



Annual Report 2013-14

Produced by	Australian Electoral Commission
Printed by	CanPrint Communications Pty Ltd
Web address	annualreport.aec.gov.au/2014
AEC website	www.aec.gov.au
Feedback and enquiries	Feedback on this report is welcome and should be directed to the contact officer.
Contact officer	Assistant Commissioner, Education & Communications Branch Australian Electoral Commission West Block Offices Queen Victoria Terrace Parkes ACT 2600 PO Box 6172 Kingston ACT 2604 Telephone: 02 6271 4411 Fax: 02 6215 9999 Email: info@aec.gov.au
Accessible services	Visit the AEC website for telephone interpreter services in 18 languages. Readers who are deaf or have a hearing or speech impairment can contact the AEC through the National Relay Service (NRS): <ul style="list-style-type: none"> - TTY users phone 133 677 and ask for 13 23 26 - Speak and Listen users phone 1300 555 727 and ask for 13 23 26 - Internet relay users connect to the NRS and ask for 13 23 26

ISSN: 0814-4508

© Commonwealth of Australia 2014

The licence for this work is under the Creative Commons Attribution 3.0 Australia Licence. To view a copy of this licence, visit <http://creativecommons.org/licenses/by/3.0/au>.

The Australian Electoral Commission asserts the right of recognition as author of the original material. The report should be attributed as *Australian Electoral Commission Annual Report 2013-14*.



This report may contain the names and images of Aboriginal and Torres Strait Islander people now deceased.

LETTER OF TRANSMITTAL



30 September 2014

Senator the Hon Michael Ronaldson
Special Minister of State
Parliament House
CANBERRA ACT 2600

Dear Minister

In accordance with section 17 of the *Commonwealth Electoral Act 1918*, we have pleasure in submitting the Australian Electoral Commission (AEC) annual report and financial statements for the year ending 30 June 2014.

In accordance with the Commonwealth Fraud Control Guidelines 2011, we also certify that the AEC has:

- a) prepared fraud risk assessments and fraud control plans
- b) appropriate fraud prevention, detection, investigation, reporting and data collection procedures and processes that meet the specific needs of the AEC
- c) taken all reasonable measures to minimise the incidence of fraud and to investigate and recover the proceeds of fraud against the AEC.

Yours sincerely

The Hon Peter Heerey AM QC
Chairperson

Tom Rogers
Acting Electoral Commissioner



ABOUT THIS REPORT

This report describes AEC activities and services for the financial year ending 30 June 2014. It informs all Australians – including members of parliament, political parties, interest groups, candidates, electoral authorities, government agencies, students, teachers, and the media – about the AEC's performance against its outcome, programmes, deliverables and key performance indicators in the [Portfolio Budget Statements 2013–14](#).

The report accords with the requirements of the *Commonwealth Electoral Act 1918*, the *Public Service Act 1999* and the Department of the Prime Minister and Cabinet *Requirements for Annual Reports*.

There are six sections:

- 1. The year in review** – Summary of key developments and trends, including a review by Acting Electoral Commissioner, Tom Rogers.
- 2. About the AEC** – Role, values, structure, programmes and outcome.
- 3. Report on performance** – Work and achievements for each AEC programme with key performance outcomes over three years.
- 4. Governance and accountability** – Internal and external measures of management, accountability and governance.
- 5. Managing resources and assets** – The AEC workforce, information technology, asset and contract management, and financial performance for 2013–14, including audited financial statements.
- 6. Appendixes and references** – Supporting figures, tables and information including a glossary and index.

Case studies throughout the report highlight details of particular developments, activities and outcomes for the year.

Tools to assist readers

This publication has a table of contents, lists of figures and tables, an alphabetical index, a list of requirements, cross-references and a glossary.

Visit the [AEC website](#) to view this report online. A PDF version is also available.



TABLE OF CONTENTS

LETTER OF TRANSMITTAL	III
ABOUT THIS REPORT	IV
Tools to assist readers	iv
THE YEAR IN REVIEW	1
Commissioner's review	2
Timeline of key events 2013–14	6
ABOUT THE AEC	11
Role	12
Functions	12
Values	12
Principles	12
Office network	13
Leadership	15
Legislation	17
Outcome and programmes	18
REPORT ON PERFORMANCE	23
ACTIVE ELECTORAL ROLL MANAGEMENT	25
Overview	25
Maintaining the electoral roll	26
Electoral roll services	31
EFFICIENT DELIVERY OF POLLING SERVICES	36
ELECTION MANAGEMENT	37
Overview	37
Election planning	37
2013 federal election	38
2014 Griffith by-election	42
2014 Western Australian Senate election	44
ELECTION SUPPORT SERVICES	50
Maintaining the Register of Political Parties	50
Transparency of political funding	52
Support for Australian workplaces	55
Assistance to state, territory and overseas electoral authorities	58
EDUCATION AND PUBLIC AWARENESS	68
Overview	68
Education	69
Public awareness campaigns	70
Assisting Australians with diverse needs	74
Services for Indigenous Australians	77
GOVERNANCE AND ACCOUNTABILITY	84
Overview	86
Internal governance	87
External scrutiny	92



MANAGING RESOURCES AND ASSETS	103
Overview	104
Investing in our people	105
Environmental performance	117
Assets management	118
Procurement and contractual arrangements	120
Financial performance	123
FINANCIAL STATEMENTS	124
Auditor's report	124
Statement by the Acting Electoral Commissioner and Chief Finance Officer	126
Administered schedules	132
NOTES TO THE FINANCIAL STATEMENTS	134
APPENDIXES AND REFERENCES	177
Appendix A: Resources	178
Appendix B: Electoral roll information for members of parliament and senators	181
Appendix C: Roll information for registered political parties	187
Appendix D: Other recipients of roll information	189
Appendix E: Enrolment activity and transactions	191
Appendix F: Assisting state, territory and local government electoral bodies	197
Appendix G: Advertising and market research	198
Appendix H: AEC regular staff – classification, gender, location	199
Appendix I: List of requirements	205
GLOSSARY	208
Abbreviations and acronyms	208
Glossary of terms	209
INDEX	211

CASE STUDIES

A taskforce for change	8
Delivering reform at the Griffith by-election	20
Eight days, six hundred thousand enrolments	34
A new role to deliver reform: Divisional Materials Managers at the 2014 Western Australian Senate election	48
Going to great lengths to deliver the franchise	66
Making a difference at the National Indigenous Youth Parliament	82
Farewell to the National Tally Room	100
A new approach to training	174

FIGURES

Figure 1: Electoral divisions	14
Figure 2: Organisation chart and leadership structure at 30 June 2014	16
Figure 3: Participation rate and enrolled population, 24 November 2007 to 30 June 2014	27
Figure 4: Youth (18–25-year-old) participation rate, 2007 to 2014	30
Figure 5: Enrolment forms received within three and six months of citizenship ceremonies	30
Figure 6: 2014 Western Australian Senate election – vote types	45
Figure 7: Planning, operating and reporting framework	89
Figure 8: Percentages of female and male staff, 2006–07 to 2013–14	106
Figure 9: Staff by age group at 30 June 2014	107
Figure 10: Vacancies advertised, 2010 to 2014	108
Figure 11: Staff profile by self-identified category	112
Figure 12: Enrolment activity, 2007–08 to 2013–14	191
Figure 13: Types of enrolment activity, 2007–08 to 2013–14	191

TABLES

Table 1: Legislative framework	17
Table 2: Electoral roll and estimated participation rate at 30 June 2014	27
Table 3: 2013 federal election timeline	39
Table 4: House of Representatives nominations by state and territory	39
Table 5: Senate nominations by state and territory	39
Table 6: 2013 federal election – types of votes counted	39
Table 7: Proportion of postal votes counted for the last three federal elections	40
Table 8: Griffith by-election timeline	43
Table 9: 2014 Griffith by-election – types of votes counted	43
Table 10: 2014 Western Australian Senate election timeline	45
Table 11: 2014 Western Australian Senate election – types of votes counted	45
Table 12: Financial disclosure returns lodged and published for previous financial years	52
Table 13: 2013 federal election – final election payment summary	54
Table 14: Payments in lieu of election funding entitlements for Western Australian Senate votes missing from the 2013 recount	55
Table 15: Griffith by-election – election payment summary	55
Table 16: 2014 Western Australian Senate election – election payment summary	55
Table 17: Industrial elections, protected action ballots and fee-for-service elections/ballots statistics – 2013–14	57
Table 18: Roll extracts provided for state and territory elections	59
Table 19: 2013 federal election – public awareness campaign activities	71
Table 20: Corporate and business planning documents	90
Table 21: AEC workforce at 30 June 2014	106
Table 22: Intermittent or irregular staff by classification	107
Table 23: Polling officials and AEC employees who identified as Indigenous at the 2010 and 2013 federal elections	112
Table 24: AEC Enterprise Agreement 2011–2014 – salary ranges by classification, 30 June 2014	112
Table 25: Base salary bands for statutory appointees and senior executive staff, 30 June 2014	114
Table 26: Workplace health and safety summary	116
Table 27: New AEC-managed compensation and non-compensation injuries	116
Table 28: Consultancy contracts to the value of \$10 000 or more during 2013–14	121
Table 29: Agency Resource Statement, 2013–14	179
Table 30: Expenses and resources for Outcome 1	180
Table 31: Recipients of electoral roll extracts, July 2013–June 2014	181
Table 32: Parties provided with electoral roll extracts, July 2013–June 2014	187
Table 33: Government departments and agencies who received electoral extracts, July 2013–June 2014	189
Table 34: Medical and electoral researchers provided with roll extracts, July 2013–June 2014	190
Table 35: Provision of electoral roll information to organisations verifying identity for financial purposes, July 2013–June 2014	190
Table 36: Types of enrolment activity, 2007–08 to 2013–14	192
Table 37: Enrolment activity by jurisdiction, 2013–14	192
Table 38: Top 10 sources of enrolment, all ages	193
Table 39: Top 10 sources of enrolment, 18–25-year-olds	194
Table 40: Top 10 sources of enrolment, 16–17-year-olds	195
Table 41: Enrolment Quality Assurance Programme results for 2013–14	196
Table 42: AEC resources to assist state, territory and local government electoral bodies, 2013–14	197
Table 43: Payments, \$12 400 or more (GST inclusive), for advertising and market research	198
Table 44: Ongoing staff employed, including staff on higher duties arrangements, by classification, gender and location at 30 June 2013 and 30 June 2014	199
Table 45: Non-ongoing staff employed, including staff on higher duties arrangements, by classification, gender and location at 30 June 2013 and 30 June 2014	202