

APPENDICES

Appendix A: Resources

This appendix provides details of the AEC’s resources and expenses in 2016–17, as required by the Joint Committee of Public Accounts and Audit Requirements for annual reports for departments, executive agencies and other non-corporate Commonwealth entities, 25 June 2015.

The tables in this appendix correspond to tables in the Portfolio Budget Statements 2016–17 and staff statistics, namely:

- the Agency Resource Statement, which provides information about the various funding sources that the AEC was able to draw on during the year (Table 26)
- Expenses and resources by outcome, showing the detail of budget appropriations and total resourcing for Outcome 1 (Table 27)
- Average staffing levels from 2014–15 to 2016–17 (Table 28).

Table 26: Agency Resource Statement 2016–17

		Actual appropriation for 2016–17 \$'000	Payments made for 2016–17 \$'000	Balance remaining 2016–17 \$'000
Ordinary annual services^a				
Prior year departmental appropriation		74,030	74,030	–
Departmental appropriation ^b		314,358	231,179	83,179
Section 74 relevant agency receipts		18,754	18,754	–
Total ordinary annual services	A	<u>407,142</u>	<u>323,963</u>	<u>83,179</u>
Total available annual appropriations and payments		<u>407,142</u>	<u>323,963</u>	<u>83,179</u>
Special appropriations				
Special appropriations limited by criteria/entitlement				
<i>Commonwealth Electoral Act 1918 (Administered)</i>		65,105	65,105	–
<i>Commonwealth Electoral Act 1918 (Departmental)</i>		9,000	9,000	–
Total special appropriations	B	<u>74,105</u>	<u>74,105</u>	<u>–</u>
Special accounts^c				
Opening balance		2,268	0	
Non-appropriation receipts to special accounts		2	0	
Payments made		0	932	
Total special accounts	C	<u>2,270</u>	<u>932</u>	
Total resourcing (A + B + C)		<u>483,517</u>	<u>399,000</u>	
Total net resourcing for agency		<u>483,517</u>	<u>399,000</u>	

- a. Appropriation Bill (No. 1) 2016–17 and Appropriation Bill (No. 3) 2016–17. This also includes prior year departmental appropriation and section 74 relevant agency receipts.
- b. Includes an amount of \$6.171 million in 2016–17 for the Department Capital Budget. For accounting purposes this amount has been designated as ‘contributions by owners’.
- c. Does not include ‘special public money’ held in accounts like Other Trust Monies accounts, Services for other Government and non-agency bodies accounts or Services for Other Entities and Trust Monies special accounts.

Table 27: Expenses and resources for Outcome 1

	Budget ^a 2016–17 \$'000	Actual expenses 2016–17 \$'000	Variation \$'000
Program 1.1			
Administered expenses			
Special appropriations	76,000	65,105	10,895
Departmental expenses			
Departmental appropriation ^a	304,149	281,464	22,685
Special appropriations	9,000	9,000	0
Expenses not requiring appropriation in the Budget year	8,719	9,229	(510)
Total for Program 1.1	397,868	364,798	33,070
Total expenses for Outcome 1	397,868	364,798	33,070

a. Full-year budget, including any subsequent adjustment made to the 2016–17 Budget at Additional Estimates.

b. Departmental appropriation combines 'Ordinary annual services (Appropriation Bill No. 1)' and 'Revenue from independent sources (section 74)'.

Table 28: Average staffing levels 2014–15 to 2016–17

	2014–15	2015–16	2016–17
Average staffing level (number)	759	819	809

Appendix B: Electoral roll information

Members of Parliament and Senators who received roll information in 2016–17 are set out in the table below. Data is extracted monthly, and distribution began in September 2016 following the formal return of the writ for the 2016 federal election.

Table 29: Recipients of electoral roll extracts September 2016 – June 2017

Name	Electorate/State	Roll data provided	Date provided
The Hon Linda Burney MP	Member for Barton	Barton	Sep 2016 – Jun 2017
Mr Andrew Gee MP	Member for Calare	Calare	Sep 2016 – Jun 2017
Mr Andrew Wilkie MP	Member for Denison	Denison	Sep 2016 – Jun 2017
Ms Catherine McGowan AO, MP	Member for Indi	Indi	Sep 2016 – Jun 2017
The Hon Robert Katter MP	Member for Kennedy	Kennedy	Sep 2016 – Jun 2017
Ms Susan Lamb MP	Member for Longman	Longman	Sep 2016 – Jun 2017
Ms Rebekha Sharkie MP	Member for Mayo	Mayo	Sep 2016 – Jun 2017
Mr Adam Bandt MP	Member for Melbourne	Melbourne	Sep 2016 – Jun 2017
The Hon Damian Drum MP	Member for Murray	Murray	Nov 2016 – Jun 2017
Senator Brian Burston	Senator for New South Wales	New South Wales	Dec 2016 – May 2017
Senator Sam Dastyari	Senator for New South Wales	New South Wales	Sep 2016 – Jun 2017
Senator the Hon Concetta Fierravanti-Wells	Senator for New South Wales	New South Wales	Sep 2016 – Jun 2017
Senator the Hon Marise Payne	Senator for New South Wales	New South Wales	Sep 2016 – Jun 2017
Senator Lee Rhiannon	Senator for New South Wales	New South Wales	Sep 2016 – Jun 2017
Senator John Williams	Senator for New South Wales	New South Wales	Sep 2016 – Jun 2017
Senator Pauline Hanson	Senator for Queensland	Queensland	Sep 2016 – Jun 2017
Senator the Hon Ian Macdonald	Senator for Queensland	Queensland	Sep 2016 – Jun 2017
Senator the Hon James McGrath	Senator for Queensland	Queensland	Sep 2016 – May 2017
Senator Barry O'Sullivan	Senator for Queensland	Queensland	Sep 2016 – Jun 2017
Senator Larissa Waters	Senator for Queensland	Queensland	Oct 2016 – Jun 2017
Senator Cory Bernardi	Senator for South Australia	South Australia	Sep 2016 – Jun 2017
Senator the Hon Simon Birmingham	Senator for South Australia	South Australia	Sep 2016 – Jun 2017
Senator Robert Day AO	Senator for South Australia	South Australia	Sep 2016
Senator Stirling Griff	Senator for South Australia	South Australia	Sep 2016 – Jun 2017
Senator Skye Kakoschke-Moore	Senator for South Australia	South Australia	Oct 2016 – Jun 2017
Senator the Hon Anne Ruston	Senator for South Australia	South Australia	Sep 2016 – Jun 2017
Senator Nicholas Xenophon	Senator for South Australia	South Australia	Sep 2016 – Jun 2017

Name	Electorate/State	Roll data provided	Date provided
Senator Nicholas McKim	Senator for Tasmania	Tasmania	Sep 2016 – Jun 2017
Senator the Hon Stephen Parry	Senator for Tasmania	Tasmania	Sep 2016 – Jun 2017
Senator the Hon Lisa Singh	Senator for Tasmania	Tasmania	Sep 2016 – Jun 2017
Senator Peter Whish-Wilson	Senator for Tasmania	Tasmania	Sep 2016 – Jun 2017
Senator Christopher Back	Senator for Western Australia	Western Australia	Sep 2016 – Jun 2017
Senator Peter Georgiou	Senator for Western Australia	Western Australia	Apr 2017 – Jun 2017
Senator Dean Smith	Senator for Western Australia	Western Australia	Sep 2016 – Jun 2017

Appendix C: Roll information for registered political parties

Registered political parties that received roll information in 2016–17 are set out in the table below. Data is extracted monthly, and distribution began in September 2016 following the formal return of the writ for the 2016 federal election.

Table 30: Parties provided with electoral roll extracts, September 2016 – June 2017

Registered political party	Roll data provided	Date provided
Animal Justice Party	New South Wales	Sep 2016 – Jun 2017
Australia First Party (NSW) Incorporated	New South Wales	Sep 2016 – Jun 2017
Australian Christians	Western Australia	Sep 2016 – Jun 2017
Australian Country Party	Victoria	Sep 2016 – Jun 2017
Australian Equality (Marriage) Party	Victoria	Sep 2016 – Oct 2016
Australian Greens	National	Oct 2016 – Jun 2017
Australian Labor Party (ALP)	National	Sep 2016 – Jun 2017
Australian Sex Party	Victoria	Nov 2016 – Jun 2017
Consumer Rights & No-Tolls	Queensland	Sep 2016 – Oct 2016
Democratic Labour Party (DLP)	New South Wales, Victoria, Queensland, Western Australia	Sep 2016 – Jun 2017
Family First Party	Victoria, South Australia, Queensland	Sep 2016 – Jun 2017
Health Australia Party	Victoria	Sep 2016 – Oct 2016
	Victoria	Jan 2017 – Jun 2017
	Queensland	Nov 2016 – Dec 2017
Jacqui Lambie Network	Tasmania	Sep 2016 – Jun 2017
Liberal Democratic Party	New South Wales	Sep 2016 – Jun 2017
Liberal National Party of Queensland	Queensland	Sep 2016 – Jun 2017
Liberal Party of Australia	National	Sep 2016 – Jun 2017
Liberal Party of Australia (SA Division)	South Australia	Sep 2016 – Jun 2017
National Party of Australia – National	New South Wales, Victoria, South Australia, Western Australia	Feb 2017 – Jun 2017
National Party of Australia – Victoria	Victoria	Nov 2016 – Jun 2017
National Party of Australia – (SA) Inc	South Australia	Sep 2016 – Jun 2017
Non-Custodial Parents Party (Equal Parenting)	New South Wales	Apr 2017 – Jun 2017
Pauline Hanson’s One Nation	Queensland, New South Wales, Western Australia	Sep 2016 – Jun 2017
Queensland Greens	Queensland	Oct 2016 – Jun 2017
Rise Up Australia Party	Victoria	Sep 2016 – Jun 2017
Science Party	New South Wales	Dec 2016 – Jun 2017
Shooters, Fishers and Farmers Party	New South Wales	Sep 2016 – Jun 2017

Registered political party	Roll data provided	Date provided
Socialist Alliance	New South Wales	Sep 2016
The Greens NSW	New South Wales	Sep 2016 – Jun 2017
The Greens – Victoria Branch	Victoria	Sep 2016 – Jun 2017
The Greens (WA) Inc.	Western Australia	Sep 2016 – Jun 2017
Voluntary Euthanasia Party	New South Wales	Oct 2016
VOTEFLUX.ORG Upgrade Democracy!	New South Wales	Sep 2016 – Jun 2017

Appendix D: Other recipients of roll information

Table 31: Government departments and agencies that received electoral extracts, July 2016 – June 2017

Institution	Data provided			
	Aug 2016	Nov 2016	Feb 2017	May 2017
Australian Bureau of Statistics	—	Yes	—	—
Australian Commission for Law Enforcement Integrity	Yes	Yes	Yes	Yes
Australian Criminal Intelligence Commission	Yes	—	Yes	—
Australian Federal Police	Yes	Yes	Yes	Yes
Australian Financial Security Authority	—	Yes	—	—
Australian Securities and Investments Commission	Yes	Yes	Yes	Yes
Australian Security Intelligence Organisation	Yes	Yes	Yes	Yes
Australian Taxation Office	Yes	Yes	Yes	Yes
Commonwealth Superannuation Commission	Yes	Yes	Yes	Yes
Australian Competition and Consumer Commission	Yes	—	—	—
Department of Foreign Affairs and Trade – Australian Passport Office	Yes	Yes	Yes	Yes
Department of Human Services – Centrelink	Yes	Yes	Yes	Yes
Australian Transaction Reports and Analysis Centre (Austrac)	Yes	Yes	Yes	Yes
Federal Court of Australia	—	—	—	Yes

Table 32: Medical and electoral researchers provided with electoral roll extracts, July 2016 – June 2017

Contact, institution	Data provided
Medical researchers	
Dr Vincent Ho, School of Medicine, Western Sydney University, Penrith, NSW	Random sample of 2,000 records of men and women, aged 65 years or older, for a study: 'Constipation in the elderly of Greater Western Sydney'.
Professor Peter Soyer, Dermatology Research Centre of the University of Queensland, Woolloongabba, Qld	Random sample of 5,000 records of men and women, in age ranges from 20–69 years, from the Queensland electoral divisions of Bonner, Bowman, Brisbane, Griffith, Lilley, Moreton, Oxley, Petrie, Rankin and Ryan for a study: 'Brisbane Electoral Roll Naevus Study'.
Professor Gerry FitzGerald, Queensland University of Technology, Kelvin Grove Campus, Qld	Random sample of 3,000 records of men and women, from Queensland electoral divisions of Blair, Bonner, Brisbane, Griffith, Groom, Lilley, Moreton, Oxley, Petrie, Rankin, Ryan and Wright for a study: 'Assessment of the long term health effects of the 2011 floods in Queensland'.
Professor David Crawford, Faculty of Health, Deakin University, Burwood, Vic.	Random sample of 7,990 records of men and women, in age ranges from 18–65 years, from all Victorian federal divisions for a study: 'Monitoring Salt Intake in Victoria'.
Electoral researchers	
Associate Professor Betsy Blunsdon, Australian Consortium for Social and Political Research Incorporated	Two random samples of 2,500 records of men and women, in two-year age ranges, across all states and territories, for a study: '2016 Australian Survey of Social Attitudes: Role of Government'.

Table 33: Provision of electoral roll information to organisations verifying identity for financial purposes, July 2016 – June 2017

Institution	Data provided			
	Aug 2016	Nov 2016	Feb 2017	May 2017
ACXIOM Australia Pty Ltd	Yes	Yes	—	—
FCS OnLine	Yes	Yes	Yes	Yes
VEDA Advantage Information Services and Solutions Ltd	Yes	Yes	Yes	Yes

Appendix E: Advertising and market research

In 2016–17, the AEC finalised the national public information campaign for the 2016 federal election, which was almost wholly delivered in the previous financial year. This included some final market research for the campaign.

Non-campaign newspaper advertisements supported federal redistributions and party registration processes during 2016–17.

Table 34 provides particulars of payments not less than \$13,000 (GST incl.) to advertising agencies, and market research, polling, direct mail and media advertising organisations, as required under Section 311A of the *Commonwealth Electoral Act 1918*. Figures reflect payments above the threshold unless otherwise specified. (There were no payments of \$13,000 or more to polling or direct mail organisations.)

Table 34: Advertising and media placement payments, \$13,000 or more

Agency type	Agency name	Details	Amount (GST inclusive)
Advertising agency	BMF Advertising	Creative head hours associated with AEC advertising campaigns.	\$70,136.55
Market research	Orima	Developmental, concept and refinement testing of AEC advertising campaigns.	\$88,415.80
Market research	Wallis Consulting Group	Qualitative and quantitative market research services including campaign benchmark and tracking.	\$237,818.00
Media advertising organisations	Dentsu Mitchell*	Media placement: campaign advertising associated with the 2016 federal election; non-campaign advertising associated with the election campaign; electoral redistributions; industrial and commercial elections; recruitment and other advertising.	\$1,012,579.54
Total			\$ 1,408,949.89

*Due to the way payments are reported to the AEC, figures from Dentsu Mitchell include invoices below the threshold.

Appendix F: AEC regular staff

Table 35: APS ongoing staff (including staff on higher duties arrangements) demographics as at 30 June 2016 and 30 June 2017

Classification	Female part-time		Female full-time		Male part-time		Male full-time		Total	
	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017
NSW										
AEO	0	0	0	0	0	0	0	1	0	1
EL 2	0	0	1	2	0	0	1	0	2	2
EL 1	1	1	7	7	0	0	6	5	14	13
APS 6	1	2	37	24	0	0	19	14	57	40
APS 5	0	0	4	9	0	0	2	8	6	17
APS 4	0	1	11	9	0	0	2	2	13	12
APS 3	1	4	27	23	0	0	6	5	34	32
APS 2	6	22	25	3	1	3	3	1	35	29
Total	9	30	112	77	1	3	39	36	161	146
Vic.										
AEO	0	0	0	1	0	0	0	0	0	1
EL 2	0	0	2	2	0	0	0	0	2	2
EL 1	0	0	6	6	0	0	2	2	8	8
APS 6	0	0	21	24	0	0	24	22	45	46
APS 5	0	1	0	4	0	0	2	2	2	7
APS 4	0	0	4	3	0	1	1	0	5	4
APS 3	1	5	32	22	0	0	4	4	37	31
APS 2	1	26	30	4	1	2	1	1	33	33
Total	2	32	95	66	1	3	34	31	132	132
Qld										
AEO	0	0	0	0	0	0	0	0	0	0
EL 2	0	0	0	0	0	0	1	1	1	1
EL 1	0	0	3	4	0	0	2	3	5	7
APS 6	0	0	20	15	0	0	15	7	35	22
APS 5	0	1	6	10	0	0	1	7	7	18
APS 4	0	0	7	8	0	0	2	1	9	9
APS 3	0	5	22	13	0	0	3	3	25	21
APS 2	1	16	19	6	0	0	1	1	21	23
Total	1	22	77	56	0	0	25	23	103	101

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Classification	Female part-time		Female full-time		Male part-time		Male full-time		Total	
	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017
WA										
AEO	0	0	1	0	0	0	0	0	1	0
EL 2	0	0	0	0	0	0	1	1	1	1
EL 1	0	0	1	1	0	0	2	2	3	3
APS 6	0	0	12	6	0	0	8	6	20	12
APS 5	0	0	5	8	0	0	1	4	6	12
APS 4	0	2	4	5	0	0	2	1	6	8
APS 3	2	4	15	10	0	0	0	0	17	14
APS 2	1	11	9	0	0	0	0	0	10	11
Total	3	17	47	30	0	0	14	14	64	61
SA										
AEO	0	0	0	0	0	0	1	0	1	0
EL 2	0	0	1	0	0	0	0	1	1	1
EL 1	0	0	3	3	0	0	0	0	3	3
APS 6	0	0	12	8	0	0	3	1	15	9
APS 5	0	0	0	4	0	0	1	2	1	6
APS 4	0	0	3	1	0	0	3	3	6	4
APS 3	0	0	7	7	0	0	1	2	8	9
APS 2	0	3	3	1	0	0	0	0	3	4
Total	0	3	29	24	0	0	9	9	38	36
Tas.										
AEO	0	0	0	0	0	0	1	0	1	0
EL 1	0	0	1	0	0	0	3	1	4	1
APS 6	0	1	2	3	0	0	3	1	5	5
APS 5	0	0	3	3	0	0	2	2	5	5
APS 4	0	1	1	0	0	0	0	0	1	1
APS 3	0	1	4	3	0	0	1	1	5	5
APS 2	0	1	3	1	0	0	0	0	3	2
Total	0	4	14	10	0	0	10	5	24	19

Classification	Female part-time		Female full-time		Male part-time		Male full-time		Total	
	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017
ACT										
SES Band 2	0	0	0	0	0	0	3	3	3	3
SES Band 1	1	1	3	4	0	0	4	5	8	10
EL 2	0	1	19	18	0	0	20	16	39	35
EL 1	6	11	48	41	1	4	40	37	95	93
APS 6	6	6	37	42	0	0	27	29	70	77
APS 5	5	3	14	18	2	1	16	12	37	34
APS 4	7	7	22	13	0	0	6	4	35	24
APS 3	1	1	6	3	0	0	4	1	11	5
APS 2	0	0	1	0	0	0	1	1	2	1
Total	26	30	150	139	3	5	121	108	300	282
NT										
AEO	0	0	0	0	0	0	0	1	0	1
EL 1	0	0	0	0	0	0	1	0	1	0
APS 6	0	0	2	1	0	0	1	0	3	1
APS 5	0	0	3	2	0	0	1	1	4	3
APS 4	0	0	1	1	0	0	0	1	1	2
APS 3	0	0	2	2	0	0	1	1	3	3
APS 2	0	0	2	2	0	0	0	0	2	2
Total	0	0	10	8	0	0	4	4	14	12
AEC total	41	138	534	410	5	11	256	230	836	789

AEO = Australian Electoral Officer, APS = Australian Public Service, SES = Senior Executive Service.

Figures include all ongoing staff employed at 30 June 2017 under the *Public Service Act 1999*.

ACT electoral divisions are co-located with National Office employees in the ACT.

Source: Aurion HR System.

Table 36: APS non-ongoing staff (including staff on higher duties arrangements) demographics as at 30 June 2016 and 30 June 2017

Classification	Female part-time		Female full-time		Male part-time		Male full-time		Total	
	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017
NSW										
EL 2	0	0	0	0	0	0	1	0	1	0
EL 1	0	0	0	0	0	0	0	1	0	1
APS 6	0	0	1	1	0	0	2	0	3	1
APS 5	0	0	0	0	0	0	0	0	0	0
APS 4	0	0	1	0	0	0	2	1	3	1
APS 3	0	0	8	0	0	0	27	0	35	0
APS 2	0	1	11	0	0	0	1	0	12	1
Total	0	1	21	1	0	0	33	2	54	4
Vic.										
AEO	0	0	0	0	0	0	0	1	0	1
EL 1	0	0	0	1	0	0	1	0	1	1
APS 6	1	0	1	0	0	0	1	0	3	0
APS 5	0	0	2	0	0	0	0	0	2	0
APS 4	1	0	0	0	0	0	0	0	1	0
APS 3	0	0	1	0	0	0	2	0	3	0
APS 2	1	0	4	0	0	0	0	0	5	0
Total	3	0	8	1	0	0	4	1	15	2
Qld										
EL 1	0	0	1	0	0	0	0	0	1	0
APS 6	0	0	0	1	0	0	4	1	4	2
APS 5	0	0	1	1	0	0	1	1	2	2
APS 4	0	0	0	0	0	0	1	0	1	0
APS 3	1	0	4	0	0	0	7	0	12	0
APS 2	0	1	4	0	0	0	0	0	4	1
Total	1	1	10	2	0	0	13	2	24	5
WA										
EL 1	0	0	0	0	0	0	0	0	0	0
APS 6	0	0	0	0	0	0	2	0	2	0
APS 5	0	0	0	0	0	0	0	0	0	0
APS 4	0	0	1	0	0	0	1	0	2	0
APS 3	0	0	4	0	0	0	10	0	14	0
APS 2	0	0	2	0	0	0	0	0	2	0
Total	0	0	7	0	0	0	13	0	20	0

Classification	Female part-time		Female full-time		Male part-time		Male full-time		Total	
	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017
SA										
EL 1	0	0	0	0	0	0	0	0	0	0
APS 6	0	0	1	0	0	0	0	0	1	0
APS 5	0	0	0	0	0	0	0	0	0	0
APS 4	0	0	0	0	0	0	0	0	0	0
APS 3	0	0	1	0	0	1	1	0	2	1
APS 2	0	1	1	0	0	0	0	0	1	1
Total	0	1	3	0	0	1	1	0	4	2
Tas.										
APS 6	0	0	0	0	0	0	0	0	0	0
APS 5	0	0	0	0	0	0	0	0	0	0
APS 4	0	0	1	0	0	0	0	0	1	0
APS 3	0	0	0	0	0	0	4	0	4	0
APS 2	0	0	0	0	0	0	0	0	0	0
Total	0	0	1	0	0	0	4	0	5	0
ACT										
SES Band 1	0	0	0	0	0	0	0	0	0	0
EL 2	0	0	0	1	0	0	1	0	1	1
EL 1	0	1	5	2	1	0	2	1	8	4
APS 6	1	1	7	2	0	0	6	2	14	5
APS 5	0	0	2	2	0	0	1	3	3	5
APS 4	6	6	1	4	1	0	3	2	11	12
APS 3	0	0	3	1	0	0	8	0	11	1
APS 2	0	0	1	0	0	1	1	0	2	1
Total	7	8	19	12	2	1	22	8	50	29

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Classification	Female part-time		Female full-time		Male part-time		Male full-time		Total	
	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017
NT										
AEO	0	0	0	0	0	0	0	0	0	0
EL 1	0	0	0	0	0	0	0	0	0	0
APS 6	0	0	0	0	0	0	3	0	3	0
APS 5	0	0	0	0	0	0	0	0	0	0
APS 4	0	0	0	0	0	0	0	0	0	0
APS 3	0	0	1	0	0	0	0	0	1	0
APS 2	0	0	1	0	0	0	0	0	1	0
NT Total	0	0	2	0	0	0	3	0	5	0
AEC total	11	11	71	16	2	2	93	13	177	42

AEO = Australian Electoral Officer, APS = Australian Public Service, SES = Senior Executive Service.

Figures include all non-ongoing staff employed at 30 June 2017 under the *Public Service Act 1999* except irregular or intermittent employees.

ACT electoral divisions are co-located with National Office employees in the ACT.

Source: Aurion HR System.

Table 37: Staff employed under the Electoral Act by demographics as at 30 June 2016 and 30 June 2017

Classification	Female part-time		Female full-time		Male part-time		Male full-time		Total	
	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017
NSW										
AEONSW	0	0	0	0	0	0	1	0	1	0
EL 1	0	0	0	0	0	0	0	0	0	0
APS 6	0	0	0	0	0	0	0	0	0	0
APS 5	0	0	0	0	0	0	0	0	0	0
APS 4	0	0	0	0	0	0	0	0	0	0
APS 3	0	0	0	0	0	0	0	0	0	0
APS 2	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	1	0	1	0
Vic.										
AEOVIC	0	0	0	0	0	0	1	0	1	0
EL 1	0	0	0	0	0	0	0	0	0	0
APS 6	0	0	0	0	0	0	0	0	0	0
APS 5	0	0	0	0	0	0	0	0	0	0
APS 4	0	0	0	0	0	0	0	0	0	0
APS 3	0	0	0	0	0	0	0	0	0	0
APS 2	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	1	0	1	0
Qld										
AEOQLD	0	0	0	0	0	0	1	1	1	1
EL 1	0	0	0	0	0	0	0	0	0	0
APS 6	0	0	0	0	0	0	0	0	0	0
APS 5	0	0	0	0	0	0	0	0	0	0
APS 4	0	0	0	0	0	0	0	0	0	0
APS 3	0	0	0	0	0	0	0	0	0	0
APS 2	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	1	1	1	1
WA										
AEOWA	0	0	0	1	0	0	0	0	0	1
APS 6	0	0	0	0	0	0	0	0	0	0
APS 5	0	0	0	0	0	0	0	0	0	0
APS 4	0	0	0	0	0	0	0	0	0	0
APS 3	0	0	0	0	0	0	0	0	0	0
APS 2	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	1	0	0	0	0	0	1

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Classification	Female part-time		Female full-time		Male part-time		Male full-time		Total	
	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017
SA										
AEOSA	0	0	0	0	0	0	0	1	0	1
EL 1	0	0	0	0	0	0	0	0	0	0
APS 6	0	0	0	0	0	0	0	0	0	0
APS 5	0	0	0	0	0	0	0	0	0	0
APS 4	0	0	0	0	0	0	0	0	0	0
APS 3	0	0	0	0	0	0	0	0	0	0
APS 2	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	1	0	1
Tas.										
AEOTAS	0	0	0	0	0	0	0	1	0	1
APS 6	0	0	0	0	0	0	0	0	0	0
APS 5	0	0	0	0	0	0	0	0	0	0
APS 4	0	0	0	0	0	0	0	0	0	0
APS 3	0	0	0	0	0	0	0	0	0	0
APS 2	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	1	0	1
ACT										
Electoral Commissioner	0	0	0	0	0	0	1	1	1	1
Deputy Electoral Commissioner	0	0	1	0	0	0	0	1	1	1
SES Band 1	0	0	1	0	0	0	0	0	1	0
EL 2	0	0	0	0	0	0	0	0	0	0
EL 1	0	0	0	0	0	0	0	0	0	0
APS 6	0	0	0	0	0	0	0	0	0	0
APS 5	0	0	0	0	0	0	0	0	0	0
APS 4	0	0	0	0	0	0	0	0	0	0
APS 3	0	0	0	0	0	0	0	0	0	0
APS 2	0	0	0	0	0	0	0	0	0	0
Total	0	0	2	0	0	0	1	2	3	2

Classification	Female part-time		Female full-time		Male part-time		Male full-time		Total	
	2016	2017	2016	2017	2016	2017	2016	2017	2016	2017
NT										
AEONT	0	0	0	0	0	0	1	0	1	0
EL 1	0	0	0	0	0	0	0	0	0	0
APS 6	0	0	0	0	0	0	0	0	0	0
APS 5	0	0	0	0	0	0	0	0	0	0
APS 4	0	0	0	0	0	0	0	0	0	0
APS 3	0	0	0	0	0	0	0	0	0	0
APS 2	0	0	0	0	0	0	0	0	0	0
NT Total	0	0	0	0	0	0	1	0	1	0
AEC total	0	0	2	1	0	0	5	5	7	6

AEO = Australian Electoral Officer, SES = Senior Executive Service.

This table includes full-time statutory office holders of the AEC engaged under the Electoral Act working in, or in conjunction with, an agency that operates under the *Public Service Act 1999*. This table excludes the temporary election workforce.

Source: Aurion HR System.

Appendix G: Industrial and commercial elections

Table 38: Industrial and commercial elections 2016–17

	NSW/ACT	Vic.	Qld	WA	SA	Tas.	NT	Total
Elections and ballots								
Number of contested industrial elections	54	26	9	8	12	6	6	121
Number of uncontested industrial elections	49	37	12	36	26	16	2	178
Enterprise agreement ballots	13	10	7	6	4	8	0	48
Protected action ballots	87	176	54	19	73	14	0	423
Other commercial elections and ballots	11	2	10	5	5	0	4	37
Other elections and ballots	1	2	1	0	1	0	0	5
Total number of elections and ballots completed	215	253	93	74	121	44	12	812
Positions								
Number of positions available (industrial)	3,164	2,387	398	631	474	205	74	7,333
Number of unfilled positions (industrial)	1,402	1,455	93	279	94	68	8	3,399
Candidates								
Number of candidates for uncontested offices (industrial)	1,698	853	295	439	398	141	53	3,877
Total number of candidates	2,120	1,058	375	500	483	163	89	4,788
Ballot papers								
Number of ballot papers issued (industrial)	245,513	79,894	60,187	20,424	55,034	2,332	4,807	468,191
Number of ballot papers returned (industrial)	27,461	19,568	7,627	2,396	7,764	1,025	1,130	66,971
Number of ballot papers issued (enterprise agreement ballots)	1,902	33,546	1,305	2,327	246	3,281	–	42,607
Number of ballot papers returned (enterprise agreement ballots)	1,717	20,171	1,140	1,949	143	2,260	–	27,380
Number of ballot papers issued (protected action)	4,810	15,978	5,200	950	3,053	638	–	30,629
Number of ballot papers returned (protected action)	3,664	11,242	3,151	653	1,992	313	–	21,015
Number of ballot papers issued (other commercial)	455	97	3,649	1,106	2,247	–	217	7,771
Number of ballot papers returned (other commercial)	329	97	3,447	562	919	–	217	5,571
Number of ballot papers issued (other)	23	201	24	–	793	–	–	1,041
Number of ballot papers returned (other)	9	99	20	–	698	–	–	826
Total number of ballot papers issued	252,703	129,716	70,365	24,807	61,373	6,251	5,024	550,239
Total number of ballot papers returned	33,180	51,177	15,385	5,560	11,516	3,598	1,347	121,763

Appendix H: 2016 federal election payments

Table 39: Election funding payments summary, 2016 federal election

Political party	Interim payment \$	Final payment \$	Total payment \$
Liberal Party of Australia	23,464,128.62	739,025.38	24,203,154.00
Australian Labor Party	22,355,109.55	836,577.02	23,191,686.57
Australian Greens	6,337,258.36	379,797.62	6,717,055.98
National Party of Australia	3,158,301.63	103,287.98	3,261,589.61
Pauline Hanson's One Nation Party	1,623,827.11	121,542.17	1,745,369.28
Nick Xenophon Team	1,179,992.89	65,243.26	1,245,236.15
Derryn Hinch's Justice Party	544,420.99	36,765.25	581,186.24
Christian Democratic Party (Fred Nile Group)	283,838.18	5,197.94	289,036.12
Family First	218,993.20	3,947.49	222,940.69
Country Liberals (Northern Territory)	180,977.63	1,828.06	182,805.69
Katter's Australian Party	157,743.09	1,603.87	159,346.96
Rise Up Australia Party	75,490.79	1,131.76	76,622.55
Jacqui Lambie Network	68,951.79	5,011.39	73,963.18
Liberal Democratic Party	48,494.75	680.02	49,174.77
Animal Justice Party	34,114.28	331.45	34,445.73
Australian Recreational Fishers Party	29,277.97	295.74	29,573.71
Glenn Lazarus Team	21,220.94	214.35	21,435.29
Australian Christians	20,422.25	182.64	20,604.89
Shooters Fishers and Farmers Party	17,456.17	400.00	17,856.17
Bullet Train for Australia	15,509.23	291.97	15,801.20
Australian Liberty Alliance	15,277.98	157.95	15,435.93
Australian Country Party	9,155.11	189.49	9,344.60
Help End Marijuana Prohibition (HEMP) Party	6,311.79	200.00	6,511.79
Australian Sex Party	6,311.79	200.00	6,511.79

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	Interim payment \$	Final payment \$	Total payment \$
Independents			
Catherine McGowan (Indi, Victoria)	81,241.57	1,104.42	82,345.99
Andrew Wilkie (Denison, Tasmania)	76,413.07	771.85	77,184.92
Antony Windsor (New England, NSW)	72,333.82	622.90	72,956.72
Robert Oakeshott (Cowper, NSW)	70,762.48	714.77	71,477.25
Stephen Ruff (North Sydney, NSW)	30,745.25	339.47	31,084.72
Dennis Jensen (Tangney, Western Australia)	25,836.11	242.57	26,078.68
James Mathison (Warringah, NSW)	25,721.64	259.81	25,981.45
Bradley Christensen (Lyne, NSW)	24,004.61	242.47	24,247.08
Jim Ball (McKellar, NSW)	17,645.66	215.77	17,861.43
Daniel McCarthy (Leichardt, Queensland)	15,821.94	197.37	16,019.31
Kevin Foley (Riverina, NSW)	15,722.08	197.37	15,919.45
Stephen Mayne (Menzies, Victoria)	15,214.91	192.12	15,407.03
David Wilks (Forde, Queensland)	13,575.14	200.00	13,775.14
John Harvey (Hunter, NSW)	12,261.22	194.74	12,455.96
David Tran (Gellibrand, Victoria)	11,922.23	205.25	12,127.48
Julie Hegarty (Mackellar, NSW)	11,706.74	228.91	11,935.65
Kenneth Murray (Capricornia, Queensland)	11,131.25	200.00	11,331.25
Christine Berman (Bradfield, NSW)	10,939.41	223.65	11,163.06
Stephen Large (Dawson, Queensland)	10,794.88	200.00	10,994.88
Arthur Mills (Farrer, New South Wales)	10,684.51	176.35	10,860.86
Michael McCluskey (Wannon, Victoria)	10,437.50	200.00	10,637.50
Robert Jones (McPherson, Queensland)	9,917.18	200.00	10,117.18
Yingiya Mark Guyula (Lingiari, NT)	4,672.02	200.00	4,872.02
Braedon Earley (Lingiari, NT)	4,551.13	200.00	4,751.13
Total	\$60,466,642.44	\$2,311,632.59	\$62,778,275.03

Appendix I: List of requirements


Table 40: List of Annual Report requirements

Section and description	Requirement	Page
Opening pages		
Letter of transmittal	Mandatory	iii
Table of contents	Mandatory	v
Index	Mandatory	163
Glossary	Mandatory	159
Contact officer(s)	Mandatory	ii
Internet home page address and internet address for report	Mandatory	ii
Review by Secretary		
Review by departmental secretary	Mandatory	2–4
Summary of significant issues and developments	Suggested	2–4
Overview of department's performance and financial results	Suggested	4
Outlook for following year	Suggested	4
Significant issues and developments – portfolio	Suggested for portfolio departments	N/A
Departmental overview		
Role and functions	Mandatory	10
Organisational structure	Mandatory	11–14
Outcome and program structure	Mandatory	10
Where outcome and program structures differ from Portfolio Budget Statements/Portfolio Additional Estimates Statements or other portfolio statements accompanying any other additional appropriation bills (other portfolio statements), details of variation and reasons for change	Mandatory	N/A
Portfolio structure	Mandatory for portfolio departments	N/A


Section and description	Requirement	Page
Report on performance		
Review of performance during the year in relation to programs and contribution to outcomes	Mandatory	16–65
Actual performance in relation to deliverables and key performance indicators set out in Portfolio Budget Statements/ Portfolio Additional Estimates Statements or other portfolio statements	Mandatory	18–30
Where performance targets differ from the Portfolio Budget Statements/Portfolio Additional Estimates Statements, details of both former and new targets, and reasons for the change	Mandatory	N/A
Narrative discussion and analysis of performance	Mandatory	16–65
Trend information	Mandatory	16–65
Significant changes in nature of principal functions/services	Suggested	N/A
Performance of purchaser/provider arrangements	If applicable, suggested	74–75, 83–86
Factors, events or trends influencing departmental performance	Suggested	2–4, 16–65
Contribution of risk management in achieving objectives	Suggested	74
Performance against Service Charter customer service standards, complaints data, and the department's response to complaints	If applicable, mandatory	88
Discussion and analysis of the department's financial performance	Mandatory	4, 94, 99–100
Discussion of any significant changes in financial results from the prior year, from budget or anticipated to have a significant impact on future operations	Mandatory	94, 99–100
Agency resource statement and summary resource tables by outcomes	Mandatory	130–131
Management and accountability		
Corporate governance		
Agency heads are required to certify their agency's actions in dealing with fraud	Mandatory	iii
Information on preventing, detecting and dealing with fraud	Mandatory	86
Statement of the main corporate governance practices in place	Mandatory	68–70
Statement of any significant issue reported to the responsible minister that relates to non-compliance with finance law	Mandatory	N/A
Names of the senior executive and their responsibilities	Suggested	11–14
Senior management committees and their roles	Suggested	68–69
Corporate and operational plans and associated performance reporting and review	Suggested	72–73
Internal audit arrangements including approach adopted to identifying areas of significant financial or operational risk and arrangements to manage those risks	Suggested	74, 86–87
Policy and practices on the establishment and maintenance of appropriate ethical standards	Suggested	10, 70
How nature and amount of remuneration for Senior Executive Service officers is determined	Suggested	76

Section and description	Requirement	Page
External scrutiny		
Significant developments in external scrutiny	Mandatory	88–91
Judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner	Mandatory	88–90
Reports by the Auditor-General, a Parliamentary Committee, the Commonwealth Ombudsman or an agency capability review	Mandatory	88–91
Management of human resources		
Assessment of effectiveness in managing and developing human resources to achieve departmental objectives	Mandatory	75–81
Workforce planning, employee retention and turnover	Suggested	79–80
Impact and features of enterprise or collective agreements, individual flexibility arrangements, determinations, common law contracts and Australian Workplace Agreements.	Suggested	75–76
Training and development undertaken and its impact	Suggested	79–80
Work health and safety performance	Suggested	80–81
Productivity gains	Suggested	16–65
Statistics on staffing	Mandatory	76–78, 131, 139–147
Statistics on employees who identify as Indigenous	Mandatory	78
Enterprise or collective agreements, individual flexibility agreements, determinations, common law contracts and Australian Workplace Agreements	Mandatory	75–76
Performance pay	Mandatory	76
Assets management		
Assessment of effectiveness of assets management	If applicable, mandatory	74–83
Purchasing		
Assessment of performance against Commonwealth Procurement Rules	Mandatory	83–85
Consultants		
Summary statements detailing the number of new consultancy services contracts let during the year; the total actual expenditure on all such contracts (GST incl.); the number of ongoing consultancy contracts entered into in a previous year; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (GST incl.)	Mandatory	83
Summary of policies for selecting and engaging consultants; procedures for selecting consultants; and main categories of purposes for which consultants were engaged	Mandatory	83–84
Statement noting that information on contracts and consultancies is available on the AusTender website	Mandatory	83
Australian National Audit Office access clauses		
Absence of provisions in contracts allowing access by the Auditor-General	Mandatory	84

Section and description	Requirement	Page
Exempt contracts		
Contracts exempted from publication in AusTender	Mandatory	84
Small business		
Procurement initiatives to support small business	Mandatory	83
Financial statements		
Financial statements	Mandatory	92–127
Other mandatory information		
Work health and safety (Schedule 2, Part 4 of the <i>Work Health and Safety Act 2011</i>)	Mandatory	80–81
Advertising and Market Research (Section 31 1A of the <i>Commonwealth Electoral Act 1918</i>) and statement on advertising campaigns	Mandatory	58, 138
Ecologically sustainable development and environmental performance (Section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i>)	Mandatory	84–86
Compliance with the agency's obligations under the <i>Carer Recognition Act 2010</i>	If applicable, mandatory	79
Grant programs	Mandatory	83
Disability reporting – explicit and transparent reference to agency-level information available through other reporting mechanisms	Mandatory	79
Information Publication Scheme statement	Mandatory	87
Correction of material errors in previous annual report	If applicable, mandatory	N/A
Agency resource statements and resources for outcomes	Mandatory	130–131
List of requirements	Mandatory	151–154



READER GUIDES



Abbreviations and acronyms

Term	Description
AAS	Australian Accounting Standards
ACT	Australian Capital Territory
AEC	Australian Electoral Commission
AEO	Australian Electoral Officer
ANAO	Australian National Audit Office
APS	Australian Public Service
APSC	Australian Public Service Commission
BAC	Business Assurance Committee
BRIDGE	Building Resources in Democracy, Governance and Elections
DFAT	Department of Foreign Affairs and Trade
DLER	Directed Level of Election Readiness
EA	Enterprise Agreement
ECANZ	Electoral Council of Australia and New Zealand
EL	Executive Level
ELT	Executive Leadership Team
FCC	Fraud Control Committee
FDEU	Federal Direct Enrolment and Update
FOI	Freedom of Information
FRR	Financial Reporting Rule
ICARE	APS values – impartial, committed to service, accountable, respectful, ethical
ICT	Information and communications technology
IPS	Information Publication Scheme
JSCEM	Joint Standing Committee on Electoral Matters
NEDC	National Election Delivery Committee
NEM	National Election Manager
NRS	National Relay Service
OHC	Organisational Health Committee
PBS	Portfolio Budget Statement
PGPA Act	Public Governance, Performance and Accountability Act 2013
PIANZEA	Pacific Islands, Australia and New Zealand Electoral Administrators
PNG	Papua New Guinea
SES	Senior Executive Service
SMS	Short Message Service
VITS	Victorian Interpreting and Translating Service
WHS	Work health and safety

Glossary

Term	Description
Amortisation	Reductions in the value of assets to reflect their reduced worth over time.
Ballot	A secret vote, normally written.
Ballot box	The sealed container into which a voter places a completed ballot paper.
Ballot paper	A paper that shows the questions to be put or the names of the candidates who are standing for election and on which voters mark their vote.
By-election	An election held to fill a single vacancy in the House of Representatives.
Candidate	A person standing for election to the House of Representatives or Senate.
Certified list	The official electoral roll used to mark off voters at an election.
Claims for enrolment	Application form to enrol to vote or update enrolment.
Close of rolls	The date the electoral roll closes for the federal election, which is 8pm local Australian time on the seventh calendar day after the writs are issued.
Compulsory voting	The requirement for Australian citizens aged 18 years and over to enrol to vote and to vote at each election.
Constitution (Australian)	The document that sets out the structure under which the Australian Government operates. It can only be amended through a referendum.
Court of Disputed Returns	A court (in Australia, the High Court) that determines disputes about elections.
Declaration vote	Any vote where, instead of the voter being marked off the certified list, the vote is sealed in an envelope and signed by the voter and admitted to the count only after further checks are completed.
Declaration of nominations	Formal announcement of registered candidates, whose names will appear on a ballot paper in an election.
Depreciation	A method of allocating the cost of a tangible asset over its useful life.
Elector	A person whose name appears on an electoral roll
Electoral cycle	The period from one federal election to the next, usually three years.
Electoral division	The voting area, containing approximately equal numbers of voters, for which one member is elected to the House of Representatives. Australia is divided into 150 electoral divisions.
Electoral roll	The list of people entitled to vote in an election or referendum.
Electorate	See entry for 'Electoral division' above.
Employee	Member of staff that is ongoing, non-ongoing, intermittent or irregular.
Enrolment form	See entry for 'Claims for enrolment' above.
Federal election	A general election for the House of Representatives and Senate.
Fee-for-service election	An election or ballot conducted on a full cost recovery basis.
Financial disclosure return	A document detailing information on the receipts and expenditure of participants in the political process.
Formality or formal vote	A vote in an election or referendum where the ballot paper has been marked correctly and is counted towards the result. A ballot paper incorrectly marked is called informal.
Franchise	The right to vote.

Term	Description
Funding and disclosure	Public funding of election campaigns and disclosure of certain financial details by candidates, political parties and others.
General postal voter	A voter who is registered to have postal ballot papers sent automatically.
House of Representatives	The house of Parliament in which the government is formed. Under a preferential voting system, each electoral division elects one member of the House of Representatives.
Inventory balance	The worth of held goods and materials.
Joint Standing Committee on Electoral Matters	The parliamentary committee that reports on, and refers inquiries into, matters relating to electoral laws, practices and administration.
Member	Any person elected to Parliament, but commonly used for the House of Representatives.
Mobile polling team	Polling officials who bring polling to hospitals, nursing homes and remote locations.
Nomination	Submission for candidacy for election to the Senate or House of Representatives.
Operating deficit	Financial status in which expenditure exceeds revenue.
Ordinary vote	A vote cast on or before election day within the electoral division in which the voter is enrolled.
Outposted centre	Premises established to house key election activities such as scrutines and despatch and return of materials to and from polling places.
Poll	An election – a count of votes or opinions.
Polling day	The day fixed for the election.
Polling place	A location for people to vote.
Postal vote	Ballot papers sent to a voter and posted back.
Preferential voting	A system of voting where a voter shows an order of preference for candidates by numbering their choices.
Pre-poll vote	A vote cast before election day.
Protected action ballot	A workplace voting system whereby employees participate in a fair and secret ballot to determine whether industrial action should proceed in their workplace.
Provisional vote	Vote cast at a polling place where the elector's name cannot be found on the roll, the name has been marked off, or the voter has a silent enrolment.
Redistribution	A redrawing of electoral boundaries to ensure (as closely as possible) the same number of voters in each electoral division.
Referendum	A vote to change the Constitution.
Returned candidate	Candidate who is officially declared elected by a returning officer.
Returning officer	The person responsible for conducting an election in a particular area. A divisional returning officer is responsible for conducting the House of Representatives election in their electoral division. An Australian electoral officer is the returning officer for the Senate election in their state or territory.
Registered political party	A party registered with the AEC under Part XI of the <i>Commonwealth Electoral Act 1918</i> .
Revenue appropriations	Federal funds set aside each year for specific government programs.
Roll	The list of people entitled to vote in an election or referendum.
Scrutineer	Someone nominated by a candidate to watch the counting, or scrutiny of votes.
Scrutiny	The counting of votes is also known as the scrutiny.

Term	Description
Secret ballot	A vote made in secret.
Senate	The house of Parliament representing the states. A total of 76 senators are elected – 12 from each state and two from each territory – under a proportional representation system.
Silent elector	A voter whose address does not appear on the electoral roll, for reasons of personal safety.
Turnout	The percentage of people who voted in the election (formal and informal votes as a percentage of eligible enrolled electors).
Vote	To choose a representative, or indicate a preference, in an election.
Writ	A document commanding an electoral officer to hold an election, containing dates for the close of rolls, the close of nominations, the election day and the return of the writ.