



**AUSTRALIAN
ELECTION
COMPANY**

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PRIVATE AND CONFIDENTIAL

Formal Proposal for German Shepherd Council Of Australia

24 October, 2019

Mr Sean Lynch
President

[REDACTED]

Dear Sean,

Thank you for the opportunity to provide this "Indicative" Proposal for the conduct of the German Shepherd Council Of Australia Elections.

Please note that this proposal is subject to change, and is dependent on receiving and reviewing a copy of the current Constitution, at the time of final pricing.

For your information and consideration, in this submission, we have provided pricing for Combined Internet (90% of members) and Declaration Postal Voting (10% of members) services, dispatch of "Call for Nominations" to all members (by GSCoA Monthly Newsletter/Magazine); administration of Nominations; management and administration of the Election processes by combined Internet and Postal Voting and the declaration and reporting of the Election.

Summary of What Australian Election Company Provides

The following is a brief summary of the Services and the features of those Services applied to every Client of Australian Election Company:

- Professional consulting expertise in the project management and conduct of Election/Ballot processes; the methods and processes applied are fully compliant with all Governance requirements;
- The processes, methods, materials and practices we apply have proven to be and are legally defensible;
- Australian Election Company and its Company Principal, Richard Kidd, are Ballot Agents under the Fair Work legislation;
- Australian Election Company is formally approved to conduct Elections for Organisations registered in New South Wales; we believe we are the only Private Election Provider so approved;
- Australian Election Company is the only Election Services Company that conducts Public Elections and operates in the domain of Government Electoral Commissions;
- We provide guaranteed, secret voting processes;
- Our electronic voting systems and procedures prevent multiple voting;
- Our electronic voting systems are secure, safe, powerful and "state of the art";
- Our Internet Voting is conducted through a secure website;
- We provide the unequalled benefit of 18 years direct experience in the management and conduct of electronic Election/Ballot processes, backed up with my personal combined career electoral (parliamentary and industrial/commercial) experience of over 45 years; and with over a century of experience with other team members;
- We respect and apply data integrity and data security;
- We provide all necessary liaison and consultation including with Staff Associations, as required;
- We provide a comprehensive FAQ document for every electronic Election, Ballot, or Protected Action Ballot, customized for each client, that may be posted on the client Intranet and/or on Member Noticeboards;
- For every Election (or Ballot), we provide a formal email and Telephone Help Desk Service that operates throughout the currency of any Election or Ballot;
- We will provide regular voter participation (never Results) updates to client contacts;
- We provide comprehensive Election/Ballot reporting, that sets the Industry standard;
- We ensure our processes and outcomes are accurate, independent, fair and equitable, are delivered timely and demonstrate integrity and security.

Pricing

Conduct of the 2019 GERMAN SHEPHERD COUNCIL OF AUSTRALIA Contested Elections By Combined Internet & Postal Voting

No. of Members	Price ex GST
3,500 (90% Internet Voting & 10% Postal Voting)	\$6,700.00 - \$7,200.00

Clarification of responsibilities and pricing delineation.

- German Shepherd Council Of Australia will the "Call for Nominations" to all members in the Monthly Newsletter/Magazine.
- Australian Election Company will email the "Call for Nominations" to those members with a listed email address.
- Australian Election Company will provide a hyperlink for interested Member's to download the Nomination form, complete the Nomination form (in accordance with Governance), and return to Australian Election Company by fax, post or scan & email.
- Australian Election Company will manage, administer and conduct the Nominations processes in accordance with Governance.
- Australian Election Company Returning Officer and/or associated personnel project manage and facilitate all subsequent Election arrangements.
- **If the Election is Contested:-**
 - Australian Election Company will arrange Internet Voting set up and testing and Postal Voting (as applicable).
 - Australian Election Company funds the printing and packaging of all paper-based Voting Packs (Voting Packs will include a Ballot Paper, a Declaration Postal Voting envelope, a Reply Paid envelope and Candidate Statement/Bio) being sent to those members receiving their Voting Material by mail. All these items will be enclosed in a window faced DLX envelope, with the personalized details being visible through the envelope window.
 - Australian Election Company funds the email blast of the Generic style Internet Voting Instruction/Password Advice to the estimated members with a listed email address.
 - Australian Election Company will send a reminder notice.
 - Australian Election Company funds the outgoing standard postage costs in association with the despatch of Voting packs to eligible members without a listed email address.
 - After the Election/Ballot closes, and before we can open any Declaration Postal Votes for counting, Australian Election Company will conduct a matching exercise with the Internet Votes cast, to identify any attempted multiple voters. Any Postal Voters found to have voted by Internet, will have their Postal Declaration rejected at preliminary scrutiny i.e The Postal Vote will not be counted.
 - Assumed Voting participation rate for Election is 30%. If the participation rate is lower than 30%, Australian Election Company will make appropriate downwards adjustment to invoicing.

Other Deliverables and Responsibilities

- The database provided by German Shepherd Council Of Australia must be accurate and include only the details of members eligible (financial members) to vote in the Election.
- The database must be certified in writing by the relevant German Shepherd Council Of Australia delegate.
- Where an electronic voting method is applied, Australian Election Company reviews the database and applies random personal Passwords.
- The database information to be provided will include the full names of each eligible member, the Member number for each eligible member, the listed email address for each member (who is to receive Election/Voting information by email), the home (or postal) address (including State and Postcode) for each eligible member; and the date of birth of each eligible member.
- The database will be in accordance with our specifications. German Shepherd Council Of Australia Ltd will be responsible for the timely referral of any authorised additions or deletions to the Eligible Member Database; extra postal charges such as "Express Post" or couriers may be required to cater for inadvertent omissions from the database(s), etc. **Please note we are able to deal with late database changes.**
- If an Election is required, the Election will be scheduled in accordance with Governance.
- Our Help Desk operates throughout Election duration 8.30am-5.00pm business days, however, when our staff are on site, the Help Desk takes calls "out of hours" including on weekends and on public holidays.
- The Election(s) will be conducted in strict accordance with governance.
- Australian Election Company will provide the Election Results, Declaration of Results and a comprehensive, formal, Election Report.
- Any variations to the Assumptions above may incur additional fees.
- Australian Election Company operates on **14 days payment trading terms.**
- All indicated fees are exclusive of GST and valid for 120 days only.

Summary

We aim to deliver the most cost effective, legally compliant and professional voting service tailored to your specific needs.

We trust this Proposal meets with your approval and look forward to being of professional service to German Shepherd Council Of Australia.

Yours sincerely



Richard Kidd
Director and Principal

Australian Election Company

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Internet Voting

In essence, to use Internet Voting, all a Voter requires is access to any Internet enabled computer (anywhere in the World). Our Australian Election Company team possesses extensive experience with Internet Voting, now dating back to year 2000. Company Principal, Richard Kidd has been involved in the operational application of Internet Voting technology to legally binding Elections and Ballots since then. Richard has provided and applied Returning Officer Operations Project Management and career election experience to the conduct of Australia's largest private-side elections i.e. for the NRMA Board Director Elections (in 2001, 2003 & 2005).

Internet voting is ideal for situations where:

- Voters are geographically dispersed;
- Voting is voluntary and convenience is critical to maximize participation rates;
- Postal or Attendance voting has previously been utilised and the organization seeks a more secure, expeditious approach and a secret Ballot.

Internet Design Process

Australian Election Company will design the Internet Voting website. The process includes project planning and liaison, the design and programming of the voting login authentication page, electronic "Ballot Paper" and the confirmation page.

How an eligible member Votes by Internet

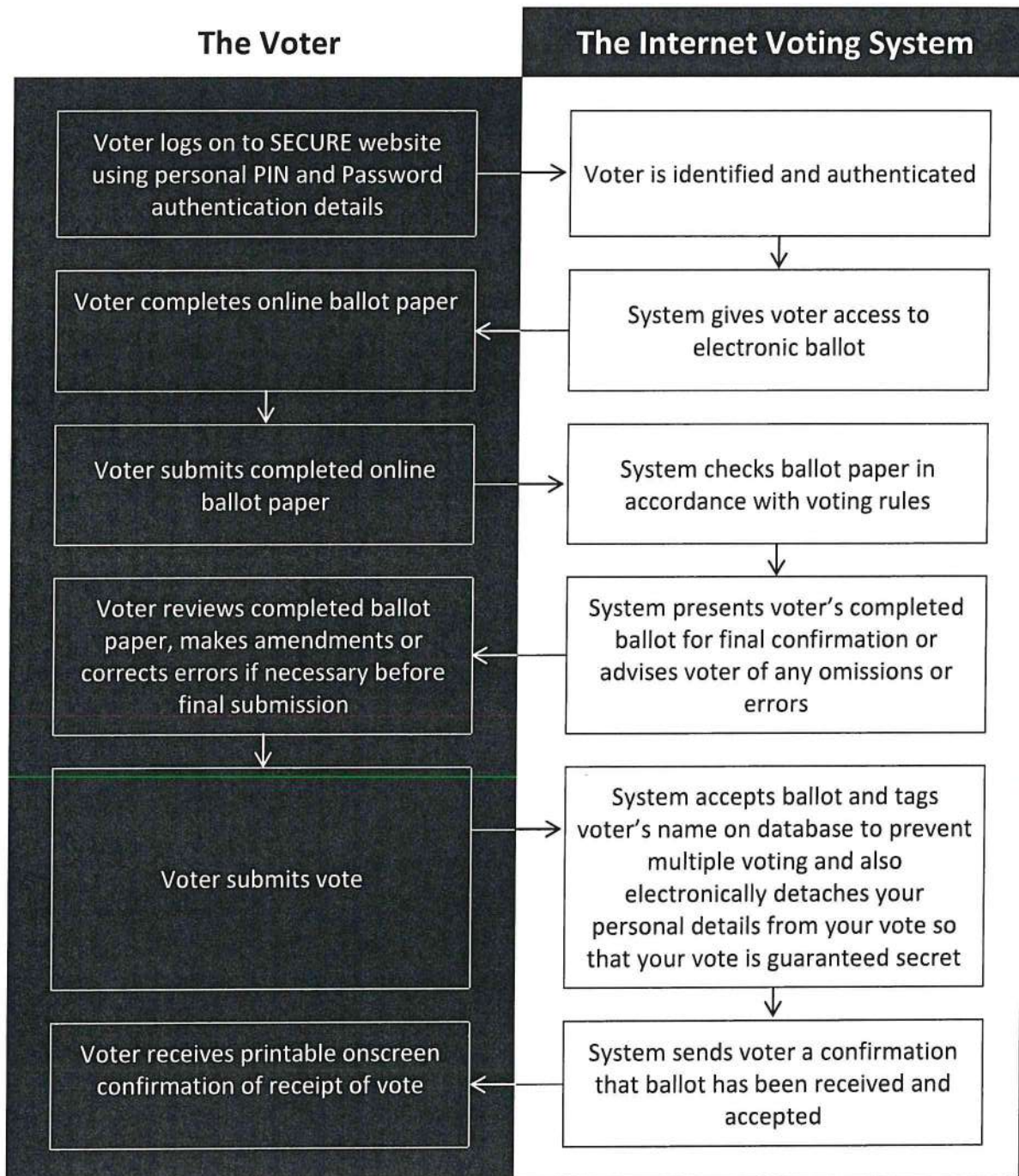
When an eligible member votes by Internet, the voter will be directed to a secured "voting site", located on our Ballot server. Each eligible member will have been provided an Instruction Sheet including, for integrity and security reasons, a randomly generated Password. This Password, used in conjunction with his or her Member Number, ensures formal and robust authentication access to the voting "Log-in" page.

The personal, randomly generated Password and the secure voting (<https>) website address will be included in the Instruction Sheet, as will be the process steps for casting a vote. When an eligible member enters the voting website details, they will immediately be directed to the "Log-in" page.

Following confirmation of the login data and authentication/validation of the eligible member, the Internet Election, which includes the Election title and Candidate selection boxes (voters may review the Statements provided by the Candidates), will appear on the screen. After an authenticated, eligible member makes a vote selection or selections (and casts a vote), a subsequent screen will appear confirming their vote selection(s). At that point the eligible member can either confirm their vote selection(s) and "Submit" their vote, or they can review/vary their selection(s) by clicking on the "Back" button, which reverts the voter to the Ballot screen. However, if a voter chooses not to review or not to vary their vote selection(s) and accordingly clicks the "Submit" button, they are taken to the final Logout screen.

Once the "Submit" button is activated, the vote is cast and the voter is unable to vote again in the Election. Internet Voting therefore prevents attempted multiple voting. The voter's vote is also guaranteed secret, because no link is retained between a voter's manner of voting and the record of their casting a vote. Further, a great advantage of Internet Voting is that the user can visualise every step in the voting process and they can also keep a printed copy of every process screen.

THE STEPS TO VOTING USING THE INTERNET



For further details about the Internet Voting process, How it works, Advantages and Voter Security, please go to www.austelect.com and click on "Voting Services".

Internet Voting (& Telephone Voting) – Security

Subject always to any relevant governance requirements, the principles/approaches that are utilised by Australian Election Company represent tested and proven evolution in technical and applied electoral practices.

With respect to the conduct of electronic Elections/Ballots (Internet and/or Telephone Voting), Australian Election Company always applies a two (2) level authentication model, usually an Member Number and a “Unique” Password comprising of four to eight digits.

German Shepherd Council Of Australia will provide a database of members eligible to vote and the database will be formally certified by the relevant German Shepherd Council Of Australia Ltd delegate. Australian Election Company will review the database ensuring there are no duplicated entries or entries with truncated address fields, etc. We will also identify members having overseas addresses. Following the database inspection process, Australian Election Company will append random Passwords to each database entry.

The Passwords may be numeric only or a combination of alpha/numeric. The Passwords are generated within Australian Election Company and remain secret to Australian Election Company and the relevant eligible member. As a fundamental Ballot integrity measure, obviously a client is not privy to or provided access to employee Passwords.

Australian Election Company voting system is hosted in a secure Tier 3 data centre, and all data transfers to and from the system are made using encrypted TLS1.2 protocol. TLS1.2 encryption technology prevents in-transit data capture and protects both personal information about the voter and the vote itself. The data arrives safely at its confirmed destination and is not viewable by anyone else on the net.

Australian Election Company provides trusted, third party Ballot/Election services to our clients. In addition to our careful selection of an extremely limited number of trusted, election experienced employees who have access to our client databases, we employ user ID/Password access control and log all access attempts such that there is a clear audit trail back to all those operating on the system.

The voting system is powerful and fully redundant. For example, **at the 2009 Centerlink Employee Ballot some 1,200 employees voted by Internet, in the first minute of the Ballot.** All hardware is replicated with full redundancy. The web servers and application servers are load-balanced for best performance. If any piece of the equipment fails, others will service the load until the failed device is returned to service. “State-of-the-art” intrusion detection and firewall systems are applied to ensure that a Ballot/Election server is safe from unauthorised access and denial of service attacks. The software is JAWS compatible.

Postal Voting

How an eligible Member Votes

Following receipt of their voting material, in the event an eligible Member chooses to vote, the eligible Member will remove all the materials, review the Instructions on the Ballot Paper, indicate their choice(s) on the Ballot Paper.

The Member will be requested to complete authentication details on the personalised Declaration Envelope, to place their marked Ballot Paper in the signed, authenticated, Declaration Envelope and then to place the sealed Declaration Envelope in the return addressed Reply paid Envelope provided and then send the Reply Paid envelope to the Returning Officer prior to the Election closing date/time.

Upon return of the election materials, a signature check will be carried out, as well as "mark-back" (where the voter's name is checked and marked off the list of eligible voters). These activities will be performed after the closing of the Election, in accordance with the Association's Constitution. Opening of the Declaration Envelopes, the removal and counting of Ballot Papers will be performed after finalisation of the preliminary scrutiny, (voter entitlement check) and also after the Tabulation of the Internet Votes. And returned Postal Votes also will be checked against Internet Voters to ascertain if any member has attempted to vote by Internet and also by Postal Voting. Where any such "multiple" Postal Declaration is located, the Postal Declaration will be withheld from the count.

How an eligible Member's Vote is Validated

All returned election materials will be taken into the secure custody of the Returning Officer. Subsequent to Poll closure, the Returning Officer, in accordance with Governance, will deal with the returned envelopes, and, depending upon the outcome of member/voter eligibility checks (Preliminary Scrutiny), will either "accept" for Further Scrutiny or "reject" at Preliminary Scrutiny, the Declaration Envelopes. Prior to the opening of any "admitted" Declaration envelope the signature slips will be removed parcelled and labelled. This will preserve the secrecy and integrity of the Postal Voting process. Declaration envelopes which are "rejected at preliminary scrutiny" will be set aside, parcelled and labelled (they will not be included in the Count). Validated/ "Accepted" Declaration envelopes with signature slips removed will be placed under security pending "further scrutiny"/Count.

Counting & Tabulation

Australian Election Company provides the utmost in efficiency, accuracy and security in the count, tabulation and reporting process. The validation and count processes to be applied have been developed (and refined and enhanced) by Richard Kidd stemming originally from experiences gained in the conduct of Industrial (Union & Employer Group) Elections.

Where Internet Voting is applied in conjunction with Postal Voting, the Internet Votes will have to be dealt with first and ultimately the accepted Postal Votes will be amalgamated with those of the Internet Votes to derive the Election outcome.

German Shepherd Council Of Australia may be assured that the standard of Election reporting will exceed those requirements implied through Governance. Our Company Principal introduced this premium standard of Ballot /Election reporting as a Private Consultant in 1999.

Confidentiality

Australian Election Company agrees to safeguard all information provided by German Shepherd Council Of Australia Ltd and prevent its disclosure to any outside party using the same degree of care and discretion that Australian Election Company uses with respect to information relating to its own business. Australian Election Company will comply with the Privacy Act 1988 (Cth.) and the Australian Privacy Principles with respect to the handling of all Personal Information (as defined in the Privacy Act).

The Australian Election Company Statement on "Confidentiality, Privacy, Integrity, and Security" is available on request.

Planning Schedule

A formal Project Plan will ensure the proper and timely conduct of the Election. Once Australian Election Company has been confirmed as the provider of Election Services, a Project Schedule will be developed, again in accordance with the Associations' governance requirements. The Project Schedule will contain milestones with relevant dates and timeframes. Australian Election Company of course previously has successfully and efficiently worked with the Association in co-developing Election project timelines, that accord with governance.