT



ELECTIONS



EDUCATION



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The Hon K Purick MLA
Speaker
Northern Territory Legislative Assembly
Parliament House
Darwin, NT 0800

Madam Speaker

I am pleased to provide the Annual Report of the Northern Territory Electoral Commission for the 2012-13 reporting year.

The report details the performance, key achievements and outlook for the Commission for the year ending 30 June 2013. It has been prepared in accordance with the *Public Sector Employment and Management Act 1993* and the *Financial Management Act 2003*.

Additional copies have been provided for tabling the report in the Legislative Assembly within three sitting days after its receipt.

Bill Shephard
Electoral Commissioner

31 October 2013

ELECTORAL COMMISSIONER'S FOREWORD

The 2012-13 financial year has been yet another extremely demanding year for the Northern Territory Electoral Commission.

Following a busy election program in 2011-12, the agency's electoral program during 2012-13 had little respite. At the commencement of the financial year the NTEC was still dealing with post-election activities and reporting associated with the Local Government general election held in March 2012, as well as planning for and subsequently conducting the first fixed term Legislative Assembly general election in August 2012. In addition, the almost ongoing occurrence of shire council by-elections during the year, as well as the conduct of the by-election in February 2013 for the Legislative Assembly Division of Wanguri, further added to the agency's workload. Detailed reports on the Legislative Assembly general election and the Wanguri by-election will be tabled in the Legislative Assembly in due course.



The NTEC's Quality Roll 2012 roll enhancement program continued in the lead up to the Legislative Assembly general election with the focus shifting from urban to remote enrolment as the election approached. Overall, the program has been a resounding success, contributing greatly to improvements in the quality of the Northern Territory roll, however there is still a long way to go, particularly in relation to remote area enrolment. The NTEC will continue to work in partnership with the Australian Electoral Commission to make further improvements.

The agency's public awareness program delivered a professional and extensive public awareness campaign for all facets of the Legislative Assembly general election as well as for the numerous by-elections that the NTEC conducted. The new NTEC website was in place for the Legislative Assembly general election and provided comprehensive electoral information by way of a contemporary, functional and user friendly internet site.

The electoral education program once again produced impressive results and the opportunity to work with Parliamentary Education Services has been greatly appreciated. Working in tandem with them on civics programs resulted in an increase by nine in the number of year 11 classes participating. The number of overall NTEC presentations, including presentations to student migrant classes, remote school classes and ESL student classes, increased by six.

The small corporate area of the agency was again challenged with the workload associated with election staffing, payments and accounts for electoral events. Recruitment was undertaken for key positions within the NTEC, including the Deputy Electoral Commissioner, the Manager, Enrolment and Electoral Boundaries and an Electoral Services Officer for the Alice Springs Office, all of which have now been filled.

In closing I would like to congratulate and thank the small team of staff at the NTEC for their commitment and dedication in continually meeting the operational demands placed on them during an incredibly busy year.

A handwritten signature in black ink, appearing to read 'Bill Shephard', written over a dotted line.

Bill Shephard
Electoral Commissioner

31 October 2013

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1 THE NORTHERN TERRITORY ELECTORAL COMMISSION

Mission, values and vision

The mission of the NTEC is to provide impartial, high quality and accessible electoral services to people in the Northern Territory that are effective, efficient and delivered in accordance with the law.

The following values are fundamental to achieving its goals:

- Integrity.
- Impartiality.
- Transparency and accountability.
- Commitment to high standards of service delivery.
- Commitment to continuous improvement.
- Respect for the law.

The objective of the NTEC is to receive wide recognition for expert and excellent electoral administration.

The NTEC's operating environment

The NTEC functions in an environment that includes:

- A small, culturally diverse, dispersed and mobile population.
- A politically charged and sensitive context.
- A broad and diversified range of agency governance and specialised electoral responsibilities.
- A small permanent staff structure.
- Requirements to remain progressive and implement best practice.
- High operational demands at short notice.
- Close working relationships with the AEC, interstate electoral authorities and other organisations.

Strategic issues

Key Result Areas (KRAs) set out in the NTEC Corporate Plan 2011-2015 are:

- Enrolment.
- Elections.
- Education and Information.
- Corporate Support.

Legislative base

The following Acts and Regulations are administered by the NTEC:

- *Electoral Act* and Electoral Regulations under that Act.
- *Referendums Act* and Regulations under that Act.

The *Constitutional Convention (Election) Act 2011* received assent on 21 December 2011. Under that Act, the NTEC is charged with conducting any election for delegates to a constitutional convention to discuss statehood for the Northern Territory. General and financial management of the Act remains with the Department of the Legislative Assembly.

Following changes to the *Local Government Act* and Local Government (Electoral) Regulations effective from 1 May 2012, the Electoral Commissioner became responsible for the conduct of all council elections. From 1 July 2012, an Administrative Arrangements Order (AAO) was signed giving general and financial management responsibility to the NTEC for Chapter 8 of the *Local Government Act* (Elections and Polls). This responsibility includes the Local Government (Electoral) Regulations.

Reports on NT government elections may contain recommendations for changes to electoral legislation based on operational experiences during elections and/or developments of common interest in other jurisdictions.

1.1 Agency purpose and functions

The Northern Territory Electoral Commission (NTEC) provides independent, impartial and accessible electoral services to the people of the Northern Territory, the Northern Territory Legislative Assembly, municipal and shire councils and other organisations.

The Commission's functions are prescribed under the *Electoral Act* (the Act), section 309. Key responsibilities include:

- Maintaining the Northern Territory electoral roll in partnership with the Australian Electoral Commission (AEC).
- Managing parliamentary and non-parliamentary elections including all local government and, on request, fee-for-service, elections.
- Delivering public electoral awareness programs.
- Providing advice and reports relating to electoral matters to the Legislative Assembly.
- Conducting electoral research.
- Providing support to redistribution committees reviewing Legislative Assembly electoral boundaries and to representation review processes for local councils.

NTEC activities include:

- Development and implementation of roll register reviews and enrolment stimulation strategies to raise roll quality and elector participation for Legislative Assembly and council elections.
- Planning and implementation of programs to conduct fixed term Legislative Assembly and local government general elections and periodic by-elections in the required timeframe and according to best practice principles.
- Development and management of electoral awareness programs for school children and the general public, including minority groups, so they are aware of their electoral rights and responsibilities.
- Provision of support for parliamentary electoral redistribution and council representation reviews and then, in conjunction with the AEC, coordinating and verifying changes on the national roll following gazettal of changes.
- Development of structures and nurturing of inter-agency relationships to support the NTEC's core business of election management in an environment that demands specialist knowledge and impartiality in service delivery.

The NT Electoral Commissioner, the chief executive of the agency, is an independent officer. Appointment to the position is by the Administrator following consultation by the responsible Minister with the leader of each political party represented in the Legislative Assembly and all members of the Legislative Assembly (MLAs) who are not affiliated with a political party. The Commissioner sits on both the Redistribution and the Augmented Redistribution Committees that review and determine electoral boundaries for the Legislative Assembly.

Following changes to the *Local Government Act* in December 2011, effective from 1 May 2012, the Electoral Commissioner became the prescribed provider for electoral services for all municipal and shire councils.

The NTEC may conduct ballots for persons, government and non-government organisations on request on a fee-for-service basis.

The objective of the NTEC is to receive wide recognition for expert and excellent electoral administration.

1.2 Noteworthy events in the 2012-13 reporting year

Enrolment

The NTEC continued with its Quality Roll 12 (QR12) enrolment stimulation program following the March 2012 Local Government (LG) elections and in the lead up to the August 2012 Legislative Assembly (LA) elections. This program originally commenced in July 2011 in response to the declining quality of the NT roll and the reduced effectiveness in the NT of the AEC's national model for roll management. During 2012-13 the NTEC collected 36% of all enrolments and identified 945 electors whose names were subsequently removed from the roll.

Following finalisation of the electoral boundaries redistribution process in July 2011, the redistributed boundaries were moved into production in the National Roll Database (RMANS) on 2 July 2012 and the boundaries came into effect at the LA elections on 25 August 2012.

Election Management

The NTEC conducted the first fixed term general election for 25 members of the Legislative Assembly in August 2012. A by-election for the division of Wanguri was conducted in February 2013 following the resignation of the sitting member.

During 2012-13 the NTEC also managed 12 council elections, including two failed by-elections and a failed supplementary election. Since the roll out of the new shires in 2008, the NTEC has conducted 33 by-elections and 12 supplementary elections.

The NTEC provided electoral services for four interstate jurisdictions: two general elections (ACT and Western Australia) and two by-elections (Victoria and Tasmania).

Detailed discussions were held on program outcomes relating to the 2012 LG and LA elections.

Education and Information

The new NTEC website on a SharePoint 2010 platform was moved into production on 14 June 2012. The website contained rewritten and expanded content.

The public awareness information strategy for the LA elections operated from 2 July to the end of August 2012. Staged public events were held for the declaration of nominations, draw for positions on the ballot paper, the tally room on election night and the declaration of polls. The media, candidates, public, and key stakeholders were invited to attend.

A public awareness campaign was again activated for the Wanguri by-election in February 2013.

The NTEC's electoral education program continued throughout 2012-13, with a total of 90 electoral education sessions held involving 3531 participants.

Corporate Support

Discussions took place with councils and Treasury on arrangements for finalising expenditure and reimbursement of the 2012 LG and LA election budgets.

Permanent recruitment took place for three electoral positions: the Deputy Electoral Commissioner, Manager (Enrolment and Electoral Boundaries) and Electoral Services Officer (Alice Springs).

Recruitment of additional staff was undertaken for the LA elections including project management staff, regional coordinators and a large number of casual election staff.

The Memorandum of Understanding (MOU) between the NTEC and the AEC for the management of MyVote Central was renegotiated and executed. The MOU encompasses the period from July 2013 to June 2017.

1.3 Progress on major tasks identified in the 2011-12 Annual Report

Task	Progress during 2012-213
Analyse the impact of the Quality Roll 2012 project on enrolment outcomes for the 2012 election year and follow up non-voting from the 2012 Legislative Assembly elections.	Conclusion of the research is scheduled for the 2013-14 financial year and will now incorporate non-voter follow up from the 2012 LA elections and February 2013 by-election, including any potential court proceedings.
Assess and liaise with the AEC in respect to the impact and roll-out of the new Commonwealth legislation related to direct enrolment.	The AEC have been providing regular statistics on the effect of direct enrolment. The NTEC and AEC are developing a MOU on an agreed program of electoral roll review and enrolment activities in the Northern Territory.
Review the respective roles of the NTEC and the Department of Local Government in relation to local government representation reviews.	The 2012 LG election report will include recommendations for improving the review process.
Conduct a general election for 25 members of the Legislative Assembly.	The first fixed term LA general election was conducted in August 2012.
Review and analyse operations, performance outcomes and relevant legislation following the 2012 local government and Legislative Assembly general elections and compile and lodge detailed reports.	Extensive review of the 2012 government elections was undertaken. LG and LA election reports were drafted and are expected to be finalised in the 2013-14 reporting year.
Conduct by-elections for casual council member vacancies including by-elections for the Tiwi Islands and Victoria-Daly Shires immediately after the polls have been declared for the 2012 Legislative Assembly elections.	The Tiwi Islands and Victoria-Daly Shire by-elections were conducted in September 2012.
Provide technical advice and commence planning for a Constitutional Convention election.	No advice was requested regarding the conduct of a Constitutional Convention election.
Amend forms and manuals to reflect the Electoral Commissioner having responsibility to conduct all council elections.	All forms, manuals, website and advertising materials were updated to reflect the change. .
Continue agency commitment to developing a multi-faceted electoral education program after the 2012 Legislative Assembly elections and build on the school education program initiatives with the Parliamentary Education Unit, including identifying new groups, working with Indigenous groups, young people, those with English as a second language and the take up of civics and citizenship programs by schools.	The number of face-to-face electoral education sessions increased during 2012-13. The NTEC continues to deliver electoral education sessions in partnership with Parliamentary Services at Parliament House, including work on Democracy at Work and the Step up Be Heard civics programs which target new citizens/adult migrants/ESLs and legal and political studies students.
Review public awareness programs delivered in the 2012 local government and Legislative Assembly general elections and commence planning for a public awareness program customised for the Constitutional Convention election.	The effectiveness of information services and advertising campaigns following the LG and LA elections was reviewed. No further advice was received regarding the conduct of a Constitutional Convention election.
Review, refine and further develop the structure and content of the NTEC's new website scheduled to be launched in July in time for the August 2012 Legislative Assembly elections.	Website content was rewritten and expanded. The new website was launched on 14 June 2012.
Issue invoices to each local government authority and apply for a Treasurer's Advance to cover Legislative Assembly election expenses; finalise and support audits of the accounts for the 2012 local government and Legislative Assembly elections.	Funding for the 2012 LA elections was secured through a Treasurer's Advance. The outstanding invoices for the 2012 LG elections will be resolved during 2013-14.
Undertake recruitment of senior electoral officers (Deputy Electoral Commissioner, Manager - Enrolment and Electoral Boundaries, Office Manager Alice Springs).	Permanent recruitment took place in early 2013 for the Deputy Electoral Commissioner, Manager, Enrolment and Electoral Boundaries and an Electoral Services Officer, Alice Springs.
Review the organisational structure, processes and funding models in the light of recent legislative changes and operational experience, especially in relation to fixed Legislative Assembly terms, the Administrative Arrangements Order (effective 1 July 2012) pertaining to the 2012 <i>Local Government Act</i> and the advent of the NTEC's recently acquired sole provider responsibilities in relation to local government elections.	Operational requirements relating to the 2012 LA elections resulted in the organisation review being deferred to 2013-14.
Assess and implement succession planning strategies and initiatives to address upcoming turnover of senior NTEC staff.	Operational requirements relating to the 2012 LA elections resulted in the assessment and implementation of succession planning strategies and initiatives being deferred to 2013-14.

1.4 National representation

The Electoral Council of Australia and New Zealand (ECANZ), a consultative council of Electoral Commissioners from the electoral authorities of the Commonwealth, States and Territories and New Zealand met four times during the reporting year with the NT Electoral Commissioner and Deputy Electoral Commissioner attending one meeting in March 2013. Key discussions included enrolment participation, internet voting and the harmonization of electoral laws and regulations.

The Electoral Commissioner also attended forums of the association of State and Territory Electoral Commissioners (STEC). These forums generally take place prior to ECANZ meetings to discuss electoral matters of particular interest to States and Territories only, as well as cooperative activities and research projects at the State/Territory level.

1.5 Partnership with the Australian Electoral Commission (AEC)

Electoral program delivery for enrolment and public awareness activities are undertaken by both the NTEC and AEC NT offices in the Territory. The NTEC and the AEC are developing a Memorandum of Understanding (MOU) on an agreed program of electoral roll review and enrolment activities in the Northern Territory. The MOU will record the administrative arrangements supporting the Joint Roll Agreement, acknowledging that the maintenance of a high quality electoral roll for the mutual benefit of both parties requires a strong partnership relationship.

Activities undertaken by the NTEC that contributed to positive enrolment outcomes included the NTEC's QR12 program, follow up of non-voters from the 2012 LG and LA elections and enrolment stimulation activities leading up to the LA general election and Wanguri by-election.

1.6 Organisational structure and staffing at 30 June 2013

At 30 June 2013 the NTEC had 13.4 full-time equivalent employees including the Electoral Commissioner. The number of contract staff fluctuated according to the demands of the electoral cycle and evaluation of electoral events. A review of the organisational structure is scheduled to take place during 2013-14. Page 7 shows the organisation structure as at 30 June 2013.

1.7 Looking to the future 2013-14

Enrolment

- Continue the NTEC's pro-active approach to encouraging enrolment through staff attendance at civic events, royal shows and by providing information on the NTEC website.
- Review roll information in soft and hard copy sources to ensure currency with updated enrolment provisions.
- Monitor the effect of the implementation of direct enrolment.
- Finalise the review of the NT Joint Roll Arrangement.
- Monitor discussions on the composition of rural councils for any impact on electoral service delivery and identify activities for any representation reviews commencing in the second half of 2014.

Elections

- Conduct government by-elections as required.
- Submit reports on the 2012 LG and LA elections, including any operational and regulatory recommendations for future elections.
- Liaise with the Department of Local Government and Regions regarding suggested amendments to local government electoral legislation.
- Conduct a review of all election systems with the intention of capturing future needs and assessing the system capacities of the agency.

- Evaluate the 2013 Federal election, including the use of electronic rolls, the training of polling officials, partnership arrangements with the Department of Human Services for mobile polling, and the use of voting information officers.
- Commence election planning for the scheduled 2016 LG and LA elections.

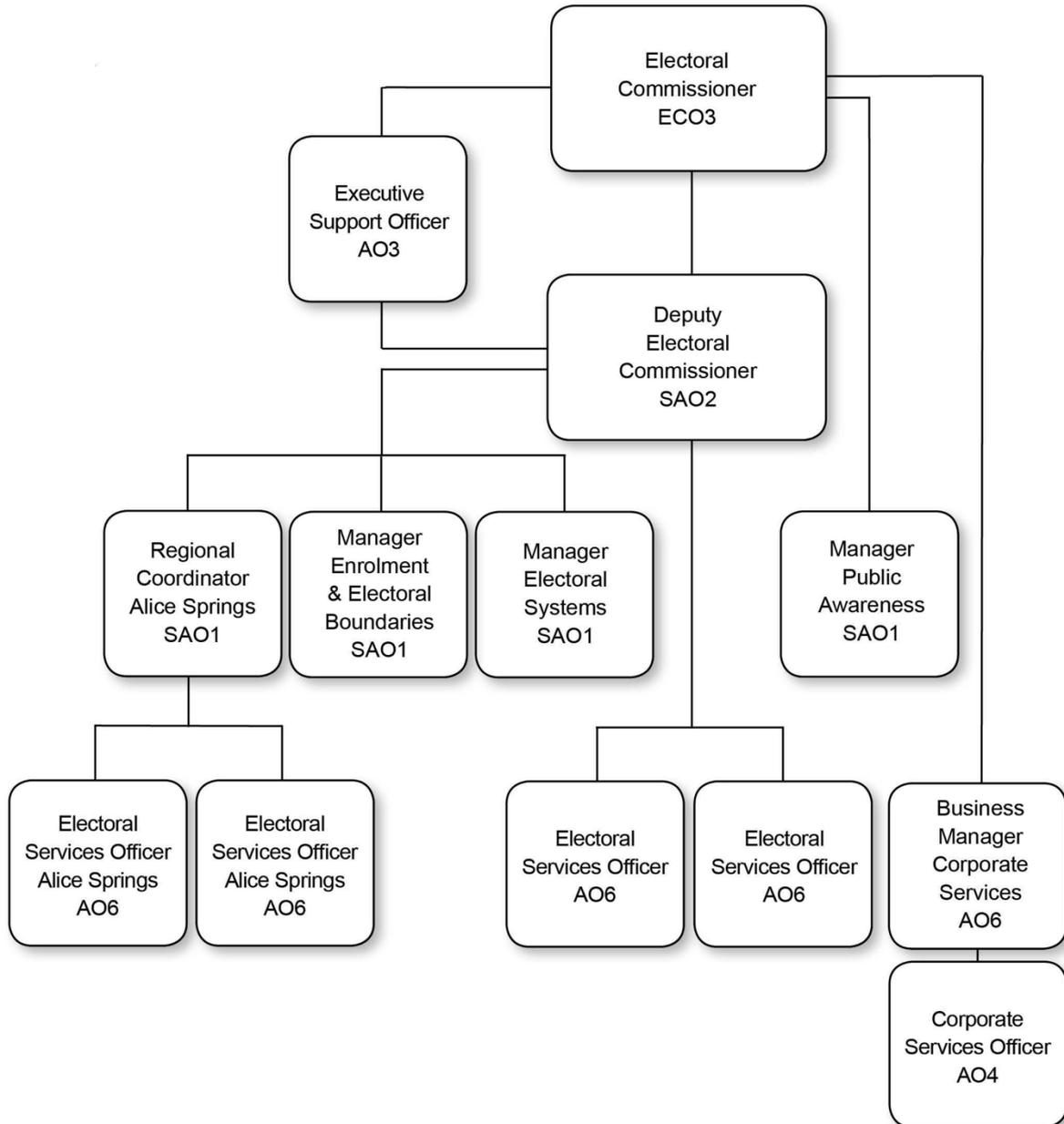
Education

- Continue to work with the Electoral Educators Network and Parliamentary Education Services to develop cross-curricular links and the take up of civic and citizenship programs by schools, new citizens/adult migrants with English as a second language and legal and political studies students.
- Promote access to the education facilities at the NTEC offices in Darwin and Alice Springs, and continue to undertake school and community visits as an integral part of electoral education programs.
- Undertake research into the accuracy and completeness of the NT electoral roll, taking into account the Quality Roll 2012 project, the conduct of three major electoral events in the NT over a 13 month period and the implementation of direct enrolment.

Corporate

- Review the organisational structure in the light of legislative changes and operational experience, especially in relation to fixed Legislative Assembly terms, the Administrative Arrangements Order (effective 1 July 2012) relating to the 2012 *Local Government Act* and the NTEC's responsibilities as sole provider for local government elections.
- Assess and implement succession planning strategies and initiatives to address upcoming turnover of senior NTEC staff.
- Refine and modify existing election costing models to improve election expenditure forecasts.
- Scope any funding requests and tender documentation for suggested electoral system upgrades and initiatives for future election conduct, ready for program development commencing in 2014-15.

Organisation Chart
30 June 2013



Note: A staffing cap of 11 positions is in place (excluding the Electoral Commissioner), however the NTEC is regularly exceeding this cap due to workload requirements and election activities. Refer Part 5, Corporate Governance.

2 ENROLMENT

Objective

A complete, accurate and securely maintained roll of Northern Territory electors that meets the requirements of stakeholders

2.1 Roll maintenance

In accordance with the *Northern Territory (Self-Government) Act 1978* and the *Electoral Act*, the enrolment provisions of the *Commonwealth Electoral Act 1918* apply for NT purposes, such that if an eligible person resident in the Territory is enrolled on the Commonwealth roll, they are automatically enrolled for Legislative Assembly (LA) and local government (LG) elections. The *Electoral Act* section 20 provides that the Administrator may enter into an Arrangement with the Governor-General for the maintenance of the joint Territory and Commonwealth Roll. The present Arrangement has been in place since 1994.

The roll is maintained by the AEC and provided to the NTEC on request in accordance with the Joint Roll Arrangement (JRA). Enrolment stimulation and roll review activities at the local level are, on occasion, agreed between the NTEC and AEC.

Direct Enrolment

Amendments to the *Commonwealth Electoral Act* in July 2012 allow the AEC to directly enrol and update the details of an elector without their direct intervention, i.e. if the elector is satisfied with the AEC's advice regarding proposed amendments to their details, the elector does not have to take any action. This is an 'opt-out' response as opposed to 'opt-in'. The AEC can therefore potentially improve the accuracy of the roll without action being taken by the elector.

Electoral and Referendum Amendment (Maintaining Address) Bill 2011 (Cth)

The Bill, passed by the House of Representatives on 23 November 2011, received assent on 24 July 2012. It amended the *Commonwealth Electoral Act 1918* to allow the federal Electoral Commissioner to:

- Update an elector's enrolled address following receipt and analysis of reliable and current data sources from outside the AEC.
- Notify an elector of the Electoral Commissioner's intention to enrol them at a new address and give the elector the opportunity to object to the change.
- Enable objection action to be discontinued and the elector's enrolled address updated so that the elector is not removed from the electoral roll.

Electoral and Referendum Amendment (Protecting Elector Participation) Bill 2012 (Cth)

This Bill, passed by the House of Representatives on 15 February 2012, also received assent on 24 July 2013. It amended the *Commonwealth Electoral Act 1918* and allows the federal Electoral Commissioner to:

- Directly enrol a person if the Electoral Commissioner is satisfied that the person has met certain criteria.
- Notify the Commission's intention to enrol them and give the elector the opportunity to object to the enrolment.
- Admit certain declaration votes (at federal elections) to further scrutiny and enrol certain persons who have cast declaration votes and who have been removed from the roll.

The effect of the Bills firstly allowed the AEC to 'automatically' enrol eligible persons who are not on the roll, including persons turning 16 years of age, new citizens and persons previously removed from the roll. Secondly, persons who are already enrolled, but who move, can be automatically transferred to their new residential address. Further, it allowed persons who cast a declaration vote to be re-instated to the roll. Under NT legislation, new enrolments, transfer of address and re-instatement of electors to the Commonwealth roll will automatically apply to the Northern Territory roll for LA and LG elections.

Though assent was given to the legislation in July 2012, Federal Direct Enrolment Update (FDEU) was not rolled out in the NT until the third FDEU cycle in which letters were sent out on 8 February 2013 and system applied on 22 March 2013, well after the NT LA elections and after the close of roll for the Wanguri by-election.

The direct enrolment process is broadly as follows:

- The AEC receives advice of a person's name and address details from a reliable and trusted source. These sources currently include the Commonwealth Department of Human Resources and NT Motor Vehicle Registry.
- The AEC checks the details against the electoral roll and where the person is not correctly enrolled, a letter is mailed to them.
- The AEC does not send mail to addresses where doubt exists as to whether the letter can be delivered. For the Northern Territory this means most rural and remote addresses.
- If the person is not qualified to be enrolled at the address, the person advises the AEC.
- If no advice is received, the person is enrolled for the address provided by the reliable and trusted source.

The NTEC and the AEC are developing a Memorandum of Understanding (MOU) on an agreed program of electoral roll review and enrolment activities in the Northern Territory. The MOU will record the administrative arrangements supporting the JRA, acknowledging that the maintenance of a high quality electoral roll requires a working partnership that has mutual benefits for both agencies.

2.2 Roll status

During the financial year the NT roll increased by 4230 electors to a total of 125 979 as at 30 June 2013. This was assisted by enrolment updating generated by the QR12 program, processing at the close of rolls on 8 August for the LA elections, and subsequent enrolments and other information received during and after the election period, including non-voter follow up. Some transactions were also generated by the February 2013 Wanguri by-election and council elections.

The Northern Territory's participation rate in relation to enrolment and voting is consistently 10 to 15% below that of most interstate jurisdictions and nationally. This is due in part to the younger average age of the eligible population, the high level of mobility in the community including interstate moves and the special difficulties of maintaining the roll in remote areas where enrolment and voting rates are significantly lower than the urban areas of the Territory.

Table 1: Estimated eligible participation on the roll - 2008, 2012, 2013

Participation rates for 2008, 2012 and 2013 ¹			
Year	Area	Total Enrolment	% 18-25 enrolment
2008	NT	83.3%	68.3
	National	92.2%	82.0
2012*	NT#	78.9%	56.0
	National	90.6%	73.0
2013	NT	81.1%	79.1
	National	91.4%	86.0

*Note: the ABS modified a longstanding participation rate formula used to estimate eligible population, resulting in the lowering of estimates of eligible electors. This caused previously reported figures to show a change in the participation rate across the board and affect trend analysis.

#The figures are before the close of the roll for the NT LA elections on 8 August 2012.

The NTEC has online access to the national roll database (RMANS) and provides the AEC with geographic and elector information useful for roll maintenance. Data from enrolment stimulation and review programs conducted

¹ Electoral Management Information System, Australian Electoral Commission

by the NTEC and enrolment forms collected from the public in community settings and at elections are provided to the AEC for processing.

Direct Enrolment

A total of 5397 direct enrolment records have been applied to the Commonwealth Electoral Roll from 22 March 2013 to 30 June 2013. Of the 443 new enrolments generated through FDEU, 59.6% were in the 17-24 age bracket at the time of enrolment. Table 2 below shows details of FDEU transactions.

Table 2: NT Federal Direct Enrolment Update Transactions

Transaction	FDEU*	FDEU Other#	Total
New enrolments	433	10	443
Re-enrolments	584	5	589
Changes	4 251	114	4 365
Total NT	5 268	129	5 397

*FDEU enrolments are enrolment transactions processed generated by sections 103A & B of the *Commonwealth Electoral Act 1918*. These are made up of enrolment transactions processed at the end of the notification period, as well as direct enrolment transactions processed as a result of a returned direct enrolment or update letter of intent within this period. Enrolment transactions may occur outside of the source state as a result of advice from the elector provided within the notification period.

#FDEU Other includes enrolments which were prompted by a direct enrol or direct update letter of intent, but which resulted in a claim for enrolment by the elector (section 98 of the *Commonwealth Electoral Act 1918*).

Online Enrolment

During the financial year 31% of enrolment transactions in the NT were completed online through the AEC's website, compared to 30% nationally. This reflects an 11% increase in NT online enrolment transactions compared to the previous year, demonstrating the wider take-up of this enrolment option by the broader NT community.

2.3 Roll stimulation activities and initiatives

In accordance with the JRA, the NTEC contributes to roll maintenance by undertaking enrolment stimulation activities before the various elections it conducts and by maintaining a regular presence at public awareness events. The AEC is provided with the information collected through these activities. During 2012-13, continuation of the NTEC's QR12 roll integrity program, and activities leading up to and post the LA and Wanguri parliamentary elections and local government events continued to stimulate enrolment and identify electors who had changed address, including those who had left the Northern Territory permanently.

Roll Review/Quality Roll 2012 (QR12)

During 2012-13 the NTEC continued the roll integrity program titled QR12 which was designed to ensure that the rolls for the 2012 LG and LA elections were as accurate as possible. Activities during 2012-13 included:

- Election and enrolment awareness campaigns undertaken in support of the LA elections. These campaigns included the circulation of tailored public awareness materials, elector mail-outs, enrolment displays at special stalls in major shopping centres and the collection of enrolments and other roll information at the close of rolls and at polling places.
- A total of 6982 enrolment transactions, including 2313 additions to the roll were received during the enrolment stimulation period from 1 July to the close of rolls on Wednesday 8 August. A further 3612 enrolment forms were received by the close of polling.
- Enrolment activities in July 2012 used the show circuit from Alice Springs through to Darwin to advertise the LA elections and to stimulate enrolment. The NTEC designed posters and advertising for the public awareness campaign and staffed stalls at all of the shows. As a result of this activity, 286 enrolment forms were collected.
- Enrolment and information activities at citizenship ceremonies in Alice Springs.

- School based campaigns to raise electoral awareness amongst young people and to collect enrolments from senior students.
- A letter and enrolment form was mailed to all electors (84 029) with a deliverable street address or postal address (Darwin region, Katherine and Alice Springs) in mid-July 2012.
- Teams were sent to each of the 20 Territory Growth Towns in July 2012 to stimulate remote enrolment as well as gain intelligence on matters that might affect polling for the LA elections such as road/airstrip conditions, accommodation availability, events or festivals etc.
- An initiative at the August LA elections was to redesign the declaration vote envelope so that the AEC could use it as a source document to update an elector's enrolment. This alleviated the need for the elector to complete a separate enrolment form, therefore stimulating on the spot enrolment at the polling place. A total of 1732 electors claimed a declaration vote as their name could not be found on the roll.

The NTEC office in Alice Springs continued to serve as a shopfront for enrolment and other electoral enquiries from the public. The office is also the base for regular enrolment activities at public venues, schools and communities within the town and in the Centre generally, including assistance with enrolment at citizenship ceremonies in Alice Springs.

Table 3: NT Enrolment Activity 1 July 2012 - 30 June 2013 including the roll close for the Legislative Assembly elections in August 2012 and Wanguri in February 2013.

Enrolment Activity for NT LA Divisions - 1 July 2012 – 30 June 2013			
Transactions	1 July 2012- 6 August 2012 (COR LA elections)	1 July 2012- 30 June 2013	Roll as at 1 July 2012 121 749
Additions			
New enrolments	804	4 077	
Re-enrolments	4	2 706	
Re-instatements	7	32	
Transfers from interstate	1 498	7 813	+14 628
Movements within NT			
Transfers between division	2 575	7 877	
Changes within division	1 118	4 822	
No change enrolments	976	2 926	
Deletions			
Objections	648	1 811	
Deaths	110	697	
Duplications	96	218	
Transfers interstate	800	7 674	-10 400
			Roll as at 30 June 2013 125 979

Table 4: Enrolment transactions - Additions, deletions and transfers for the NT roll since 2008-2009

Enrolment at Start of Financial Year	2008-09		2009-10		2010-11		2011-12		2012-13	
		118 958		112 313		118 958		120 950		121 749
Plus additions to the roll										
New enrolments	2 203		2 447		3 949		3 474		4 077	
Re-enrolments	1 010		1 753		2 414		2 089		2 706	
Re-instatements	11		47		54		682		32	
Interstate transfers to NT	4 724		5 170		6 067		6 508		7 813	
Total Additions		+7 948		+9 417		+12 484		+12 753		+14 628
No change to total										
Transfers within NT										
Transfer between divisions	5 184		4 655		5 884		8 394		7 877	
Changes within division	2 284		1 912		3 948		5 252		4 822	
Amendments to elector details	1 086		1 675		2 104		2 010		2 926	
Less - Deletions to the roll										
Removal by objection	940		5 543		1 326		3 946		1 811	
Deaths	745		738		680		730		697	
Duplications	54		84		90		112		218	
Interstate transfers from NT	5 558		5 205		6 891		7 166		7 674	
Total Deletions		-7 297		-11 570		-8 987		-11 954		-10 400
Net adjustments		-1		-1		-1		-11		-1
Enrolment at Close of Financial Year		119 608		117 454		120 950		121 749		125 979

Notes:

- **New enrolments** - all electors who enrolled for the first time.
- **Re-enrolments** - re-enrolling electors who previously had been enrolled.
- **Re-instatements** - the re-instatement of electors to the roll removed previously based on the receipt of new information that they still reside at their earlier enrolled address.
- **Interstate transfers to NT** - transfers of enrolment to an NT address from interstate.
- **Interstate transfers from NT** - electors previously enrolled in the NT transferring their enrolment to another jurisdiction.
- **Transfers within NT** - electors notifying a change of address to another NT LA division or within same division. Transfers within NT do not alter total enrolment.
- **Amendment** - changes to enrolment details other than name or enrolled address e.g. amendment to mail delivery address, council re-numbering of street addresses.
- **Removed by objection** - electors removed from the roll, generally on the ground that they are apparently no longer resident at their enrolled address.
- **Duplication** - removal of a duplicate entry on the roll due to an official error e.g. a transfer of enrolment not matched to an existing enrolment.
- **Provisional enrolment** - includes electors who enrol when they are 16 (the latter applies since July 2010) or 17 and obtain full enrolment and voting rights on their 18th birthday.
- **Adjustments** - variations to statistics arising from processing amendments.

Electoral events took place as follows:

- 2008-09: NT LA elections 9.8.2008, NT inaugural shire and rural council elections 25.10.2008.
- 2009-10 to 2010-11: roll integrity and objection activities following major electoral events e.g. Araluen by-election, Alice Springs and Palmerston whole of council by-elections and governance decisions from 2007 impacting on the NT rural sector.
- 2011-12 NT LG elections 24 March 2012.
- 2012-13 NT LA elections 25 August 2012, Wanguri by-election 16 February 2013.

Indigenous Electoral Participation Program (IEPP)

The IEPP program is funded by a federal budget allocation and managed by the AEC to increase enrolment and electoral participation of indigenous people Australia wide. One component of the program is field officer visits to remote communities and regional centres. The NTEC's Alice Springs office is used by the AEC as a base for activities in Central Australia. The AEC was advised of relevant matters in relation to the 2012 LA elections to allow the IEPP officers to adjust their work programs to accommodate NTEC activities. It is understood that program activities late in the 2012-13 reporting year, prior to the expected Commonwealth election, involved IEPP and DHS personnel in roll integrity activities.

2.4 Supply of roll data

In accordance with the JRA, roll data was extracted from RMANS to meet a range of NTEC requirements during the year, including

- Rolls for the LA elections – 8 August 2012 roll close.
- Roll for the Wanguri by-election – 30 January 2013 roll close.
- Rolls for nine LG by-elections.
- Monthly updates of roll changes for supply to Members of the Legislative Assembly and registered parties.
- The supply of roll data to approved entities for health screening purposes.

The AEC met the performance standards set out in the JRA for the management of the close of rolls for the elections and was responsive to NTEC requests for ad-hoc data extracts.

2.5 Redistributions and electoral representation reviews

Redistributions of electorate boundaries are undertaken in all Australia jurisdictions in accordance with the relevant legislation and are carried out by independent commissions or local government boundary adjustment panels and boards.

Redistribution of Legislative Assembly boundaries

In accordance with s138 of the *Electoral Act*, a redistribution of Legislative Assembly divisions is required to commence two years and six months after the polling day for the last election. The 2011 redistribution was Gazetted on 26 July 2011, the redistributed boundaries were moved into production in RMANS on 2 July 2012 and the boundaries came into effect at the LA elections on 25 August 2012.

The next redistribution of Legislative Assembly divisions is due to commence in February 2015.

Reviews of representation by councils

The next council representation reviews are scheduled for 2014 to 2015 and the report on the 2012 LG elections will include a number of recommendations to improve the review process. Activities for any reviews should commence no later than the second half of 2014 in order to be completed for Gazettal by August 2015. It is also noted that government discussions have commenced on the composition of rural-based councils; the NTEC will monitor these for any impact on the structure of councils and service delivery mechanisms.

2.6 Targets 2013-14

- Continue the NTEC's pro-active approach to encouraging enrolment through staff attendance at civic events, royal shows and by providing information on the NTEC website.
- Review roll information in all soft and hard copy sources to ensure currency with updated enrolment provisions.
- Monitor the effect of the implementation of direct enrolment.
- Finalise the review of the NT Joint Roll Arrangement.
- Monitor discussions on the composition of rural councils for any impact on electoral service delivery and identify activities for any representation reviews commencing in the second half of 2014.

3 ELECTIONS

Objective

Efficient and effective conduct of elections

3.1 Legislation

There were no changes to the *Electoral Act* or local government electoral provisions during the reporting year.

3.2 Electoral services

The 2012-13 year saw the NTEC managing the first fixed term general election for the Legislative Assembly, the Wanguri by-election, nine council by-elections, three supplementary elections and providing inter-jurisdiction support for general elections in the ACT and Western Australia and two by-elections for Tasmania and Victoria.

3.2.1 Legislative Assembly General Election

The fixed term LA elections allowed for early development and implementation of work and project programs although they followed closely after the LG elections in March 2012. This proximity left little time for considered reflection and evaluation of the March elections, although had some benefits from the retention of staff and a ready-made infrastructure that needed little refinement. A summary of the LA elections is provided below, with a full report on the elections scheduled for completion in the 2013-14 reporting year.

The writ was issued on Monday, 6 August 2013. The election milestones were as follows:

Close of roll	8pm Wednesday 8 August 2012
Close of nominations	12 noon Friday 10 August 2012
Polling day	Saturday 25 August 2012
Return of writ	Monday 3 September 2012

Enrolment

Following the 2012 LG elections, the NTEC continued the QR12 enrolment stimulation program to maintain the momentum for improvements to roll quality for the LA elections. Activities conducted in the lead up to the LA elections are detailed in Section 2.3.

Over the three days between the issue of the writ on 6 August 2012 and the close of rolls at 8pm on 8 August 2012, a total of 2534 enrolment forms were received, including 293 additions to the NT roll, the remainder being for change of address within the Northern Territory or amendment to enrolment details. At the close of rolls, 123 805 electors were enrolled to vote, a 3.3% increase on the number enrolled for the 2008 general election.

Changes to boundaries resulting from the 2011 redistribution were checked and moved into production in the national roll database (RMANS) on 2 July 2012. The boundaries came into effect at the LA elections on 25 August 2012.

Nominations

Nominations closed at 12 noon on Friday 10 August 2012 with a total of 86 candidates standing, 55 males and 31 females. The nominations were publicly declared at 1pm on the same day. All 25 divisions were contested.

Postal and Early Voting

A total of 5314 postal vote certificates were issued, 1457 of which were for Registered Postal Voters. The number of postal votes certificates issued increased by 30.5% compared with the 2008 general election. A total of 4185 of the certificates issued were returned (78.7%), 3777 of which were admitted (90.3%) and 408 rejected. Of the rejected certificates, 62 were rejected due to the elector voting late, 168 were received after the cut-off, 61 were not signed, 35 were not witnessed and 82 were returned to the sender.

Early voting centres were open from Monday 13 August to 6pm on Friday 24 August at the NTEC offices in Darwin and Alice Springs, at five other locations in Darwin/regional centres (Casuarina, Katherine, Nhulunbuy, Palmerston and Tennant Creek) as well as the offices of State/Territory electoral authorities. Early voting was also provided the day prior to polling day at Jabiru and three days prior to polling day at the Alice Springs and Darwin Airports. Early voting at the airports was available for four hours each day, with the hours of operation varying according to peak departure schedules.

There was a significant increase in early voting with a total of 13 268 early votes issued, 13.9% of the total votes. This represented a 43.9% increase in early voting compared to the 2008 LA elections.

Mobile Polling

Mobile polling teams provided voting facilities to electors at 217 communities in remote areas and at 24 urban locations, including six town camps in Alice Springs and institutions such as hospitals, prisons and aged care facilities. A total of 23 mobile teams were employed, travelling by vehicles and aircraft. Eighty-two mobile polling staff were employed out of Darwin and Alice Springs and 97 local assistants in the communities polled. Mobile teams issued a total of 8346 ordinary votes, not including the ordinary votes issued at 16 new remote static polling places. A total of 531 electors were assisted to vote, 385 of these by polling staff.

Serving Defence Personnel

A large number of defence personnel are located at defence sites in and around Darwin and at the Tindal RAAF Base outside Katherine.

The NTEC and the Department of Defence work cooperatively to ensure that defence personnel are able to exercise their democratic rights.

Communication with Defence in the lead up to and during the LA elections resulted in the following actions being taken:

- A 'DefGram' providing information on key election dates and services was despatched to all defence personnel.
- Mobile polling was conducted at Robertson Barracks enabling defence personnel going out on exercise the opportunity to vote.
- The provision of 100 Postal Vote Applications for distribution to Navy personnel who would be at sea during the critical dates of the election. Distribution and collection of postal voting materials was undertaken by Navy mail drop.

Static Polling

A total of 67 static polling places were open from 8am to 6pm on polling day, including two new polling places at Rosebery and Wagaman and 16 new remote static polling places that had previously been mobile polled. A total of 58 608 ordinary ballot papers were issued at static polling places, 61.6% of the total ballot papers counted.

Declaration Voting

A total of 10 995 absent ballot papers were issued, 11.5% of the total ballot papers counted, compared with 10 709 absent ballot papers (12.8%) in 2008. As significant boundary changes had taken place, the reduced level of absent voting indicated that the NTEC's strategy of writing to all electors with a mail delivery address advising of their division and nearest polling places was of value.

At the election 1732 declaration votes were issued to people whose name could not be found on the roll. Of these, 1507 were rejected: 1424 were not on the roll, 61 were enrolled in another division and 22 were not signed by the elector. A total of 224 declaration envelopes were admitted to scrutiny, three of which did not contain a ballot paper.

The Scrutiny and Declaration of Results

Following the close of polling at 6pm on Saturday 25 August, ballot papers received at static polling places and from available mobile, early and postal voting sources, were counted. Preliminary count figures, including two candidate preferred data, were immediately phoned through to the tally room at the Darwin Convention Centre and simultaneously posted on the NTEC website and provided to the media.

During the week following polling day, all ballot papers were subject to further checking; declaration envelopes, including postal and absent vote envelopes, were scrutinised to determine if the ballot papers they contained were eligible to be admitted to further scrutiny. Following the final admittance of postal votes on Friday 31 August, a full distribution of preferences for each division was undertaken and the results posted on the NTEC website.

The public declaration of the polls took place on Monday 3 September, following which the writ was returned to the Administrator.

Participation

The total number of voters at the election was 95 215, giving a turnout of 76.9%, a 1.2% increase on the 2008 LA elections.

Informality

Informal ballot papers at the election amounted to 3072, 3.2% of the total ballot papers counted. Informality decreased by 0.8% compared to the 2008 LA elections. Note that a total of 380 ballot papers were made formal as a result of the 2011 legislative change which made a tick or a cross a first preference mark, provided other marking criteria were met.

Public awareness

The public awareness campaign for the 2012 LA elections was a continuation of the campaign model rolled out for the March 2012 LG elections. The strategy covered formal notices, newspaper advertisements, television and radio advertisements, election publications, elector mail-outs, stalls at major shopping centres and markets, the NT show circuit and utilisation of the NTEC website. Further information on public awareness activities is included in Section 4.

The redeveloped NTEC website was moved into production on 14 June before the issue of the writ, allowing users to access voting services information on the new site before the official election period. Prior to that, the Lotus Notes website acted as the main source of general election information.

The website was updated at key stages of the election i.e. at nominations, close of rolls, release of mobile polling schedules, static polling place information and the counting of votes and declaration of the polls. All media releases and NTEC advertising was displayed on the website, as were division maps and enrolment statistics.

The Candidates Handbook and nomination and enrolment forms were made available for downloading and whilst these documents needed to be returned as hard copy, emailed or faxed, the online versions acted as key sources for electors and candidates in remote locations.

ITC

The ITC infrastructure from the LG elections was utilised, with additional computers acquired for the processing of results in the tally room.

A total of 30 mobile phones were purchased and 23 satellite phones leased to ensure that all regional, project and polling staff were in direct communication with each other and with NTEC Darwin and Alice Springs offices.

Specialised software was required to run the tally room, with a software specialist hired for the development, implementation and support of the software.

Election Expenditure

Expenditure for the election was \$2.698M, with 53.3% allocated to employee expenses and 46.7% to operating expenses. The cost of the election per enrolled elector was \$21.79.

Table 5: Summary by division of candidates, enrolment, turnout, vote type and informality

Division Name	No. Candidates	Enrolment	Turnout %	Early Votes	Postal Votes	Mobile Polling Votes	Static Votes	Absent Votes	Declaration Votes	Total Ballot Papers	Informality %
Arafura	4	5 477	58.1	137	34	946	1 766	281	16	3 180	4.7
Araluen	3	4 817	78.0	966	124	55	2 256	348	8	3 757	3.6
Arnhem	2	4 902	51.9	73	22	1 339	827	271	12	2 544	3.0
Barkly	4	5 137	64.9	658	106	974	1 293	290	11	3 332	3.7
Blain	3	4 980	83.2	475	150	0	2 952	557	7	4 141	3.4
Braitling	4	4 687	76.8	810	95	44	2 184	462	3	3 598	2.4
Brennan	2	5 061	84.5	470	180	0	3 091	528	6	4 275	2.3
Casuarina	2	5 031	86.0	584	192	20	2 923	600	6	4 325	2.1
Daly	5	5 329	73.5	256	188	926	1 985	554	6	3 915	5.5
Drysdale	3	5 178	82.5	482	176	0	2 855	755	4	4 272	3.2
Fannie Bay	3	4 879	84.0	512	221	18	2 949	384	12	4 096	2.7
Fong Lim	4	4 883	79.4	434	189	4	2 328	920	2	3 877	3.0
Goyder	3	5 323	85.2	440	232	0	3 358	494	9	4 533	3.1
Greatorex	4	4 606	78.4	1 017	86	9	2 172	329	0	3 613	2.7
Johnston	5	4 879	85.2	450	161	0	3 017	520	10	4 158	3.8
Karama	3	4 713	86.6	416	156	0	3 144	354	10	4 080	3.6
Katherine	3	5 174	81.3	1 483	168	100	2 225	211	20	4 207	1.8
Namatjira	3	5 127	59.8	458	122	1 729	496	250	12	3 067	4.7
Nelson	3	4 715	79.6	428	178	177	2 438	524	6	3 751	1.9
Nhulunbuy	3	4 719	62.7	372	95	406	1 909	159	19	2 960	4.6
Nightcliff	7	4 797	83.9	402	203	2	2 992	422	4	4 025	3.3
Port Darwin	4	4 730	79.1	561	225	14	2 366	570	6	3 742	2.6
Sanderson	4	5 100	87.9	503	167	0	3 278	529	7	4 484	2.9
Stuart	3	4 706	62.9	339	126	1 583	498	393	19	2 958	5.9
Wanguri	2	4 855	89.1	542	181	0	3 306	290	6	4 325	2.0
Totals/Average	86	123 805	76.9	13 268	3 777	8 346	58 608	10 995	221	95 215	3.2

Table 6: Ballot Papers Counted by Type 2005, 2008 & 2012 Elections

Ballot Papers Counted	2005		2008*		2012	
	No.	%	No.	%	No.	%
No. on Roll	111 954		119 814 (contested divisions 110 289)		123 805	
Turnout	89 646	80.1	83 436	75.7	95 215	76.9
Ordinary Ballot Papers:						
Static Polling Places	55 247	61.6	52 349	62.7	58 608	61.6
Mobile Polling	13 364	14.9	8 408	10.1	8 346	8.8
Absent	11 634	13.0	10 709	12.8	10 995	11.5
Postal	3 042	3.4	2 648	3.2	3 777	4.0
Early	5 775	6.4	9 217	11.0	13 268	13.9
Declaration	584	0.7	105	0.1	221	0.2
Total Ballot Papers Counted	89 646		83 436		95 215	

* In 2008, the divisions of Arnhem and Macdonnell were uncontested

3.2.2 Legislative Assembly By-election for Wanguri

The Wanguri by-election was held on Saturday 16 February 2013 following the resignation of the sitting member, Mr Paul Henderson, who had held the seat since 1999. Wanguri is an urban division that includes the Darwin northern suburbs of Leanyer, Muirhead, Wanguri and part of Lyons.

The writ for the election was issued on 28 January 2013. Three candidates contested the by-election: Nicole Manison (Australian Labor Party (NT)), Rhianna Harker, (Country Liberals) and Peter Rudge (Independent).

Electors were provided with the range of voting options provided for in the Act:

- Postal voting.
- Early voting at the NTEC offices in Darwin and Alice Springs.
- Mobile polling at Royal Darwin Hospital and Darwin Private Hospital.
- Static polling on polling day at Leanyer Pre-School and Wanguri Primary School.

Nicole Manison (Australia Labor Party (NT)) was the successful candidate and was declared elected on Monday 18 February 2013.

A full report on the by-election will be forwarded to the Speaker.

Table 7: Election Milestones

Close of roll	8pm Wednesday 30 January 2013
Close of nominations	12 noon Friday 1 February 2013
Polling day	Saturday 16 February 2013
Return of writ	Monday 18 February 2013

Table 8: Polling Summary

Postal voting	180 votes counted (4.7%)
Commenced	Monday 4 February 2013
Ceased Overseas	6pm Tuesday 12 February 2013
Ceased Within Australia	6pm Thursday 14 February 2013
Deadline for return	6pm Friday 22 February 2013
Early voting	190 votes counted (4.9%)
Commenced	Monday 4 February 2013
Ceased	Friday 15 February 2013
Mobile polling (hospitals/prison)	6 votes counted (0.2%)
Conducted	Friday 15 February 2013
Other declaration voting	None
Static polling places	3489 votes counted (90.3%)
Polling day times	8am - 6pm
Poll declared	Monday 18 February 2013

Table 9: Election Outcomes

Electors on roll	4 984
Electors voting	3 865 (77.5%)
Informal ballot papers	141 (3.6%)
2 candidate preferred	69.4% ALP 30.6% CLP
Election costs	\$70 000
Cost per elector	\$14.04

3.2.3 Council Elections

By-elections

During 2012-13, the NTEC managed 12 council elections, including two failed by-elections and a failed supplementary election. Of the remaining nine shire by-elections, four went to poll, while five received the necessary number of nominations and were uncontested. Two supplementary elections were scheduled for Barkly Shire, Alyawarr Ward and one for Roper Gulf Shire, Nyirrangulung Ward.

Since the roll out of the new shires in 2008, the NTEC has conducted 33 by-elections and 12 supplementary elections. See Table 10 for further details.

Table 10: Summary of NTEC conducted council elections 2008-2013

Reporting year	No. General Elections	No. By-elections		No. Supplementary Elections		Total elections	No. Elections Contested	
		Municipal	Shire	Municipal	Shire		No.	%
2008-09	48 (Rural/Shire Councils only)		4	-	1	53	34	64.2
2009-10	-	2	11	-	1	14	5	35.7
2010-11	-	3	9	-	1	13	9	69.2
2011-12	64 (All Councils)	-	-	-	6	70	43	61.4
2012-13	-	-	9	-	3	12	4	33.3
Total	112	5	33	-	12	162	96	58.4

Two councillors for the Coomalie Community Government Council resigned in 2013. Subsequently the council conducted a review of their boundaries and submitted a report to the Minister proposing new ward boundaries and a reduction in representative numbers by two. The Minister agreed to the proposed change in representation and as a consequence a by-election was not required.

3.2.4 Fee-for-service elections

The *Electoral Act* s309(h) allows the NTEC to negotiate a fee to provide electoral goods and services to persons or organisations using information or material in its possession or expertise acquired in the exercise of its functions.

The Commission conducts fee-for-service elections for government, non-government and community agencies and organisations that require decisions to be made by ballot. This can include enterprise agreements (EAs), the selection of office holders and plebiscites. These elections are conducted at the discretion of the NTEC taking into account the nature of the election and other workloads. A management overhead is charged to conduct these elections.

The number of fee-for-service elections undertaken has declined over the last two reporting periods. During 2012-13, the NTEC did not conduct any fee-for-service elections due to workload related to the 2012 LA elections. A number are scheduled for 2013-14 including a ballot on the proposed variation to the 2010-2013 Power and Water Enterprise Agreement, the National Trust of Australia (NT) Election of Councillors, the NT Public Service Enterprise Agreement and the NT Public Service, Teachers and Educators Enterprise Agreement.

Table 11: Fee-for-service Elections 2008-09 to 2012-13

Year	Revenue (\$)	No. Elections/Ballots
2008-09	5 113	6
2009-10	4 125	4
2010-11	24 564	4
2011-12	3 034	2
2012-13	0	0

3.2.5 Assistance for inter-jurisdiction elections

The NTEC provides, on request, polling services for interstate and New Zealand electors visiting the Northern Territory at the time elections are taking place in their own jurisdiction. The support is mainly in the form of early voting services provided at the NTEC offices in both Darwin and Alice Springs.

Table 12: Inter-jurisdictional support provided during 2012-13

Jurisdiction	Poll date	Election type	Chamber	District/Division	Electors Voting		
					Darwin	A/S	Total
ACT	19/10/2012	General	LA		32	N/A	32
Western Australia	09/03/2013	General	LA/LC		142	32	176
Victoria	27/4/2013	By	LA	Lyndhurst	1	0	1
Tasmania	04/05/2013	By	LC	Montgomery, Nelson & Pembroke	N/A	2	2

A/S Alice Springs Office
 N/A Not Appointed
 By By-election
 LC Legislative Council
 LA Legislative Assembly

The NTEC anticipates it will be asked to provide support for the following parliamentary elections in 2013-14:

- AEC for the conduct of the anticipated September 2013 Federal election.
- Electoral Commission South Australia - March 2014 State election.
- Tasmanian Electoral Commission - 2014 State election.

3.2.6 Northern Territory Statehood and election for delegates to a Constitutional Convention

The NTEC did not receive any advice regarding the conduct of a Constitutional Convention delegates' election during the reporting year.

3.2.7 Disclosure

Whilst NT electoral legislation does not provide for the funding of political parties, the *Electoral Act* Part 10 ss176 to 224 requires annual disclosure by registered parties and their associated entities, and election specific disclosure returns from candidates, publishers and broadcasters. There are no funding or disclosure requirements for local government elections.

The original alignment between Commonwealth and Territory disclosure requirements ceased when the previous Commonwealth Government significantly increased the threshold limits for disclosure in 2006. Although it has been indicated that the federal threshold limits for disclosure would be lowered, no new federal provisions have been effected. Therefore the NT parties effectively cannot submit a Commonwealth return for NT purposes.

Returns are due within 16 weeks of the financial year end and are to be posted by 1 March of the following year. Parties were reminded in July 2012 of their obligation [NTEA s196 (2)] and to prompt associated entities contributing to them to comply with NT disclosure provisions and the threshold of \$1500.

All of the five NT parties registered at 30 June 2012 submitted their annual disclosure returns, two by the due date and the remaining three by 30 October 2012.

Election disclosure returns for candidates or their agents, candidate donors, publishers and broadcasters were received following the August 2012 LA elections by the due date of 8 December 2012, with a significant proportion of returns received after the due date.

All election disclosure returns for the Wanguri by-election were lodged by the deadline of 3 June 2013.

Copies of disclosure returns are available for inspection at NTEC offices and on the NTEC website.

3.2.8 Party registration

The NT had six registered parties as at 30 June 2013.

Table 13: NT Registered Political Parties

Political Party	Date of Registration
Australian Labor Party NT (ALP)	18 April 2005
Australian Sex Party NT	19 November 2011
Citizens Electoral Council (NT Division)	6 March 2013
Country Liberals	27 January 2010*
First Nations Political Party	25 May 2011
The Greens	23 March 2005

* First registered 30 March 2005 as the Northern Territory Country Liberal Party

The 2011 amendments to the *Electoral Act* introduced a requirement for a registered political party to provide, within 16 weeks after the end of the financial year, as part of their annual return to the Electoral Commissioner, a current constitution and statement for the purpose of monitoring a party's continued eligibility for registration.

A second change to party registration criteria was that any application to register a political party must be received by the NTEC at least six months before the date of a scheduled general election, for registration processing to be decided before that election. As a result, any application received after 24 February 2012 could not be decided before the August 2012 LA elections.

An application to register the Citizens Electoral Council (NT Division) was received on 22 January 2013, with notice of the application to register the party advertised in the NT News on 24 January 2013. Following this, the writ for the Wanguri by-election was issued on 28 January 2013. Therefore, in line with the provision of Section 175 of the *Electoral Act* that no action can be taken to register a party during an election period, processing of the application was suspended until after the return of the writ. Following the suspension period, and with nil objections lodged with regards to the registration, the Citizens Electoral Council (NT Division) was registered as a political party on 6 March 2013.

3.3 Election policies, processes and procedures

A review of all election systems will be undertaken in the 2013-14 financial year, with the intention of capturing future needs and assessing the system capacities of the agency. The review will take into account experiences from both the 2012 LG and LA elections and a timetable will be developed to source the required expertise to develop and test any new/upgraded systems.

3.4 Recruitment, training and tools

Following the March 2012 LG elections details of assessments of staff performance were entered into the staffing module of the Election Management System (EMS). The information enabled the identification and contact of appropriate staff for polling positions at the LA elections, the Wanguri by-election and council by-elections/supplementary elections. Database information was updated where applicable.

To ensure as much continuity as possible, experienced interstate electoral staff employed at the March 2012 LG elections were approached to again provide electoral, regional and mobile polling support for the LA elections. In most instances this support was forthcoming.

Training programs and materials were reviewed and finalised prior to the close of nominations and incorporated references to, and explanation of, the new legislative measures.

3.5 Targets 2013-14

- Conduct government by-elections as required.
- Submit reports on the 2012 LG and LA elections, including any operational and regulatory recommendations for future elections.
- Liaise with the Department of Local Government and Regions regarding suggested amendments to local government electoral legislation.
- Conduct a review of election systems with the intention of capturing future needs and assessing the system capacities of the agency.
- Evaluate the 2013 Federal election, including the use of electronic rolls, the training of polling officials, partnership arrangements with the Department of Human Services for mobile polling, and the use of voting information officers.
- Commence election planning for the scheduled 2016 LG and LA elections.
- Provide advice, on request, regarding the conduct of a Constitutional Convention delegates' election.
- Provide support, as required, to the Australia Electoral Commission for the 2013 Federal election.

4 EDUCATION AND INFORMATION

Objective

A community that is well informed about its electoral rights, responsibilities, processes and available services

4.1 Public advertising and publicity campaigns

Section 309 of the *Electoral Act* requires the NTEC to promote public awareness of elections and the Legislative Assembly by conducting education and information programs and any other appropriate strategies.

Activities undertaken in support of enrolment and election awareness included:

- Enrolment stimulation programs using television, local and regional newspapers, posters and targeted mail campaigns based on the QR12 program and the NTEC's 2012 general election media plan (LA elections).
- Stalls at major shopping centres, markets, the NT show circuit and major AFLNT events (LA elections).
- Communication with key stakeholders targeted with messages consistent with the roll out of enrolment and voting services advertising (LA and Wanguri elections).
- A radio and television advertising campaign using the cartoon character theme and election jingle, customised to advertise enrolment and voting services for mass urban, rural and remote audiences (LA elections).
- A tightly focused and customised small area elector awareness campaign for the Wanguri by-election.

4.2 Education and information services

The NTEC provides an electoral education service to inform the community about the electoral processes, the mechanics of elections and the relationship of democracy to everyday life and issues.

A total of 82 face-to-face electoral education presentations were conducted involving 2089 students from both urban and regional schools. A further 1142 children participated in NTEC voting education activities provided at the Alice Springs, Tennant Creek, Katherine and Darwin shows. Election information materials were also included at the NT show circuit display stand as part of public awareness activities in support of enrolment and voting services for the August 2012 LA elections.

Table 14: Education sessions and participants conducted by region

Group (by Region)	No. Sessions	No. Participants
Darwin	58	1 648
Katherine	1	25
Jabiru	1	13
Alice Springs Region	6	167
Remote	9	126
English as Second Language (ESL)	7	110
Show Circuit	8*	1 442
Total	90	3 531

*The numbers of sessions at the show circuit represent the numbers of days attended

The majority of electoral education sessions were undertaken in co-operation with the Parliamentary Education Service (PES) of the Legislative Assembly. The PES program provides a link into an existing education service focusing on government and democracy at Parliament House. The NTEC and the Department of Justice also work with PES in delivering a joint education program entitled 'Democracy at Work', emphasising the representative

nature of democracy in Australia and highlighting the functions and processes of government in parliamentary, electoral and court settings.

The number of face-to-face electoral education sessions increased by two compared with 2011-12. Work continued with PES on the Democracy at Work and the Step up Be Heard civic programs that target new citizens/adult migrants/ESLs and legal and political studies students. Presentations were made to two student migrant classes, nine remote school classes, ten ESL student classes, and eleven Year 11 electoral education sessions at Parliament House. Compared with 2011-12, there was a 9.8% decrease in overall attendance due to smaller class sizes.

Civics and citizenship

The NTEC is a member of the Electoral Educators Network, a national forum of State and Territory Electoral Commission staff that has been established to evaluate programs and explore emerging concepts in the area of electoral education. A NTEC officer presented the public awareness strategies and materials used for the 2012 LA elections to the national Electoral Education Network meeting held in Tasmania on 4-5 March 2013. Other State and Territory officers also shared their election activities and electoral education programs.

NTEC Website

The new NTEC website on a SharePoint 2010 platform with rewritten and expanded content was moved into production in June 2012. The website provides improved access to enrolment, election, education and corporate services information, a range of 'Frequently Asked Questions' which provide further information about the NTEC core business areas, as well as dedicated information pages on purpose built sub-sites for any by-elections that take place. The website also acts as a source of information for providing NTEC electoral education services.

Page views on the website during the 2012 LA elections increased by approximately 200% compared to the August 2008 LA elections, i.e. 165 014 page views from 1 July to 30 August 2012, compared to 57 216 page views for a similar period during the 2008 LA elections. This was due, in part, to increased advertising containing pointers to the website. The AEC links to enrolment were given prominence during the enrolment period to allow electors to check their details and, if appropriate, to enrol online.

The use of the website at the NTEC tally room on election night to display results as they became available used an additional external secure server to act as a 'push mechanism' so that users did not have to manually refresh their browsers. Results were also fed to the tally room and media simultaneously.

From September 2012 to June 2013 there were peaks in web enquiries at the publication of financial disclosure returns and at by-election declaration of nominations and during the early voting and mobile polling periods. Web enquiries also tend to surge in the lead up to polling day, on polling day itself and through to the declaration of results. It is apparent from the pages viewed during elections that the candidate list, mobile polling schedule, polling day locations and election results were of the most interest.

4.3 Information activities supporting elections

Public Awareness - Legislative Assembly General Election 2012

The main features of public awareness and media activities in support of enrolment and voting services for the 2012 LA elections were:

- Continuation of QR12 enrolment activities through television and newspaper advertising and community stalls at major shopping centres, and maintaining a presence at the Alice Springs, Tennant Creek, Katherine and Darwin Shows during July and a major AFLNT football event at TIO Stadium (Melbourne v Port Adelaide) on 17 July 2012.
- Liaison with NT media contacts, publishers and key stakeholders, including political parties and candidates, to provide information about campaigning and advertising responsibilities; the information, including financial disclosure obligations, was also made available on the NTEC website.
- Direct mail to 84 029 enrolled electors with normal postal delivery addresses, confirming their enrolment details and providing information on voting services and polling place locations/access details using

divisional maps. The mail-out was delivered from 17 July 2012 and included an enrolment form for people to complete for the address at which they lived.

- An independent advertising campaign under the NTEC banner with a distinctive 'NT general election' logo based on a Territory map. The campaign included nine television advertisements, a total of 2209 program placements and was broadcast where possible to regional areas using ten stations. Three radio messages were broadcast over nine commercial stations and four community networks this included broadcasts by seven stations using 15 indigenous languages chosen for their geographic coverage. A total of 136 notices were placed in the NT News and eight regional newspapers. These notices were customised to reflect enrolment stimulation and voting services for each division during the election period. The information in the notices was also made into individualised posters that were sent to councils, service centres and key stakeholders in remote areas.
- A dedicated call centre was established as the primary contact for election enquiries. The call centre operated from 2 July to 7 September 2012 and received 8923 enquiries.
- A total of 22 election bulletins and 14 media releases were sent to key stakeholders and the Public Awareness Branch responded to 169 individual media enquiries during the election period.
- Liaison took place with broadcasters and publishers, including monitoring of media reports, social media and editorial comment for campaigning and advertising irregularities relating to election matter.
- Street banners were placed in Darwin, Katherine and Alice Springs and 'Polling Place Here' signs placed at all static polling places.
- Election and enrolment information was emailed to NT Government employees, Defence personnel, mine workers and pastoralists. Arrangements were also made with both AFLNT and Australia Post to provide access to their networks and to place display stands at their facilities.
- Staged public events were held for the declaration of nominations and polls, including the NT tally room which provided results to the website and to the media on election night.

Public Awareness - Wanguri LA By-election

The public awareness campaign for the Wanguri by-election targeted all electors within the division. A total of 4949 personally addressed mail articles were delivered, confirming elector enrolment details, providing information on voting services and polling place locations/access details through a division map.

The NTEC focussed on circulating public awareness notices within the division, timed to coincide with the key phases of the election. Statutory notices were placed in the NT News and all media releases and advertising materials posted onto dedicated by-election web pages. The requirement to vote was emphasised in all advertising. The 1800 **MYVOTE** enquiry line operated during the election period and responses were provided on enrolment, postal voting and other election enquiries as well as recording advice from electors who were unable to vote.

Public Awareness - Council Elections

Public awareness activities supported the conduct of the nine NT council by-elections and three supplementary elections during the reporting period by:

- Informing the relevant community of the election, using standard and customised messages; the requirement to vote, the use of the 1800 **MYVOTE** smart number and NTEC website address were incorporated in all advertising, materials and forms.
- Advertising in local and regional newspapers and the extensive distribution of election posters specifying the roll close deadline, inviting nominations and promoting voting services.
- Radio advertising in English and on community networks in language for polls contested in remote councils.
- Dedicated election web pages, including maps of each electoral area and ward, as applicable, with external web links to stakeholders.
- Election bulletins and media releases to stakeholders.

- Liaison with councils and service centres to seek agreement over an appropriate election model and discuss the declaration of nominations and declaration of polls.

4.4 Research and electoral developments

The *Electoral Act* s309(f) allows the NTEC 'to conduct and promote research into matters relating to elections or other matters relating to its functions'. Research activities are undertaken by NTEC staff or, where appropriate, by specialised project staff and are generally focussed on providing information to support current programs and impending electoral events.

Projects are also undertaken to investigate and publish historical information for public use that may also give some context to the NTEC's current programs. In 2008 the NTEC came to an in-principle agreement with Professor Dean Jaensch of Flinders University for the preparation of a history of NT elections since 1974. Work on the project commenced in 2009 and a draft of the research paper was provided to the NTEC in 2012. It is anticipated the paper will be published in early 2014 and now include 2012 election data.

The focus of NTEC research during the year has been to support election priorities. Research activity included:

- Analysis of NT enrolment trends to support the QR12 project and to provide Ministerial briefings and reports to the Electoral Council of Australia and New Zealand.
- Liaison with Australia Post on changes to 'Return to Sender' processes to help identify electors no longer residing at their enrolled address or electors who have permanently left the NT.
- A new software solution for the 2012 LA elections providing data management of the election night tally to improve the speed of posting results to the website and the media simultaneously.
- A survey of informal ballot papers following the 2012 LA elections and 2013 Wanguri by-election to assess the types of informality i.e. apparent intentional informality and apparent non-intentional informality and the impact, if any, of the new rules governing formality introduced into the *Electoral Act* in December 2011. A tick or a cross marked on a ballot paper may now be taken to be a first preference and the ballot paper deemed formal provided that all other candidate squares have been marked with consequentially increasing numbers (one square may be left blank – deemed the elector's last preference).
- Presentation materials were improved and expanded for student and adult migrant education, remote schools and Year 11 political studies groups, incorporating feedback from teachers and students.
- Attendance by the Electoral Commissioner at a State & Territory Electoral Commissioners (STEC), Culturally and Linguistically Diverse (STEC/CALD) Project Team meeting in Sydney in May 2013. The STEC/CALD project is analysing the strategies and programs used by electoral jurisdictions in Australia and New Zealand to engage with, and provide enrolment and voting information to, electors from CALD backgrounds. The information will be used to draw together suggestions for the effective implementation of strategies and future directions for Electoral Commissions to consider when seeking to engage with CALD communities.

4.5 Public reporting

The 2011-12 Annual Report was tabled on 31 October 2012. Reporting on the LG and LA general elections and the February 2013 Wanguri by-election is expected to be finalised during the 2013-14 reporting year.

4.6 Targets 2013-14

- Continue to work with the Electoral Educators Network and Parliamentary Education Services to develop cross-curricular links and the take up of civic and citizenship programs by schools, new citizens/adult migrants with English as a second language and legal and political studies students.
- Promote access to the education facilities at the NTEC offices in Darwin and Alice Springs, and continue to undertake school and community visits as an integral part of electoral education programs.
- Undertake research into the accuracy and completeness of the NT electoral roll, taking into account the Quality Roll 2012 project, the conduct of three major electoral events in the NT over a 13 month period and the implementation of direct enrolment.
- Monitor and evaluate strategies for youth engagement, working with indigenous groups and using social network platforms.
- Identify groups that are less likely to participate in the electoral processes and develop specific materials/resources for young people and ESL groups.
- Provide an electoral presence at the show circuit to promote public awareness of electoral matters

5 CORPORATE GOVERNANCE

Objective

Staff, infrastructure and business systems that meet governance and operational requirements

5.1 The organisation

As an independent agency, the NTEC is required to manage all human resource activities and its own finances including budgeting and reporting activities, procurement, IT and general office services. The corporate unit is made up of a business manager and an administration officer.

The NTEC has a small number of ongoing positions. To supplement its small resource base, it accesses support and input from other NT government agencies and seconds or recruits specialist project staff where required.

The Department of Corporate and Information Services (DCIS), formerly the Department of Business and Employment (DBE), provides ITC, payroll, procurement, property and recruitment support. The Office of the Commissioner for Public Employment (OCPE) and the Department of Treasury and Finance liaise over personnel issues and financial matters respectively.

Table 15: NTEC staffing profile as at 30 June 2012 and 2013

Designation	Number of Staff (Including Contract)	
	30 June 2012	30 June 2013
Executive Contract Officer 3	1	1
Senior Administrative Officer 2	0	1
Senior Administrative Officer 1	6	3
Administrative Officer 7	1	0
Administrative Officer 6	3.5	6
Administrative Officer 5	2	0
Administrative Officer 4	1	0
Administrative Officer 3	4	2.4
Administrative Officer 2	1	0
Administrative Officer 1	0	0
Total	19.5 FTE	13.4 FTE

Staff numbers declined from 30 June 2012 when a number of temporary project positions were established in the lead up to the LA elections in August 2012. A staffing cap of eleven positions (excluding the Electoral Commissioner) is in place, however the NTEC regularly exceeds that cap due to workload requirements and election activities.

Permanent recruitment was made to three positions - those of Deputy Electoral Commissioner, Manager, Enrolment and Electoral Boundaries and Electoral Services Officer (Alice Springs). The NTEC plans to review its staffing structure during 2013-14.

Employee expenses

Ongoing employee expenses are funded from the appropriation budget, with separate arrangements made for staff employed for elections, election project work and for secondments. The staffing expenditure component is proportionately higher in years when major electoral events take place. In such years the additional staff expenses are met from election budgets.

In 2012-13, employee expenses came to approximately \$2.84 million, around 49% of total expenditure for the year. This included remuneration and other related costs for temporary project and polling official positions for the August 2012 LA general election and the February 2013 Wanguri by-election.

Darwin office

At 30 June 2013, the NTEC's Darwin office had a permanent staff complement of eight officers, excluding the CEO's position that is funded on a long term contract basis. There was also an additional two temporary long-term project officers.

Alice Springs office

At 30 June 2013 the NTEC's Alice Springs office had a permanent staff complement of one. Additional temporary long-term staff included two project officers in support of the region.

2012 Legislative Assembly General Election

For the 2012 LA elections, additional staff were recruited or seconded for project management, regional coordinator positions and a number of short term election casual positions for the call centre, postal voting, mobile polling and polling day.

- Election project staff and regional coordinators: 19 staff were employed for a period of approximately two months, including two dedicated officers for an extended period to manage critical IT projects. A total of 15 staff was located in the Darwin Office with one regional coordinator located in each of the regional offices (Alice Springs, Katherine, Nhulunbuy and Tennant Creek).
- Election casuals: employment opportunities were offered for 607 short term positions to fill early and postal voting, mobile team, polling place and office assistant positions.
- Finance staff: three experienced DBE officers were temporarily seconded to the NTEC to assist in the management of the 2012 LG and LA elections. Assistance was provided with budgeting, processing of accounts, coordinating and administering travel and accommodation, organising employment paperwork, assisting in procurement, property management, as well as a number of existing agency administrative and financial commitments. They occupied these positions until after the conclusion of the August 2012 LA elections.

The processing of employment contracts for all election casual staff was managed through the upgraded Election Management System (EMS) allowing the extraction of wages and entitlements data post-election to be supplied electronically, greatly reducing processing and turnaround times when forwarding to Payroll Services.

The NTEC will explore mechanisms to increase the pool of casual staff willing to work on a temporary basis at election times.

5.2 Staff development and recognition

Temporary project and regional staff received system and agency orientation training and regional staff were briefed on site in the Darwin and Alice Springs offices prior to being established in the regional centres.

All election staff received a briefing prior to undertaking their roles.

Manuals and forms relating to the conduct of a LA election were reviewed and updated to reflect legislative and process changes.

5.3 Agency management and reporting

Report under the *Public Sector Employment and Management Act s18*

The NTEC reports to the Commissioner for Public Employment in relation to the Commission's compliance with the prescribed principles of human resource (HR) management. Two casual election staff grievances were lodged and resolved during the reporting year, one following the LG elections and one following the LA elections. On review, OCPE concluded that the NTEC had acted in accordance with the prescribed HR management principles.

The NTEC seeks advice from DCIS (formally DBE) and OCPE regarding the application of NT public sector wide HR legislation, instructions, guidelines and the implementation of the relevant HR policies, practices, terms and conditions.

Equal opportunity

Staff selection is merit based. Polling official appointments are also made in accordance with merit principles and review of assessments undertaken on their performance following elections. Relevant performance comments are recorded in the Election Management System.

Polling officials are required to sign an undertaking that they are not a member of a political party or active in political affairs and that they will retain this status during the period of their employment.

Gender balance was applied, particularly for mobile polling teams, to ensure appropriate dialogue with electors and that cultural sensitivities were observed during electoral awareness and election activities.

Equity and diversity

The NTEC supports the selection of staff able to communicate and interact with NT communities, regardless of any perceived barriers presented by gender, language, ethnicity, disadvantage or any physical or other impairment.

Of the 607 casual positions at the LA elections on which data is available, 195 (32%) were held by male employees and 412 (68%) were held by female employees. Positions held by female staff included a majority of leadership as well as issuing officer positions.

Flexible work practices

Flex-time is available to staff, though not during election periods.

Occupational health and safety (OH&S)

The NTEC attempts to identify and mitigate risks in both office and in-the-field situations.

Guidelines in all manuals were updated to reflect the requirements of the *Work Health and Safety (National Uniform Legislation) Act 2011* that sets out the national occupational health and safety (OH&S) obligations for employers and employees. External clearance on content was received by a DBE consultant. The Act stipulates duties of care on employers and employees in relation to OH&S. First-aid kits were assessed and new stocks acquired for polling places and mobile teams. Mobile polling team leaders were provided with satellite phones and required to report on arrival at and departure from, all polling locations.

No reportable safety issues were recorded during the year.

Report under Section 7 of the *Carers Recognition Act*

There have been no amendments to the *Electoral Act* and Local Government (Electoral) Regulations since December 2011 that enabled the extension of postal and early voting services to voters who are disabled, and/or their carers. A total of 38 carers are registered as postal voters, a decrease of two compared to the previous reporting period.

Two NTEC staff members were granted carers' leave during the reporting year.

Financial transactions

By 30 June 2013:

- All financial transactions for the 2012 LA general election and 2013 Wanguri by-election were recorded and payment disbursed to all suppliers.
- Reimbursement was sought for all LA general election and Wanguri by-election expenditure from a Treasurer's Advance.
- Mechanisms for timely budget monitoring and reporting will be reviewed in the light of the heavy workload generated by two major Territory wide electoral events in the same calendar year.

Insurance reporting

Over the course of 2012-13, the NTEC made no self-insurance claims.

The NTEC has in place a number of mitigation strategies to help reduce the insurable risk arising from its operations. The agency maintains an 'Accounting and Property Manual', which contains specific reference to insurance and litigation matters. These include detailed instructions for drivers of Commission vehicles with reference to the 'NT Fleet handbook'.

Records Management

Pursuant to section 131 of the *Information Act*, the agency has implemented processes to achieve compliance with the archives and records management provisions prescribed in Part 9 of the *Information Act*.

Corporate review

Reporting templates for the 2012 LA elections were structured around the corporate objectives, emphasising that corporate activities underpin all agency objectives. The next review of the corporate plan is due in 2015.

5.4 NTEC office premises

Darwin office

The NTEC has been in its current location in the TCG Centre since 2011. The purpose-built office includes two large training/conference rooms (one of which is used for the conduct of electoral education sessions and formal electoral events), a dedicated meeting room with video conferencing facilities and significant storage for election material.

The 2nd floor of the TCG Centre was rented on a temporary basis for conducting early voting, collating and distributing mobile polling materials and vote counting for the LA elections.

Alice Springs office

MyVote Central was established in Alice Springs in mid 2009 for a range of enrolment, election and education activities and as an early voting centre. It includes a training/conference room with a video-conferencing system and space to provide voting facilities for all Northern Territory, interstate and federal elections. The NTEC receives an annual fee from the AEC for services provided by MyVote Central under a joint arrangement.

MyVote Central was used as a fully functional office providing all electoral services for the region for the 2012 LA elections.

The Memorandum of Understanding (MOU) between the NTEC and the AEC for the management of MyVote Central was renegotiated and executed during the reporting period. The MOU encompasses the period from July 2013 to June 2017.

5.5 ITC operational support

Provision of services by DCIS and external ITC provider(s)

Whole of government contracts determine providers for most telecommunications, hardware, generic software and helpdesk support. Agencies' hardware and software requirements are assessed on a rotational basis.

ITC support is provided to the NTEC by DCIS (formally DBE), with responsibility for day to day ITC matters resting with the NTEC Business Manager.

The then DBE provided timely logistical ITC support during the 2012 LA elections. This included the provision of additional IT assets for the Darwin and Alice Springs offices and the temporary regional electoral offices established in Katherine, Nhulunbuy and Tennant Creek. The election support was coordinated between the NTEC, DBE and representatives from the whole of government contracted provider of hardware/software support.

The NTEC's goods and services notional charge balance for 2012-13 amounted to approximately \$729 000. This was a higher than usual amount, mostly attributed to the additional infrastructure requirements and logistical support organised for the LA elections as well as the increased workload for processing contracts and wage payments to over 600 additional staff.

Hardware

Owing to the close proximity of the 2012 LG and LA elections, additional hardware and extra capacity required to conduct both elections was installed early to minimise disruption to operations in mid-election cycle. Only minor adjustments were needed for the setup of the election tally room for the 2012 LA elections.

No further major equipment was acquired for the Darwin and Alice Springs offices as all requirements had previously been fulfilled for the 2012 LG elections.

Software

New and updated IT systems were specified and brought into production for use at the 2012 general elections. These included the EMS, TIGER (a database for the management of mobile polling and used with the permission of the AEC) and a postal vote/excuse database. The EMS scoping included specifications designed to streamline payroll processing.

Additional log-ons were again provided by the AEC to the roll management system (RMANS) for the LA elections, however network and connection problems continued to limit access at the temporary offices in regional centres.

Tender documentation was drafted for the provision of tailored software to manipulate and display election result data onto large projection screens in the 2012 LA elections tally room.

The scheduled move to Microsoft Office 2010 and Windows 7 was delayed due to compatibility issues with a number of NT Government approved software programs. The completion of the upgrade to the new software is schedule for the first half of 2013-14.

Website

Successful migration of the NTEC's website from a Lotus Notes platform to the new NT Government supported SharePoint solution was effected in June 2012. The unveiling of the new site was scheduled to coincide with the build-up for the 2012 LA elections. Increased traffic at this time provided the perfect opportunity to test the robustness and functionality of the website.

As a fall back measure, the NTEC's old Lotus Notes website was reactivated and was instantly available should the new site be unable to handle the additional workload required of it.

5.6 Targets 2013-14

- Review the organisational structure in the light of legislative changes and operational experience, especially in relation to fixed Legislative Assembly terms, the Administrative Arrangements Order (effective 1 July 2012) relating to the 2012 *Local Government Act* and the NTEC's responsibilities as sole provider for local government elections.
- Assess and implement succession planning strategies and initiatives to address upcoming turnover of senior NTEC staff.
- Refine and modify existing election costing models to improve election expenditure forecasts.
- Scope any funding requests and tender documentation for suggested electoral system upgrades and initiatives for future election conduct, ready for program development commencing in 2014-15.
- Continue to 'grow' the NTEC pool of experienced casual electoral staff.
- Maintain the 'one stop shop' delivery of electoral services for Central Australia.
- Monitor and track the performance of the NTEC's website, to gauge stability and ease of use for website visitors.

The corporate plan 2012 to 2015

Enrolment

Objective - A complete, accurate and securely maintained roll of Northern Territory electors that meets the requirements of stakeholders.

Strategies

Maintain rolls for the Legislative Assembly and local government in partnership with the AEC in an efficient and effective manner.

Monitor performance in terms of completeness, accuracy and the timely update of the electoral roll.

Develop and implement enrolment stimulation activities and initiatives including joint programs with the AEC.

Provide roll data in accordance with legislation.

Provide support to Legislative Assembly redistribution committees and local government representation reviews and effect changes following final boundary determinations.

Performance Measure

Percentage of estimated eligible electors enrolled in the Territory compared to previous years.

Elections

Objective - Efficient and effective conduct of elections.

Strategies

Advocate best practice in electoral legislation for government elections and in non-government election rules.

Enhance our knowledge of the needs of our diverse client base to customise electoral services.

Review and document election policies, procedures and processes.

Review recruitment and training programs and tools for effective service delivery.

Performance Measures

Voter participation rate compared to similar electoral events in previous years.

Relative cost of elections, compared to similar electoral events in previous years.

Education and Information

Objective - A community that is well informed about its electoral rights, responsibilities, processes and available services.

Strategies

Conduct targeted public advertising and publicity campaigns.

Develop programs to deliver education and information services across the Northern Territory.

Maintain and improve school based education programs.

Conduct research and monitor external electoral developments.

Expand strategic alliances with organisations providing services to our diverse community.

Review and improve the public reporting program.

Performance Measure

Number of participants at school and community education sessions.

Corporate Support

Objective - Staff, infrastructure and business systems that meet governance and operational requirements.

Strategies

Monitor the organisational structure so that it best meets the strategic challenges of the NTEC.

Document, maintain and improve policies and procedures that uphold the business requirements of the NTEC, the Northern Territory Public Service and relevant legislation.

Continuously improve IT operational support systems.

Encourage staff development and recognition.

Performance Measure

Performance in the corporate support area is to be reported on an activity basis in the Annual Report.

6 FINANCIAL REPORT

6.1 Financial performance

The NTEC is funded through an annual appropriation from Treasury, with the provision of additional funding through Treasurer's Advances for major electoral events such as Legislative Assembly general elections, redistributions (occurring every four years) and ad hoc Legislative Assembly by-elections. Advances may also be provided, with Cabinet approval, for any major initiatives.

The annual appropriation budget supports expenditure on:

- NTEC Head Office (Darwin) and MyVote Central (Alice Springs).
- Salaries and expenses for 11 ongoing staff positions.
- Enrolment, election, education, public awareness and corporate support functions.
- The payment of approximately \$0.14 million to the AEC for annual Joint Roll Arrangement (JRA) costs.

Under an approved Treasurer's Advance, the NTEC was granted advance funding of \$1 million over the 2011-12 and 2012-13 financial years for the early preparation and conduct of the 2012 LA elections. Following the finalisation of all accounts for the event, a further supplementary Advance of \$1.75 million was sought to reimburse the NTEC for the LA election expenditure (including the Wanguri by-election).

The original published budget appropriation for 2012-13 was \$2.26 million which included approved funding of \$0.6 million for the August 2012 elections.

Currently, the cost of a LA general election is estimated at \$2.7 million and an urban by-election at \$70 000.

The NTEC also conducts local government general and by-elections. The cost of an uncontested council by-election may be up to \$3000 whilst a contested by-election can vary between \$12 000 to \$100 000, depending on the council structure e.g. wards or no wards and its geographic location.

The conduct of public service ballots (e.g. an NTPS Enterprise Agreement) is charged on a cost recovery basis. Management of fee-for-service elections, conducted occasionally by the NTEC subject to competing priorities and resource constraints, is on the basis of direct costs plus a corporate overhead.

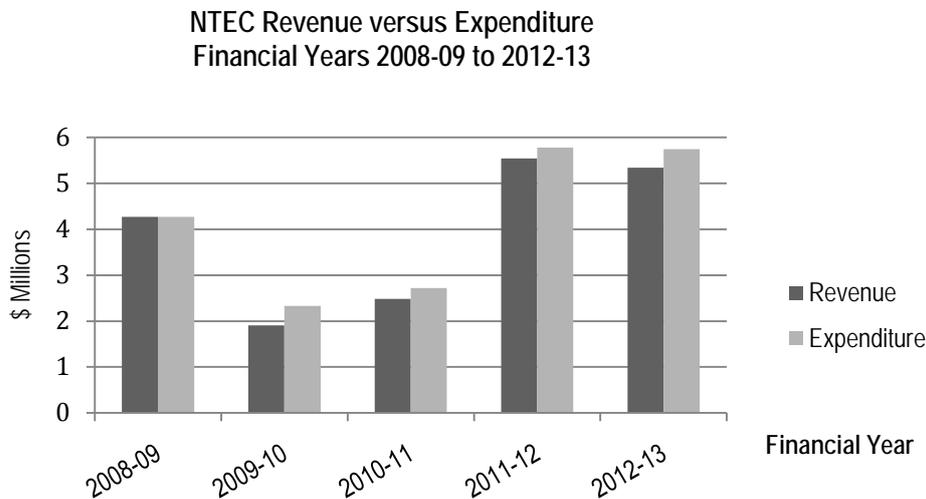
The NTEC receives a contribution of \$15 000 per annum from the AEC for services provided by the regional office at MyVote Central in Alice Springs. The current MOU covering this agreement expired at the end of 2012-13 and a new agreement was negotiated covering the four financial years 2013 to 2017.

The final appropriation figure for the 2012-13 year was \$4.49 million. The increase of \$2.23 million from the 2012-13 published budget represents the shortfall in funding for the conduct of the LA elections (including carryover), mini-budget decisions and the Wanguri by-election.

Expenditure for 2012/13 was \$5.74 million, made up of approximately 49% for employee expenses and 51% for administrative expenses. Income for the year was \$5.34 million. With approvals sought and granted to increase the NTEC's expenditure and budget, the result was an operating deficit of \$0.4 million.

To date, an amount of \$1.11 million (less GST charged) has been received from the councils as advance payments for the management of the 2012 Local Government general election. Expenditure reconciliation for these elections and the subsequent six supplementary elections in May 2012 was being conducted at the end of the 2011-12 financial year. While it was intended that further invoicing of councils would proceed following the 2012 LA elections in August 2012, the subsequent Legislative Assembly by-election for the seat of Wanguri and a number of council by-elections, caused the deferral of final billing until the 2013-14 financial year.

The following graph shows the fluctuations in revenue and expenditure over an electoral cycle. The peak in 2008-09 coincided with the LA and inaugural shire and rural council elections in August and October 2008 respectively. The peak in 2011-12 coinciding with the March 2012 LG elections and an increase in 2012-13 for the 2012 LA elections held in August.



In 2011-12 and 2012-13, the NTEC will have managed, in consecutive years, its normal appropriation budget and maintained financial accountability for two major electoral events.

6.2 Targets 2013-14

- Finalise all 2012 council election invoicing.
- Refine and modify existing election costing models to improve election expenditure forecasts.
- Contribute to the timely evaluation and cost estimations of program and software initiatives for the next fixed term elections in 2016.
- Support the preparation of any funding submissions relating to those programs and initiatives.
- Manage any tender process for identifying contracted program providers.
- Assist in the development and collation of council election expenditure proposals for 2016 prior to their dissemination to councils/government (whatever is appropriate).
- Commence financial planning for two major electoral events in 2016.

CERTIFICATION OF THE FINANCIAL STATEMENTS

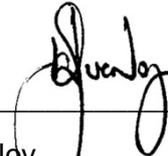
We certify that the attached financial statements for the Northern Territory Electoral Commission have been prepared from proper accounts and records in accordance with the prescribed format, the *Financial Management Act* and Treasurer's Directions.

We further state that the information set out in the Comprehensive Operating Statement, Balance Sheet, Statement of Changes in Equity, Cash Flow Statement, and notes to and forming part of the financial statements, presents fairly the financial performance and cash flows for the year ended 30 June 2013 and the financial position on that date.

At the time of signing, we are not aware of any circumstances that would render the particulars included in the financial statements misleading or inaccurate.



Bill Shephard
Electoral Commissioner – Chief Finance Officer
30 August 2013



Warren Que Noy
Business Manager – Accountable Officer
30 August 2013

**NORTHERN TERRITORY ELECTORAL COMMISSION
COMPREHENSIVE OPERATING STATEMENT**

For the year ended 30 June 2013

	Note	2013 \$000	2012 \$000
INCOME			
Taxation revenue			
Grants and subsidies revenue			
Current		50	50
Capital			
Appropriation			
Output		4 491	3 504
Commonwealth			
Sales of goods and services ¹		70	1 117
Interest revenue			
Goods and services received free of charge	4	729	870
Gain on disposal of assets	5	1	0
Other income			
TOTAL INCOME	3	5 341	5 541
<hr/>			
	Note	2013 \$000	2012 \$000
EXPENSES			
Employee expenses		2 838	2 893
Administrative expenses			
Purchases of goods and services	6	1 898	1 796
Repairs and maintenance		2	20
Property Management		114	120
Depreciation and amortisation	10	162	79
Other administrative expenses ²		730	870
Grants and subsidies expenses			
Current			
Capital			
Community service obligations			
Interest expenses	16		
TOTAL EXPENSES	3	5 744	5 778
NET SURPLUS/(DEFICIT)		(403)	(237)
OTHER COMPREHENSIVE INCOME			
COMPREHENSIVE RESULT		(403)	(237)

¹ Income received from a number of fee-for-service elections including Shire and Municipal council elections (2011-12).

² Includes DCIS service charges.

The Comprehensive Operating Statement is to be read in conjunction with the notes to the financial statements.

NORTHERN TERRITORY ELECTORAL COMMISSION
BALANCE SHEET
As at 30 June 2013

	Note	2013 \$000	2012 \$000
ASSETS			
Current Assets			
Cash and deposits	7	713	278
Receivables	8	41	34
Inventories	9		
Advances and investments			
Prepayments			
Other assets			
Total Current Assets		754	312
Non-Current Assets			
Receivables	8		
Advances and investments			
Property, plant and equipment	10	952	196
Intangibles			
Biological assets			
Heritage and cultural assets			
Prepayments			
Other assets			
Total Non-Current Assets		952	196
TOTAL ASSETS		1 706	508
LIABILITIES			
Current Liabilities			
Deposits held			
Payables	11	(67)	(90)
Borrowings and advances			
Provisions	12	(156)	(211)
Other liabilities	13	0	(2)
Total Current Liabilities		(223)	(303)
Non-Current Liabilities			
Borrowings and advances			
Provisions	12	(54)	(90)
Other liabilities	13		
Total Non-Current Liabilities		(54)	(90)
TOTAL LIABILITIES		(277)	(393)
NET ASSETS		1 429	115
EQUITY			
Capital		1 997	280
Reserves	14		
Accumulated funds		(568)	(165)
TOTAL EQUITY		1 429	115

The Balance Sheet is to be read in conjunction with the notes to the financial statements.

NORTHERN TERRITORY ELECTORAL COMMISSION
STATEMENT OF CHANGES IN EQUITY

For the year ended 30 June 2013

	Note	Equity at 1 July	Comprehensive result	Transactions with owners in their capacity as owners	Equity at 30 June
		\$000	\$000	\$000	\$000
2012-13					
Accumulated Funds		(165)	(403) ⁽¹⁾	0	(568)
Changes in accounting policy					
Correction of prior period errors					
Transfers from reserves					
Other movements directly to equity					
		(165)	(403)	0	(568)
Reserves	14				
Capital – Transactions with Owners					
Equity injections					
Capital appropriation		17	0	0	17
Equity transfers in		280	0	917	1 197
Other equity injections		281	0	800	1 081
Specific purpose payments					
National partnership payments					
Commonwealth – capital					
Equity withdrawals					
Capital withdrawal		(298)	0	0	(298)
Equity transfers out					
		280	0	1 717	1 997
Total Equity at End of Financial Year		115	(403)	1 717	1 429
2011-12					
Accumulated Funds		72	(237)	0	(165)
Changes in accounting policy					
Correction of prior period errors					
Transfers from reserves					
Other movements directly to equity					
		72	(237)	0	(165)
Reserves	14				
Capital – Transactions with Owners					
Equity injections					
Capital appropriation		17	0	0	17
Equity transfers in		264	0	16	280
Other equity injections		281	0	0	281
Specific purpose payments					
National partnership payments					
Commonwealth – capital					
Equity withdrawals					
Capital withdrawal		(298)	0	0	(298)
Equity transfers out					
		264	0	16	280
Total Equity at End of Financial Year		336	(237)	16	115

¹ Net Surplus/(Deficit) from the Comprehensive Operating Statement.

The Statement of Changes in Equity is to be read in conjunction with the notes to the financial statements.

**NORTHERN TERRITORY ELECTORAL COMMISSION
CASH FLOW STATEMENT**

For the year ended 30 June 2013

	Note	2013 \$000	2012 \$000
CASH FLOWS FROM OPERATING ACTIVITIES			
Operating Receipts			
Taxes received			
Grants and subsidies received			
Current		50	50
Appropriation			
Output		4 491	3 504
Receipts from sales of goods and services		250	1 383
Interest received			
Total Operating Receipts		4 791	4 937
Operating Payments			
Payments to employees		(2 931)	(2 787)
Payments for goods and services		(2 224)	(2 108)
Grants and subsidies paid			
Current			
Capital			
Community service obligations			
Interest paid			
Total Operating Payments		(5 155)	(4 895)
Net Cash From/(Used in) Operating Activities	15	(364)	42
CASH FLOWS FROM INVESTING ACTIVITIES			
Investing Receipts			
Proceeds from asset sales	5	1	0
Repayment of advances			
Sales of investments			
Total Investing Receipts		1	0
Investing Payments			
Purchases of assets		0	(28)
Advances and investing payments			
Total Investing Payments		0	(28)
Net Cash From/(Used in) Investing Activities		1	(28)
CASH FLOWS FROM FINANCING ACTIVITIES			
Financing Receipts			
Proceeds of borrowings			
Deposits received		(2)	(1)
Equity injections			
Capital appropriation		800	0
Commonwealth appropriation			
Other equity injections			
Total Financing Receipts		798	(1)
Financing Payments			
Repayment of borrowings			
Finance lease payments			
Equity withdrawals			
Total Financing Payments			
Net Cash From/(Used in) Financing Activities		798	(1)
Net increase/(decrease) in cash held		435	14
Cash at beginning of financial year		278	264
CASH AT END OF FINANCIAL YEAR	7	713	278

The Cash Flow Statement is to be read in conjunction with the notes to the financial statements.

NORTHERN TERRITORY ELECTORAL COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2013

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1. OBJECTIVES AND FUNDING

The Northern Territory Electoral Commission (the 'Commission') was established in March 2004 to support government by providing a fair, impartial and professional electoral service and ensuring there is an opportunity for the people of the Northern Territory to participate in free and democratic elections. The Commission is responsible for conducting elections for the Legislative Assembly, municipal and shire councils and other organisations (if appointed), in an efficient and cost-effective manner, consistent with legislative requirements.

The Commission is predominantly funded by, and is dependent on, the receipt of Parliamentary appropriations. For the conduct of a major electoral event, a Treasurer's Advance is generally sought at the conclusion of a Legislative Assembly general election; for a Local Government general election, an expenditure advance is requested. The financial statements encompass all funds through which the agency controls resources to carry on its functions and deliver outputs.

2. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

a) Basis of Accounting

The financial statements have been prepared in accordance with the requirements of the *Financial Management Act* and related Treasurer's Directions. The *Financial Management Act* requires the Northern Territory Electoral Commission to prepare financial statements for the year ended 30 June based on the form determined by the Treasurer. The form of agency financial statements is to include:

- (i) a Certification of the Financial Statements;
- (ii) a Comprehensive Operating Statement;
- (iii) a Balance Sheet;
- (iv) a Statement of Changes in Equity;
- (v) a Cash Flow Statement; and
- (vi) applicable explanatory notes to the financial statements.

The financial statements have been prepared using the accrual basis of accounting, which recognises the effect of financial transactions and events when they occur, rather than when cash is paid out or received. As part of the preparation of the financial statements, all intra-agency transactions and balances have been eliminated.

Except where stated, the financial statements have also been prepared in accordance with the historical cost convention.

The form of the agency financial statements is also consistent with the requirements of Australian Accounting Standards. The effects of all relevant new and revised Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are effective for the current annual reporting period have been evaluated. The Standards and Interpretations and their impacts are:

AASB 2011-9 Amendments to Australian Accounting Standards – Presentation of Items of Other Comprehensive Income [AASB 1, 5, 7, 101, 112, 120, 121, 132, 133, 134, 1039 & 1049]

The amendments, as reflected on the comprehensive operating statement, require entities to group items presented in other comprehensive income on the basis of whether they are potentially reclassifiable to profit or loss subsequently.

b) Australian Accounting Standards and Interpretations Issued but not yet Effective

At the date of authorisation of the financial statements, the Standards and Interpretations listed below were in issue but not yet effective.

Standard/Interpretation	Summary	Effective for annual reporting periods beginning on or after	Impact on financial statements
AASB 12 <i>Disclosure of Interests in Other Entities</i>	Requires the extensive disclosure of information that enables users of financial statements to evaluate the nature of, and risks associated with, interests in other entities and the effects of those interests on its financial position, financial performance and cash flows.	1 Jan 2013	Minimal impact. The NTEC rarely commits to interest in other entities.
AASB 13 <i>Fair Value Measurement</i> , AASB 2011-8 <i>Amendments to Australian Accounting Standards arising from AASB 13 [AASB 1, 2, 3, 4, 5, 7, 9, 2009-11, 2010-7, 101, 102, 108, 110, 116, 117, 118, 119, 120, 121, 128, 131, 132, 133, 134, 136, 138, 139, 140, 141, 1004, 1023 & 1038 and Interpretations 2, 4, 12, 13, 14, 17, 19, 131 & 132]</i>	Replaces the guidance on fair value measurement in existing AASB accounting literature with a single standard. The Standard defines fair value, provides guidance on how to determine fair value and requires disclosures about fair value measurements.	1 Jan 2013	Minimal impact. Sale of any assets are rare and would be at end of life.
AASB 119 <i>Employee Benefits (2011)</i> , AASB 2011-10 <i>Amendments to Australian Accounting Standards arising from AASB 119 (2011) [AASB 1, 8, 101, 124, 134, 1049 & 2011-8 and Interpretation 14]</i>	Changes the definition of short-term employee benefits and the measurement and recognition of defined benefit superannuation obligations.	1 Jan 2013	Small impact on the years where the NTEC conducts a major electoral event. Next increase is expected in 2015-16.
AASB 2012-5 <i>Amendments to Australian Accounting Standards arising from Annual Improvements 2009-2011 Cycle [AASB 1, 101, 116, 132 & 134 and Interpretation 2]</i>	Amends a number of pronouncements as a result of the 2009-2011 annual improvements cycle. Amendments include clarification of the requirements for comparative information in AASB 101 <i>Presentation of Financial Statements</i> and classification of servicing equipment in AASB 116 <i>Property, Plant and Equipment</i> .	1 Jan 2013	Select only amendments apply, changes have minimal impact.

c) Agency and Territory Items

The financial statements of the Northern Territory Electoral Commission include income, expenses, assets, liabilities and equity over which the Northern Territory Electoral Commission has control (Agency items). Certain items, while managed by the agency, are controlled and recorded by the Territory rather than the agency (Territory items). Territory items are recognised and recorded in the Central Holding Authority as discussed below.

Central Holding Authority

The Central Holding Authority is the 'parent body' that represents the Government's ownership interest in Government-controlled entities.

The Central Holding Authority also records all Territory items, such as income, expenses, assets and liabilities controlled by the Government and managed by agencies on behalf of the Government. The main Territory item is Territory income, which includes taxation and royalty revenue, Commonwealth general purpose funding (such as GST revenue), fines, and statutory fees and charges.

The Central Holding Authority also holds certain Territory assets not assigned to agencies as well as certain Territory liabilities that are not practical or effective to assign to individual agencies such as unfunded superannuation and long service leave.

The Central Holding Authority recognises and records all Territory items, and as such, these items are not included in the agency's financial statements.

d) Comparatives

Where necessary, comparative information for the 2011-12 financial year has been reclassified to provide consistency with current year disclosures.

e) Presentation and Rounding of Amounts

Amounts in the financial statements and notes to the financial statements are presented in Australian dollars and have been rounded to the nearest thousand dollars, with amounts of \$500 or less being rounded down to zero.

f) Changes in Accounting Policies

There have been no changes to accounting policies adopted in 2012-13 as a result of management decisions.

g) Accounting Judgments and Estimates

The preparation of the financial report requires the making of judgments and estimates that affect the recognised amounts of assets, liabilities, revenues and expenses and the disclosure of contingent liabilities. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis for making judgments about the carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

Judgments and estimates that have significant effects on the financial statements are disclosed in the relevant notes to the financial statements.

h) Goods and Services Tax

Income, expenses and assets are recognised net of the amount of Goods and Services Tax (GST), except where the amount of GST incurred on a purchase of goods and services is not recoverable from the Australian Tax Office (ATO). In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated with the amount of GST included. The net amount of GST recoverable from, or payable to, the ATO is included as part of receivables or payables in the Balance Sheet.

Cash flows are included in the Cash Flow Statement on a gross basis. The GST components of cash flows arising from investing and financing activities, which are recoverable from, or payable to, the ATO are classified as operating cash flows. Commitments and contingencies are disclosed net of the amount of GST recoverable or payable unless otherwise specified.

i) Income Recognition

Income encompasses both revenue and gains.

Income is recognised at the fair value of the consideration received, exclusive of the amount of GST. Exchanges of goods or services of the same nature and value without any cash consideration being exchanged are not recognised as income.

Grants and Other Contributions

Grants, donations, gifts and other non-reciprocal contributions are recognised as revenue when the agency obtains control over the assets comprising the contributions. Control is normally obtained upon receipt.

Contributions are recognised at their fair value. Contributions of services are only recognised when a fair value can be reliably determined and the services would be purchased if not donated.

Appropriation

Output appropriation is the operating payment to each agency for the outputs they provide and is calculated as the net cost of agency outputs after taking into account funding from agency income. It does not include any allowance for major non-cash costs such as depreciation.

Commonwealth appropriation follows from the Intergovernmental Agreement on Federal Financial Relations, resulting in Special Purpose Payments (SPPs) and National Partnership (NP) payments being made by the Commonwealth Treasury to state treasuries, in a manner similar to arrangements for GST payments. These payments are received by the Department of Treasury and Finance on behalf of the Central Holding Authority and then on-passed to the relevant agencies as Commonwealth appropriation.

Revenue in respect of appropriations is recognised in the period in which the agency gains control of the funds.

Sale of Goods

Revenue from the sale of goods is recognised (net of returns, discounts and allowances) when:

- the significant risks and rewards of ownership of the goods have transferred to the buyer;
- the agency retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold;
- the amount of revenue can be reliably measured;
- it is probable that the economic benefits associated with the transaction will flow to the agency; and
- the costs incurred or to be incurred in respect of the transaction can be measured reliably.

Rendering of Services

Revenue from rendering services is recognised by reference to the stage of completion of the contract. The revenue is recognised when:

- the amount of revenue, stage of completion 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.

Interest Revenue

Interest revenue is recognised as it accrues, taking into account the effective yield on the financial asset.

Goods and Services Received Free of Charge

Goods and services received free of charge are recognised as revenue when a fair value can be reliably determined and the resource would have been purchased if it had not been donated. Use of the resource is recognised as an expense.

Disposal of Assets

A gain or loss on disposal of assets is included as a gain or loss on the date control of the asset passes to the buyer, usually when an unconditional contract of sale is signed. The gain or loss on disposal is calculated as the difference between the carrying amount of the asset at the time of disposal and the net proceeds on disposal. Refer also to Note 5.

Contributions of Asset

Contributions of assets and contributions to assist in the acquisition of assets, being non-reciprocal transfers, are recognised, unless otherwise determined by Government, as gains when the agency obtains control of the asset or contribution. Contributions are recognised at the fair value received or receivable.

j) Repairs and Maintenance Expense

Funding is received for repairs and maintenance works associated with agency assets as part of output revenue. Costs associated with repairs and maintenance works on agency assets are expensed as incurred.

k) Depreciation and Amortisation Expense

Items of property, plant and equipment, including buildings but excluding land, have limited useful lives and are depreciated or amortised using the straight-line method over their estimated useful lives.

Amortisation applies in relation to intangible non-current assets with limited useful lives and is calculated and accounted for in a similar manner to depreciation.

Assets are depreciated or amortised from the date of acquisition or from the time an asset is completed and held ready for use.

l) Interest Expense

Interest expenses include interest and finance lease charges. Interest expenses are expensed in the period in which they are incurred.

m) Cash and Deposits

For the purposes of the Balance Sheet and the Cash Flow Statement, cash includes cash on hand, cash at bank and cash equivalents. Cash equivalents are highly liquid short-term investments that are readily convertible to cash. Cash at bank includes monies held in the Accountable Officer's Trust Account (AOTA) that are ultimately payable to the beneficial owner – refer also to Note 20.

n) Inventories

Inventories include assets held either for sale (general inventories) or for distribution at no or nominal consideration in the ordinary course of business operations.

Inventory held for distribution is regularly assessed for obsolescence and loss.

o) Receivables

Receivables include accounts receivable and other receivables and are recognised at fair value less any allowance for impairment losses.

The allowance for impairment losses represents the amount of receivables the agency estimates are likely to be uncollectible and are considered doubtful. Analyses of the age of the receivables that are past due as at the reporting date are disclosed in an aging schedule under credit risk in Note 16 Financial Instruments.

Reconciliation of changes in the allowance accounts is also presented.

Accounts receivable are generally settled within 30 days and other receivables within 30 days.

p) Property, Plant and Equipment

Acquisitions

All items of property, plant and equipment with a cost, or other value, equal to or greater than \$10 000 are recognised in the year of acquisition and depreciated as outlined below. Items of property, plant and equipment below the \$10 000 threshold are expensed in the year of acquisition.

The construction cost of property, plant and equipment includes the cost of materials and direct labour, and an appropriate proportion of fixed and variable overheads.

Complex Assets

Major items of plant and equipment comprising a number of components that have different useful lives, are accounted for as separate assets. The components may be replaced during the useful life of the complex asset.

Subsequent Additional Costs

Costs incurred on property, plant and equipment subsequent to initial acquisition are capitalised when it is probable that future economic benefits in excess of the originally assessed performance of the asset will flow to the agency in future years. Where these costs represent separate components of a complex asset, they are accounted for as separate assets and are separately depreciated over their expected useful lives.

Construction (Work in Progress)

As part of the financial management framework, the Department of Infrastructure is responsible for managing general government capital works projects on a whole of Government basis. Therefore appropriation for all agency capital works is provided directly to the Department of Infrastructure and the cost of construction work in progress is recognised as an asset of that Department. Once completed, capital works assets are transferred to the agency.

q) Biological Assets

The Northern Territory Electoral Commission had no biological assets in 2012-13 and 2011-12.

r) Revaluations and Impairment

Revaluation of Assets

Subsequent to initial recognition, assets belonging to the following classes of non-current assets are revalued with sufficient regularity to ensure that the carrying amount of these assets does not differ materially from their fair value at reporting date:

- land;
- buildings;
- infrastructure assets;
- heritage and cultural assets;
- biological assets; and
- intangibles.

Fair value is the amount for which an asset could be exchanged, or liability settled, between knowledgeable, willing parties in an arms-length transaction.

Plant and equipment are stated at historical cost less depreciation, which is deemed to equate to fair value.

Impairment of Assets

An asset is said to be impaired when the asset's carrying amount exceeds its recoverable amount.

Non-current physical and intangible agency assets are assessed for indicators of impairment on an annual basis. If an indicator of impairment exists, the agency determines the asset's recoverable amount. The asset's recoverable amount is determined as the higher of the asset's depreciated replacement cost and fair value less costs to sell. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

Impairment losses are recognised in the Comprehensive Operating Statement. They are disclosed as an expense unless the asset is carried at a revalued amount. Where the asset is measured at a revalued amount, the impairment loss is offset against the asset revaluation surplus for that class of asset to the extent that an available balance exists in the asset revaluation surplus.

In certain situations, an impairment loss may subsequently be reversed. Where an impairment loss is subsequently reversed, the carrying amount of the asset is increased to the revised estimate of its recoverable amount. A reversal of an impairment loss is recognised in the Comprehensive Operating Statement as income, unless the asset is carried at a revalued amount, in which case the impairment reversal results in an increase in the asset revaluation surplus. Note 16 provides additional information in relation to the asset revaluation surplus.

s) Assets Held for Sale

The Northern Territory Electoral Commission held no assets for sale in 2012-13 and 2011-12.

t) Leased Assets

Leases under which the agency assumes substantially all the risks and rewards of ownership of an asset are classified as finance leases. Other leases are classified as operating leases.

Finance Leases

Finance leases are capitalised. A lease asset and lease liability equal to the lower of the fair value of the leased property and present value of the minimum lease payments, each determined at the inception of the lease, are recognised.

Lease payments are allocated between the principal component of the lease liability and the interest expense.

Operating Leases

Operating lease payments made at regular intervals throughout the term are expensed when the payments are due, except where an alternative basis is more representative of the pattern of benefits to be derived from the leased property. Lease incentives under an operating lease of a building or office space is recognised as an integral part of the consideration for the use of the leased asset. Lease incentives are to be recognised as a deduction of the lease expenses over the term of the lease.

u) Payables

Liabilities for accounts payable and other amounts payable are carried at cost, which is the fair value of the consideration to be paid in the future for goods and services received, whether or not billed to the agency. Accounts payable are normally settled within 30 days.

v) Employee Benefits

Provision is made for employee benefits accumulated as a result of employees rendering services up to the reporting date. These benefits include wages and salaries and recreation leave. Liabilities arising in respect of wages and salaries, recreation leave and other employee benefit liabilities that fall due within twelve months of reporting date are classified as current liabilities and are measured at amounts expected to be paid. Non-current employee benefit liabilities that fall due after twelve months of the reporting date are measured at present value, calculated using the Government long-term bond rate.

No provision is made for sick leave, which is non-vesting, as the anticipated pattern of future sick leave to be taken is less than the entitlement accruing in each reporting period.

Employee benefit expenses are recognised on a net basis in respect of the following categories:

- wages and salaries, non-monetary benefits, recreation leave, sick leave and other leave entitlements; and
- other types of employee benefits.

As part of the financial management framework, the Central Holding Authority assumes the long service leave liabilities of Government agencies, including the Northern Territory Electoral Commission and as such no long service leave liability is recognised in agency financial statements.

w) Superannuation

Employees' superannuation entitlements are provided through the:

- Northern Territory Government and Public Authorities Superannuation Scheme (NTGPASS);
- Commonwealth Superannuation Scheme (CSS); or
- Non-government employee-nominated schemes for those employees commencing on or after 10 August 1999.

The agency makes superannuation contributions on behalf of its employees to the Central Holding Authority or non-government employee-nominated schemes. Superannuation liabilities related to government superannuation schemes are held by the Central Holding Authority and as such are not recognised in agency financial statements.

x) Contributions by and Distributions to Government

The agency may receive contributions from Government where the Government is acting as owner of the agency. Conversely, the agency may make distributions to Government. In accordance with the *Financial Management Act* and Treasurer's Directions, certain types of contributions and distributions, including those relating to administrative restructures, have been designated as contributions by, and distributions to, Government. These designated contributions and distributions are treated by the agency as adjustments to equity.

The Statement of Changes in Equity provides additional information in relation to contributions by, and distributions to, Government.

y) Commitments

Disclosures in relation to capital and other commitments, including lease commitments are shown at Note 17. Commitments are those contracted as at 30 June where the amount of the future commitment can be reliably measured.

NORTHERN TERRITORY ELECTORAL COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2013

3. COMPREHENSIVE OPERATING STATEMENT BY OUTPUT GROUP

	Note	NT Electoral Commission		Total	
		2013	2012	2013	2012
		\$000	\$000	\$000	\$000
INCOME					
Taxation revenue					
Grants and subsidies revenue					
Current		50	50	50	50
Capital					
Appropriation					
Output		4 491	3 504	4 491	3 504
Commonwealth					
Sales of goods and services ¹		70	1 117	70	1 117
Interest revenue					
Goods and services received free of charge	4	729	870	729	870
Gain on disposal of assets	5	1	0	1	0
Other income					
TOTAL INCOME		5 341	5 541	5 341	5 541
EXPENSES					
Employee expenses		2 838	2 893	2 838	2 893
Administrative expenses					
Purchases of goods and services	6	1 898	1 796	1 898	1 796
Repairs and maintenance		2	20	2	20
Property Management		114	120	114	120
Depreciation and amortisation	10	162	79	162	79
Other administrative expenses ²		730	870	730	870
Grants and subsidies expenses					
Interest expenses	16				
TOTAL EXPENSES		5 744	5 778	5 744	5 778
NET SURPLUS/(DEFICIT)		(403)	(237)	(403)	(237)
OTHER COMPREHENSIVE INCOME					
TOTAL OTHER COMPREHENSIVE INCOME					
COMPREHENSIVE RESULT		(403)	(237)	(403)	(237)

¹ Income received from a number of fee-for-service elections including Shire and Municipal council elections (2011-12).

² Includes DCIS service charges.

This Comprehensive Operating Statement by output group is to be read in conjunction with the notes to the financial statements.

NORTHERN TERRITORY ELECTORAL COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2013

	2013	2012
	\$000	\$000
4. GOODS AND SERVICES RECEIVED FREE OF CHARGE		
Corporate and information services	729	870
Internal audits and reviews		
	729	870
	2013	2012
	\$000	\$000
5. GAIN ON DISPOSAL OF ASSETS		
Net proceeds from the disposal of non-current assets	1	0
Less: Carrying value of non-current assets disposed	()	()
Gain on the disposal of non-current assets	1	0
Proceeds from sale of minor assets	1	0
Total Gain on Disposal of Assets	1	0
	2013	2012
	\$000	\$000
6. PURCHASES OF GOODS AND SERVICES		
The net surplus/(deficit) has been arrived at after charging the following expenses:		
Goods and services expenses:		
Consultants ¹	15	16
Advertising		
Marketing and promotion ²	446	312
Document production	238	325
Legal expenses		
Recruitment ³	5	0
Training and study	3	5
Official duty fares	186	222
Travelling allowance	49	39
	942	919
	2013	2012
	\$000	\$000
7. CASH AND DEPOSITS		
Cash on hand	3	1
Cash at bank	710	277
On call or short-term deposits		
	713	278

¹ Includes marketing, promotion and IT consultants.

² Includes advertising for marketing and promotion but excludes marketing and promotion consultants' expenses, which are incorporated in the consultants' category.

³ Includes recruitment-related advertising costs.

NORTHERN TERRITORY ELECTORAL COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2013

	2013	2012
	\$000	\$000
8. RECEIVABLES		
Current		
Accounts receivable	38	18
Less: Allowance for impairment losses	()	()
	38	18
Interest receivables		
GST receivables	3	16
Other receivables		
	3	16
Non-Current		
Other receivables		
Total Receivables	41	34
	2013	2012
	\$000	\$000
9. INVENTORIES		
General Inventories		
At cost		
At net realisable value		
Inventories Held for Distribution		
At cost		
At current replacement cost		
Total Inventories	0	0
	2013	2012
	\$000	\$000
10. PROPERTY, PLANT AND EQUIPMENT		
Plant and Equipment		
At fair value	1 273	385
Less: Accumulated depreciation	(328)	(202)
	945	183
Computer Hardware		
At cost	25	25
Less: Accumulated depreciation	(18)	(12)
	7	13
Total Property, Plant and Equipment	952	196

Property, Plant and Equipment Valuations

The fair value of these assets was determined based on existing restrictions on asset use. Where reliable market values were not available, the fair value of Agency assets was based on their depreciated replacement cost

Impairment of Property, Plant and Equipment

Agency property, plant and equipment assets were assessed for impairment as at 30 June 2013. No impairment adjustments were required as a result of this review.

NORTHERN TERRITORY ELECTORAL COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2013

10. PROPERTY, PLANT AND EQUIPMENT (continued)

2013 Property, Plant and Equipment Reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2012-13 is set out below:

	Land	Buildings	Infrastructure	Construction (Work in Progress)	Plant and Equipment	Computer Hardware	Total
	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Carrying Amount as at 1 July 2012	0	0	0	0	183	13	196
Additions							
Disposals							
Depreciation	0	0	0	0	(156)	(6)	(162)
Additions/(Disposals) from administrative restructuring							
Additions/(Disposals) from asset transfers	0	0	0	0	918	0	918
Revaluation increments/(decrements)							
Impairment losses							
Impairment losses reversed							
Other movements							
Carrying Amount as at 30 June 2013	0	0	0	0	945	7	952

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NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2013

10. PROPERTY, PLANT AND EQUIPMENT (continued)

2012 Property, Plant and Equipment Reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2011-12 is set out below:

	Land	Buildings	Infrastructure	Construction (Work in Progress)	Plant and Equipment	Computer Hardware	Total
	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Carrying Amount as at 1 July 2011	0	0	0	0	228	19	247
Additions	0	0	0	0	28	0	28
Disposals							
Depreciation	0	0	0	0	(73)	(6)	(79)
Additions/(Disposals) from administrative restructuring							
Additions/(Disposals) from asset transfers							
Revaluation increments/(decrements)							
Impairment losses							
Impairment losses reversed							
Other movements							
Carrying Amount as at 30 June 2012	0	0	0	0	183	13	196

NORTHERN TERRITORY ELECTORAL COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2013

		2013	2012
		\$000	\$000
11. PAYABLES			
Accounts payable		24	45
Accrued expenses		43	45
Other payables			
Total Payables		67	90

		2013	2012
		\$000	\$000
12. PROVISIONS			
Current			
<i>Employee benefits</i>			
Recreation leave		110	138
Leave loading		16	24
Other employee benefits		3	4
<i>Other current provisions</i>			
Other provisions		27	45
		156	211
Non-Current			
<i>Employee benefits</i>			
Recreation leave		53	90
<i>Other non-current provisions</i>			
		53	90
Total Provisions		209	301

The Agency employed 13.40 Full Time Equivalent (FTE) employees as at 30 June 2013, 11 ordinary staff and 2.40 short term contractual staff to meet current and fluctuating election demands (19.52 FTE employees as at 30 June 2012).

		2013	2012
		\$000	\$000
13. OTHER LIABILITIES			
Current			
Other liabilities		0	2
		0	2
Non-Current			
Other liabilities			
		0	0
Total Other Liabilities		0	2

NORTHERN TERRITORY ELECTORAL COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2013

	2013	2012
	\$000	\$000
14. RESERVES		
Asset Revaluation Surplus		
<i>(i) Nature and purpose of the asset revaluation surplus</i>		
The asset revaluation surplus includes the net revaluation increments and decrements arising from the revaluation of non-current assets. Impairment adjustments may also be recognised in the asset revaluation surplus.		
<i>(ii) Movements in the asset revaluation surplus</i>		
Balance as at 1 July		
Changes in accounting policies		
Correction of prior period errors		
Increment/(Decrement) – buildings		
Impairment (losses)/reversals – buildings		
Increment/(Decrement) – infrastructure		
Impairment (losses)/reversals – infrastructure		
Balance as at 30 June	0	0
	2013	2012
	\$000	\$000

15. NOTES TO THE CASH FLOW STATEMENT

Reconciliation of Cash

The total of agency 'Cash and deposits' of \$713,000 recorded in the Balance Sheet is consistent with that recorded as 'Cash' in the Cash Flow Statement.

Reconciliation of Net Surplus/(Deficit) to Net Cash from Operating Activities

Net Surplus/(Deficit)	(403)	(237)
<i>Non-cash items:</i>		
Depreciation and amortisation	162	79
Asset write-offs/write-downs		
Asset donations/gifts		
(Gain)/Loss on disposal of assets	(1)	0
R&M - Minor New Work Non Cash	0	16
<i>Changes in assets and liabilities:</i>		
Decrease/(Increase) in receivables	(7)	94
Decrease/(Increase) in inventories		
Decrease/(Increase) in prepayments		
Decrease/(Increase) in other assets		
(Decrease)/Increase in payables	(23)	0
(Decrease)/Increase in provision for employee benefits	(74)	74
(Decrease)/Increase in other provisions	(18)	17
(Decrease)/Increase in other liabilities		
Net Cash from Operating Activities	(364)	43

Non-Cash Financing and Investing Activities

Finance Lease Transactions

NORTHERN TERRITORY ELECTORAL COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
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The Northern Territory Electoral Commission did not acquire plant and equipment/computer equipment and software by means of finance leases in 2012-13.

16. FINANCIAL INSTRUMENTS

A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Financial instruments held by the Northern Territory Electoral Commission include cash and deposits, receivables, payables and finance leases. The Northern Territory Electoral Commission has limited exposure to financial risks as discussed below.

a) Categorisation of Financial Instruments

The carrying amounts of the Northern Territory Electoral Commission financial assets and liabilities by category are disclosed in the table below.

	2013	2012
	\$000	\$000
Financial Assets		
Cash and deposits	713	278
Fair value through profit or loss (FVTPL):		
Held for trading		
Designated as at FVTPL		
Derivative instruments in designated hedge accounting relationships		
Held-to-maturity investments		
Loans and receivables		
Available-for-sale financial assets		
Financial Liabilities		
Fair value through profit or loss (FVTPL):		
Held for trading		
Designated as at FVTPL		
Derivative instruments in designated hedge accounting relationships		
Amortised cost		

b) Credit Risk

The agency has limited credit risk exposure (risk of default). In respect of any dealings with organisations external to Government, the agency has adopted a policy of only dealing with credit worthy organisations and obtaining sufficient collateral or other security where appropriate, as a means of mitigating the risk of financial loss from defaults.

The carrying amount of financial assets recorded in the financial statements, net of any allowances for losses, represents the agency's maximum exposure to credit risk without taking account of the value of any collateral or other security obtained.

NORTHERN TERRITORY ELECTORAL COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2013

Receivables

Receivable balances are monitored on an ongoing basis to ensure that exposure to bad debts is not significant. A reconciliation and aging analysis of receivables is presented below.

Internal Receivables	Aging of Receivables \$000	Aging of Impaired Receivables \$000	Net Receivables \$000
2012-13			
Not overdue	41		41
Overdue for less than 30 days			
Overdue for 30 to 60 days			
Overdue for more than 60 days			
Total	41		41

Reconciliation of the Allowance for Impairment Losses

Opening
Written off during the year
Recovered during the year
Increase/(Decrease) in allowance recognised in profit or loss

Total

	Aging of Receivables \$000	Aging of Impaired Receivables \$000	Net Receivables \$000
2011-12			
Not overdue	34		34
Overdue for less than 30 days			
Overdue for 30 to 60 days			
Overdue for more than 60 days			
Total	34		34

Reconciliation of the Allowance for Impairment Losses

Opening
Written off during the year
Recovered during the year
Increase/(Decrease) in allowance recognised in profit or loss

Total

NORTHERN TERRITORY ELECTORAL COMMISSION
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External Receivables	Aging of Receivables	Aging of Impaired Receivables	Net Receivables
	\$000	\$000	\$000
2012-13			
Not overdue			
Overdue for less than 30 days			
Overdue for 30 to 60 days			
Overdue for more than 60 days			
Total			

Reconciliation of the Allowance for Impairment Losses			
Opening			
Written off during the year			
Recovered during the year			
Increase/(Decrease) in allowance recognised in profit or loss			
Total			

External Receivables	Aging of Receivables	Aging of Impaired Receivables	Net Receivables
	\$000	\$000	\$000
2011-12			
Not overdue			
Overdue for less than 30 days			
Overdue for 30 to 60 days			
Overdue for more than 60 days			
Total			

Reconciliation of the Allowance for Impairment Losses			
Opening			
Written off during the year			
Recovered during the year			
Increase/(Decrease) in allowance recognised in profit or loss			
Total			

NORTHERN TERRITORY ELECTORAL COMMISSION
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c) Liquidity Risk

Liquidity risk is the risk that the agency will not be able to meet its financial obligations as they fall due. The agency's approach to managing liquidity is to ensure that it will always have sufficient liquidity to meet its liabilities when they fall due.

The following tables detail the agency's remaining contractual maturity for its financial assets and liabilities. It should be noted that these values are undiscounted, and consequently totals may not reconcile to the carrying amounts presented in the Balance Sheet.

2013 Maturity analysis for financial assets and liabilities

	Interest Bearing				Total \$000	Weighted Average %
	Fixed or Variable	Less than a Year \$000	1 to 5 Years \$000	More than 5 Years \$000		
Assets						
Cash and deposits					713	100
Receivables					41	100
Advances						
Investment, loans and placements						
Total Financial Assets					754	100
Liabilities						
Deposits held					0	100
Payables					(67)	100
Advances					(156)	100
Borrowings						
Finance lease liabilities						
Total Financial Liabilities					(223)	100

NORTHERN TERRITORY ELECTORAL COMMISSION
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2012 Maturity analysis for financial assets and liabilities

	Interest Bearing				Non Interest Bearing	Total	Weighted Average
	Fixed or Variable	Less than a Year	1 to 5 Years	More than 5 Years			
	\$000	\$000	\$000	\$000	\$000	\$000	%
Assets							
Cash and deposits					278	278	100
Receivables					34	34	100
Advances							
Investment, loans and placements							
Total Financial Assets					312	312	100
Liabilities							
Deposits held					(2)	(2)	100
Payables					(90)	(90)	100
Advances					(211)	(211)	100
Borrowings							
Finance lease liabilities							
Total Financial Liabilities					(303)	(303)	100

d) Market Risk

Market risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market prices. It comprises interest rate risk, price risk and currency risk.

(i) Interest Rate Risk

The Northern Territory Electoral Commission is not exposed to interest rate risk as agency financial assets and financial liabilities are non-interest bearing. Finance lease arrangements are established on a fixed interest rate and as such do not expose the Northern Territory Electoral Commission to interest rate risk.

(ii) Price Risk

The Northern Territory Electoral Commission is not exposed to price risk as the Northern Territory Electoral Commission does not hold units in unit trusts.

(iii) Currency Risk

The Northern Territory Electoral Commission is not exposed to currency risk as the Northern Territory Electoral Commission does not hold borrowings denominated in foreign currencies or transactional currency exposures arising from purchases in a foreign currency.

(e) Net Fair Value

The carrying amount of financial assets and financial liabilities recorded in the financial statements approximates their respective net fair values. Where differences exist, these are not material.

NORTHERN TERRITORY ELECTORAL COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2013

	2013		2012	
	Internal	External	Internal	External
	\$000	\$000	\$000	\$000
17. COMMITMENTS				
(i) Other Expenditure Commitments				
Other non-cancellable expenditure commitments not recognised as liabilities are payable as follows:				
Within one year		183		131
Later than one year and not later than five years				
Later than five years				
		183		131

18. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

a) Contingent Liabilities

The Northern Territory Electoral Commission had no contingent liabilities or contingent assets as at 30 June 2013 or 30 June 2012.

b) Contingent Assets

The Northern Territory Electoral Commission had no contingent liabilities or contingent assets as at 30 June 2013 or 30 June 2012.

19. EVENTS SUBSEQUENT TO BALANCE DATE

No events have arisen between the end of the financial year and the date of this report that require adjustment to, or disclosure in these financial statements.

20. ACCOUNTABLE OFFICER'S TRUST ACCOUNT

In accordance with section 7 of the *Financial Management Act*, an Accountable Officer's Trust Account has been established for the receipt of money to be held in trust. A summary of activity is shown below:

Nature of Trust Money	Opening Balance 1 July 2012	Receipts	Payments	Closing Balance 30 June 2013
Nomination money	2 025	12 000	(13 525)	500
	2 025	12 000	(13 525)	500

21. WRITE-OFFS, POSTPONEMENTS, WAIVERS, GIFTS AND EX GRATIA PAYMENTS

The Northern Territory Electoral Commission had no write-offs, postponements, waivers, gifts or ex gratia payments in 2012-13 and 2011-12.

