AEC
Australian Electoral Commission

Our Ref: ASH Ltd Election 2017

Ann Wilson
Executive Officer
PO Box 3009
WILLOUGHBY NORTH, NSW 2134

Sent by email attachment: ashltd@optusnet.com.au

Dear Ms Wilson,

Quotation for Electoral Services

I refer to the request from Australian Society of Hypnosis Ltd, ABN 41 008 576 672 (the 'Client') to the Australian Electoral Commission, ABN 21 133 285 851 (the 'AEC') to provide a quotation for the conduct of an election (President Elect, Treasurer, and Secretary).

The AEC offers to provide Electoral Services set out at paragraph 2 of this Letter for $[redacted] if all the positions are uncontested and $[redacted] f any of the positions are contested (GST inclusive) (the Fee), on the terms and conditions of this Contract. This quote is based on the information provided by the Client and will remain open for acceptance for 30 days. This Fee includes the AEC performing the Notification to Voters described at paragraph 5 of this Letter and clause 3.3 of Attachment A.

1 CONTRACT

1.1 The AEC agrees to provide the Electoral Services at all times in the manner and to the standards set out in the following documents, all of which form this Contract:

(a) this Letter;
(b) Attachment A – General Conditions for Electoral Services; and
(c) any other documents incorporated by reference.

1.2 Any inconsistencies between the documents included in this Contract are to be resolved by considering them in the order of priority set out in paragraph 1.1, so that provisions in documents higher in the order will take precedence over inconsistent provisions in documents lower in the order.

Released under the Freedom of Information Act 1982

2 SERVICE DELIVERY

2.1 When providing the Electoral Services, the AEC will apply the following minimum standards:

(a) The Ballot will be conducted as a secret ballot;
(b) The AEC will only conduct the Ballot in its entirety (from announcement to declaration);
(c) Voters will be informed of the event concerned;
(d) Each voter will have one vote, subject to the Client's rules, regulations or constitution.
(e) Voters will be provided with a reasonable opportunity to vote;
(f) There will be provision for the appointment of scrutineers;
(g) The names on the roll of voters are only available for viewing by candidates and scrutineers under AEC supervision;
(h) The ballot material will be retained by the AEC until the close of the period for challenging the Ballot.

2.2 For the purposes of this Contract, the AEC will provide the following Electoral Services. The AEC will provide the following Electoral Services to the Client:

(a) a declaration voting system conducted by post for 294 Voters, during the dates/times agreed with the Client; subsequent variations to the size and/or timing of the Election or Ballot can only be made by agreement in writing with the AEC;
(b) the appointment of an AEC Returning Officer for the management of the Electoral Services during the Term of Contract;
(c) provision of all postal ballot materials;
(d) design and printing of ballot papers;
(e) provision of staff to conduct the Election;
(f) counting of the Election at an AEC Sydney Metro Office; and
(g) a signed Declaration of Results.

3 AEC RETURNING OFFICER

3.1 The AEC Returning Officer has responsibility under this Contract for the ongoing management of the Electoral Services during the Term.

4 CLIENT REPRESENTATIVE

4.1 The AEC requires the Client to appoint a Client Representative. The Client Representative will have responsibility under this Contract for:

(a) general liaison with the AEC;
(b) making arrangements for the payment of the AEC's Fees; and
(c) accepting and issuing any written Notice under this Contract.

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5 NOTIFICATION TO VOTERS – BALLOT OR ELECTION

5.1 This paragraph 5 applies where the Electoral Services comprise the conduct of an Election or Ballot.

5.2 The AEC will prepare the Election or Ballot Notice with Client approval and sign-off and the client will determine the method of advertising to voters.

(a) the Election or Ballot Notice must notify all Voters of:
- (i) nomination opening and closing dates and times (for Elections only);
- (ii) AEC address for lodgement of nominations (for Elections only);
- (iii) ballot opening and closing dates and times;
- (iv) venue for voting, if applicable;
- (v) where the ballot count will take place; and
- (vi) the name and contact details of the AEC Returning Officer with advice that inquiries regarding Scrutineers, and other matters should be directed to the AEC Returning Officer.

6 ACCEPTANCE OF OFFER (INCLUDING COUNTERPARTS, FACSIMILIES AND PDF COPIES)

6.1 If you wish to accept this offer and engage the AEC to provide the Electoral Services, please arrange for an authorised person on behalf of the Client to sign the duplicate of this Letter and return it to the AEC.

6.2 This Contract may be executed in any number of counterparts. All counterparts will be taken to constitute one instrument.

6.3 An executed facsimile or PDF copy of this Contract is acceptable as an original.

6.4 You should contact the AEC immediately if you require variations to the Electoral Services. The Client will be liable for any additional costs that may be incurred by the AEC, if variations are required.

Yours sincerely

Section 47F of the FOI Act

Kathy Mitchell
National Director
Industrial and Commercial Elections
26 May 2017

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ACCEPTANCE

The Client agrees to accept the AEC's Offer to provide Electoral Services described in this Contract.

Signed for and on behalf of .....

[Name of Client]

ABN ..... by

Signature: .....

Name: .....

Position: .....

Dated: ..... 20 .....

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