



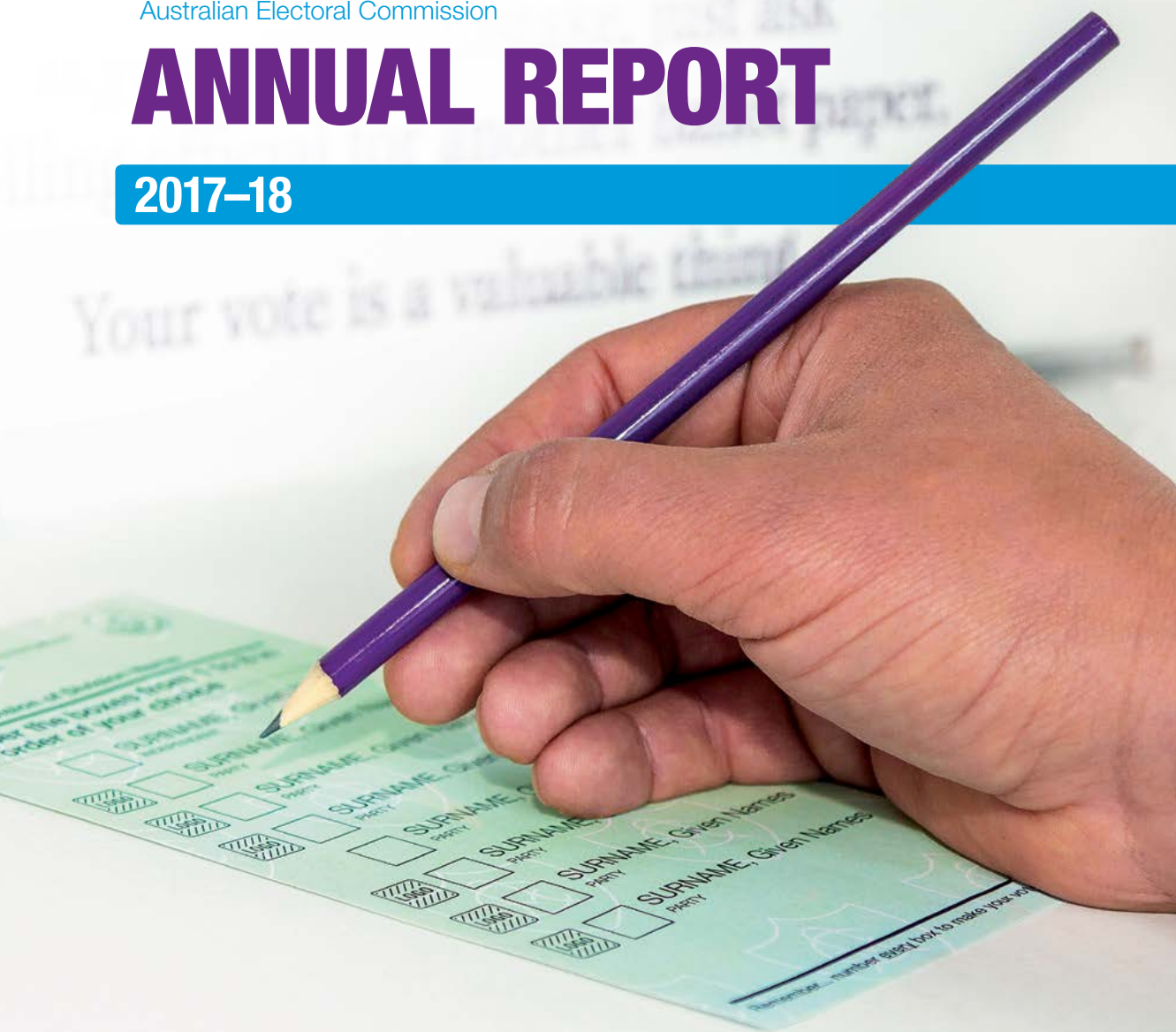
AEC

Australian Electoral Commission

Australian Electoral Commission

ANNUAL REPORT

2017–18



Australian Electoral Commission

ANNUAL REPORT

2017–18

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About this report

This report outlines the performance of the Australian Electoral Commission (AEC) for the financial year ending 30 June 2018.

The report meets the requirements of the *Commonwealth Electoral Act 1918*, the *Public Governance, Performance and Accountability Act 2013*, and the Public Governance, Performance and Accountability Rule for annual reports.

There are eight sections:

1. **Commissioner's review**—the Electoral Commissioner reflects on the year.
2. **Overview of the AEC**—the AEC's role, functions and organisational structure.
3. **Performance report**—performance against the agency purpose and directions in the *AEC Corporate Plan 2017–2021* with reference to the Portfolio Budget Statements.
4. **AEC functions**—the functions which deliver the AEC's purpose and highlights of the year.
5. **Management and accountability**—information on the management and accountability of the AEC.

6. **Financial statements**—financial performance for 2017–18 including audited financial statements.
7. **Appendices**—additional information.
8. **Reader guides**—abbreviations and acronyms, glossary, index to the list of annual report requirements and a general index.

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
- an abbreviations and acronyms section
- a glossary

See page iv for accessible services.

This report is available online at annualreport.aec.gov.au/2018

A PDF version is also available.

Letter of transmittal



Electoral Commissioner

The Hon. Alex Hawke MP
Special Minister of State
Parliament House
Canberra ACT 2600

Dear Minister

I have pleasure in presenting the Annual Report of the Australian Electoral Commission (AEC) for the year ending 30 June 2018.

The report has been prepared for the purposes of:

- (i) section 46 of the *Public Governance, Performance and Accountability Act 2013*; and
- (ii) section 17 of the *Commonwealth Electoral Act 1918*.

As required by section 10 and paragraph 17AG(2)(b) of the *Public Governance, Performance and Accountability Act 2013*, I also certify that the AEC:

- has prepared fraud risk assessments and a fraud control plan;
- has in place appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud; and
- has taken all reasonable measures to deal appropriately with fraud relating to the AEC.

Yours sincerely

A large, stylized handwritten signature in black ink, appearing to be 'Tom Rogers', is written over the 'Yours sincerely' line and extends downwards.

Tom Rogers

24 September 2018



Three
by-elections

Seven
special Senate
counts

Five
redistributions

Ballot
box



Section 1

Commissioner's review

The Electoral Commissioner, Tom Rogers, reflects on the year and looks towards the next federal election.

IN THIS SECTION

| | | |
|---|------------------------|-------|
| 2 | Commissioner's review | |
| 2 | Complexity | |
| 3 | Meeting our challenges | |
| 5 | Looking forward | |

Section 1

Commissioner's review



We've been busy. The AEC continued to experience significant change and operational turbulence during this year.

A combination of unique external events, largely centered on the operation of section 44 of the Australian Constitution, created a challenging operational environment and tested our organisational agility. AEC staff responded to the challenge, and the agency continued to evolve, improve procedures, and consistently deliver successful electoral events.

The last 12 months have been one of the busiest periods in the agency's history. Even though this was not a federal election year, the AEC delivered three by-elections, seven Senate special counts, and five redistributions. We were also involved in six public Parliamentary committee inquiries, and completed one of the largest close of rolls in the history of our agency for the Australian Marriage Law Postal Survey.

As evidenced throughout the year, a dynamic political situation can create a speculative electoral environment. Accordingly, as well as ensuring our

preparedness for the next federal election, it was critical for the AEC to have robust planning principles in place to enable the agency to adapt as circumstances continued to evolve.

Complexity

The AEC operates within a highly complex environment. Federal elections and by-elections are large events involving compulsory citizen attendance, strictly regulated behaviour by political parties, and the short notice recruitment, training and deployment of a large temporary workforce. This innate complexity is further rendered by ever evolving citizen expectations. Australian citizens demand both surety and speed from the electoral process, and media commentary (and social media activity) is increasingly focused on key metrics such as the speed of the count. In brief, given their experiences with technology in other areas of society, citizens have developed digital expectations from what is a mostly analogue process.

High-profile local and international cyber security incidents have highlighted the potential for catastrophic failure if electoral processes and systems aren't carefully controlled and monitored. Maintaining pace is made more challenging by highly prescriptive and somewhat antiquated legislation and ageing IT systems. The AEC has devoted a significant amount of resources and focus on this matter over the last 12 months. In partnership with other relevant security agencies, and state and territory electoral commissions, we have continued to analyse the security situation, implement risk mitigation strategies, and prepare for the future of an evolving cyber security environment.

Against this backdrop, the AEC maintains an ongoing and overwhelming focus on being ready to deliver efficient and high integrity electoral events. Implementing changes to electoral process following the 2016 federal election evaluation and mobilising to maintain election readiness is, in itself, a considerable workload. We also delivered three by-elections and seven Senate special counts triggered by parliamentary resignations. Most of these resignations resulted from High Court decisions on eligibility requirements under section 44 of the Constitution. When a further four Members of Parliament resigned in May 2018 due to eligibility requirements, the Government progressed regulations enshrining changes to the nomination process for people wishing to stand as candidates. The AEC implemented these changes, including a qualification checklist, to help candidates provide information on their eligibility to be elected to Parliament having regard to section 44 of the Constitution.

The Australian Marriage Law Postal Survey, a unique event, showcased our ability to swiftly process a huge volume of enrolments at short notice. During the two weeks of close of rolls we processed almost one million enrolments, vastly exceeding volumes at the 2016 federal election. More than 55,000 calls to the AEC hotline, three million plus website visits, thousands of emails and hundreds of social media interactions were other features of that unique event.

Australia now has the largest and most complete Commonwealth Electoral Roll since Federation, with more than 16 million Australians enrolled to vote.

The AEC has managed an intense workload this year. While we have been agile in our response to implement the required legislative changes and conduct a number of events and redistributions, non-election resourcing remains tight. We continue to work with our key stakeholders to raise awareness of the risks inherent in under investment in the electoral process.

Meeting our challenges

Delivering high quality electoral events

While this year's many challenges tested our agility, they also provided us with an opportunity to test and implement changes to improve voter experience before the next federal election.

Our early planning to complete the largest close of rolls in agency history for the Australian Marriage Law Postal Survey, allowed us to provide invaluable support to the Australian Bureau of Statistics. As a result of our ongoing focus on roll growth and roll integrity, Australia now has the largest and most complete Commonwealth Electoral Roll since Federation, with more than 16 million Australians enrolled to vote.

For the New England by-election on 2 December 2017 we delivered election results in record time—the poll was declared and the writ returned in just four days. Close on its heels, the Bennelong by-election on 16 December created an intense end of year workload. AEC staff worked through the Christmas period to quickly declare the poll and return the writ. We conducted a further by-election in Batman on 17 March 2018 and produced another incredibly fast turnaround to declare the poll. This succession of by-elections allowed us to collect data on polling place operations, and tested our new data driven approach to forecasting polling place resources.

On 24 May the Speaker of the House of Representatives advised Parliament that the proposed polling day for by-elections in the federal electoral divisions of Braddon, Fremantle, Longman, Mayo and Perth would be 28 July 2018. This resulted in the largest number of by-elections conducted at any one point in time since Federation. We have also implemented regulatory changes to the nominations process for candidates in time for the upcoming by-elections.

In 2017–18 we also delivered 1300 industrial and commercial elections, which was 500 more than in 2016–17.

Continuous improvement

We are continuously improving the way we do business to ensure we meet community and stakeholder expectations. Part of this has involved working with key stakeholders such as the Joint Standing Committee on Electoral Matters (JSCEM) on the complexities of electoral processes and confirming the need to modernise our overall approach.

Additional mid-year funding allowed us to begin a business case to modernise the AEC's election and roll management systems. We also focused on more effective supply chain management to create further efficiencies in polling places.

We are implementing an organisational design review to ensure we have the necessary capability and agility to effectively deliver our core functions in a changing environment and to set us up for the future.

We will continue to ensure electoral communication is authorised in accordance with the new rules which came into effect in March. These extend authorisation requirements to contemporary communications channels such as online platforms, bulk text messages and robocalls.

Our commitment to cyber security also continues and we have significantly increased our focus in this area. We are working with the Australian Cyber Security Centre on a cyber security review of electoral processes and we are participating in a cyber security health check along with our colleagues in the Electoral Council of Australia and New Zealand (ECANZ).

Progress in modernising our systems, addressing temporary workforce challenges and overly prescriptive parts of the *Commonwealth Electoral Act 1918* (the Electoral Act), are reviewed every six months by JSCEM. We have been able to finance most of these modernisation initiatives within our existing funding belt, however we are working with our stakeholders to acquire the resources to create more meaningful, long-term change.

Professionalising our workforce

All our staff contribute to the successful delivery of each federal election, so we are investing in our people through a new approach to learning and development. Every aspect of our learning is driven by our new Learning Governance Committee which focuses on national consistency. This is underpinned by our values of professionalism, agility and quality.

As well as improving online learning programs, we began delivering a nine and a half day Election Readiness Program during the year. Since its launch in February 2018, this training initiative has been provided to more than 240 staff.

Staff can also experience an election role 'hands on', through the Election Experience Program, and build knowledge and understanding by participating in an electoral event. For our temporary election workforce, we've created short, task focused videos for online, face-to-face and 'just in time training'.

Looking forward

Everything we've achieved this year demonstrates significant progress since the 2016 federal election. Work priorities identified through our election evaluation have mostly progressed to

business-as-usual. Improvements have been embedded to enhance the voter experience.

The urgent need to respond to changing community and stakeholder expectations continues to drive improvements to every area of our work. Our corporate plan and agency directions help focus our energy while working to capacity within our resources. The next federal election will enable us to further track and evaluate our achievements and evolution.

The urgent need to respond to changing community and stakeholder expectations continues to drive improvements to every area of our work.

While we progress the business case to modernise the AEC's internal election and roll management IT systems, the voter experience will also be improved. More electronic certified lists at polling places will make it faster to find voters on the list. Voters will be able to download the AEC mobile app to help polling officials locate their details faster. This helps to reduce wait and queue times.

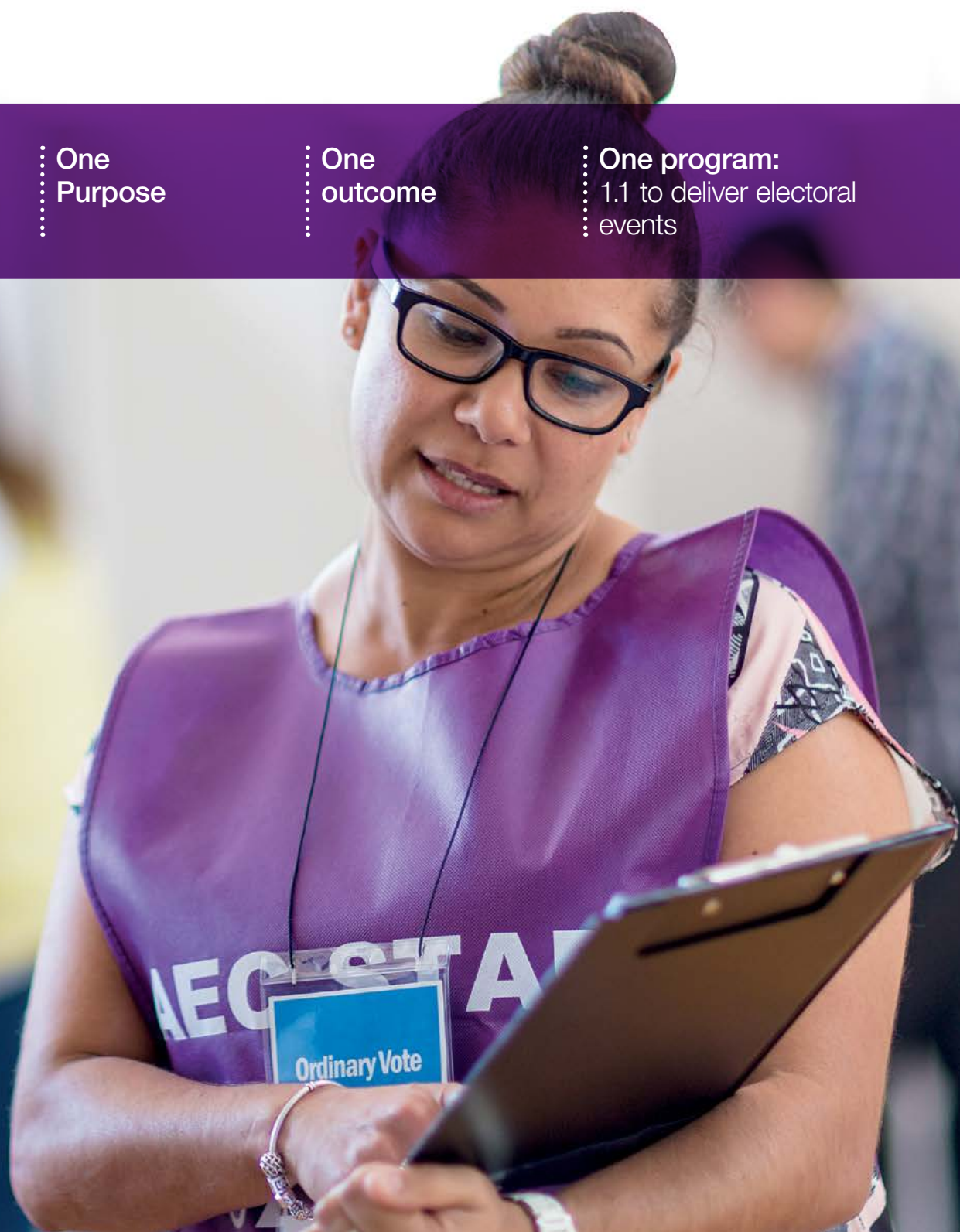
The semi-automated counting of Senate ballot papers will continue. This will reduce the Senate vote counting time, enable us to streamline the movement of election supplies, and to benefit from the efficiencies and security this provides.

While the future holds many unknowns, challenges and opportunities, I am confident that we are building a solid foundation for continuous improvement, and that our ability to continue evolving will safeguard the integrity of Australia's electoral system.

One
Purpose

One
outcome

One program:
1.1 to deliver electoral
events



Section 2

Overview of the AEC

The role, functions and organisational structure
of the Australian Electoral Commission.

IN THIS SECTION

8 Role and function

.....

8 Organisational structure

.....

Section 2

Overview of the AEC

Role and function

The AEC is an independent statutory authority established by the Australian Government. It is funded to deliver one purpose and one outcome:

Maintain an impartial and independent electoral system for eligible voters through active electoral roll management, efficient delivery of polling services, and targeted education and public awareness programs.

The AEC has one program:

1.1 To deliver electoral events.

Its functions are:

- conducting successful electoral events, including federal elections, by-elections and referendums, and industrial and commercial elections
- ensuring confidence in the electoral roll
- administering political party registrations and financial disclosure
- supporting electoral redistributions
- undertaking public awareness activities

The AEC must also provide a range of electoral information and education programs both in Australia and in support of Australia's national interests.

More information on the AEC's functions is in section 4.

Organisational structure

The Electoral Commissioner, Tom Rogers, is appointed under the *Commonwealth Electoral Act 1918* and is responsible for managing and operating the AEC. The Electoral Commissioner is the AEC's Accountable Authority and works as part of the Executive Leadership Team to manage the organisation.

At 30 June the AEC's Executive Leadership Team was:

- Tom Rogers, Electoral Commissioner
- Jeff Pope APM, Deputy Electoral Commissioner
- Andrew Gately, First Assistant Commissioner
- Tim Courtney, First Assistant Commissioner

An organisational chart that includes senior executive and their responsibilities is on page 10.

The AEC has a three-tier structure with:

- a national office in Canberra
- state and territory offices
- divisional offices

Section 6 of the Electoral Act established a three-person Commission which has exclusive powers, particularly in relation to electoral redistributions, political party registration, and funding and disclosure.

At 30 June the members of the Commission were:

- Chairperson: Hon. Dennis Cowdroy OAM QC
- Electoral Commissioner: Tom Rogers
- Non-judicial member: David Kalisch

Senior Executive 2017–18



Back row left to right: Martyn Hagan, Thomas Ryan, Paul Pirani, David Lang, Warwick Austin, Steve Kennedy, Gabrielle Paten, Jonathan Nicholl, Fleur Hill, David Molnar

Front row, left to right: Anna Stewart, Stephen Blackburn, Andrew Gately, Tom Rogers, Jeff Pope, Robyn Legg, Lynn White

Absent: Tim Courtney

AEC Organisation Chart

June 2018

Tom Rogers
Electoral Commissioner

Jeff Pope
Deputy Electoral Commissioner

Legal and
Procurement
Branch

Paul Pirani
Chief Legal Officer

**Deputy Chief
Legal Officer**

**Commercial Law
and Procurement**

**Electoral
Authorisations**

**National Training
and Education
Unit**

**International
Services**

**Doctrine
and Lessons
Management**

Network and Election
Operations Division

Andrew Gately
First Assistant Commissioner/National
Elections Management (NEM)

**Australian
Electoral
Officer/State
Manager**

**New South Wales
and Australian
Capital Territory**
Warwick Austin

Victoria
Steve Kennedy

**Queensland and
Northern Territory**
Thomas Ryan

Western Australia
Fleur Hill

South Australia
Martyn Hagan

Tasmania
David Molnar

**Elections
Branch**

Lynn White
Assistant
Commissioner

**Election Design
and Planning**

Voter Services

**Event
Management**

Australian Electoral Commission (the Commission)

Chairperson

Non-judicial member

Electoral Commissioner

*Function to shift into Network and Election Operations Division following next federal election.

Capability Division

Tim Courtney
First Assistant Commissioner

Operations
Branch
Anna Stewart
Assistant
Commissioner

Operations
Capability and
Coordination

Systems
Delivery and
Modernisation

Business
Intelligence,
Research and
Electoral Integrity

Roll
Management
and Community
Engagement
Branch

Robyn Legg
Assistant
Commissioner

Roll Program
and Community
Engagement

National
Enrolment
Services

Redistributions

Corporate
Services
Branch

**Jonathan
Nicholl**
Assistant
Commissioner

People Services

Chief Finance
Officer and
Resource
Management

Financial
Management

People, Integrity
and Security

Election
Workforce and
Systems

Disclosure,
Assurance and
Engagement
Branch

Gabrielle Paten
Assistant
Commissioner

Risk and
Assurance

Parliamentary
and Party
Registration

Compliance and
Disclosure

Communications

Information,
Communication
and Technology

David Lang
Assistant
Commissioner

Engineering,
Infrastructure
and Operations

Information
Security,
Governance and
Assurance

Architecture and
Modernisation

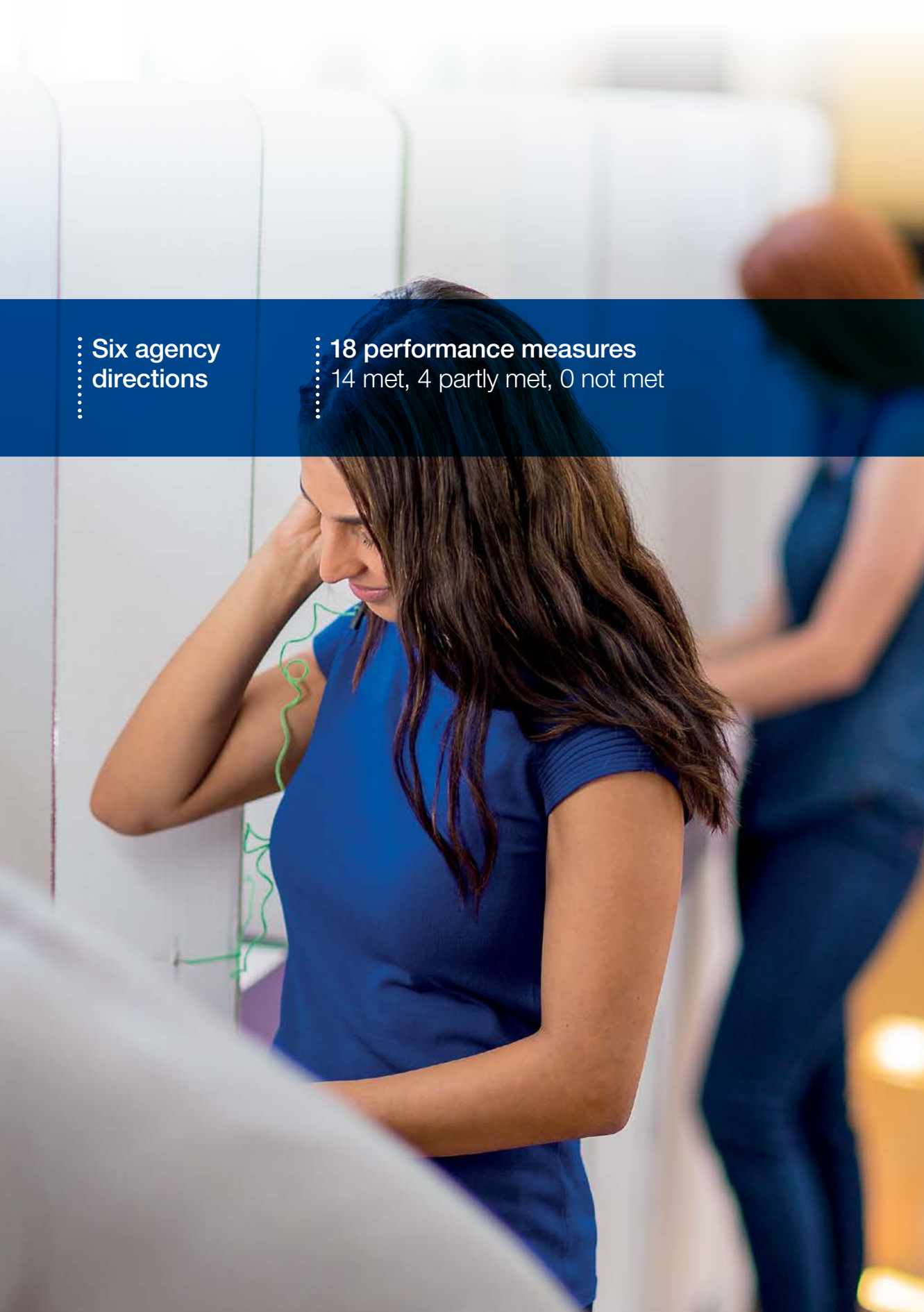
IT Solutions

Information
Management
and Digital
Communications

ICT Program

Supply Chain
Management*

**Stephen
Blackburn**
Program Manager



⋮ Six agency
⋮ directions
⋮

⋮ 18 performance measures
⋮ 14 met, 4 partly met, 0 not met
⋮

Section 3

Performance report

Performance against the agency purpose and directions in the *AEC Corporate Plan 2017–2021* with reference to the Portfolio Budget Statements.

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Section 3

Performance report

The AEC's performance is measured against the agency purpose, the six agency directions in the *AEC Corporate Plan 2017–2021* and the performance criteria in the Portfolio Budget Statements (PBS). The agency directions and PBS performance criteria are aligned, and both work towards the purpose as shown in Figure 1 (overleaf).

The AEC's six agency directions are medium to long-term objectives:

- 1 Continue to improve and modernise the delivery model for electoral events.
- 2 Govern the organisation for quality and assurance.
- 3 Professionalise the workforce.
- 4 Uphold the reputation of the AEC.
- 5 Build an agile and responsive organisation.
- 6 Deliver high quality electoral services.

The agency directions guide the AEC's activities and priorities and promote continuous improvement, enabling the agency to effectively deliver its purpose. The performance measures under each direction deliver the AEC's purpose directly or through enabling activities.

To achieve the AEC's purpose, agency directions and expected performance, the AEC manages two cycles; the *Public Governance Public Accountability Act 2013* performance cycle and the three-year federal electoral cycle. Using the Election Readiness Framework, the AEC comprehensively prepares for federal elections, and other electoral events. The Election Readiness Framework gives assurance to the Electoral Commissioner that the agency is at a 'level of readiness' to conduct an election.

The framework encompasses the three phases of election readiness: evaluate and learn, implement change, and mobilisation. Through the Election Ready Road Map, each phase directs the activities to be undertaken. Throughout 2017–18 the AEC has been in the 'implement change' phase. This phase has been guided by lessons learnt from the 2016 federal election, and the work

program priorities that resulted. All of these priorities will be completed by, or implemented at, the next federal election in 2018–19. More information on the priorities is on page 39.

During 2017–18 the AEC also delivered three by-elections, 1300 industrial and commercial elections and supported a number of other events. The AEC is looking beyond the next federal electoral cycle to begin defining and shaping future organisational capability and to further modernise the model for delivering elections.

Annual performance statement

The annual performance statement details the AEC's performance against each of the six agency directions. They include a result per criterion—either 'not met', 'partly met' or 'met'—and an explanation.

The performance statements for 2017–18 are signed off by the Accountable Authority.

Statement by the Electoral Commissioner

I, as the Accountable Authority of the Australian Electoral Commission, present the 2017–18 annual performance statements of the Australian Electoral Commission as required under paragraph 39(1)(a) of the *Public Governance, Performance and Accountability Act 2013*. In my opinion, these annual performance statements are based on properly maintained records, accurately reflect the performance of the entity, and comply with subsection 39(2) of the Act.

Tom Rogers




Electoral Commissioner
30 August 2018

Figure 1: Performance criteria from the AEC Portfolio Budget Statement mapped against agency directions



| Portfolio Budget Statement (PBS) | Corporate plan | | | | | |
|---|-------------------------------|---|---|---|---|---|
| Maintain an impartial and independent electoral system for eligible voters through active electoral roll management, efficient delivery of polling services, and targeted education and public awareness programs. | | | | | | |
| Outcome in the PBS | Purpose in our corporate plan | | | | | |
| One program: 1.1 To deliver electoral events | Six agency directions | | | | | |
| Performance criteria | 1 | 2 | 3 | 4 | 5 | 6 |
| Elections, by-elections and referendums <ul style="list-style-type: none">Federal electoral events are successfully delivered.Federal electoral events are successfully delivered.Maintain ability to conduct a federal electoral event within a timeframe.Timely conduct of redistribution activities.Industrial elections, protected action ballots, and Torres Strait Regional Authority elections are delivered in accordance with the relevant legislation and rules. | 1 | 2 | | 4 | 5 | 6 |
| Electoral roll management <ul style="list-style-type: none">High level of confidence in the electoral roll. | | 2 | | 4 | 5 | 6 |
| Party registrations and financial disclosure <ul style="list-style-type: none">Party registration processed in accordance with the Electoral Act.Financial disclosures obtained and placed on the public record in accordance with the Electoral Act. | | 2 | 3 | 4 | | 6 |
| Public awareness <ul style="list-style-type: none">Deliver communication, education and public awareness activities to inform all Australians of electoral matters. | | | 3 | 4 | 5 | 6 |

Performance statement – agency direction one

Continue to improve and modernise the delivery model for electoral events

| Performance measure in AEC corporate plan* | Link to purpose | Result | Explanation of result |
|---|--|---|---|
| 1.1 Maintain the ability to conduct a federal election event within required timeframes | Efficient delivery of polling services |  | <p>At June 2018, election planning governed by the Election Readiness Framework was broadly on track in relation to the Directed Level of Election Readiness set by the Electoral Commissioner.</p> <p>Ongoing planning efforts for the next federal election were balanced with the delivery of three federal by-elections, seven Senate special counts and support for the Australian Marriage Law Postal Survey (see page 37).</p> |
| 1.2 Operational planning is integrated through the national Election Ready Road Map | Efficient delivery of polling services |  | <p>An integrated operational planning framework, linking all layers of election planning (national, state and divisional), was developed and associated election plans were assured. This follows lessons from the 2016–17 election.</p> <p>Divisional and state office staff participated in learning programs designed to develop consistent planning skills and test this capability.</p> |
| 1.3 Increase the efficiency and effectiveness of election delivery through enhanced coordination and consolidation of electoral business processes | Efficient delivery of polling services |  | <p>The AEC's two largest work priorities—Counting the Senate (see page 38) and Supply Chain Management (see page 39)—focus on implementing nationally consistent, streamlined processes to increase the effectiveness and efficiency of election delivery.</p> <p>At June 2018 Counting the Senate is on track to deliver an effective ongoing model for counting Senate ballot papers and embedding this work for multi-election use.</p> <p>At June 2018 a centrally-led and coordinated supply chain model had been trialled at a by-election. This capability is designed to supply, distribute and return election materials and equipment to and from multiple areas of the AEC during an election event.</p> <p><i>This performance measure is assessed as partly met, as neither capability will be fully tested until the next federal election.</i></p> |

Result key  Met  Partly Met  Not met

| Performance measure in AEC corporate plan* | Link to purpose | Result | Explanation of result |
|---|--|---|--|
| 1.4 Clear two-way internal communication channels enable timely exchange of information at all levels | Enabling |  | <p>The AEC made incremental improvements to support effective internal communication following lessons from the 2016 federal election. These improvements are designed to enable staff across the AEC's Australia-wide network to access the right information, at the right time, during an election event.</p> <p>They include a communication blueprint to guide AEC internal communication, an enhanced intranet homepage, a new service management tool to support internal service desks, and an operational issues management protocol to communicate with officers in charge during polling and with staff in out-posted centres following polling.</p> <p>These approaches will be implemented at July 2018 by-elections and at the next federal election.</p> |
| 1.5 Industrial elections, Protected Action Ballots and Torres Strait Regional Authority elections are delivered in accordance with legislation and rules | Efficient delivery of polling services |  | <p>The AEC conducted 1300 industrial and commercial election events in 2017–18.</p> <p>The number of industrial and commercial elections increased by 60% from 2016–17. Compliance with legislation and rules was consistently monitored with two per cent of events reporting an issue requiring further management. This met the AEC performance target (see page 41).</p> <p>An important element of this performance measure is the ongoing commitment to continually improve and modernise our delivery of industrial and commercial elections. <i>As a result, this performance measure is assessed as partly met.</i></p> <p>During 2017–18 the AEC released a new event management system and updated policies and procedures to support nationally consistent delivery of industrial and commercial elections.</p> <p>The future operating model for delivering industrial and commercial elections will be finalised following the next federal election.</p> <p>One Torres Strait Regional Authority casual vacancy election was also conducted in accordance with legislation and rules.</p> |

* Source: AEC Corporate Plan 2017–2021, p. 9.

Result key  Met  Partly Met  Not met

What we did:

Throughout 2017–18 the AEC focused on continually improving and modernising delivery of electoral events. This included:




- maintaining an appropriate level of election planning and readiness using the Election Readiness Framework. The Election Ready Road Map (planning path for federal elections) was in the 'implement change' phase throughout the year
- implementing targeted enhancements to election planning, delivery and voter services through the 13 work priorities identified following the 2016 election. Key focus areas included planning, coordinating and consolidating, communication and information management, and training and recruiting (see page 39)
- implementing legislative and procedural change, while maintaining ongoing planning efforts for the next federal election. This included implementing changes to electoral authorisation requirements as a result of the *Electoral and Other Legislation Amendment Act 2017*, and changes to the nomination process for people wishing to stand as candidates in elections. A qualification checklist was introduced as a result of the Electoral and Referendum Amendment (Eligibility) Regulations 2018 (see page 46)
- delivering elements of the Australian Marriage Law Postal Survey on behalf of the Australian Bureau of Statistics (see page 37)
- standing ready to deliver election events as they arose. Three by-elections provided opportunities to pilot and trial key work priorities in an operational environment, and to collect data and evidence to continue improving election delivery and voter services (see page 39)

In 2018–19 we are:

- maintaining an appropriate level of election readiness
- conducting assurance checks, reviewing key activities, and rehearsing and training staff before mobilisation to deliver a federal election expected in 2018–19
- implementing work priorities at the next federal election. As we move into an 'evaluate and learn' phase (depending on the timing of the federal election), a new set of priorities based on lessons from election delivery will then be determined

Performance statement – agency direction two

Govern the organisation for quality and assurance

| Performance measure in AEC corporate plan* | Link to purpose | Result | Explanation of result |
|--|----------------------------------|---|---|
| 2.1 The governance framework is effective in supporting business outcomes | Enabling |  | <p>In 2017–18 AEC governance committees remained focused on business improvement and assurance (see page 50)</p> <p>Overarching frameworks and reporting support these committees, and were maintained and enhanced throughout the year. Performance, risk and project management were a focus.</p> <p>An annual survey of governance committee members was undertaken to confirm committees are working effectively and supporting agency directions.</p> |
| 2.2 High level of confidence in the electoral roll | Active electoral roll management |  | <p>At June 2018 electoral roll completeness—measured through the enrolment rate—remained at a historic high rate of 96.3%.</p> <p>Accuracy and integrity of the electoral roll—at the divisional and individual address level—remained high at 96% and 93% respectively.</p> <p>In 2017–18 the AEC's target of 95 per cent for enrolment processing over five days was achieved, with the 30-day processing rate falling 0.2% under the 99.5% target.</p> <p>Enhancements to the AEC's Online Enrolment System saw an average of 44.3% of enrolment transactions automatically approved through this system in 2017–18.</p> |
| 2.3 Timely conduct of redistributions | Active electoral roll management |  | <p>In 2017–18 the AEC supported five federal redistributions in Tasmania, Queensland, Victoria, South Australia and the Australian Capital Territory (see page 45).</p> <p>Redistribution timeframes were met in accordance with the <i>Commonwealth Electoral Act 1918</i>.</p> <p>The Tasmanian redistribution was determined in November 2017 and Queensland in March 2018 and all legislative requirements were met (see page 116).</p> |

* Source: AEC Corporate Plan 2017–2021, p. 10.

Result key  Met  Partly Met  Not met

What we did:

Throughout the year we emphasised quality assurance and continued to increase the maturity of agency-wide governance arrangements. Work included:



- undertaking a comprehensive review of the AEC's risk management function
- updating the AEC's project management processes including a new project management engagement model
- reviewing our approach to performance reporting following the last *Public Governance, Performance and Accountability Act 2013* reporting cycle. This included redeveloping the AEC Performance Reporting Framework
- managing the Commonwealth Electoral Roll to ensure public and stakeholder confidence in roll completeness, accuracy and integrity. The enrolment rate stands at 96.3 per cent with 16,136,122 Australians enrolled at June 2018. This high level of enrolment is supported by the Federal Direct Enrolment Update Program and Online Enrolment System, alongside increased enrolment activity through the 2016 federal election and the Australian Marriage Law Postal Survey (see page 37). High accuracy and integrity measures were reported through the Annual Roll Integrity Report (ARIR) at the divisional and address-level. These high rates of accuracy are also associated with a high enrolment rate and improved enrolment processes (see page 37)
- processing over 3.3 million enrolment transactions, with 97.7 per cent completed within five days and 99.3 per cent in 30 days. This exceeds the agency target of 95 per cent for five day processing and is just short of the target of 99.5 per cent for 30 day processing
- enhancing the AEC Online Enrolment System to improve services for electors and increase the accuracy and efficiency of enrolment processing. In 2017–18 an average of 44.3 per cent of transactions were approved automatically, slightly below the target of 45 per cent. In July 2017, 49.1 per cent of transactions were approved automatically, increasing to 60.3 per cent in June 2018. Transaction processing figures were slightly below target in August and September 2017 due to increased enrolment activity around the marriage law survey
- supporting the timely conduct of five federal redistributions. Redistributions were determined for Tasmania in November 2017 and Queensland in March 2018. Redistributions for Victoria, South Australia and the ACT were determined in July 2018 with all legislative requirements anticipated to be completed by October 2018 (see page 45)

In 2018–19 we are:

- reviewing the AEC's funding model to better align agency resources with priorities and functions
- preparing a risk appetite statement to define the level and type of risk that the AEC is willing to accept to meet agency objectives and day to day operations
- continuing to actively manage the electoral roll to ensure the public and stakeholders retain a high level of confidence in the roll. With the current high rate of enrolment, community engagement efforts will focus on Australians that may face barriers to enrolment

Performance statement – agency direction three

Professionalise the workforce

| Performance measure in AEC corporate plan* | Link to purpose | Result | Explanation of result |
|---|-----------------|---|---|
| 3.1 Staff are role capable and have a clear understanding of expectations and accountabilities | Enabling |  | <p>In 2017–18 the AEC made significant investment in face-to-face training for staff at all levels across the national, state and divisional office network. Programs were designed to support critical operational and leadership capabilities and included:</p> <ul style="list-style-type: none"> • the Election Readiness Program • the Australian Electoral Officer Capacity Building Program • divisional and state election planning and learning programs • the Election Experience Program • design of large scale rehearsals of critical election processes, to be delivered in 2018–19 • enhanced online and face-to-face training for the temporary election workforce <p>The AEC also supported broad based eLearning, with:</p> <ul style="list-style-type: none"> • 95% of identified divisional and state office staff completing election-specific eLearning • 92% of identified AEC staff completing mandatory corporate online training on core public service skills and knowledge <p>Completion rates met the 90 per cent targets set for this training (see page 58).</p> |
| 3.2 Regular use of human resource analytics supports current and future workforce planning | Enabling |  | <p>Established human resource metrics are reported monthly through the Human Resources Scorecard, including targeted approaches to excess recreation leave, higher duties, mandatory corporate training and unscheduled absences.</p> <p>This indicator has been partly met as the current approach is not yet supported by business intelligence systems and approaches that can inform broader workforce planning efforts. As part of the AEC's new organisational design, a dedicated business intelligence capability is being established with tools to support further development of analytics in this area.</p> |

*Source: AEC Corporate Plan 2017–2021 p. 10.

Result key  Met  Partly Met  Not met

What we did

The AEC's core and temporary workforce is critical to the successful delivery of electoral events and services, and enables the AEC to deliver its purpose. The AEC workforce surges to around 80,000 on polling day for a federal election.

Throughout 2017–18 the AEC continued its significant investment in learning programs, approaches and tools. These are designed to build the core capabilities of staff and supports the temporary election workforce. Face-to-face training and development programs help develop professional, skilled and knowledgeable staff who understand their roles and accountabilities, and who can perform their role effectively during an electoral event (see page 58). These programs included:

- the *Election Readiness Program*—the AEC's flagship professional development program was delivered to 240 AEC staff undertaking the role of Divisional Returning Officer and other critical operational roles at the next federal election. A training facility at Essendon Fields has been established with learning spaces replicating key election environments. The program's objectives are:
 1. building and enhancing critical operational and leadership capabilities that underpin election readiness
 2. building peer networks
 3. providing participants with a 'realistic preview' of election period activities and a simulation of key election activities



- the *Australian Electoral Officer Capacity Building Program*—delivered to 25 AEC senior leaders
- *divisional and state election planning and learning programs*—a holistic approach to planning and learning activities for divisional and state office staff which was delivered as part of election readiness
- the *Election Experience Program*—delivered to 51 staff with little or no election experience to build their knowledge and understanding through participation in an electoral event
- designing large scale rehearsals of election critical processes—for delivery to AEC staff nationally. These rehearsals were postponed and rescheduled to 2018–19 due to by-elections and impending legislative change regarding nominations. A declaration exchange rehearsal will commence in October 2018 and a nominations rehearsal date is yet to be determined
- reviewing and enhancing eLearning and face-to-face training programs for the temporary election workforce to be delivered before the next federal election. Eleven videos were produced to complement self-paced online and face-to-face training, and are also a stand-alone learning aid for just-in-time training

In 2018–19 we are:

- assessing the benefits and lessons to be learnt from our training and development programs before and after delivery of the next federal election. This will help guide longer-term approaches for the next electoral cycle

Performance statement – agency direction four

Uphold the reputation of the AEC

| Performance measure in AEC corporate plan* | Link to purpose | Result | Explanation of result |
|---|--|---|---|
| 4.1 Productive relationships with the Minister, Parliament, key agencies and other stakeholders are maintained | Maintain an impartial and independent electoral system |  | <p>In 2017–18 productive working relationships were maintained with the Minister and Parliament by:</p> <ul style="list-style-type: none"> • providing the Minister's office with 70 submissions and 63 items of correspondence that met performance targets • receiving no complaints from Parliamentary committees on timeliness or quality of AEC responses to requests for information or submissions, including Questions on Notice <p>A key feature of AEC engagement over the reporting period was informing political stakeholders of changes to legislative requirements that would apply to by-elections.</p> <p>This was supported with briefing scripts for candidate and political party information sessions to be held in the by-election divisions (see page 53).</p> |
| 4.2 High quality reporting and advice supports the future direction of the AEC | Maintain an impartial and independent electoral system |  | <p>In 2017–18 the AEC provided timely information and advice on electoral management and delivery of electoral services:</p> <ul style="list-style-type: none"> • to three parliamentary committees for six inquiries, which included providing 10 submissions and attending eight public hearings • in response to requests for information to support various government agencies • by attending three Senate Estimates hearings and responding to 48 Senate Estimates Questions on Notice within the timeframes allocated by the Finance and Public Administration Legislation Committee (see page 53) |

*Source: AEC Corporate Plan 2017–2021, p. 10.

Result key  Met  Partly Met  Not met

What we did

The AEC is required or invited to provide accurate and timely technical information and advice on electoral management and operations to a range of stakeholders. This includes to the government, the Parliament, government agencies, political parties and the public. As an independent statutory body, the AEC undertakes this role to support an impartial and independent electoral system, a core aspect of the agency's purpose (see page 53). In 2017–18 this included:




- engaging regularly with key stakeholders and providing information and services that allow them to carry out their obligations and responsibilities under the *Electoral Act 1918*. This included providing information on:
 - the requirements for political party registration
 - maintaining the funding and disclosure scheme for political parties
 - the supply of electoral roll products and services to state and territory electoral commissions
 - providing clear information to political stakeholders on changes to legislative requirements that applied to by-elections. This included formal correspondence from the Electoral Commissioner and developing briefing scripts for candidate and political party information sessions
- achieving a positive response to the quality of the AEC's contributions to key committees. This included comments from the Chair of the Joint Standing Committee on Electoral Matters who noted the significant breadth of work undertaken by the AEC on modernisation and reform since the 2016 federal election

In 2018–19 we are:

- developing a digital portal (online self-service solution) to more efficiently engage with political parties as they carry out their legislative responsibilities and obligations
- engaging and collaborating with national and international electoral management bodies to improve systems, services and learning through knowledge sharing
- transitioning to the Parliamentary Document Management System, which will enhance tracking and reporting of indicators under this agency direction

Performance statement – agency direction five

Build an agile and responsive organisation

| Performance measure in AEC corporate plan* | Link to purpose | Result | Explanation of result |
|---|-----------------|---|---|
| 5.1 Create an environment to encourage innovative practices to support the AEC and the conduct of electoral events | Enabling |  | <p>In 2017–18 the AEC continued to use the lessons learned framework to enhance the way it operates and to foster greater innovation. The current suite of 13 agency work priorities embody this approach.</p> <p>The Polling Place Operations work priority (including the modelling of key election metrics) is an important example of how innovation can be used to integrate lessons and data back into AEC election planning and delivery (see page 39).</p> |
| 5.2 Define a vision of future organisational capability | Enabling |  | <p>In 2017–18 a new organisational design structure was implemented for non-election periods, in both national and state offices.</p> <p><i>This result is only partly met. While the resources and capabilities for the new structure for election periods is close to being finalised, the organisational structure for AEC divisional offices and the delivery of industrial and commercial elections will be implemented after the next federal election.</i></p> <p>The AEC also pursued a nationally coordinated whole-of-agency approach to staff training and development including:</p> <ul style="list-style-type: none"> • an agreed funding model • the launch of an online 'learning hub' • oversight by the Learning Governance Committee established in June 2017 <p>Following a strong operational emphasis, the focus is now moving to developing a long-term strategic approach to AEC training and development (see pages 22 and 58).</p> |
| 5.3 Ability to identify and respond to emerging opportunities and risks | Enabling |  | <p>In 2017–18 the AEC began developing a business case to modernise the agency's main election and enrolment systems. A dedicated team has been established and the business case is progressing in accordance with agreed milestones.</p> |

*Source: AEC Corporate Plan 2017–2021, p. 11.

Result key  Met  Partly Met  Not met

What we did

Throughout 2017–18 the AEC invested in its people and systems to build organisational capability and support responsiveness and agility. This included:

- continuing to use the AEC lessons learned framework to foster innovation and enhance the way the AEC operates. The framework standardises the way we gather observations on AEC operations, including processes, procedures, systems, materials and policies. These observations are then reviewed and analysed, and actions defined. AEC staff continued providing their observations at by-elections throughout 2017–18
- improving the voter experience, in particular queuing, which was identified as a lesson to be learned following the 2016 federal election. Through the Polling Place Operations work priority (including the Modelling Key Election Metrics Project) the AEC engaged Deakin University to simulate polling place operations and capture key data to improve the voter experience for the next federal election. The Bennelong by-election also enabled us to validate some of this data in a live polling environment. The data collected by Deakin University using time and motion studies, and modelling and process design, was used to develop computer based models to improve polling place processes and the positioning of staff and materials (see page 40).
- implementing a new organisational design. The AEC was allocated funding in 2017–18 through the

Department of Finance's Public Sector Modernisation Fund. Building on work undertaken in 2016–17, this funding was received to review how the AEC will:



- provide the necessary capability and organisational agility to deliver AEC functions within average staffing levels
 - respond to the increasing complexity of electoral operations and plan for future demands on the agency
 - The review will be finalised following the next federal election (see page 43)
- engaging with key stakeholders
 - including the Joint Standing Committee on Electoral Matters, the Department of Finance and a range of government agencies – on the need to modernise core electoral systems. The AEC is developing a business case to modernise election and roll management systems. The business case is being prepared in line with milestones set by the ICT investment approval process and is expected to be delivered in August 2018

In 2018–19 we are:

- exploring opportunities to use and augment business intelligence and data to support effective decision-making and electoral operations
- finalising the organisational structure for the network of divisional offices, delivering industrial and commercial elections, and delivering the Indigenous electoral participation program after the next federal election

Performance statement – agency direction six


Deliver high quality electoral services

| Performance measure in AEC corporate plan* | Link to purpose | Result | Explanation of result |
|---|--|---|---|
| 6.1 Staff apply the AEC service charter and its principles, and legislative requirements are embedded in the design and delivery of services | Enabling |  | <p>In 2017–18 up-to-date public engagement policies and procedures were in place to help staff respond to public enquiries and complaints in a manner consistent with the AEC Service Charter.</p> <p>By-election service plans were published following the issue of writs for the divisions of New England, Bennelong, Batman, Braddon, Fremantle, Longman, Mayo and Perth. These plans outlined services the AEC would provide in accordance with the <i>Commonwealth Electoral Act 1918</i>. A service plan for the next federal election is being developed.</p> <p>Work to leverage data and technology to improve the design and delivery of electoral and voter services, including in polling places, was also undertaken.</p> |
| 6.2 Information provided to the public is timely and accurate, uses appropriate technology and channels, and meets accessibility standards | Targeted education and public awareness programs |  | <p>Accurate and timely information was provided to the public about electoral matters. This included converting the 2016 federal election public information campaign, which referenced the 'new Senate voting rules' theme introduced in 2016, into a standard campaign for future federal elections. Proposed changes were subject to qualitative market research to re-test elements of the formality advertising and the official guide. Following analysis of the latest census data, key aspects of the public information campaign will be expanded from 28 to 30 languages.</p> <p>To inform the public and stakeholders—and ensure the AEC's information campaign materials are compliant—up-to-date communication channels were maintained (website, publication media and social media) for the:</p> <ul style="list-style-type: none"> • Australian Marriage Law Survey • three by-elections • legislative change through the <i>Electoral and other Legislation Amendment Act 2017</i> and the <i>Electoral (Authorisation of Voter Communication) Determination 2018</i> (see pages 52–56) |

Result key
 Met

 Partly Met

 Not met

| Performance measure in AEC corporate plan* | Link to purpose | Result | Explanation of result |
|--|--|---|--|
| 6.3 Support electoral participation through communication, education and public awareness activities that inform all Australians of electoral matters | Targeted education and public awareness programs |  | <p>A targeted approach to engagement and education was undertaken during the year including:</p> <ul style="list-style-type: none"> • establishing an integrated approach to community engagement with those who may experience barriers to electoral participation, and trialling a range of initiatives (see page 45) • integrating evaluation outcomes from the Indigenous Electoral Participation Program (delivered at the 2016 federal election), and working in partnership to trial programs in Indigenous communities that address electoral participation (see page 42) • working with schools, teachers and school children to deliver a range of engaging electoral education experiences and materials (see page 45) <p>The majority of performance targets for AEC education were met.</p> <p>The National Electoral Education Centre continued operating at capacity, with 90,563 visitors in 2017–18. Attendance and customer satisfaction targets were met.</p> <p>The AEC online platform – <i>AEC for Schools</i> – had 76,368 visits, and the number of professional development opportunities for electoral educators increased.</p> |

*Source: AEC Corporate Plan 2017–2021, p. 11.

Result key  Met  Partly Met  Not met

What we did

In 2017–18 the AEC introduced a sixth agency direction to maintain our focus on providing high quality electoral services including:

- reinforcing the role of service delivery through internal communication to staff before and after electoral events, and by communicating the role of the agency directions
- examining and anticipating trends in enquiries to enhance the services and information provided to the public through the website, our 13 23 26 national enquiry line, frontline staff and social media channels
- managing a significant increase in the AEC's public engagement associated with the marriage law survey. The AEC managed the close of the electoral roll and maintained a help desk for silent electors (see page 37)
- developing public engagement materials for:
 - constitutional disqualifications and candidate eligibility
 - overseas enrolment
 - the marriage law survey
 - federal redistributions
 - Senate special counts
 - by-elections
 - new rules for electoral communications and authorisation requirements
 - new candidate nominations processes
 - working at the next federal election
- producing and publishing by-election service plans outlining the services and standards that underpin the AEC's delivery of electoral events. The commitments outlined in these service plans embody the AEC's values of quality, agility and professionalism, and reflect our four AEC service standards:
 1. voters and candidates receive timely and accurate information
 2. the AEC delivers a high quality service
 3. votes will be counted in accordance with the Electoral Act, and the public and stakeholders will have confidence in the result
 4. the public and stakeholders have confidence the electoral process is well managed
- seeking opportunities to leverage technology and data to enhance delivery of our electoral services. Capturing data through the Polling Place Operations work priority allows data-driven decisions to be made on polling place resourcing to improve service delivery and working hours for polling officials (see page 40)
- developing and delivering targeted public awareness and education activities to support electoral participation. This includes establishing an integrated community engagement approach for people who experience barriers to electoral participation. Based on evidence, activities targeting Indigenous communities, young people, culturally and linguistically

diverse communities, people with disability and the homeless, will be in place for the next federal election. Some of these initiatives include:

- developing partnerships that support engagement with homeless electors
- a trial to build electoral awareness and enrolment targeted at young people
- working with national and regional Indigenous organisations, community partners and other government agencies to address:
 - electoral participation by partnering with the Indigenous Mayor Councils and the Indigenous Education Centres to trial education programs
 - electoral education, low enrolment and participation in remote communities by delivering the Northern Territory Remote Community Engagement Project (see page 42)

In 2018–19 we are:

- Delivering electoral events in accordance with legislation, the AEC’s event strategy and the election service plan
- Developing a centralised complaints management model and a new complaints management system to provide greater consistency and improve response times and governance
- Looking for opportunities to increase technology use to gather evidence and data, and enhance enrolment and polling services. This will also help support groups or communities that may experience barriers to electoral participation
- Expecting to more than double the number of electronic certified lists used at polling places during the next federal election. Device numbers will increase from approximately 1500 at the 2016 election to 3900 (see page 40)

Other performance

The regulator performance framework







As a regulatory body the AEC aims to reduce the regulatory burden for electors through more efficient enrolment and voting services.

In line with the Australian Government's commitment to reducing the cost of unnecessary and inefficient regulation

on individuals, business and community organisations, the AEC's performance is measured against the regulator performance framework.

The AEC reports against six mandatory key performance indicators as set by the Australian Government. The AEC's performance for 2017–18 is outlined in Table 1. Results are cross-referenced with the agency directions reported earlier in this section.

Table 1: AEC performance against the regulator performance framework

| Mandatory key performance indicators under the regulator performance framework | AEC performance criteria – what the AEC does to ensure performance indicators are met | Result | |
|--|---|---|---|
| Regulators do not unnecessarily impede the efficient operation of regulated entities | Support electoral participation through communication, education and public awareness activities that inform all Australians of electoral matters |  | See performance under agency direction six (pages 38–41) |
| Communication with regulated entities is clear, targeted and effective | Information provided to the public is timely and accurate, uses appropriate technology and channels, and meets accessibility standards |  | See performance under agency direction six (pages 38–41) |
| Actions undertaken by regulators are proportionate to the regulatory risk being managed | Maintain the ability to conduct a federal electoral event within required timeframes |  | See performance under agency direction one (pages 27–29) |
| Compliance and monitoring approaches are streamlined and coordinated | The governance framework is effective in supporting business outcomes |  | See performance under agency direction two (pages 30–31) |
| Regulators are open and transparent in their dealings with regulated entities | Productive relationships are maintained with the Minister, Parliament, key agencies and other stakeholders |  | See performance under agency direction four (pages 34–35) |
| Regulators actively contribute to the continuous improvement of regulatory frameworks | Create an environment to encourage innovative practices to support the AEC and electoral events |  | See performance under agency direction five (pages 36–37) |

Result key

 Met

 Partly Met

 Not met

Over three million
enrolment transactions

Six public Parliamentary
committee inquiries

House of
Representatives

GREEN

BALLOT PAPERS



Section 4

AEC functions

The functions which deliver the AEC's purpose, highlights and data from the year.

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Section 4

AEC functions

The functions we perform to deliver our purpose are:

- ensuring confidence in the electoral roll
- conducting successful electoral events, including federal elections, by-elections and referendums
- administering political party registrations and financial disclosure
- supporting electoral redistributions
- undertaking public awareness activities

Active electoral roll management

The Commonwealth Electoral Roll—the list of Australians eligible to vote at federal elections—is integral to election delivery. The AEC’s key electoral roll activities are:

- encouraging eligible voters to enrol and keep their enrolment up to date
- targeted enrolment programs
- enrolment processing
- measuring accuracy of the roll

The AEC also supports state, territory and local government elections, by-elections and referendums by managing the electoral roll through joint roll arrangements.

Information from the roll is provided to authorised people and groups in accordance with the Electoral Act (see appendix A).

Highlights of the year

Largest ever electoral roll

Australia now has the largest and most complete Commonwealth Electoral Roll since Federation, with more than 16 million Australians enrolled to vote. The Commonwealth electoral roll grew by 253,000 in 2017–18, and the enrolment rate of 96.3 per cent continued to exceed the AEC’s target of 95 per cent. With the growth in the electoral roll, the number of voters missing from the roll has declined, from 810,904 in 2016–17 to 628,547 in 2017–18. The AEC’s ongoing efforts to encourage eligible electors to enrol and keep their enrolment up to date, and electoral events, such as by-elections and the marriage law survey help drive enrolments.

The Australian Marriage Law Postal Survey

In the lead-up to the marriage law survey, the AEC processed more than 930,000 enrolment transactions, delivering the single largest close of rolls in AEC history.

The AEC played a significant role in this unique and complex event, providing the Australian Bureau of Statistics (ABS) with the electoral roll and conducting the largest ever 'roll close'. This was a considerable logistical exercise, with a large proportion of the annual electoral roll workload undertaken in just two weeks. The timeframe was tight and the AEC's early planning for a potential plebiscite proved invaluable.

The AEC provided services directly to 120,000 silent electors—those whose address does not appear on the electoral roll for reasons of personal safety. Unable to provide silent electors' details to the Australian Bureau of Statistics under the Electoral Act, the AEC arranged for survey forms to be produced and sent directly to these electors.

The AEC also helped the ABS develop its remote area fieldwork strategy, assisted with IT security, and worked closely with the ABS media team to ensure consistency of messaging across agencies.

Annual Roll Integrity Review

Introduced in 2017–18, the Annual Roll Integrity Review (ARIR) replaced Sample Audit Fieldwork exercises. The ARIR measures the accuracy and completeness of the electoral roll, more efficiently and precisely.

ARIR compares client names and addresses from other government agencies with information on the electoral roll, and determines if electors are enrolled in the correct electoral division and at the right address. By comparing millions of data points, ARIR provides a comprehensive picture of the roll's health.

Data highlights

- The electoral roll is the largest and most complete since Federation with:
 - more than 16.1 electors now enrolled, an increase of 253,000 voters since last year.
 - 96.3 per cent enrolment rate. This exceeds both the AEC's target of 95.0 per cent and last year's result of 95.7 per cent.
 - over 3 million enrolment transactions processed in 2017–18
- 85 per cent of elector initiated enrolment transactions are now completed online
- 340 non-election roll information extracts provided to state electoral bodies under the joint roll arrangements. Roll data or extracts were provided to:
 - 32 registered political parties
 - 14 government departments
 - 37 other recipients
- 98 roll closes to support:
 - eight federal by-elections
 - three state elections
 - 86 local government elections
 - the marriage law survey

- During the marriage law survey the AEC:
 - processed 933,592 transactions
 - received 3.3 million visitors to the AEC website
 - responded to 7,725 email enquiries
 - engaged in 630 social media interactions
 - responded to 55,034 phone calls
 - provided services to over 120,000 silent electors

For more information go to:

- the performance statement on page 20
- appendix A
- www.aec.gov.au

Conducting successful electoral events

The AEC provides polling services for federal elections, by-elections and referendums. It is compulsory for all eligible Australian citizens to enrol and vote in these electoral events, so the AEC provides a range of voting options and monitors and responds to voter turnout and formality.

Outside of a full federal election, the AEC provides polling services for by-elections and conducts Senate special counts, which are usually triggered by parliamentary resignations.

The AEC also delivers elections for the Torres Strait Regional Authority board, and conducts elections and ballots for other organisations such as industrial elections, protected action ballots and fee-for-service elections and ballots.

Highlights of the year

Senate special counts

In 2017–18 seven senate recounts were triggered by parliamentary resignations following judgments of the High Court of Australia sitting as the Court of Disputed Returns.

The AEC was ordered to conduct special counts of formal 2016 Senate ballot papers to determine candidates elected in New South Wales, Queensland, Western Australia, South Australia, Tasmania and the Australian Capital Territory.

Special counts were conducted using data already taken from voter preferences on the ballot papers of votes cast at the 2016 federal election.

Once completed, results were provided to the High Court of Australia for consideration. Results are in Table 15 at appendix D.

By-elections for the House of Representatives

In 2017–18, three by-elections for the House of Representatives were triggered by parliamentary resignations following judgments of the High Court of Australia. These were for the divisions of Batman, Bennelong, and New England.

The AEC applied significant resources from across the organisation to quickly declare the results, with all three by-elections declared within five days after polling day.

These by-elections demonstrate a clear demand for a range of voter services. Pre-poll and postal voting accounted for nearly one-third of all votes issued at by-elections, continuing the trend of increased early voting.

The results from the by-elections are in Table 16 at appendix D.

Managing our supply chain

The evaluation of the 2016 federal election highlighted the need to establish a professional, nationally-coordinated logistics capability to bring efficiencies and process improvements to the AEC's supply chain management: the distribution and return of election materials and equipment to and from multiple locations. In 2017–18 procurements and contract negotiations for the new approach were an AEC priority.

Working with industry experts, the revised approach is integral to the AEC's commitment to modernise the delivery of electoral events. Incorporating better practices to improve the cost, time and efficiency of transport and the integrity of the supply chain, these improvements bring national consistency to logistics planning and execution. They also create an ongoing supply chain capability and greater assurance of the AEC's ballot paper principles.

The by-election for the division of Batman tested the new approach, with future by-election events providing further

testing opportunities. Suppliers and service providers are already engaged and prepared for the next federal election which will be the first nationwide test of the new supply chain model (see performance statement on page 17).

Seven senate recounts and three by-elections for the House of Representatives were triggered by parliamentary resignations following judgments of the High Court.

Work priorities

This year has been a milestone for completing many of the work priorities, in preparation for the next federal election.

Conducting the previous federal election on 2 July 2016, the AEC's election evaluation resulted in eight 'lessons to be learned' and 13 cross-agency Work Priority Projects. These work priorities focused around four key themes:

- consolidate and coordinate
- training and recruitment
- communication and Information management
- planning

These cross agency projects address the most pressing issues and targeted enhancements which emerged from the 2016 federal election, and will be implemented at the next federal election. Individual projects and associated activities are referenced in the performance statements (see page 39).

Electronic Certified Lists

The AEC has been working to extend the use of electronic certified lists (ECLs) at the next federal election. ECLs, which replace printed certified lists, can have significant benefits in conducting electoral events. They can:

- improve the voter experience and potentially reduce wait and queuing times
- allow ballot paper stocks to be monitored in real time, reducing the amount of partially admitted votes¹ at elections

While the current ECL system is not scalable to a national rollout, the AEC is more than doubling the number of ECLs for the next federal election deploying an estimated 3,900 ECL devices and 2,300 printers.

Polling place data analytics

The AEC worked with Deakin University to develop a computer based model of polling places to analyse the effect of different staffing levels on various polling place sizes. This data-analysis and adjustment to election planning parameters has the potential to reduce queues, better manage ballot paper stocks and improve the working hours of polling officials. Learnings from this work will be implemented at the next federal election.

Information communications and technology infrastructure and cyber security

A strong technology platform is vital to the AEC's ability to quickly scale-up to deliver an election. During 2017–18 the AEC commenced work on a business case to modernise the main election and enrolment systems (see performance statement page 17). In addition, the AEC began implementing changes to:

- mobile end-user services for a temporary election event network
- server, network and backup capability
- version patching and image maintenance across cloud-based and on-premises equipment
- information management systems

A strong technology platform is vital to the AEC's ability to quickly scale-up to deliver an election.

Cyber security is critical to delivering federal electoral events. The AEC has been alert to cyber security for many years and consistently works to enhance its cyber security 'posture'. This year, the AEC continued to work with external parties and stakeholders, such as the Australian Signals Directorate (ASD), to maintain awareness of current attacks and trends.

1. Votes can be partially admitted for a range of reasons such as incomplete or incorrect completion of the declaration vote form, the voter was not enrolled or the vote was received too late.

This includes:

- Security testing activities undertaken regularly using external authorities and experts to assure the confidentiality, integrity and availability of AEC systems
- Implementing appropriate mitigation strategies to protect the AEC network, including the ASD 'Top 4' to mitigate cyber intrusions
- Mandatory security awareness training for AEC staff
- Continuing to improve the AEC's technical and people capability to manage cyber risks

Industrial and commercial elections

During the year, the AEC conducted 1300 industrial and commercial elections or ballots, and replaced a legacy electoral event management system with a modern, fit-for-purpose system. Major components of the new system were implemented in October 2017, with the remainder finalised before 30 June 2018 (see page 18).

Torres Strait Regional Authority elections

In 2017–18 a casual vacancy election was held for the ward of Erub Island. The declaration of results was signed by the returning officer on 29 September 2017.

Data highlights

This year the AEC conducted:

- Three by-elections, with planning for another five to be held on 28 July 2018
- Seven Senate special counts
- 1300 industrial and commercial elections and ballots.
- One Torres Strait Regional Authority election

For more information go to:

- the performance statement on page 17
- appendix B
- www.aec.gov.au

Undertaking public awareness activities

To support an Australian community that is well informed about electoral matters, the AEC delivers national training and education, community engagement and communication activities.

All Australian citizens aged 18 years and over are required by law to enrol and vote. Ensuring Australians know and understand this right and obligation requires the AEC to engage with the community and provide information and advice to all eligible voters.

The National Training and Education Unit (NTEU), established in early 2018 as part of the Organisational Design Review, centrally-leads and coordinates AEC internal training and electoral education to external audiences (see how we develop our people on page 43). Schools can visit the National Electoral Education Centre (NEEC) in Canberra for electoral education programs and the AEC for Schools website provides free educational resources and programs, including election materials to run school elections. Professional learning is provided to teachers to encourage electoral education in primary and secondary schools.

The AEC places strong importance on providing information and advice to voters, with consideration for those with diverse needs. Education and communication initiatives are in place to meet the needs of Australians with disability, and the AEC's Indigenous Electoral Participation Program (IEPP) aims to increase electoral knowledge,

enrolment, turnout and vote formality for Aboriginal and Torres Strait Islander people.

Under section 7(1) (fa) of the Electoral Act the AEC provides assistance to international electoral management bodies. This is provided through the deployment of AEC officers overseas, the delivery of international training programs, and as hosts to international counterparts visiting Australia. These activities further strengthen our international relationships. The AEC, together with international partners, delivers the Building Resources in Democracy, Governance and Elections (BRIDGE) professional development program.

Highlights of the year

Electoral participation by Indigenous Australians

The Indigenous Electoral Participation Program (IEPP) delivers culturally appropriate services to Indigenous Australians to support Indigenous electoral participation. IEPP services are delivered Australia-wide. In 2017–18, the IEPP delivered services to support Indigenous electoral participation in three by-elections and the Australian Marriage Law Postal Survey, and implemented the national plan for 2017–18 in preparation for the federal election.

Cultural awareness training and staff development also continued as part of the AEC's Reconciliation Action Plan.

Throughout the year, the AEC has started to adapt the delivery of IEPP services through greater use of national and regional partnerships.

These included:

- development of two pilot programs in the Northern Territory to educate, enrol and increase electoral participation
- the formation of the Indigenous Support Group in Western Australia
- an Indigenous Employment Strategy which aims to employ an Aboriginal and Torres Strait Islander temporary election workforce of five per cent for the next electoral event. This strategy was activated for the Fremantle and Perth by-elections on 28 July 2018, achieving a 4.8 per cent Indigenous temporary election workforce.

Communication

In 2017–18 the AEC's advertising, public relations and communication strategies focused on the marriage law survey, federal by-elections, Senate special counts and federal redistributions.

Media enquiries on eligibility under section 44 of the Constitution were frequent and information was provided to the media about the AEC's role in conducting the Senate special counts. The results for each special count were published on the AEC website.

Work for delivery of the *Your vote will help shape Australia* communication campaign was completed for the next federal election to ensure messaging was clear and effective, and compliant with new Authorisation rules. Non-campaign newspaper advertisements supported federal redistributions, by-elections and party registration processes. Details of advertising payments are at appendix E.

Communications were prepared for the further five by-elections to be held on 28 July including for the close of rolls period and advice on the candidate qualification checklist.

International services

Through close cooperation with and funding from the Department of Foreign Affairs and Trade (DFAT) the AEC was involved in key activities in the Pacific Region including, Fiji, Papua New Guinea, Solomon Islands, and Tonga.

Through close cooperation with and funding from the Department of Foreign Affairs and Trade the AEC was involved in key activities in the Pacific Region.

The AEC worked with providers of international electoral assistance, including the:

- International Foundation for Electoral Systems (IFES)
- International Institute for Democracy and Electoral Assistance (International IDEA)
- United Nations Electoral Assistance Division (UNEAD)
- United Nations Development Programme (UNDP)

In 2017–18, as a part of developing a new version of the BRIDGE curriculum, work continued on updating and consolidating modules.

With Australian Government bilateral assistance, the AEC engaged with electoral management bodies throughout

the Pacific region in close cooperation with, and funded by, DFAT. Through the Pacific Islands, Australia and New Zealand Electoral Administrators network (PIANZEA), which is funded by DFAT, the AEC provides secretariat services, representation on the network's advisory group, and facilitation of peer to peer support for electoral administrators across Melanesia, Micronesia, Polynesia, and the Pacific in regional groupings. In 2017–18 the AEC:

- provided technical assistance to the PNG Electoral Commission in the lead up to, and during, the 2017 National Elections. This included assistance with training, operational support and the development of procedures and manuals
- provided technical assistance to the Tonga Electoral Office to support the delivery of elections in 2017. This included operational support and material assistance
- delivered a BRIDGE workshop on strategic planning and a PIANZEA Network meeting for senior election management staff from the Cook Islands, Federated States of Micronesia, Kiribati, Marshall Islands, Nauru, New Zealand, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga and Tuvalu
- supported the Fijian Elections Office conduct an election simulation in February 2018. This included assistance with operational planning for logistics ahead of elections later this year
- updated several modules of the BRIDGE curriculum. This included hosting a curriculum development workshop, in partnership with International IDEA, on the electoral costs and finances module.

The AEC hosted key international partners and study programs from several countries throughout the year. Participants met with senior executive staff and technical experts, arranged through the Australian Political Exchange Council, universities, and intergovernmental visits. Delegations included Iraq, Japan, Kenya, Korea, New Zealand, Papua New Guinea, the Philippines, Singapore, the United States of America and Vietnam.

Data Highlights

Training

- 240 AEC staff undertook the Election Readiness Program
- 51 staff undertook the Election Experience Program

Education

- The NEEC operated at full capacity, delivering 2,584 free education sessions to 90,500 visitors from all 150 electoral divisions
- 75,264 primary schools students 7,413 secondary students and 7,886 adults visited the NEEC as part of their civics and citizenship studies
- An average 9,000 online visitors per month to the *Get Voting* website
- 275 election packs sent to schools through *Get Voting*
- Around 100 educators completed *Voting in the Classroom* online learning module
- Seven professional development sessions were provided to over 50 in-service teachers
- Six universities were visited to talk to over 500 pre-service teachers
- Three civics education conferences were attended with workshops provided to over 80 participants

Public engagement

- During by-election events, public engagement services included 16 dedicated language-specific telephone interpreter information lines and a multi-language line, handling a total of 1029 calls, including 629 callers who used the translator service to speak directly to AEC staff
- The top three languages used by the AEC's telephone interpreter services were Mandarin (343 calls), Cantonese (155 calls) and Vietnamese (138 calls)
- 130 media enquiries were received per week during the Marriage Law Survey

For more information go to:

- the performance statement on page 22
- appendix E
- www.aec.gov.au

Supporting electoral redistributions

A redistribution of electoral boundaries is undertaken in accordance with Part IV of the Electoral Act. Redistributions ensure—as close as practical—that an equal number of electors are in each electoral division for a state or territory. Each member in the House of Representatives represents an electoral division.

A redistribution is required when:

- there is a change in the number of members in the House of Representatives to which a state or territory is entitled to
- the number of voters in more than one third of the electoral divisions of a state deviates from the average divisional

enrolment by over 10 per cent for a period of more than two months

- seven years has elapsed since the last redistribution

The Redistribution Committee conducts redistributions. The committee comprises of the:

- Electoral Commissioner
- relevant state or territory:
 - Australian Electoral Officer
 - Surveyor-General (or equivalent officer)
 - Auditor-General

Highlights of the year

Redistributions

On 31 August 2017 the Electoral Commissioner determined that the number of members to be elected to the House of Representatives at the next federal election would increase from 150 to 151:

- Victoria will increase from 37 to 38 members
- South Australia decreases from 11 to 10 members
- the Australian Capital Territory increases from two to three members.

In 2017–18 the AEC completed two redistributions: one in Tasmania and one in Queensland. Redistributions were commenced in the Australian Capital Territory, Victoria and South Australia, and are expected to be finished in 2018. See appendix E for redistribution process milestones in 2017–18.

Data highlights

- Two redistributions completed
- Three redistributions commenced
- 133 submissions considered
- 151 electorates determined for the next federal election

For more information go to:

- the performance statement on page 20
- appendix F
- www.aec.gov.au

Administering political party registrations and financial disclosure

The AEC helps key stakeholders to carry out their obligations and responsibilities under the *Commonwealth Electoral Act 2018*. This includes maintaining the funding and disclosure scheme and providing information on the requirements for political party registration.

The AEC maintains the Register of Political Parties, and under the Commonwealth funding and financial disclosure scheme, requires groups and individuals to lodge annual or election period financial disclosure returns. Returns disclose detailed financial information about donations to political parties and election campaigns, and can be securely lodged online through the AEC's eReturns system. The AEC undertakes annual compliance reviews of disclosure returns.

The AEC administers public funding for political parties and candidates contesting federal elections. The election funding rates are on the AEC website.

Highlights of the year

Review of political party eligibility

In 2017–18, the AEC reviewed the eligibility of political parties to remain on the register, under section 138A of the Electoral Act. These reviews were a significant AEC activity, contributing to a larger number of political party's deregistering than in 2016–17.

Data highlights

- Two new political parties registered
- Eight political parties deregistered
- Five applications requesting a review of a delegate's decision not to approve an application for registration as a political party. Three were still under consideration at 30 June 2018
- The number of returns lodged for the past three financial years is at appendix G

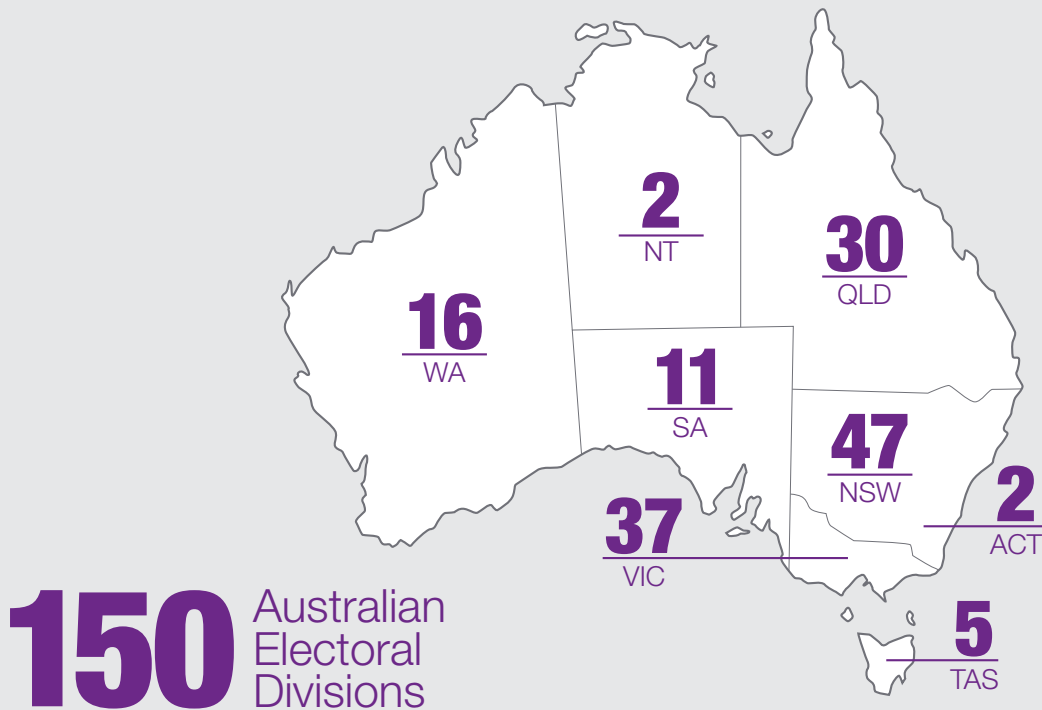
Financial disclosure returns

- received 29 election returns
- reviewed 670 annual financial disclosure returns and amendments
- 80 per cent of returns completed online
- 24 compliance reviews of disclosure returns resulted in 17 amended returns being lodged by the party or entity

For more information go to:

- the performance statements on page 24
- appendix G
- the AEC website at www.aec.gov.au

Figure 2: Australia’s 150 electoral divisions as at 30 June 2018



New South Wales

| | |
|-----------------|--------------|
| Banks | Macarthur |
| Barton | Mackellar |
| Bennelong | Macquarie |
| Berowra | McMahon |
| Blaxland | Mitchell |
| Bradfield | Newcastle |
| Calare | New England |
| Chifley | North Sydney |
| Cook | Page |
| Cowper | Parkes |
| Cunningham | Parramatta |
| Dobell | Paterson |
| Eden-Monaro | Reid |
| Farrer | Richmond |
| Fowler | Riverina |
| Gilmore | Robertson |
| Grayndler | Shortland |
| Greenway | Sydney |
| Hughes | Warringah |
| Hume | Watson |
| Hunter | Wentworth |
| Kingsford Smith | Werriwa |
| Lindsay | Whitlam |
| Lyne | |

Tasmania

| | |
|---------|----------|
| Bass | Franklin |
| Braddon | Lyons |
| Clark | |

Victoria

| | |
|-------------|-----------------|
| Aston | Hotham |
| Ballarat | Indi |
| Batman | Isaacs |
| Bendigo | Jagajaga |
| Bruce | Kooyong |
| Calwell | Lalor |
| Casey | La Trobe |
| Chisholm | McEwen |
| Corangamite | McMillan |
| Corio | Mallee |
| Deakin | Maribyrnong |
| Dunkley | Melbourne |
| Flinders | Melbourne Ports |
| Gellibrand | Menzies |
| Gippsland | Murray |
| Goldstein | Scullin |
| Gorton | Wannon |
| Higgins | Wills |
| Holt | |

Western Australia

| | |
|-----------|----------|
| Brand | Hasluck |
| Burt | Moore |
| Canning | O'Connor |
| Cowan | Pearce |
| Curtin | Perth |
| Durack | Stirling |
| Forrest | Swan |
| Fremantle | Tangney |

Queensland

| | |
|-------------|------------|
| Blair | Hinkler |
| Bonner | Kennedy |
| Bowman | Leichhardt |
| Brisbane | Lilley |
| Capricornia | Longman |
| Dawson | Maranoa |
| Dickson | McPherson |
| Fadden | Moncrieff |
| Fairfax | Moreton |
| Fisher | Oxley |
| Flynn | Petrie |
| Forde | Rankin |
| Griffith | Ryan |
| Groom | Wide Bay |
| Herbert | Wright |

South Australia

| | |
|-----------|---------------|
| Adelaide | Makin |
| Barker | Mayo |
| Boothby | Port Adelaide |
| Grey | Sturt |
| Hindmarsh | Wakefield |
| Kingston | |

Northern Territory

| | |
|----------|---------|
| Lingiari | Solomon |
|----------|---------|

Australian Capital Territory

| | |
|----------|--------|
| Canberra | Fenner |
|----------|--------|

A woman with brown hair in a ponytail, wearing a blue shirt and a purple vest with 'AEC' printed on it, is smiling and looking at a laptop. The background is a bright, out-of-focus indoor setting.

813 APS
employees

240 staff complete the
Election Readiness Program

Section 5

Management and accountability

Information on the management and accountability of the AEC, including governance, scrutiny and managing staff and assets.

IN THIS SECTION

50 Corporate governance –
principles and objectives

52 External scrutiny

54 Managing and developing staff

58 Assets management

59 Purchasing

Section 5

Management and accountability

Corporate governance – principles and objectives

The AEC has the following structures in place to implement the principles and objectives of corporate governance:

- an executive leadership team which monitors performance, ensures accountability and steers the agency
- decision-making management committees – see Table 9 for a list as well as functions and membership
- discussion forums (see Appendix B)

Ethical standards

The AEC's ethical standards are implicit in:

- our values of electoral integrity through professionalism, agility and quality
- the Australian Public Service ICARE values of impartiality, committed to service, accountable, respectful, and ethical
- our *Enterprise Agreement 2016–2019*, which reflects the values and ethical standards of the Australian Public Service Code of Conduct
- the AEC's strategic planning framework and staff conduct policies

Internal audit

The Business Assurance Committee and the Internal Audit program oversee the AEC's internal audit arrangements and approach.

The committee provides independent assurance that the AEC's risk management, governance and internal control processes are operating effectively. The scope, responsibilities and independence requirements for audit functions are in the AEC audit charter endorsed by this committee.

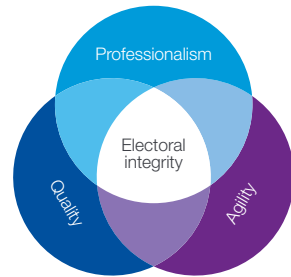
Risk management

Risk management is discussed in AEC committees. These include the:

- Executive Leadership Team
- National Election Delivery Committee
- Business Assurance Committee
- Fraud Control Committee
- Organisational Health Committee

More information on committees is in Table 8.

To assess risk maturity, the AEC participates in Comcover's risk management annual benchmarking survey. In 2017–18 the AEC's risk management activities included a risk culture review to identify strengths, challenges and opportunities.



Fraud control

The AEC Fraud Control Plan highlights the AEC's low tolerance to fraud regarding AEC operations and services. As required by section 10 of the *Public Governance, Performance and Accountability Act 2013*, we have:

- prepared fraud risk assessments and fraud control plans
- appropriate fraud prevention, detection, investigation and reporting mechanisms that meet the AEC's specific needs
- taken all reasonable measures to deal with fraud appropriately

The AEC Fraud Control Plan outlines strategies to prevent, detect and respond to fraud, including prevention strategies for both corporate and electoral fraud. Our Fraud Control Committee (see Table 8) oversees the plan.

The AEC examines all allegations of suspected fraud including complaints related to the Australian Marriage Law Postal Survey.

Information on reporting suspected fraud is available to staff through the intranet and mandatory fraud awareness training. For the public, this information is on the AEC website.

Internal planning processes

The AEC's corporate planning processes support corporate governance and are undertaken in line with the requirements of the PGPA Act. The corporate plan, available on the AEC website, informs operational planning and performance and is reflected in the AEC's corporate planning documents (see appendix B).

The corporate plan informs operational planning and performance and is reflected in the AEC's corporate planning documents.

Internal reporting and mid-term performance assessments help track progress against performance criteria. Information on how the corporate plan contributes to specified outcomes is in the performance statement on page 12.

Corporate planning documents, including internal monitoring and reporting mechanisms, are listed in Table 7 of appendix B.

External scrutiny

Judicial decisions

Candidate and Members of Parliament qualifications under section 44 of the Constitution

In 2017–18 the High Court – sitting as the Court of Disputed Returns – made decisions that involved the qualifications of candidates and members of Parliament under section 44 of the Constitution.

Under an Administrative Arrangements Order made by the Governor-General, responsibility for administering the Constitution sits with the Attorney-General's Department.

Where the High Court, sitting as the Court of Disputed Returns, finds that a member of Parliament is disqualified by the operation of section 44 of the Constitution, the AEC is instructed to fill the vacancy that is created by conducting either a special count (where the matter involves a sitting Senator) or a by-election (where the matter involves a sitting Member of the House of Representatives).

Decisions of the Court of Disputed Returns during the reporting period include:

- *Re Culleton (No. 2)* [2017] HCA 4
- *Re Day (No. 2)* [2017] HCA 14
- *Re Canavan; Re Ludlam; Re Waters; Re Roberts* [No 2]; *Re Joyce; Re Nash; Re Xenophon* [2017] HCA 45
- *Re Nash (No.2)* [2017] HCA 52
- *Re Lambie* [2018] HCA 5
- *Re Kakoschke-Moore* [2018] HCA 10, and
- *Re Gallagher* [2018] 17

The Australian Marriage Law Postal Survey

In assisting the Australian Bureau of Statistics to conduct the Australian Marriage Law Postal Survey, the AEC was a party to the proceedings in *Wilkie v The Commonwealth; Australian Marriage Equality Ltd v Cormann* [2017] HCA 40.

The High Court considered the power of the AEC to enter into arrangements for the supply of goods or services to any person or body under section 7A of the Electoral Act. The plaintiff argued that the AEC did not have the power to enter into the arrangements with the ABS to help conduct the postal survey as this was outside the 'functions' of the AEC identified in section 7 of the Electoral Act.

The AEC values of electoral integrity through quality, agility and professionalism, guide the work of AEC.

The High Court dismissed the plaintiff's argument on this issue, finding that making and honouring arrangements under section 7A is itself one of the functions of the AEC identified in section 7(1)(a) of the Electoral Act. The AEC was able to continue to provide services to the ABS and helped conduct the postal survey.

More information on the AEC's involvement in the Marriage Law Survey is on pages 29, 47 and 53.

Administrative Appeals Tribunal decisions

In 2017–18 one matter before the Administrative Appeals Tribunal had significant impact on the AEC: *Watson v Australian Electoral Commission and Anor* – AAT 2017/3419.

On 19 June 2017 the Administrative Appeals Tribunal notified the AEC of an application under the Electoral Act to register the logo of the Australia First Party (NSW) Incorporated. This logo includes a representation of the Eureka flag. Objections to the logo registration were based on its reputed creation as a symbol of defiance.

Due to the operation of section 127 of the Electoral Act (including the issuing of writs for various by-elections) throughout the reporting period, this matter has not yet been set down for hearing.

Australian Information Commissioner decisions

There were no reports of privacy breaches to the Australian Information Commissioner during the reporting period. However, the AEC did receive a notice from the Office of the Australian Information Commissioner relating to a complaint about handling information on a silent elector. The AEC's response was that the complaint was misconceived.

Australian Human Rights Commission

The AEC conducts criminal record checks as part of its vetting process for senior polling officials. In June and

July the AEC was notified of several complaints lodged with the Australian Human Rights Commission alleging criminal record discrimination under the *Australian Human Rights Commission Act 1986*. One complaint, which was outstanding at the end of the previous reporting period, was subsequently dismissed.

In May 2018 the AEC was notified of an allegation of disability discrimination related to an employee redundancy offer. This complaint is still outstanding.

Auditor-General reports

There were no Auditor-General reports during the reporting period.

Parliamentary committees

The AEC works closely with the Joint Standing Committee on Electoral Matters and the Department of Finance to promote opportunities and risks in the electoral environment and the need to modernise key election management systems.

In 2017–18 the AEC:

- provided information and advice on electoral management and the delivery of electoral services to three parliamentary committees for six inquiries
- made 10 submissions and attended eight public hearings
- attended three Senate Estimates hearings and responded to 48 Senate Estimates Questions on Notice

Table 2: AEC APS workforce by employment type and classification (excluding statutory office holders) as at 30 June 2018

| Classification | Ongoing | Non-ongoing Specified term | Casual |
|----------------|---------|-------------------------------|--------|
| SES Band 2 | 2 | 0 | 0 |
| SES Band 1 | 10 | 0 | 0 |
| EL 2 | 40 | 2 | 0 |
| EL 1 | 121 | 8 | 1 |
| APS 6 | 194 | 10 | 3 |
| APS 5 | 94 | 11 | 0 |
| APS 4 | 67 | 7 | 7 |
| APS 3 | 118 | 12 | 1 |
| APS 2 | 109 | 8 | 0 |
| APS 1 | 0 | 0 | 974 |

Detailed workforce statistics are available at appendix H.

Commonwealth Ombudsman investigations

There were no investigations undertaken by the Ombudsman into the AEC's administration during the reporting period.

Freedom of information

The AEC's Information Publication Scheme under the *Freedom of Information Act 1982* can be found at www.aec.gov.au

Customer scrutiny

The AEC's service charter – available www.aec.gov.au – outlines the agency's role and purpose and the services the public can expect to receive.

Public engagement policies, procedures and tools are also available for staff. The AEC routinely examines enquiry trends to improve public information and services.

Managing and developing staff

The AEC effectively manages and develops employees to deliver electoral events and services through the AEC's training and performance management programs.

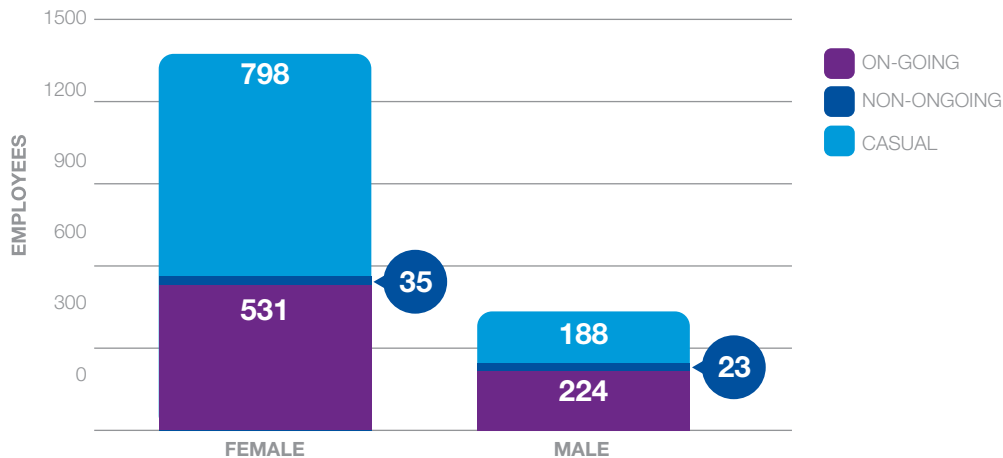
Terms and conditions of employment

At 30 June 2018 the AEC had a regular workforce of 813 APS employees, a casual workforce of 986 APS employees and eight statutory office holders. Twenty-five APS staff had identified as Aboriginal and Torres Strait Islander (13 ongoing, two non-ongoing and 10 casual). See page 56 for information on disability reporting.

A table of statutory appointments is at appendix H, Table 28.

Employees are also engaged to work on election events. A breakdown of APS ongoing, non-ongoing and casual staff by classification is shown in Appendix H, Table 25.

Figure 3: AEC APS workforce by employment type as at 30 June 2018



Most AEC staff are covered by the AEC Enterprise Agreement 2016–2019 published on the AEC website. This outlines salaries and conditions of employment. Under the Agreement, staff receive a range of non-salary benefits.

The AEC supports employees with caring responsibilities as outlined in the *Carer Recognition Act 2010*. Employees are eligible for paid personal leave (carer's) under the agreement.

The Electoral Commissioner may agree to individual flexibility arrangements with employees, which can vary the effect of the terms of the Enterprise Agreement. The Electoral Commissioner agreed to 29 new individual flexibility arrangements, with 23 of these still active at 30 June 2018.

The AEC also has a collective determination for staff engaged under section 35(1) of the Electoral Act. Set by the Electoral Commissioner, this determination covers temporary staff such as polling officials (election period only). The collective determination is being reviewed for the next federal election.

Performance pay

The agreement requires all employees engaged under section 22(2) of the *Public Service Act 1999* to participate in the AEC's Performance Management Program. Eligible employees who meet the requirements receive salary advancement. The AEC does not provide performance bonuses.

Terms and conditions of SES employees

The AEC has 12 SES staff. The terms and conditions of employment, predominantly for senior executive service and executive level officers, can be set with individual determinations by the Electoral Commissioner under section 24(1) of the *Public Service Act 1999*.

In 2017–18 the terms and conditions of employment of ten employees, predominantly senior executive service and executive level officers, were set by individual determinations by the Electoral Commissioner under section 24(1) of the *Public Service Act 1999*.

The Remuneration Tribunal determines the Electoral Commissioner's remuneration under the *Remuneration Tribunal Act 1973*. Other statutory appointees were part of the principal executive officer structure under the *Remuneration Tribunal Act 1973*. The Electoral Commissioner determined the remuneration and conditions for these appointees within parameters set by the tribunal. All statutory appointment holders in the AEC transitioned to the full-time office holder structure from 30 April 2018. The Remuneration Tribunal now determines the remuneration for these positions. Details of executive remuneration are published on the AEC and Remuneration Tribunal websites. For full disclosure of remuneration see the financial statements on page 62.

Disability reporting mechanisms

The AEC provides a variety of education and communication initiatives to meet the needs of Australians with disability. These are reported through the National Disability Strategy 2010–2020 and the State of the Service report.

Since 1994 non-corporate Commonwealth entities have reported on their performance as policy adviser, purchaser, employer, regulator and provider under the Commonwealth Disability Strategy. In 2007–08 reporting on the employer role was transferred to the Australian Public Service Commission's State of the Service reports and the *APS Statistical Bulletin*. These reports are available at www.apsc.gov.au

From 2010–11 entities have no longer been required to report on these functions.

The Commonwealth Disability Strategy has been overtaken by the National Disability Strategy 2010–2020 which sets out a 10-year national policy framework to improve the lives of people with disability, promote participation and create a more inclusive society. A high-level, two-yearly report will track progress against each of the six outcome areas of the strategy and present a picture of how people with disability are faring. The first of these progress reports was published in 2014 and can be found at www.dss.gov.au

Table 3: New claims for compensable and non-compensable injuries

| Case management type | 2013–14 | 2014–15 | 2015–16 | 2016–17 | 2017–18 |
|----------------------|-----------|-----------|-----------|-----------|-----------|
| Compensable | 17 | 14 | 14 | 23 | 12 |
| Non-compensable | 32 | 19 | 41 | 42 | 41 |
| Early intervention | NA | NA | NA | NA | 2 |
| Total | 49 | 33 | 55 | 65 | 58 |

Workforce planning

The AEC develops workforce strategies to reduce identified risks for both day-to-day operations and delivery of electoral events.

Workforce planning is done at three levels (divisional, state/branch/agency-wide) and is informed by operational plans, business plans and the corporate plan.

To improve workforce planning the AEC is increasingly using business intelligence and data to support decision-making and service delivery.

Work health and safety

As part of its compliance obligations under the *Work Health and Safety Act 2011*, the *Safety, Rehabilitation and Compensation Act 1988* and the Guidelines for Rehabilitation Authorities 2012, the AEC has the following systems to monitor, evaluate and maintain health, safety and welfare:

- our Rehabilitation Management System which meets Comcare's Guidelines for Rehabilitation Authorities 2012 under section 41 of the *Safety Rehabilitation and Compensation Act 1988*
- our work health and safety management system *AECsafe*
- an electronic incident management system through Aurion

There were 175 health and safety incidents reported this year, compared with 104 for the previous year.

Additional initiatives to monitor, evaluate and maintain health, safety and welfare across the AEC include:

- our Employee Assistance Program
- annual influenza vaccinations
- an early intervention program
- resilience workshops
- workstation assessments and ergonomic equipment
- making reasonable workplace adjustments to enable a person with a disability or other circumstances to perform their role and participate equally in working life

Claims management

Injury and illness claims during the year consisted of:

- 13 new cases for compensation (of which nine were accepted by Comcare and two were withdrawn) (see Table 3)
- 19 continuing cases for compensation
- 37 new cases of non-compensable injuries or illness
- five continuing cases of non-compensable injuries or illness

Five incidents were reported to Comcare. None were notifiable for serious injury or illness, and one was notifiable for a dangerous occurrence. No Comcare investigations were undertaken and there were no liaison inspections.

The AEC conducted one investigation during 2017–18.

Developing people

The National Training and Education Unit (NTEU) was established in early 2018 as part of the Organisational Design Review and centrally-leads and coordinates AEC training and education. It reflects the AEC's significant investment in revising the approach to staff learning and development at all levels.

The revised approach builds:

- critical operational and leadership capabilities that underpin election readiness
- a culture of compliance, electoral integrity and professionalism

Programs include:

- an Australian electoral officer capacity building program to train and support staff to deliver elections in their state or territory
- the AEC's flagship training initiative, the Election Readiness Program. This builds critical operational and leadership capabilities for divisional returning officers. Since its launch in February 2018 the initiative has been provided to more than 240 AEC staff
- the Election Experience Program which provides hands-on practical election experience

The by-elections conducted this year provided hands-on experience through the Election Experience Program. Participants were able to work at both a polling centre on polling day and an out-posted centre after polling day.

The establishment of the National Training and Education Unit reflects the AEC's significant investment in revising the approach to staff learning and development.

AEC e-learning courses were improved, enabling staff to improve knowledge in areas related to their roles and responsibilities, including legislation and policy requirements.

More information on how the AEC is developing the workforce is at page 28.

Assets management

Physical assets

The AEC's physical assets are managed on an end of life or end of lease schedule. These include machines, equipment and office fit-outs. Asset management is not a significant aspect of the AEC's strategic business, and service and maintenance agreements are used when they represent value for money.

Environmental performance and sustainable development

In accordance with section 516A of the *Environment Protection and Biodiversity Conservation Act 1999*, the AEC reports on environmental performance and

measures that minimise environmental impact, including:

- recommendations of the Australian National Audit Office's Performance Audit Report No.47 of 1998–99
- the Department of Environment and Energy's Energy Efficiency in Government Operations policy
- fleet monitoring body guidelines for use of ethanol

The AEC's environment management commitment is on the AEC website.

Standards, programs and innovative practices are in place to improve energy efficiency and minimise the effect of office operations on the environment. These include:

- recycling paper, cardboard, plastics, aluminium and glass toner cartridges
- applying double-sided default printer settings
- using recyclable products where possible
- conserving water
- promoting use of E10 petrol in AEC vehicles and selecting vehicles in accordance with Department of Finance policy
- considering environmental impacts in the design and layout of new and upgraded accommodation

For 2017–18 energy used across all AEC premises was 11,863 megajoules per person. This represents a 34.26 per cent increase on the previous year, due to extended office hours during by-elections.

Unattainable energy usage data was calculated at 500mj/m² in line with Energy Efficiency in Government Operations Policy.

The National Electoral Education Centre in Canberra was accredited as an ACTSmart business for the eighth year.

Purchasing

The AEC's approach to procuring goods and services is consistent with the:

- *Public Governance Performance and Accountability Act 2013*
- Commonwealth Procurement Rules
- Department of the Environment and Energy's Sustainable Procurement Guide

The AEC applies these rules through its accountable authority instructions, supporting operational guidelines, and by continuing to develop procurement skills and processes to improve efficiency and value-for-money.

The AEC has a centralised area of expertise to manage procurement and contracting, including panel arrangements. Tenders are evaluated for:

- energy and consumption demand
- unnecessary consumption
- end-of-life disposal arrangements

Australian National Audit Office access clauses

All AEC contract templates include a standard clause to provide Auditor-General access to a contractor's premises. The AEC did not execute any contracts without the Australian National Audit Office access provisions.

Small business

The AEC supports small business participation in the Commonwealth Government procurement market. Small and medium enterprises (SME) and small enterprise participation statistics are on the Department of Finance website at www.finance.gov.au

The AEC recognises the importance of ensuring small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on Treasury's website at www.treasury.gov.au

Publication of contracts on AusTender

Information on the value of AEC contracts and consultancies is available on the Austender website at www.tenders.gov.au. In 2017–18:

- no contracts or standing offers greater than \$10,000 (including GST) were exempt from publication on AusTender on the basis that they would disclose exempt information under the *Freedom of Information Act 1982*
- the AEC did not administer any discretionary grant programs
- three open tender requests were published

The value of AEC contracts and consultancies in 2017–18 as well as expected procurements are available on AusTender at www.tenders.gov.au

Consultants

Consultants may be engaged to provide specialist expertise, independent research, or to review or assess electoral event matters. These decisions are made in accordance with section 35(2) of the *Commonwealth Electoral Act 1918*, the PGPA Act and related Regulations (including the Commonwealth Procurement Rules), and relevant internal policies.

During 2017–18, 11 new consultancy contracts were established involving total expenditure of \$660,300 including GST.

Five ongoing consultancy contracts were also active during the year involving total expenditure of \$785,365 including GST.

Further information on consultancy expenditure is in the financial statements in the following section.

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GREEN

ALLOT PAPERS



Section 6

Financial statements

The AEC's financial performance for 2017–18 including audited financial statements.

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Section 6

Financial statements

The AEC's 2017–18 financial results were influenced by expenditure on three by-elections, preparation for the next federal election and electoral integrity reforms. The Australian National Audit Office has issued an unqualified audit opinion for the AEC's 2017–18 financial statements.

The AEC's financial reporting consists of a financial performance summary, together with the financial statements and supporting notes. The financial performance summary is a snapshot of the AEC's deficit, surplus, balance sheet and net asset information.

The financial statements consist of the auditor's report, the Electoral Commissioner and Chief Finance Officer statement, and various financial statements and administered schedules. Further information on the financial performance of the AEC is provided in the notes section.

Financial performance summary

The AEC's 2017–18 financial results are positive, spending within allocated funding and achieving an operating surplus at year end. The AEC's operating surplus was \$6.3 million compared to an operating surplus of \$36.0 million in 2016–17. The 2017–18 result was influenced by expenditure on three by-elections, preparation for the next federal election and electoral integrity reforms.

The statement of financial position at 30 June 2018 shows total assets of \$153.2 million and total liabilities of

\$37.8 million for a net asset position of \$115.4 million. Total assets have increased from the previous year mainly as a result of an increase in appropriation receivables. Additional appropriation received for electoral integrity reforms was not fully spent and work has rolled forward into 2018–19. Liabilities have remained at a similar level to 2016–17.

The Australian National Audit Office has issued an unqualified audit opinion for the AEC's 2017–18 financial statements.

No significant issues of non-compliance in relation to the finance law were reported to the Special Minister of State in 2017–18. This included any failure to comply with the duties of accountable authorities (section 15–19 of the PGPA Act), significant fraudulent activity and other serious breaches (section 25–29 of the PGPA Act).

The current funding model presents an ongoing challenge for the AEC and poses significant risk in managing the increasing complexity of federal elections and the ongoing growth in the size of the electoral roll. During 2017–18 the AEC successfully

secured additional funding for federal elections, however funding received between elections for ongoing operations is insufficient to provide long-term election system sustainability or ongoing innovation. The AEC received funding during 2017–18 to consider the long-term sustainability of election systems and also commenced work with the Department of Finance on an overarching funding review. This review is expected to be completed in 2018–19.

The AEC's 2017–18 financial results are positive, spending within allocated funding and achieving an operating surplus at year end.

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Auditor's report



INDEPENDENT AUDITOR'S REPORT

To the Special Minister of State

Opinion

In my opinion, the financial statements of the Australian Electoral Commission for the year ended 30 June 2018:

- (a) comply with Australian Accounting Standards – Reduced Disclosure Requirements and the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*; and
- (b) present fairly the financial position of the Australian Electoral Commission as at 30 June 2018 and its financial performance and cash flows for the year then ended.

The financial statements of the Australian Electoral Commission, which I have audited, comprise the following statements as at 30 June 2018 and for the year then ended:

- Statement by the Electoral Commissioner and Chief Finance Officer;
- Statement of Comprehensive Income;
- Statement of Financial Position;
- Statement of Changes in Equity;
- Cash Flow Statement;
- Administered Schedule of Comprehensive Income;
- Administered Schedule of Assets and Liabilities;
- Administered Reconciliation Schedule;
- Administered Cash Flow Statement; and
- Notes to the financial statements, comprising of a Summary of Significant Accounting Policies and other explanatory information.

Basis for Opinion

I conducted my audit in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Australian Electoral Commission in accordance with the relevant ethical requirements for financial statement audits conducted by the Auditor-General and his delegates. These include the relevant independence requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) to the extent that they are not in conflict with the *Auditor-General Act 1997*. I have also fulfilled my other responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Accountable Authority's Responsibility for the Financial Statements

As the Accountable Authority of the Australian Electoral Commission, the Electoral Commissioner is responsible under the *Public Governance, Performance and Accountability Act 2013* for the preparation and fair presentation of annual financial statements that comply with Australian Accounting Standards – Reduced Disclosure Requirements and the rules made under that Act. The Electoral Commissioner is also responsible for such internal control as the Electoral Commissioner determines is necessary to enable the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Electoral Commissioner is responsible for assessing the Australian Electoral Commissioner's ability to continue as a going concern, taking into account whether the entity's operations will cease as a result of an administrative restructure or for any other reason.

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The Electoral Commissioner is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the assessment indicates that it is not appropriate.

Auditor's Responsibilities for the Audit of the Financial Statements

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian National Audit Office Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with the Australian National Audit Office Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control;
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Accountable Authority;
- conclude on the appropriateness of the Accountable Authority's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern;
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation; and
- obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the entity to express an opinion on the financial report. I am responsible for the direction, supervision and performance of the entity audit. I remain solely responsible for my audit opinion.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Australian National Audit Office



Rahul Tejani
Acting Executive Director
Delegate of the Auditor-General
Canberra
3 September 2018

Statement by the Electoral Commissioner and Chief Finance Officer

AUSTRALIAN ELECTORAL COMMISSION

STATEMENT BY ELECTORAL COMMISSIONER AND CHIEF FINANCE OFFICER

In our opinion, the attached financial statements for the year ended 30 June 2018 comply with subsection 42(2) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), and are based on properly maintained financial records as per subsection 41(2) of the PGPA Act.

In our opinion, at the date of this statement, there are reasonable grounds to believe that the Australian Electoral Commission will be able to pay its debts as and when they fall due.

Signed.....

Tom Rogers
Electoral Commissioner

31 August 2018

Signed.....

Erin Clark
Chief Finance Officer

31 August 2018

Primary financial statements

Statement of comprehensive income for the period ended 30 June 2018

| | Notes | 2018 \$'000 | 2017 \$'000 | Original Budget \$'000 |
|---|-------|------------------|------------------|------------------------------|
| NET COST OF SERVICES | | | | |
| Expenses | | | | |
| Employee benefits | 3.1 | 86,679 | 152,607 | 83,850 |
| Suppliers | 4.1A | 75,987 | 135,675 | 59,344 |
| Depreciation and amortisation | 2.3A | 9,500 | 9,229 | 8,206 |
| Finance costs | 2.4B | 52 | 22 | 85 |
| Write-down and impairment of assets | 4.1B | (6) | 1,502 | – |
| Losses from asset disposals | 2.3A | 315 | 658 | – |
| Total expenses | | 172,527 | 299,693 | 151,485 |
| OWN-SOURCE INCOME | | | | |
| Own-source revenue | | | | |
| Sale of goods and rendering of services | 1.2A | 17,285 | 18,235 | 11,038 |
| Other revenue | 1.2B | 273 | 219 | – |
| Total own-source revenue | | 17,558 | 18,454 | 11,038 |
| Gains | | | | |
| Other gains | 1.2C | 47 | 48 | 85 |
| Total gains | | 47 | 48 | 85 |
| Total own-source income | | 17,558 | 18,454 | 11,123 |
| Net (cost of) services | | (154,922) | (281,191) | (140,362) |
| Revenue from Government | | | | |
| Revenue from Government | 1.1A | 161,198 | 317,187 | 132,156 |
| Surplus/(Deficit) on continuing operations | | 6,276 | 35,996 | (8,206) |
| OTHER COMPREHENSIVE INCOME | | | | |
| Items not subject to subsequent reclassification to net cost of services | | | | |
| Changes in asset revaluation surplus | | 178 | (311) | – |
| Total other comprehensive income | | 178 | (311) | – |
| Total comprehensive income/(loss) | 1.4 | 6,454 | 35,685 | (8,206) |

The above statement should be read in conjunction with the accompanying notes.

BUDGET VARIANCES COMMENTARY

Statement of comprehensive income

The AEC's expenditure, both employee and supplier expenses, were higher than anticipated due to the conduct of three by-elections, preparation for the next federal election, the payment of a number of redundancies and also expenditure on electoral integrity reforms. The AEC's own-source revenue was higher than anticipated as there was increased activity on industrial and commercial elections, particularly in relation to protected action ballots. Revenue from Government was also higher than anticipated as additional funding was secured in order to deliver electoral integrity reforms.

Statement of financial position as at 30 June 2018

| | Notes | 2018 \$'000 | 2017 \$'000 | Original Budget \$'000 |
|------------------------------------|-------|----------------|----------------|------------------------------|
| ASSETS | | | | |
| Financial assets | | | | |
| Cash and cash equivalents | 2.1A | 1,715 | 4,220 | 17,932 |
| Receivables for goods and services | 2.1A | 896 | 1,687 | 1,343 |
| Appropriations receivable | 2.2A | 117,564 | 83,179 | 89,105 |
| Other receivables | 2.2B | 963 | 674 | 5,190 |
| Total financial assets | | 121,138 | 89,760 | 113,570 |
| Non-financial assets | | | | |
| Leasehold Improvements | 2.3A | 6,757 | 8,424 | 9,082 |
| Plant and equipment | 2.3A | 7,273 | 6,603 | 11,305 |
| Computer software | 2.3A | 8,477 | 9,071 | 14,261 |
| Intellectual property | 2.3A | 1,663 | 1,912 | – |
| Inventories | 2.3B | 5,104 | 3,909 | 14,599 |
| Other non-financial assets | 2.3C | 2,773 | 3,135 | 7,115 |
| Total non-financial assets | | 32,047 | 33,054 | 56,362 |
| Total assets | | 153,185 | 122,814 | 169,932 |
| LIABILITIES | | | | |
| Payables | | | | |
| Suppliers | 2.1A | 9,894 | 5,506 | 72,637 |
| Other payables | 2.4A | 3,908 | 3,947 | 4,103 |
| Total payables | | 13,802 | 9,453 | 76,740 |
| Provisions | | | | |
| Employee provisions | 3.2 | 22,251 | 25,130 | 31,757 |
| Other provisions | 2.4B | 1,780 | 1,570 | 1,525 |
| Total provisions | | 24,031 | 26,700 | 33,282 |
| Total liabilities | | 37,833 | 36,153 | 110,022 |
| Net assets | | 115,352 | 86,661 | 59,910 |
| EQUITY | | | | |
| Contributed equity | | 82,743 | 60,373 | 71,157 |
| Asset revaluation surplus | | 22,852 | 22,674 | 22,985 |
| Retained earnings | | 9,757 | 3,614 | (34,232) |
| Total equity | | 115,352 | 86,661 | 59,910 |

The above statement should be read in conjunction with the accompanying notes.

BUDGET VARIANCES COMMENTARY

Statement of financial position

Total payables and cash are significantly lower than expected as suppliers were paid in the financial year and cash was not required to be on hand for payment immediately following end of financial year. The lower cash balance offsets a large proportion of the higher appropriation receivable balance, with the further increase in appropriation receivable resulting from the receipt of additional funding during the year for electoral integrity reforms that was not full spent.

Non-financial assets are lower than budgeted mainly due to a decrease in inventory as it was expected that in preparation for the next federal election the AEC would have purchased additional inventory during the financial year. Employee provisions were lower than expected due to the payment of a number of redundancies as a result of the organisational design review.

Statement of changes in equity for the period ended 30 June 2018

| | 2018 \$'000 | 2017 \$'000 | Original Budget \$'000 |
|--|----------------|----------------|------------------------------|
| CONTRIBUTED EQUITY | | | |
| Opening balance | | | |
| Balance carried forward from previous period | 60,373 | 54,202 | 60,373 |
| Adjusted opening balance | 60,373 | 54,202 | 60,373 |
| Transactions with owners | | | |
| Contributions by owners | | | |
| Departmental Capital Budget | 22,370 | 6,171 | 10,784 |
| Total transactions with owners | 22,370 | 6,171 | 10,784 |
| Closing balance as at 30 June | 82,743 | 60,373 | 71,157 |
| RETAINED EARNINGS | | | |
| Opening balance | | | |
| Balance carried forward from previous period | 3,614 | (32,382) | (26,026) |
| Adjustment to opening balance | (133) | – | – |
| Adjusted opening balance | 3,481 | (32,382) | (26,026) |
| Comprehensive income | | | |
| Surplus / (deficit) for the period | 6,276 | 35,996 | (8,206) |
| Total comprehensive income | 6,276 | 35,996 | (8,206) |
| Closing balance as at 30 June | 9,757 | 3,614 | (34,232) |
| ASSET REVALUATION RESERVE | | | |
| Opening balance | | | |
| Balance carried forward from previous period | 22,674 | 22,985 | 22,985 |
| Adjusted opening balance | 22,674 | 22,985 | 22,985 |
| Comprehensive income | | | |
| Other comprehensive income | 178 | (311) | – |
| Total comprehensive income | 178 | (311) | – |
| Closing balance as at 30 June | 22,852 | 22,674 | 22,985 |
| TOTAL EQUITY | | | |
| Opening balance | | | |
| Balance carried forward from previous period | 86,661 | 44,805 | 57,332 |
| Adjustment to opening balance | (133) | – | – |
| Adjusted opening balance | 86,528 | 44,805 | 57,332 |
| Comprehensive income | | | |
| Surplus/(deficit) for the period | 6,276 | 35,996 | (8,206) |
| Other comprehensive income | 178 | (311) | – |
| Total comprehensive income | 6,454 | 35,685 | (8,206) |
| Transactions with owners | | | |
| Contributions by owners | | | |
| Departmental Capital Budget | 22,370 | 6,171 | 10,784 |
| Total transactions with owners | 22,370 | 6,171 | 10,784 |
| Closing balance as at 30 June | 115,352 | 86,661 | 59,910 |

The above statement should be read in conjunction with the accompanying notes.

ACCOUNTING POLICY

Contributions by owners

Amounts appropriated which are designated as 'equity injections' for a year (less any formal reductions) and Departmental Capital Budgets (DCBs) are recognised directly in contributed equity in that year.

BUDGET VARIANCES COMMENTARY

Statement of changes in equity

The AEC incurred a higher than anticipated equity position as additional Departmental Capital Budget was received during the year and the financial result was higher than expected with a surplus of \$6.276 million achieved against an expected deficit of \$8.206 million. This occurred as additional funding was received during the year and was not fully spent.

Cash flow statement for the period ended 30 June 2018

| | Notes | 2018 \$'000 | 2017 \$'000 | Original Budget \$'000 |
|--|-------|----------------|-----------------|------------------------------|
| OPERATING ACTIVITIES | | | | |
| Cash received | | | | |
| Appropriations | | 144,757 | 311,069 | 132,156 |
| Sales of goods and rendering of services | | 19,316 | 19,984 | 11,038 |
| Net GST received | | 5,849 | 19,604 | – |
| Total cash received | | 169,922 | 350,657 | 143,194 |
| Cash used | | | | |
| Employees | | 86,859 | 157,530 | 83,850 |
| Suppliers | | 86,966 | 206,335 | 59,344 |
| Total cash used | | 173,825 | 363,865 | 143,194 |
| Net cash (used by)/from operating activities | | (3,903) | (13,208) | – |
| INVESTING ACTIVITIES | | | | |
| Cash used | | | | |
| Purchase of property, plant and equipment | | 3,028 | 1,800 | 10,784 |
| Purchase of intangibles | | – | 1,844 | – |
| Total cash used | | 3,028 | 3,644 | 10,784 |
| Net cash (used by) investing activities | | (3,028) | (3,644) | (10,784) |
| FINANCING ACTIVITIES | | | | |
| Cash received | | | | |
| Contributed equity | | – | – | 10,784 |
| Departmental Capital Budget | | 4,426 | 3,140 | – |
| Total cash received | | 4,426 | 3,140 | 10,784 |
| Net cash from financing activities | | 4,426 | 3,140 | 10,784 |
| Net (decrease) in cash held | | (2,505) | (13,712) | – |
| Cash and cash equivalents at the beginning of the reporting period | | 4,220 | 17,932 | 17,932 |
| Cash and cash equivalents at the end of the reporting period | 2.1A | 1,715 | 4,220 | 17,932 |

The above statement should be read in conjunction with the accompanying notes.

BUDGET VARIANCES COMMENTARY**Cash flow statement**

The AEC's operating cash received was higher than anticipated as there was increased activity on industrial and commercial elections, particularly in relation to protected action ballots and also, additional funding was secured from Government in order to deliver electoral integrity reforms. Operating cash used was higher than budgeted as a result of the three by-elections, preparation for the next federal election, the payment of a number of redundancies and also expenditure on electoral integrity reforms. Investing and financing cash used and received was lower than anticipated as capital works were not completed during the financial year and work rolled forward into 2018–19.

Administered schedules

Administered schedule of comprehensive income for the period ended 30 June 2018

| | Notes | 2018 \$'000 | 2017 \$'000 | Original Budget \$'000 |
|------------------------------|-------|----------------|----------------|------------------------------|
| NET COST OF SERVICES | | | | |
| EXPENSES | | | | |
| Other expenses | 5.1A | 618 | 62,883 | – |
| Total expenses | | 618 | 62,883 | – |
| INCOME | | | | |
| Revenue | | | | |
| Non-taxation revenue | | | | |
| Electoral fines/penalties | 5.2A | 276 | 3,746 | 33 |
| Other | 5.2A | 6 | – | – |
| Total non-taxation revenue | | 282 | 3,746 | 33 |
| Total revenue | | 282 | 3,746 | 33 |
| Net contribution by services | | (337) | (59,137) | 33 |
| (Deficit)/Surplus | | (337) | (59,137) | 33 |

This schedule should be read in conjunction with the accompanying notes.

BUDGET VARIANCES COMMENTARY

Schedule of comprehensive income

The AEC's administered expenditure and revenue was higher than anticipated due to the three by-elections conducted during the financial year.

Administered schedule of assets and liabilities as at 30 June 2018

| | Notes | 2018 \$'000 | 2017 \$'000 | Original Budget \$'000 |
|---|-------|----------------|----------------|------------------------------|
| ASSETS | | | | |
| Financial assets | | | | |
| Cash and cash equivalents | 5.3A | 1,328 | 3,560 | – |
| Total financial assets | | 1,328 | 3,560 | – |
| Total assets administered on behalf of Government | | 1,328 | 3,560 | – |
| Net assets | | 1,328 | 3,560 | – |

The above schedule should be read in conjunction with the accompanying notes.

Administered reconciliation schedule

| | 2018 \$'000 | 2017 \$'000 |
|---|----------------|----------------|
| Opening assets less liabilities as at 1 July | 3,560 | 2,268 |
| Net cost of/(contribution by) services: | | |
| Income | 337 | 3,748 |
| Expenses | (630) | (63,815) |
| Transfers (to)/from the Australian Government: | | |
| Appropriation transfers from Official Public Account | | |
| Special appropriations (limited) | 730 | 65,105 |
| Appropriation transfers to OPA | | |
| Transfers to OPA | (2,669) | (3,746) |
| Closing assets less liabilities as at 30 June | 1,328 | 3,560 |

This schedule should be read in conjunction with the accompanying notes.

ACCOUNTING POLICY**Administered cash transfers to and from the Official Public Account**

Revenue collected by the AEC for use by the Government rather than the AEC is administered revenue. Collections are transferred to the Official Public Account (OPA) maintained by the Department of Finance. Conversely, cash is drawn from the OPA to make payments under Parliamentary appropriation on behalf of Government. These transfers to and from the OPA are adjustments to the administered cash held by the entity on behalf of the Government and reported as such in the schedule of administered cash flows and in the administered reconciliation schedule.

Administered cash flow statement for the period ended 30 June 2018

| | Notes | 2018 \$'000 | 2017 \$'000 |
|--|-------|----------------|----------------|
| OPERATING ACTIVITIES | | | |
| Cash received | | | |
| Electoral fines/penalties | | 276 | 3,746 |
| Other | | 61 | 2 |
| Total cash received | | 337 | 3,748 |
| Cash used | | | |
| Political Parties/Candidates | | 630 | 63,710 |
| Refund of Electoral fines/penalties | | – | 105 |
| Total cash used | | 630 | 63,815 |
| Net cash flows (used by)/from operating activities | | (293) | (60,067) |
| Cash from Official Public Account | | | |
| Appropriations | | 730 | 65,105 |
| Total cash from official public account | | 730 | 65,105 |
| Cash to Official Public Account | | | |
| Appropriations | | (2,669) | (3,746) |
| Total cash to official public account | | (2,669) | (3,746) |
| Cash and cash equivalents at the beginning of the reporting period | | 3,560 | 2,268 |
| Cash and cash equivalents at the end of the reporting period | 1.3 | 1,328 | 3,560 |

This schedule should be read in conjunction with the accompanying notes.

Overview

Basis of preparation

The financial statements are general purpose financial statements and are required by section 42 of the *Public Governance, Performance and Accountability Act 2013*.

The financial statements have been prepared in accordance with:

- a. *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015* (FRR)
- b. Australian Accounting Standards and Interpretations – Reduced Disclosure Requirements issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period

The financial statements have been prepared on an accrual basis and in accordance with the historical cost convention, except for certain assets at fair value. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars and values are rounded to the nearest thousand dollars unless otherwise specified.

New accounting standards

Future Australian Accounting Standard requirements

The following new/revised/amending standards and/or interpretations were issued by the Australian Accounting Standards Board prior to the signing of the statement by the accountable authority and chief finance officer, which are expected to have an impact on the entity's financial statements for future reporting period(s):

| Accounting Standards | Effective date | Nature of impending change/s in accounting policy and likely impact on initial application | Possible impact |
|---|----------------|--|-----------------|
| AASB 9 <i>Financial Instruments</i> (December 2014) | 1 Jan 2019 | The new standard AASB 9 includes revised guidance on the classification and measurement of financial assets, including a new expected credit loss model for calculating impairment, and supplements the new general hedge accounting requirements previously published. It supersedes AASB 9 (issued in December 2009 – as amended) and AASB 9 (issued in December 2010 – as amended). | Minimal |
| AASB 15 <i>Revenue from Contracts with Customers</i> | 1 Jan 2019 | AASB 15 contains a single model that applies to contracts with customers and two approaches to recognising revenue: at a point in time or over time. The model features a contract-based five-step analysis of transactions to determine whether, how much and when revenue is recognised. The compiled AASB 15 does not apply mandatorily to not-for-profit entities. However, earlier application is permitted for annual reporting periods beginning before 1 January 2019. | Moderate |
| AASB 16 <i>Leases</i> | 1 Jan 2019 | AASB 16 removes the classification of leases as either operating leases or finance leases – for the lessee – effectively treating all leases as finance leases. AASB 16 requires a lessee to recognise assets and liabilities for all leases with a term of more than 12 months, unless the underlying asset is of low value. A lessee is required to recognise a right-of-use asset representing its right to use the underlying leased asset and a lease liability representing its obligations to make lease payments. AASB 16 requires enhanced disclosures for both lessees and lessors to improve information disclosed about an entity's exposure to leases. | Moderate – High |
| AASB 1058 <i>Income of Not-for-Profit Entities</i> | 1 Jan 2019 | AASB 1058 replaces the income recognition requirements relating to private sector not-for-profit (NFP) entities, as well as the majority of income recognition requirements relating to public sector NFP entities previously reflected in AASB 1004 Contributions. | Moderate |

1. The entity's expected initial application date is when the accounting standard becomes operative at the beginning of the entity's reporting period

All other new/revised/amending standards and/or interpretations that were issued prior to the sign-off date and are applicable to future reporting period(s) are not expected to have a future material impact on the entity's financial statements.

Accounting judgements and estimates

No accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to the carrying amounts of any assets or liabilities within the next reporting period.

Taxation

The AEC is exempt from all forms of taxation except Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

REPORTING OF ADMINISTERED ACTIVITIES

Administered revenues, expenses, assets, liabilities and cash flows are disclosed in the administered schedules and related notes.

Except where otherwise stated, administered items are accounted for on the same basis and using the same policies as for departmental items, including the application of Australian Accounting Standards.

In accordance with the FRR Special Account cash balances held in AEC bank accounts and in the Official Public Account are included in the Administered assets, liabilities, reconciliation schedule and cash flows.

Events after the reporting period

Departmental

There are no events after the reporting date that will materially affect the financial statements.

ADMINISTERED

There are no events after the reporting date that will materially affect the financial statements.

Notes to the Financial Statements

1. Funding

This section identifies the AEC's funding structure and the funds available to the AEC.

1.1 Revenue from Government

ACCOUNTING POLICY

Revenue from Government

Amounts appropriated for departmental appropriations for the year (adjusted for any formal additions and reductions) are recognised as Revenue from Government when the AEC gains control of the appropriation, except for certain amounts that relate to activities that are reciprocal in nature, in which case revenue is recognised only when it has been earned. Appropriations receivable are recognised at their nominal amounts.

1.1A: Revenue from Government

| | Notes | 2018 \$'000 | 2017 \$'000 |
|---|-------|----------------|----------------|
| Appropriations | | | |
| Departmental appropriation – operating ¹ | 1.1B | 146,298 | 308,187 |
| Departmental Special Appropriations | 1.1D | 14,900 | 9,000 |
| Total Revenue from Government | | 161,198 | 317,187 |

1.1B: Annual appropriations (recoverable GST exclusive)

| | 2018 \$'000 | 2017 \$'000 |
|--|------------------|------------------|
| Ordinary annual services | | |
| Annual appropriation | | |
| Operating | | |
| Operating ¹ | 146,298 | 308,187 |
| Section 74 receipts of PGPA Act | 18,043 | 18,754 |
| Total operating appropriation | 164,341 | 326,941 |
| Capital Budget | 22,370 | 6,171 |
| Total | 186,711 | 333,112 |
| Appropriation applied | | |
| Operating | (147,900) | (320,823) |
| Capital | | |
| Departmental Capital Budget | (4,426) | (3,140) |
| Total capital appropriation applied | (4,426) | (3,140) |
| Total appropriation applied | (152,326) | (323,963) |
| Variance^{1,2} | 34,385 | 9,149 |

1. An amount of \$4 million is held in quarantine from the Departmental Appropriation Act (No.1) – Operating
2. \$17.944 million of the variance of \$34.385 million outlined in table 1.1B relates to DCB funding. This amount will be drawn down in 2018–19 as capital accruals are paid and delayed works are completed. \$12.441 million of the variance relates to using prior year non-lapsed appropriations to fund operating expenditure incurred in the current financial year. The remaining \$4 million variance is due to the \$4 million held in quarantine from the Departmental Appropriation Act (No.1) – Operating

1.1C: Unspent annual appropriations (recoverable GST exclusive)

| | 2018 \$'000 | 2017 \$'000 |
|---|----------------|----------------|
| DEPARTMENTAL | | |
| Cash and cash equivalents | | |
| Appropriation Act 1 – 2017–18 – Cash | 1,715 | – |
| Appropriation Act 1 – 2016–17 – Cash | – | 4,220 |
| Total Cash and cash equivalents | 1,715 | 4,220 |
| Appropriations Receivable | | |
| Appropriation Act 1 – 2017–18 | 70,416 | – |
| Appropriation Act 3 – 2017–18 | 23,142 | – |
| Appropriation Act 1 – 2017–18 – Departmental Capital Budget | 9,389 | – |
| Appropriation Act 3 – 2017–18 – Departmental Capital Budget | 11,586 | – |
| Appropriation Act 1 – 2016–17 | 3,031 | 76,308 |
| Appropriation Act 3 – 2016–17 | – | 3,840 |
| Supply Act 1 – 2016–17 – Departmental Capital Budget | – | 3,031 |
| Total Appropriations Receivable | 117,564 | 83,179 |
| Total departmental | 119,279 | 87,399 |

1.1D: Special appropriations (recoverable GST exclusive)

| Authority | Appropriation applied | |
|---|-----------------------|----------------|
| | 2018 \$'000 | 2017 \$'000 |
| <i>Commonwealth Electoral Act 1918</i> (Departmental) | 14,900 | 9,000 |
| <i>Commonwealth Electoral Act 1918</i> (Administered) | 730 | 65,105 |
| <i>Public Governance, Performance and Accountability Act 2013</i> - s77 | – | – |
| Total special appropriations applied | 15,630 | 74,105 |

No entities spent money from the Consolidated Revenue Fund on behalf of the AEC.

1.2 Own-source revenue and gains

1.2A: Sale of goods and rendering of services

| | 2018 \$'000 | 2017 \$'000 |
|--|----------------|----------------|
| Sale of goods | 9,950 | 10,720 |
| Rendering of services | 7,335 | 7,515 |
| Total sale of goods and rendering of services | 17,285 | 18,235 |

ACCOUNTING POLICY

Revenue from the sale of goods is recognised when:

- a. the risks and rewards of ownership have been transferred to the buyer; and
- b. the AEC retains no managerial involvement or effective control over the goods.

The stage of completion of contracts at the reporting date is determined by reference to the proportion that costs incurred to date compared with the estimated total costs of the transaction.

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at the end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

1.2B: Other revenue

| | 2018 \$'000 | 2017 \$'000 |
|-----------------------------------|----------------|----------------|
| Other | 90 | 55 |
| Resources received free of charge | | |
| Remuneration of auditors | 85 | 85 |
| Other | 98 | 79 |
| Total other revenue | 273 | 219 |

ACCOUNTING POLICY

Resources received free of charge

Resources received free of charge are recognised as revenue when, and only when, a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of those resources is recognised as an expense. Resources received free of charge are recorded as either revenue or gains depending on their nature.

1.2C: Gains

| | 2018 \$'000 | 2017 \$'000 |
|---------------------------|----------------|----------------|
| Makegood Gains | 46 | 48 |
| Gains from sale of assets | 1 | – |
| Total gains | 47 | 48 |

1.3 Special accounts

| | 2018 \$'000 | 2017 \$'000 |
|---|----------------|----------------|
| Services for other Entities and Trust Monies (SOETM)¹ | | |
| Balance brought forward from previous period | 1,285 | 2,268 |
| Increases | 55 | 2 |
| Total increases | 55 | 2 |
| Available for payments | 1,340 | 2,270 |
| Decreases | | |
| Administered | 12 | 932 |
| Total Administered | 12 | 932 |
| Total decreases | 12 | 932 |
| Total balance carried to the next period | 1,328 | 1,338 |
| Balance represented by: | | |
| Cash held in AEC bank accounts | – | 53 |
| Cash held in the Official Public Account | 1,328 | 1,285 |

1. Appropriation: *Public Governance, Performance and Accountability Act 2013* section 80.
Establishing Instrument: *Financial Management and Accountability Act 1997* section 20.
Purpose: for the expenditure of monies temporarily held in trust or otherwise for the benefit of a person other than the Commonwealth. For example, candidate deposits.
2. These amounts are included in the Administered Schedule of Asset and Liabilities, Administered Reconciliation Schedule and Administered Cash Flow Statement.

1.4 Net cash appropriation arrangements

| | 2018 \$'000 | 2017 \$'000 |
|--|----------------|----------------|
| Total comprehensive income/(loss) less depreciation/amortisation expenses previously funded through revenue appropriations | 15,954 | 44,914 |
| Plus: depreciation/amortisation expenses previously funded through revenue appropriation | (9,500) | (9,229) |
| Total comprehensive income/(loss) – as per the Statement of Comprehensive Income | 6,454 | 35,685 |

2. Departmental financial position and managing uncertainties

This section analyses the AEC's assets used to conduct its operations and the operating liabilities incurred as a result and how the AEC manages financial risks related to these and its operating environment. Employee related information is disclosed in the People and Relationships section.

2.1 Financial instruments

2.1A: Categories of financial instruments

| | 2018 \$'000 | 2017 \$'000 |
|---|----------------|----------------|
| FINANCIAL ASSETS | | |
| Cash and cash equivalents | | |
| Cash on hand or on deposit | 1,715 | 4,220 |
| Total cash and cash equivalents | 1,715 | 4,220 |
| Loans and receivables | | |
| Receivables | | |
| Receivables for goods and services | 896 | 1,697 |
| Less impairment allowance | – | (10) |
| Total receivables | 896 | 1,687 |
| Total loans and receivables | 896 | 1,687 |
| Total financial assets | 2,611 | 5,907 |
| FINANCIAL LIABILITIES | | |
| Financial liabilities measured at amortised cost | | |
| Supplier payables | 7,252 | 5,506 |
| Finance Lease rentals | 2,642 | – |
| Total financial liabilities measured at amortised cost | 9,894 | 5,506 |
| Total financial liabilities | 9,894 | 5,506 |

Credit terms for goods and services were within 30 days (2017: 30 days). Settlement of suppliers payable is usually made within 30 days.

Decrease in Impairment allowance for the period of \$10,000 (2017: \$8,000) has been recognised in relation to loans and receivables and included in the net cost of service. \$4,000 (2017: nil) has been written off.

ACCOUNTING POLICY

Financial assets

The AEC classifies its financial assets in the following categories:

- a. financial assets at fair value through profit or loss
- b. held-to-maturity investments
- c. available-for-sale financial assets
- d. loans and receivables

The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition. Financial assets are recognised and derecognised upon trade date.

Loans and receivables

Trade receivables, loans and other receivables that have fixed or determinable payments and that are not quoted in an active market are classified as 'loans and receivables'. Loans and receivables are measured at amortised cost using the effective interest method less impairment.

Cash is recognised at its nominal amount. Cash and cash equivalents includes:

- a. cash on hand
- b. demand deposits in bank accounts with an original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value
- c. cash in special accounts

Effective interest method

Income is recognised on an effective interest rate basis except for financial assets that are recognised at fair value through profit or loss.

Impairment of Financial Assets

Financial assets are assessed for impairment at the end of each reporting period.

Financial assets held at amortised cost – if there is objective evidence that an impairment loss has been incurred for loans and receivables or held to maturity investments held at amortised cost, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the asset's original effective interest rate. The carrying amount is reduced by way of an allowance account. The loss is recognised in the Statement of Comprehensive Income.

Financial liabilities

Financial liabilities are classified as either financial liabilities 'at fair value through profit or loss' or other financial liabilities. Financial liabilities are recognised and derecognised upon 'trade date'.

Supplier and other payables are recognised at amortised cost. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).

2.2 Other financial assets

2.2A: Appropriation receivable

| | 2018 \$'000 | 2017 \$'000 |
|---------------------------------------|----------------|----------------|
| Appropriation receivables | 117,564 | 83,179 |
| Total Appropriation receivable | 117,564 | 83,179 |

ACCOUNTING POLICY

Refer to Note 1.1.

2.2B: Other receivables

| | 2018 \$'000 | 2017 \$'000 |
|--------------------------------|----------------|----------------|
| Statutory receivables | 861 | 674 |
| Comcare Payments | 102 | – |
| Total other receivables | 963 | 674 |

Other receivables are not past due or impaired.

ACCOUNTING POLICY

Statutory receivables are amounts owed to the AEC from the Australian Taxation Office in relation to the refund of GST collected.

2.3 Non-financial assets

2.3A: Reconciliation of the opening and closing balances of property, plant and equipment and intangibles

Reconciliation of the opening and closing balances of property, plant and equipment and intangibles for 2018.

| | Leasehold Improvements \$'000 | Plant & Equipment \$'000 | Computer Software ¹ \$'000 | Intellectual Property \$'000 | Total \$'000 |
|---|-------------------------------------|--------------------------------|---|------------------------------------|-----------------|
| As at 1 July 2017 | | | | | |
| Gross book value | 8,424 | 6,603 | 54,248 | 2,304 | 71,579 |
| Accumulated depreciation, amortisation and impairment | – | – | (45,177) | (392) | (45,569) |
| Total as at 1 July 2017 | 8,424 | 6,603 | 9,071 | 1,912 | 26,010 |
| Additions | | | | | |
| Purchase | 1,195 | 692 | 2,228 | – | 4,115 |
| Lease ² | – | 3,791 | – | – | 3,791 |
| Revaluations and impairments recognised in other comprehensive income | (611) | 730 | – | – | 119 |
| Impairments recognised in net cost of services | – | – | – | – | – |
| Depreciation and amortisation | (2,251) | (2,474) | (4,526) | (249) | (9,500) |
| Other movements | | | | | – |
| Asset transfers | – | (1,754) | 1,704 | – | (50) |
| Disposals | – | (315) | – | – | (315) |
| Total as at 30 June 2018 | 6,757 | 7,273 | 8,477 | 1,663 | 24,170 |
| Total as at 30 June 2018 represented by | | | | | |
| Gross book value | 7,023 | 7,485 | 58,180 | 2,304 | 74,992 |
| Accumulated depreciation, amortisation and impairment | (266) | (212) | (49,703) | (641) | (50,822) |
| Total as at 30 June 2018 represented by | 6,757 | 7,273 | 8,477 | 1,663 | 24,170 |

1. The carrying amount of computer software included \$1,899,710 of purchased software and \$6,576,723 of internally generated software

2. Leased Plant & Equipment is measured at cost less depreciation

No indicators of impairment were found for property, plant and equipment and intangibles (2017: nil).

No property, plant and equipment and intangibles are expected to be sold or disposed of within the next 12 months.

Revaluations of non-financial assets

All revaluations were conducted in accordance with the revaluation policy stated in this note.

On 30 June 2018, an independent valuer conducted the revaluations.

A revaluation decrement of \$611,244 for leasehold improvements (2017: \$364,976 decrement) was debited to the asset revaluation surplus by asset class and included in the equity section of the statement of financial position. A revaluation decrement for provision for restoration of \$58,489 (2017: \$249,331) was credited to the asset revaluation surplus. An increment of \$729,892 for property, plant and equipment (2017: \$129,513) was credited to the asset revaluation surplus and included in the equity section of the statement of financial position.

Contractual commitments for the acquisition of property, plant, equipment and intangible assets

At 30 June 2018 there were no significant contractual commitments for the acquisition of property, plant, equipment and intangible assets.

Fair value measurement^{1, 2, 3}

The following tables provide an analysis of assets and liabilities that are measured at fair value. The remaining assets and liabilities disclosed in the statement of financial position do not apply the fair value hierarchy.

| | Fair value measurements at the end of the reporting period | |
|-----------------------------|--|----------------|
| | 2018 \$'000 | 2017 \$'000 |
| Non-financial assets | | |
| Leasehold improvements | 6,757 | 8,424 |
| Plant and equipment | 7,273 | 6,603 |

1. Fair value measurements occur each financial year

2. There are no changes in valuation techniques

3. The remaining assets and liabilities reported by the AEC are not measured at fair value in the Statement of Financial Position

ACCOUNTING POLICY

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken. Financial assets are initially measured at their fair value plus transaction costs where appropriate.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and income at their fair value at the date of acquisition, unless acquired as a consequence of restructuring of administrative arrangements. In the latter case, assets are initially recognised as contributions by owners at the amounts at which they were recognised in the transferor's accounts immediately prior to the restructuring.

Asset Recognition Threshold

Purchases of plant and equipment are recognised initially at cost in the statement of financial position, except for purchases costing less than \$2,000, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located. This is particularly relevant to 'makegood' provisions in property leases taken up by the AEC where there exists an obligation to restore the property to its original condition. These costs are included in the value of the AEC's leasehold improvements with a corresponding provision for 'make good' recognised.

Revaluations

Following initial recognition at cost, plant and equipment are carried at fair value less subsequent accumulated depreciation and accumulated impairment losses. Valuations are conducted with sufficient frequency to ensure that the carrying amounts of assets did not differ materially from the assets' fair values as at the reporting date. The regularity of independent valuations depended upon the volatility of movements in market values for the relevant assets.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reversed a previous revaluation decrement of the same asset class that was previously recognised in the surplus/deficit. Revaluation decrements for a class of assets are recognised directly in the surplus/deficit except to the extent that they reversed a previous revaluation increment for that class.

Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset restated to the revalued amount.

Depreciation

Depreciable plant and equipment assets are written-off to their estimated residual values over their estimated useful lives to the AEC, in all cases, the straight-line method of depreciation.

Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

Depreciation rates applying to each class of depreciable asset are based on the following useful lives:

| | 2018 | 2017 |
|------------------------|---|----------------------------------|
| Leasehold improvements | Lesser of lease term/useful life | Lesser of lease term/useful life |
| Plant and equipment | 5 to 10 years | 5 to 10 years |
| IT Equipment | 3 to 5 years | 3 to 5 years |

Impairment

All assets were assessed for impairment at 30 June 2018. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs of disposal and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the AEC were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

Derecognition

An item of plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal.

Intangibles

The AEC's intangibles comprise internally developed software, purchased software and intellectual property for internal use. These assets are carried at cost less accumulated amortisation and accumulated impairment losses.

Intangible assets are amortised on a straight-line basis over its anticipated useful life. The useful lives of the AEC's software are 1 to 10 years (2017: 1 to 10 years) and the useful lives of the AEC's intellectual property are 0 to 4 years (2017: 0 to 4 years).

All intangible assets were assessed for indications of impairment as at 30 June 2018.

2.3B: Inventories

| | 2018 \$'000 | 2017 \$'000 |
|-----------------------------------|----------------|----------------|
| Inventories held for distribution | 5,104 | 3,909 |
| Total inventories | 5,104 | 3,909 |

ACCOUNTING POLICY

Inventories held for distribution are valued at cost, adjusted for any loss of service potential.

Costs incurred in bringing each item of inventory to its present location and condition are assigned as follows:

- a. raw materials and stores – purchase cost on a first-in-first-out basis
- b. finished goods and work-in-progress – cost of direct materials and labour plus attributable costs that can be allocated on a reasonable basis

Inventories acquired at no cost or nominal consideration are initially measured at current replacement cost at the date of acquisition.

2.3C: Other non-financial assets

| | 2018 \$'000 | 2017 \$'000 |
|---|----------------|----------------|
| Prepayments | 2,773 | 3,135 |
| Total other non-financial assets | 2,773 | 3,135 |

No indicators of impairment were found for other non-financial assets (2017: nil).

2.4 Other payables and provisions

2.4A: Other payables

| | 2018 \$'000 | 2017 \$'000 |
|------------------------------|----------------|----------------|
| Salaries and wages | 708 | 492 |
| Superannuation | 88 | 398 |
| Separations and redundancies | 152 | 433 |
| Lease incentives | 2,378 | 2,255 |
| Straight-line leases | 582 | 369 |
| Total other payables | 3,908 | 3,947 |

ACCOUNTING POLICY**Parental leave payments scheme**

Amounts received under the Parental Leave Payments Scheme by the AEC not yet paid to employees were presented as cash and a liability (payable). The total amount received under this scheme was \$56,407 (2017: \$81,862).

Employee benefits

Refer to Note 3.2.

Leases

Refer to Note 4.1A.

2.4B: Other provisions

| | Provision for restoration \$'000 |
|--|--|
| As at 1 July 2017 | 1,570 |
| Additional provisions made | 262 |
| Amounts used | – |
| Amounts reversed | (46) |
| Revaluation of provision | (58) |
| Unwinding of discount or change in discount rate | 52 |
| Total as at 30 June 2018 | 1,780 |

The AEC currently has 32 (2017: 31) agreements for the leasing of premises which have provisions requiring the AEC to restore the premises to their original condition at the conclusion of the lease. The AEC has made a provision to reflect the present value of this obligation.

2.5 Contingent assets and liabilities

Contingent Assets

At 30 June 2018, the AEC had no contingent assets (2017: nil).

Contingent Liabilities

At 30 June 2018, the AEC had no contingent liabilities (2017: nil).

Quantifiable Contingencies

At 30 June 2018, the AEC had no quantifiable contingencies (2017: nil).

Unquantifiable Contingencies

At 30 June 2018, the AEC had no unquantifiable contingencies (2017: nil).

Significant Remote Contingencies

The AEC has no significant remote contingencies (2017: nil).

ACCOUNTING POLICY

Contingent liabilities and contingent assets are not recognised in the statement of financial position but are reported in the notes. They may arise from uncertainty as to the existence of a liability or asset or represent an asset or liability in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain and contingent liabilities are disclosed when settlement is greater than remote.

3. People and relationships

This section describes a range of employment and post employment benefits provided to our people and our relationships with other key people.

3.1 Employee benefits

| | 2018 \$'000 | 2017 \$'000 |
|--------------------------------|----------------|----------------|
| Wages and salaries | 64,334 | 128,594 |
| Superannuation: | | |
| Defined contribution plans | 5,693 | 8,436 |
| Defined benefit plans | 6,022 | 6,978 |
| Leave and other entitlements | 6,502 | 7,803 |
| Separation and redundancies | 4,128 | 796 |
| Total employee benefits | 86,679 | 152,607 |

3.2 Employee provisions

| | 2018 \$'000 | 2017 \$'000 |
|----------------------------------|----------------|----------------|
| Leave | 22,251 | 25,130 |
| Total employee provisions | 22,251 | 25,130 |

ACCOUNTING POLICY

Liabilities for short-term employee benefits and termination benefits expected within twelve months of the end of reporting period are measured at their nominal amounts.

Other long-term employee benefits are measured as net total of the present value of the defined benefit obligation at the end of the reporting period minus the fair value at the end of the reporting period of plan assets (if any) out of which the obligations are to be settled directly.

Leave

The liability for employee benefits includes provision for annual leave and long service leave. The leave liabilities are calculated on the basis of employees remuneration at the estimated salary rates that will be applied at the time the leave is taken, including the entity's superannuation contribution rates to the extent that the leave is likely to be taken during service rather than paid out on termination.

The liability for long service leave has been determined by reference to the shorthand method as at 30 June 2018. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

Superannuation

The AEC's staff are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS), or the PSS accumulation plan (PSSap), or other superannuation funds held outside the Australian Government.

The CSS and PSS are defined benefit schemes for the Australian Government. The PSSap is a defined contribution scheme.

The liability for defined benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course. This liability is reported in the Department of Finance's administered schedules and notes.

The AEC makes employer contributions to the employees' defined benefit superannuation scheme at rates determined by an actuary to be sufficient to meet the current cost to the Government. The AEC accounts for the contributions as if they were contributions to defined contribution plans.

The liability for superannuation recognised as at 30 June represents outstanding contributions.

3.3 Key management personnel remuneration

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the AEC, directly or indirectly, including any director (whether executive or otherwise) of the AEC. The AEC has determined the key management personnel to be the Electoral Commissioner, Deputy Electoral Commissioner and the two First Assistant Commissioners. Key management personnel remuneration is reported in the table below:

| | 2018 \$'000 | 2017 \$'000 |
|---|----------------|----------------|
| Short-term employee benefits | 1,300 | 1,478 |
| Post-employment benefits | 309 | 387 |
| Other long-term employee benefits | 122 | 133 |
| Total key management personnel remuneration expenses¹ | 1,731 | 1,998 |

1. The above key management personnel remuneration excludes the remuneration and other benefits of the Portfolio Minister. The Portfolio Minister's remuneration and other benefits are set by the Remuneration Tribunal and are not paid by the AEC.

The total number of key management personnel that are included in the above table is 4 (2017: 7).

During the year the number of positions included in key management personnel was 4 (2017:4.5).

3.4 Related party disclosures

Related party relationships:

The AEC is an Australian Government controlled entity. Related parties to the AEC are Key Management Personnel, the Portfolio Minister and Executive, and other Australian Government entities.

Transactions with related parties:

Given the breadth of Government activities, related parties may transact with the government sector in the same capacity as ordinary citizens. Such transactions include the payment or refund of taxes, receipt of a Medicare rebate or higher education loans. These transactions have not been separately disclosed in this note.

Significant transactions with related parties can include:

- the payments of grants or loans
- purchases of goods or services
- receipts to provide services
- payments for superannuation
- asset purchases, sales transfers or leases

Giving consideration to relationships with related entities, and transactions entered into during the reporting period by the entity, it has been determined that there are no related party transactions to be separately disclosed.

4. Other information

This section includes additional financial information that is either required by AAS or the PGPA FRR or is relevant to assist users in understanding the financial statements.

4.1 Expenses

4.1A: Suppliers

| | 2018 \$'000 | 2017 \$'000 |
|--|----------------|----------------|
| Goods and services supplied or rendered | | |
| Consultants | 914 | 2,312 |
| Contractors | 18,433 | 35,110 |
| Travel | 4,464 | 4,378 |
| IT services | 14,577 | 19,809 |
| Employee related expenses | 2,249 | 1,811 |
| Inventory | 3,349 | 8,786 |
| Furniture and venue hire | 726 | 8,919 |
| Property | 4,826 | 9,046 |
| Mail and freight | 6,049 | 18,062 |
| Office supplies | 1,091 | 854 |
| Advertising | 1,520 | 2,313 |
| Printing | 511 | 6,071 |
| Other | 1,131 | 3,170 |
| Total goods and services supplied or rendered | 59,840 | 120,641 |
| Goods supplied | 17,149 | 53,104 |
| Services rendered | 42,691 | 67,537 |
| Total goods and services supplied or rendered | 59,840 | 120,641 |
| Other suppliers | | |
| Operating lease rentals | 13,288 | 12,295 |
| Lease restoration | 262 | 15 |
| Workers compensation expenses | 2,597 | 2,724 |
| Total other suppliers | 16,147 | 15,034 |
| Total suppliers | 75,987 | 135,675 |

Leasing commitments

The AEC in its capacity as a lessee, leases office accommodation and storage that are effectively non-cancellable. The lease payments can be varied periodically to take account of an annual Consumer Price Index increase, a fixed increase or a market increase. Commitments are GST inclusive where relevant.

Commitments for minimum lease payments in relation to non-cancellable operating leases are payable as follows:

| | 2018 \$'000 | 2017 \$'000 |
|-----------------------------------|----------------|----------------|
| Within 1 year | 15,061 | 14,432 |
| Between 1 to 5 years | 30,569 | 30,076 |
| More than 5 years | – | 2,569 |
| Total operating lease commitments | 45,630 | 47,077 |

ACCOUNTING POLICY

Operating lease payments are expensed on a straight-line basis which is representative of the pattern of benefits derived from the leased assets.

4.1B: Write-down and impairment of assets

| | 2018 \$'000 | 2017 \$'000 |
|---|----------------|----------------|
| Impairment on financial instruments | (6) | 8 |
| Impairment on intangible assets | – | 1,494 |
| Total write-down and impairment of assets | (6) | 1,502 |

5. Items administered on behalf of Government

This section analyses the activities that the AEC does not control but administers on behalf of the Government. Unless otherwise noted, the accounting policies adopted are consistent with those applied for departmental reporting.

5.1 Administered – expenses

5.1A: Other expenses

| | 2018 \$'000 | 2017 \$'000 |
|-------------------------------------|----------------|----------------|
| Refunds - electoral fines/penalties | – | 105 |
| Political Party funding | 618 | 62,778 |
| Total other expenses | 618 | 62,883 |

5.2 Administered – income

5.2A: Fees and fines

| | 2018 \$'000 | 2017 \$'000 |
|-----------------------------|----------------|----------------|
| Revenue | | |
| Non-Taxation Revenue | | |
| Electoral fines/penalties | 276 | 3,746 |
| Party Registration | 6 | – |
| Total fees and fines | 282 | 3,746 |

ACCOUNTING POLICY

All administered revenues are revenues relating to ordinary activities performed by the AEC on behalf of the Australian Government. As such, administered appropriations are not revenues of the individual entity that oversees distribution or expenditure of the funds as directed.

Fines are charged for non-voters of federal elections, by-elections and referendums. Administered fee revenue is recognised when received.

Each nomination for the Senate and the House of Representatives must be accompanied by a deposit.

5.3 Administered – assets and liabilities

5.3A: Cash and cash equivalents

| | 2018 \$'000 | 2017 \$'000 |
|--|----------------|----------------|
| Cash on hand or on deposit | – | 2,222 |
| Cash on hand - special account | – | 53 |
| Cash held at the OPA - special account | 1,328 | 1,285 |
| Total cash and cash equivalents | 1,328 | 3,560 |

5.4 Administered – financial instruments

| | 2018 \$'000 | 2017 \$'000 |
|--|----------------|----------------|
| Financial Assets | | |
| Cash and Cash Equivalents | | |
| Cash on hand or on deposit | – | 2,222 |
| Cash on hand - special account | – | 53 |
| Cash held at the OPA - special account | 1,328 | 1,285 |
| Total cash and cash equivalents | 1,328 | 3,560 |
| Total financial assets | 1,328 | 3,560 |

Receivables (net) are expected to be recovered within 12 months (2017: within 12 months).

Credit terms for goods and services were within 30 days (2017: 30 days). Settlement of suppliers payable is usually made within 30 days.

5.5 Administered – contingent assets and liabilities

There are no administered contingencies, remote or quantifiable, for the AEC (2017: nil).





Section 7

Appendices

Additional information including tables, graphs and data.

IN THIS SECTION

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Appendix A

Resources

This appendix provides details of the AEC's resources and expenses in 2017–18, 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 2017–18 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 4)
- expenses and resources by outcome, showing the detail of Budget appropriations and total resourcing for Outcome 1 (Table 5)
- Average staffing levels from 2015–16 to 2017–18 (Table 6)

Table 4: Agency resource statement 2017–18

| | | Actual appropriation for 2017–18 \$'000 | "Payments made for 2017–18" \$'000 | "Balance remaining 2017–18" \$'000 |
|--|----------|--|---|---|
| Ordinary annual services^a | | | | |
| Prior Year Departmental appropriation | | 83,179 | 80,148 | 3,031 |
| Departmental appropriation ^b | | 168,668 | 54,135 | 114,533 |
| Section 74 relevant agency receipts | | 18,043 | 18,043 | – |
| Total ordinary annual services | A | 269,890 | 152,326 | 117,564 |
| Special appropriations | | | | |
| Special appropriations limited by criteria/ entitlement | | | | |
| <i>Commonwealth Electoral Act 1918</i> (Administered) | | 730 | 730 | – |
| <i>Commonwealth Electoral Act 1918</i> (Departmental) | | 14,900 | 14,900 | – |
| Total special appropriations | B | 15,630 | 15,630 | – |
| Special accounts^c | | | | |
| Opening balance | | 1,285 | 0 | |
| Non-appropriation receipts to special accounts | | 55 | 0 | |
| Payments made | | 0 | 12 | |
| Total special accounts | C | 1,340 | 12 | |
| Total resourcing (A + B + C) | | 286,860 | 167,968 | |
| Total net resourcing for agency | | 286,860 | 167,968 | |

a. Appropriation Bill (No. 1) 2017–18 and Appropriation Bill (No. 3) 2017–18. This also includes prior year departmental appropriation and section 74 relevant agency receipts.

b. Includes an amount of \$22.370 million in 2017–18 for the Departmental Capital Budget. For accounting purposes this amount has been designated as 'contributions by owners'.

c. Includes 'Special Public Money' held in accounts like Other Trust Monies accounts (OTM), Services for other Government and Non agency Bodies accounts (SOG) or Services for Other Entities and Trust Monies Special accounts (SOETM).

Table 5: Expenses and resources for Outcome 1

| | Budget ^a 2017-18 \$'000 | Actual expenses 2017-18 \$'000 | Variation \$'000 |
|--|--|---|---------------------|
| Program 1.1 | | | |
| Administered expenses | | | |
| Special appropriations | 644 | 618 | 26 |
| Departmental expenses | | | |
| Departmental appropriation ^b | 164,341 | 148,127 | 16,214 |
| Special appropriations | 14,900 | 14,900 | 0 |
| Expenses not requiring appropriation in the Budget year | 8,206 | 9,500 | (1,294) |
| Total for Program 1.1 | 188,091 | 173,145 | 14,946 |
| Total expenses for Outcome 1 | 188,091 | 173,145 | 14,946 |

a. Full-year budget, including any subsequent adjustment made to the 2017–18 Budget at Additional Estimates.

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

Table 6: Average staffing levels 2015–16 to 2017–18

| | 2015-16 | 2016-17 | 2017-18 |
|---------------------------------|---------|---------|---------|
| Average staffing level (number) | 819 | 809 | 795 |

Appendix B

Governance

Business planning documents

Table 7: Business planning documents

| Document | Purpose | Reviewed |
|--|--|--|
| Business Planning and Performance Reporting Framework | Supports staff to deliver outcomes in the AEC corporate plan, manage resources and finances and supports requirements of the PGPA Act. | Annually |
| Business Plans (Branch/state and territory) | Align branch and state and territory activities with business planning and reporting. | Annually |
| Election Readiness Framework | Sets out and monitors the program of activity required to maintain election readiness. | Every election cycle |
| Information Technology Strategic Plan | Sets the AEC's desired information technology vision to 2020 and is supported by the IT Architecture Plan. | Annually |
| Fraud Control Plan | To prevent, detect and respond to fraud in accordance with Commonwealth law, fraud control policies and memorandums of understanding. | Every two years (or if significant organisational change occurs) |
| Strategic Risk Management Plan | Details strategic risks that affect the AEC and how these will be managed. | Biannually |
| Assurance Plan | Outlines assurance activities that target the AEC's key/high-risk business processes. | Annually |
| Internal Audit Plan | Sets the internal audit program for the financial year (contained within the Assurance Plan). | Annually |
| Business Continuity Plans | Ensures continuation of identified time critical business processes during and following a significant disruption to normal operations. | Annually |
| Disability Inclusion Strategy | Identifies relevant target outcomes from the National Disability Strategy 2010–2020. | Reported on annually |
| Reconciliation Action Plan | Sets activities to recognise and respect Aboriginal and Torres Strait Islander peoples in internal and external arrangements and activities. | Annually |
| Property Plan | Direction on long-term management of leased property. | Annually |

| Document | Purpose | Reviewed |
|---|---|------------|
| Security Plan | Strategies to protect staff, visitors, information, equipment and premises against harm, loss, interference and compromise. | Biannually |
| Division, Branch/state Workforce Plans | The continuous process of identifying and mitigating potential workforce risks and plan future workforce strategies. | Biannually |
| AEC Strategic Workforce Plan | Examines workforce issues at the organisational level, informed by the division, branch and state workforce plans. | Annually |

AEC management committees and discussion forums

Table 8: AEC management committees

| Committee | Function | Members* | Meeting frequency |
|--|---|--|-------------------|
| Executive Leadership Team (ELT) | Senior management team helping to deliver strategic leadership and operational management. | EC, DEC, FAC Capability, FAC Network and Elections Operations/ National Election Manager. | Weekly |
| Organisational Health Committee | Monitors performance, risk management, compliance and controls. Provides advice and recommendations to the ELT. | DEC; FAC Capability; FAC Network and Election Operations; National Elections Manager; AC Corporate Services; Chief Finance Officer; AC Disclosure, Assurance and Engagement; State Manager, NSW; State Manager, WA. | Monthly |
| Capability Committee | Monitors organisational capability and progresses projects to support strategic direction. Monitors project outputs and significant organisational initiatives, and provides advice on future capability. | FAC Capability; FAC Network and Election Operations /National Election Manager; Chief Finance Officer; AC Roll Management and Community Engagement; AC Information, Communication and Technology; State Manager, QLD; State Manager, Tas; Program Manager, Supply Chain. | Monthly |
| Learning Governance Committee | Provides whole of agency governance to learning and development. Sets strategic direction and operating models and guides the National Training and Education Unit. | DEC, FAC Network and Election Operations/National Election Manager, AC Corporate Services, AC Operations, AC Information, Communication and Technology, State Manager, QLD, State Manager NSW, Director Operations, Vic. | Every three weeks |

| Committee | Function | Members* | Meeting frequency |
|--|---|--|---|
| Business Assurance Committee (BAC) | The AEC's Audit Committee. Provides independent advice on the AEC's internal audit resourcing and coverage in relation to key risks. Approves the internal audit program and oversees the operation of audit committees and fraud control under the PGPA Act. | Three or more members appointed by EC (the majority external to AEC); additional AEC advisers are permitted to attend. In 2017–18, BAC had four members and three AEC advisers. | Quarterly |
| Fraud Control Committee (FCC) | Subcommittee of BAC. Advises BAC on the appropriateness and effectiveness of the AEC's fraud control plans, policies and procedures. | AC Roll Management and Community Engagement Branch; AC Information, Communication and Technology Branch; State Manager Vic; State Manager, SA; Chief Legal Officer (observer); Chief Finance Officer (observer). | Quarterly |
| National Election Delivery Committee (NEDC) | Supports the National Election Manager (NEM) to oversee and monitor preparations for, and successful conduct of, federal electoral events (including by-elections, plebiscites and referendums). The NEM reports regularly on behalf of the NEDC to ELT and the Electoral Commissioner. | FAC Network and Elections Operations/ National Election Manager; all State Managers; AC's (membership expands approaching elections). | Regularly; monthly, weekly or daily as required (i.e. in run-up to an election) |
| Security Committee | Provides strategic oversight of the AEC's protective and IT security programs. | DEC, FAC Capability, FAC Network and Elections Operations/ National Election Manager, AC Corporate Services Branch, AC Information, Communication and Technology Branch, State Managers, NSW and Vic. | Monthly, with more meetings as required (i.e. in run-up to an election) |
| Work health and safety committees | A consultative forum to address health and safety at a national and strategic level, with reference to the requirements of the <i>Work Health and Safety Act 2011</i> and the Work Health and Safety Regulations 2011. | Chair; management representatives; employee representatives; advisers from Corporate Services Branch. | Quarterly, and out-of-session as required |

* Electoral Commissioner (EC); Deputy Electoral Commissioner (DEC); First Assistant Commissioners (FAC); Assistant Commissioner's (AC)

Table 9: AEC discussion forums

| Forum name | Function | Members* | Meeting frequency |
|---|--|--|---|
| Director Operations Network | To support NEDC (see Table 8) and other bodies through project work. Forum to discuss risk, issues facing the operational network, operational policy and procedures, implementation issues and change, and to provide feedback to the NEDC. | All directors of operations. | Fortnightly with at least three face-to-face meetings a year. |
| National Office Directors Network | To enable directors to collectively influence strategy and operations, present new ideas and opportunities, raise operational risks, and promote engagement with AEC governance organisation-wide. | FAC capability; all directors (EL2 officers) working in National Office. | Quarterly |
| AEC Consultative Forums (national and state and territory) | To support effective workplace relations that value communication, consultation and cooperation. | FAC capability; AC Corporate Services Branch; State Manager; three elected employee representatives; Union Representative Delegate or Nominee. | Bi-monthly as required |

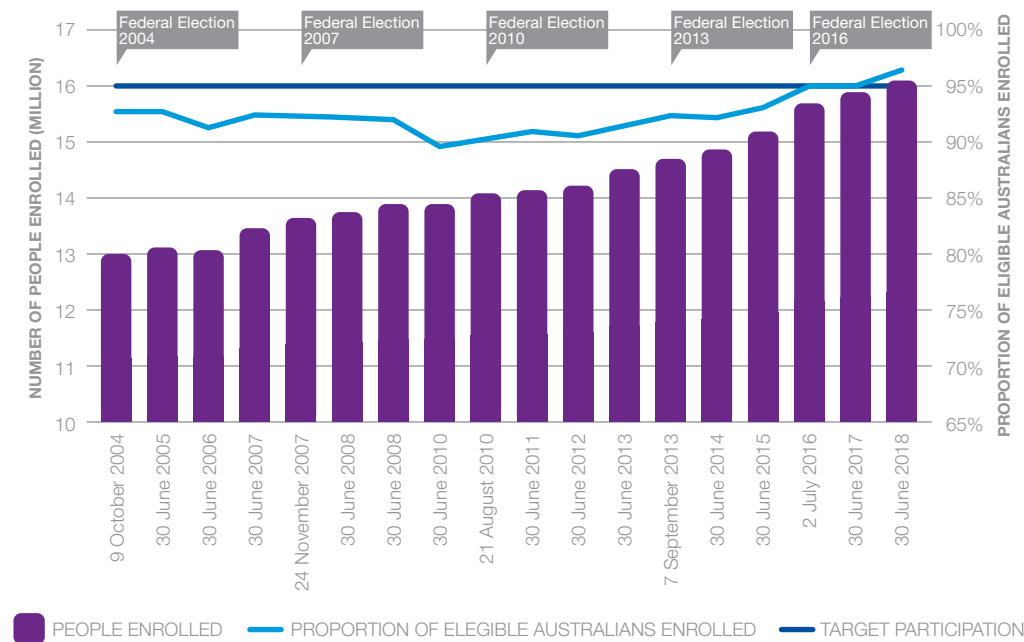
* First Assistant Commissioners (FAC); Assistant Commissioner's (AC)

Appendix C

Commonwealth Electoral Roll information

Enrolment rate and enrolled population

Figure 4: Enrolment rate – trend from 9 October 2004 to 30 June 2018



Commonwealth Electoral Roll extracts

Table 10: Recipients of electoral roll extracts July 2017–June 2018

| Name | Electorate/State | Roll data provided | Date provided |
|--|-----------------------------|--------------------|---------------------|
| The Hon Linda Burney MP | Member for Barton | Barton | Jul 2017 – Jun 2018 |
| Mr Andrew Gee MP | Member for Calare | Calare | Jul 2017 – Jun 2018 |
| Mr Andrew Hastie MP | Member for Canning | Canning | Jul 2017 – Jun 2018 |
| Mr Andrew Wilkie MP | Member for Clark | Clark | Jul 2017 – Jun 2018 |
| Mr George Christensen MP | Member for Dawson | Dawson | Apr 2018 – Jun 2018 |
| Mr Ted O'Brien MP | Member for Fairfax | Fairfax | Apr 2018 – May 2018 |
| Ms Catherine McGowan AO, MP | Member for Indi | Indi | Jul 2017 – Jun 2018 |
| The Hon Robert Katter MP | Member for Kennedy | Kennedy | Jul 2017 – Jun 2018 |
| Ms Susan Lamb MP | Member for Longman | Longman | Jul 2017 – Apr 2018 |
| Ms Rebekha Sharkie MP | Member for Mayo | Mayo | Jul 2017 – Apr 2018 |
| The Hon Karen Andrews | Member for McPherson | McPherson | Apr 2018 |
| Mr Adam Bandt MP | Member for Melbourne | Melbourne | Jul 2017 – Jun 2018 |
| The Hon Damian Drum MP | Member for Murray | Murray | Jul 2017 – May 2018 |
| Senator Brian Burston | Senator for New South Wales | New South Wales | May 2018 |
| Senator Sam Dastyari | Senator for New South Wales | New South Wales | Jul 2017 – Dec 2017 |
| Senator the Hon Concetta Fierravanti-Wells | Senator for New South Wales | New South Wales | Jul 2017 – Jun 2018 |
| Senator the Hon Marise Payne | Senator for New South Wales | New South Wales | Jul 2017 – Jun 2018 |
| Senator Lee Rhiannon | Senator for New South Wales | New South Wales | Jul 2017 – Jun 2018 |
| Senator the Hon Arthur Sinodinos | Senator for New South Wales | New South Wales | Jul 2017 – Jun 2018 |
| Senator John Williams | Senator for New South Wales | New South Wales | Jul 2017 – Jun 2018 |
| Senator Pauline Hanson | Senator for Queensland | Queensland | Jul 2017 – Jun 2018 |
| Senator the Hon Ian Macdonald | Senator for Queensland | Queensland | Jul 2017 – Jun 2018 |
| Senator Barry O'Sullivan | Senator for Queensland | Queensland | Jul 2017 – Jun 2018 |
| Senator Cory Bernardi | Senator for South Australia | South Australia | Jul 2017 – Jun 2018 |
| Senator the Hon Simon Birmingham | Senator for South Australia | South Australia | Jul 2017 – Jun 2018 |
| Senator Stirling Griff | Senator for South Australia | South Australia | Jul 2017 – Jun 2018 |

| Name | Electorate/State | Roll data provided | Date provided |
|-------------------------------|-------------------------------|--------------------|---------------------|
| Senator Skye Kakoschke-Moore | Senator for South Australia | South Australia | Jul 2016 – Nov 2017 |
| Senator the Hon Anne Ruston | Senator for South Australia | South Australia | Jul 2017 – Jun 2018 |
| Senator Nicholas Xenophon | Senator for South Australia | South Australia | Jul 2017 – Nov 2017 |
| Senator Nicholas McKim | Senator for Tasmania | Tasmania | Jul 2017 – Jun 2018 |
| Senator the Hon Stephen Parry | Senator for Tasmania | Tasmania | Jul 2017 – Nov 2017 |
| Senator the Hon Lisa Singh | Senator for Tasmania | Tasmania | Jul 2017 – Nov 2018 |
| Senator Peter Whish-Wilson | Senator for Tasmania | Tasmania | Jul 2017 – Jun 2018 |
| Senator Christopher Back | Senator for Western Australia | Western Australia | Jul 2017 |
| Senator Peter Georgiou | Senator for Western Australia | Western Australia | Jul 2017 – Jun 2018 |
| Senator Dean Smith | Senator for Western Australia | Western Australia | Jul 2017 – Jun 2018 |

Table 11: Roll information for registered political parties – parties provided with electoral roll extracts

| Registered political party | Roll data provided | Date provided |
|--|---|--|
| Animal Justice Party | New South Wales | Jul 2017 – Dec 2017 Mar 2018 – May 2018 |
| Australia First Party (NSW) Incorporated | New South Wales | Jul 2017 – Nov 2017 |
| Australian Christians | Western Australia | Jul 2017 – Jun 2018 |
| Australian Conservatives Party | National South Australia | Aug 2017 – Jun 2018 Jul 2017 |
| Australian Country Party | Victoria | Jul 2017 – Jun 2018 |
| Australian Greens | National | Jul 2017 – Jun 2018 |
| Australian Labor Party (ALP) | National | Jul 2017 – Jun 2018 |
| Australian Liberty Alliance | Victoria | May 2018 – Jun 2018 |
| Australian Sex Party | Victoria | Jul 2017 – Aug 2017 |
| Centre Alliance | South Australia | Nov 2017 – Jun 2018 |
| Democratic Labour Party (DLP) | New South Wales, Victoria, Queensland, Western Australia | Jul 2017 – Jun 2018 |
| Family First Party | Victoria, South Australia, Queensland | Jul 2017 – Sep 2017 |

| Registered political party | Roll data provided | Date provided |
|---|--|---------------------|
| Health Australia Party | Victoria | Jul 2017 – Jun 2018 |
| Jacqui Lambie Network | Tasmania | Jul 2017 – Jun 2018 |
| Liberal Democratic Party | New South Wales | Jul 2017 – Jun 2018 |
| | Australian Capital Territory, Queensland, South Australia, Victoria, Western Australia | Apr 2018 – Jun 2018 |
| Liberal National Party of Queensland | Queensland | Jul 2017 – Jun 2018 |
| Liberal Party of Australia | National | Jul 2017 – Jun 2018 |
| Liberal Party of Australia (SA Division) | South Australia | Jul 2017 – Jun 2018 |
| National Party of Australia | New South Wales, Victoria, South Australia, Western Australia | Jul 2017 – Jun 2018 |
| National Party of Australia – Victoria | Victoria | Jul 2017 – Jun 2018 |
| National Party of Australia – (SA) Inc. | South Australia | Jul 2017 – Jun 2018 |
| Non-Custodial Parents Party (Equal Parenting) | New South Wales | Jul 2017 – Jun 2018 |
| Pauline Hanson's One Nation | Queensland, New South Wales, Western Australia | Jul 2017 – May 2018 |
| Queensland Greens | Queensland | Jul 2017 – Jun 2018 |
| Republican Party of Australia | New South Wales | Nov 2017 – Jun 2018 |
| Rise Up Australia Party | Victoria | Jul 2017 – Jun 2018 |
| Science Party | New South Wales | Jul 2017 – Jun 2018 |
| Shooters, Fishers and Farmers Party | New South Wales | Jul 2017 – Jun 2018 |
| The Greens NSW | New South Wales | Jul 2017 – Jun 2018 |
| The Greens – Victoria Branch | Victoria | Jul 2017 – Jun 2018 |
| The Greens (WA) Inc. | Western Australia | Jul 2017 – Jun 2018 |
| Voluntary Euthanasia Party | New South Wales | Mar 2018 |

Recipients of roll information

Table 12: Government departments and agencies that received electoral extracts, as at July 2017–June 2018

| Institution | Data provided | | | |
|--|---------------|----------|----------|----------|
| | Aug 2017 | Nov 2017 | Feb 2018 | May 2018 |
| 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 | Yes | Yes |
| Australian Securities and Investments Commission | 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 |
| Home Affairs | Yes | Yes | Yes | Yes |

Table 13: Medical and electoral researchers provided with electoral roll extracts, July 2017–June 2018

| Contact, institution | Data provided |
|--|---|
| 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 the study: '2017–18 Australian Survey of Social Attitudes: Role of Government'. |

Table 14: Provision of electoral roll information to organisations verifying identity for financial purposes, July 2017–June 2018

| Institution | Data provided | | |
|---|---------------|----------|----------|
| | Aug 2017 | Feb 2018 | May 2018 |
| FCS OnLine (Dunn and Bradstreet/Illion) | Yes | Yes | Yes |
| VEDA Advantage Information Services and Solutions Ltd (EQUIFAX) | Yes | Yes | Yes |

Appendix D

Electoral events data

Special Senate counts voting data

Table 15: Results from Senate special counts conducted in 2017–18

| State | Date of Special Count | Vacancies | Former Senator | Elected Senator |
|-------|-----------------------|-----------|----------------------|--------------------|
| QLD | 6 Nov 2017 | 2 | Larissa Waters | Andrew Bartlett |
| | | | Malcolm Roberts | Fraser Anning |
| WA | 6 Nov 2017 | 1 | Scott Ludlam | Jordan Steele-John |
| NSW | 6 Nov 2017 | 1 | Fiona Nash | * |
| | 22 Nov 2017 | 1 | * | Andrew James Molan |
| TAS | 12 Dec 2017 | 2 | Stephen Parry | Richard Colbeck |
| | | | Jacquie Lambie | Steven Martin |
| SA | 15 Feb 2018 | 1 | Skye Kakoschke-Moore | Timothy Storer |
| ACT | 18 May 2018 | 1 | Katy Gallagher | David Smith |

*On 10 November 2017 the Court of Disputed Returns considered the report of the results of the special count and deferred a decision. On 15 November 2017 the Court determined that Hollie Hughes was ineligible to be elected and ordered an additional special count to be conducted in New South Wales.

By-elections voting data

Table 16: By-elections conducted during 2017–18

| By-election | Polling day | Result declared | No. of candidates | Former member | Elected member |
|-------------|-------------|------------------|-------------------|----------------|----------------|
| New England | 2 Dec 2017 | 6 Dec 2017 | 17 | Barnaby Joyce | Barnaby Joyce |
| Bennelong | 16 Dec 2017 | 21 December 2017 | 12 | John Alexander | John Alexander |
| Batman | 17 Mar 2018 | 21 Mar 2018 | 10 | David Feeney | Ged Kearney |

Table 17: Key voting data for each 2017 by-election*

| Vote type | Ordinary | | Absent | | Provisional | | Declaration pre-poll | | Postal | | Total | |
|-------------|---|-------|--------|---|-------------|-------|----------------------|-------|--------|-------|--------|--------|
| | Votes | % | Votes | % | Votes | % | Votes | % | Votes | % | Votes | % |
| Division | 48 polling places (incl. pre-poll voting places, special hospital teams and divisional office) | | | | | | | | | | | |
| Batman | | | | | | | | | | | | |
| Formal | 74,059 | 93.40 | 0 | 0 | 322 | 95.27 | 196 | 98.99 | 10,827 | 96.47 | 85,404 | 93.79 |
| Informal | 5,236 | 6.60 | 0 | 0 | 16 | 4.73 | 2 | 1.01 | 396 | 3.53 | 5,650 | 6.21 |
| Total Votes | 79,295 | 87.09 | 0 | 0 | 338 | 0.37 | 198 | 0.22 | 11,223 | 12.33 | 91,054 | 81.46* |
| Bennelong | 41 polling places (incl. pre-poll voting places, special hospital teams and divisional office) | | | | | | | | | | | |
| Formal | 71,951 | 91.37 | 0 | 0 | 208 | 86.31 | 179 | 95.21 | 11,807 | 95.18 | 84,145 | 91.88 |
| Informal | 6,796 | 8.63 | 0 | 0 | 33 | 13.69 | 9 | 4.79 | 598 | 4.82 | 7,436 | 8.12 |
| Total Votes | 78,747 | 85.99 | 0 | 0 | 241 | 0.26 | 188 | 0.21 | 12,405 | 13.55 | 91,581 | 85.96* |
| New England | 108 polling places (incl. pre-poll voting places, special hospital teams and divisional office) | | | | | | | | | | | |
| Formal | 82,496 | 90.82 | 0 | 0 | 211 | 90.95 | 396 | 93.18 | 4,720 | 95.37 | 87,823 | 91.06 |
| Informal | 8,339 | 9.18 | 0 | 0 | 21 | 9.05 | 29 | 6.82 | 229 | 4.63 | 8,618 | 8.94 |
| Total Votes | 90,835 | 94.19 | 0 | 0 | 232 | 0.24 | 425 | 0.44 | 4,949 | 5.13 | 96,441 | 87.13* |

*These total percentage figures reflect the turnout (total votes as a percentage of enrolment).

Appendix E

Public awareness data

Advertising and market research

The AEC did not conduct a national advertising campaign in 2017–18.

Non-campaign newspaper advertisements supported federal redistributions, by-elections and party registration processes.

Table 18 shows payments of \$13,500 or more (GST inclusive) 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 \$13,500 or more to polling or direct mail organisations).

Table 18: Advertising and media placement payments, \$13,500 or more

| Agency type | Agency name | Details | Amount (GST inclusive) |
|---------------------------------|------------------|---|------------------------|
| Advertising agency | BMF Advertising | Creative head hours associated with AEC advertising campaigns. | \$24,912.25 |
| Market research | Orima | Refinement testing of AEC federal election advertising campaigns. | \$103,789.62 |
| Media advertising organisations | Dentsu Mitchell* | Advertising placement including electoral redistributions; party registrations and non-campaign advertising associated with by-elections in the divisions of New England, Bennelong and Batman. | \$457,855.41 |
| Total | | | \$586,557.28 |

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

Appendix F

Electoral redistribution data

Electoral redistributions concluded and commenced

Table 19: Summary of electoral redistributions concluded in 2017–18

| Electoral redistributions | Tasmania | Queensland |
|---|--|--|
| Basis for AEC's determination triggering a redistribution | More than seven years had elapsed since the last redistribution was determined. Tasmania retained its entitlement to five members of the House of Representatives | More than seven years had elapsed since the last redistribution was determined. Queensland retained its entitlement to 30 members of the House of Representatives |
| Direction to commence redistribution | 1 September 2016 | 6 January 2017 |
| Release of Redistribution Committee's proposed redistribution | 5 May 2017 | 29 September 2017 |
| Public input relating to the proposed redistribution | There were 11 written objections received between 5 May and 2 June 2017 | There were 23 written objections received between 29 September and 27 October 2018 |
| | Eight written comments on objections were received between 5 June and 16 June 2017 | Six written comments on objections were received between 30 October and 10 November 2018 |
| Augmented Electoral Commission activities | <p>Inquiries held: six submissions were made at the inquiry held in Launceston and five were made at the inquiry held in Hobart</p> <p>Decision: Augmented Electoral Commission's proposed redistribution was significantly different to the Redistribution Committee's proposal, requiring a further objections process</p> <p>Announcement of decision: 20 July 2017</p> | <p>Inquiries held: four submissions were made at the inquiry held in Brisbane</p> <p>Decision: adopt the proposed redistribution</p> <p>Announcement of decision: 5 January 2018</p> |
| Public input relating to augmented Electoral Commission's proposed redistribution | Twenty-two written further objections were received between 20 July and 26 July 2017 | Not required |

| Electoral redistributions | Tasmania | Queensland |
|--|--|---------------|
| Augmented Electoral Commission activities | <p>Inquiries held: 10 submissions were made at the inquiry held in Launceston on 7 August 2017</p> <p>Decision: adopt the augmented Electoral Commission's proposal</p> <p>Announcement of decision: 27 September 2017</p> | Not required |
| Gazettal of determination of names and boundaries of electoral divisions | 14 November 2017 | 27 March 2018 |

Table 20: Summary of electoral redistributions commenced in 2017–18

| Electoral redistributions | Victoria | Australian Capital Territory | South Australia |
|---|---|---|--|
| Basis for AEC's determination triggering a redistribution | On 31 August 2017 the Electoral Commissioner determined that the number of members of the House of Representatives to be chosen by Victoria at a general election had increased from 37 to 38 | On 31 August 2017 the Electoral Commissioner determined that the number of members of the House of Representatives to be chosen by the Australian Capital Territory at a general election had increased from two to three | On 31 August 2017 the Electoral Commissioner determined that the number of members of the House of Representatives to be chosen by South Australia at a general election had decreased from 11 to 10 |
| Direction to commence redistribution | 4 September 2017 | 4 September 2017 | 4 September 2017 |

| Electoral redistributions | Victoria | Australian Capital Territory | South Australia |
|---|--|---|--|
| Public input relating to the redistribution | There were 67 federal written suggestions received between 18 October and 17 November 2017 | There were 16 written suggestions received between 25 October and 24 November 2017 | There were 211 written suggestions received between 1 November and 1 December 2017 |
| | There were 58 written comments on suggestions received between 20 November and 1 December 2017 | Six written comments on suggestions were received between 27 November and 8 December 2017 | There were 32 written comments on suggestions received between 4 December and 15 December 2017 |
| Release of Redistribution Committee's proposed redistribution | 6 April 2018 | 6 April 2018 | 3 April 2018 |
| Public input relating to the proposed redistribution | There were 413 written objections received between 6 April and 4 May 2018 | There were 75 written objections received between 6 April and 4 May 2018 | There were 321 written objections received between 13 April and 11 May 2018 |
| | There were 100 written comments on objections received between 7 May and 18 May 2018 | There were 30 written comments on objections received between 7 May and 18 May 2018 | There were 42 written comments on objections received between 14 May and 25 May 2018 |
| Augmented Electoral Commission activities | <p>Inquiries held: 36 submissions were made at the inquiry held in Winchelsea and 35 submissions were held at the inquiry held in Melbourne</p> <p>Decision: adopt the proposed redistribution, with changes</p> <p>Announcement of decision: 20 June 2018</p> | <p>Inquiries held: 26 submissions were made at the inquiry held in Canberra</p> <p>Decision: adopt the proposed redistribution with changes</p> <p>Announcement of decision: during 2018–19</p> | <p>Inquiries held: 11 submissions were made at the inquiry held in Adelaide</p> <p>Decision: adopt the proposed redistribution</p> <p>Announcement of decision: 26 June 2018</p> |

Appendix G

Political party registrations and financial disclosure data

Breakdown of details of annual financial disclosure returns and amendments

Annual financial disclosure returns and amendments received in 2017–18 include:

- 670 annual financial disclosure returns and amendments three election returns from the 2016 federal election
- 554 returns and 28 amendments for the 2016–17 financial year
- 103 returns and 92 amendments for the 2015–16 financial year
- 13 returns and 11 amendments relating to returns received before 2015–16

Details of funding payments for 2017–18 by-elections

Table 21: 2017 New England by-election payment to political parties and candidates

| Political party/candidate | Amount |
|-------------------------------------|---------------------|
| National Party of Australia (NSW) | \$152,992.17 |
| Australian Labor Party (NSW Branch) | \$ 26,199.94 |
| Robert Edwin Taber | \$ 15,989.90 |
| The Greens NSW | \$ 10,261.02 |
| Total | \$205,443.03 |

Table 22: 2017 Bennelong by-election payment to political parties

| Political party/candidate | Amount |
|----------------------------|---------------------|
| Liberal Party of Australia | \$101,692.46 |
| Australian Labor Party | \$ 80,727.68 |
| The Greens NSW | \$ 15,262.72 |
| Australian Conservatives | \$ 9,684.10 |
| Total | \$207,366.96 |

Table 23: 2018 Batman by-election payment to political parties

| Political party/candidate | Amount |
|---|---------------------|
| Australian Labor Party (Victorian Branch) | \$ 99,644.46 |
| The Australian Greens | \$ 91,219.04 |
| Australian Conservatives | \$ 14,797.91 |
| Total | \$205,661.41 |

Details of Party registrations

Table 24: Party registration related applications and requests 2017–18

| Application/requests | Approved |
|--|----------|
| Register a new political party | 2 |
| Voluntarily deregister a political party | 6 |
| Political party deregistered by a delegate of the Electoral Commission | 8 |
| Change party details (including name, abbreviation and logo) | 2 |
| Update party office holder information – change registered officer | 23 |
| Update party office holder information – change other party officials | 85 |

Appendix H

Workforce statistics

Table 25: APS ongoing staff demographics as at 30 June 2017 and 30 June 2018

| | | Female part-time | | Female full-time | | Male part-time | | Male full-time | | Total | |
|----------|----------------|------------------|------|------------------|------|----------------|------|----------------|------|-------|------|
| Location | Classification | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 |
| NSW | | | | | | | | | | | |
| | AEO | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 |
| | EL 2 | 0 | 0 | 2 | 3 | 0 | 0 | 0 | 0 | 2 | 3 |
| | EL 1 | 1 | 0 | 7 | 4 | 0 | 0 | 5 | 6 | 13 | 10 |
| | APS 6 | 2 | 3 | 24 | 27 | 0 | 0 | 14 | 13 | 40 | 43 |
| | APS 5 | 0 | 0 | 9 | 12 | 0 | 0 | 8 | 7 | 17 | 19 |
| | APS 4 | 1 | 1 | 9 | 6 | 0 | 0 | 2 | 5 | 12 | 12 |
| | APS 3 | 4 | 2 | 23 | 23 | 0 | 0 | 5 | 7 | 32 | 32 |
| | APS 2 | 22 | 33 | 3 | 6 | 3 | 2 | 1 | 1 | 29 | 42 |
| Total | | 30 | 39 | 77 | 81 | 3 | 2 | 36 | 39 | 146 | 161 |
| Vic | | | | | | | | | | | |
| | AEO | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| | EL 2 | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 2 | 2 |
| | EL 1 | 0 | 0 | 6 | 8 | 0 | 0 | 2 | 1 | 8 | 9 |
| | APS 6 | 0 | 0 | 24 | 21 | 0 | 0 | 22 | 19 | 46 | 40 |
| | APS 5 | 1 | 1 | 4 | 6 | 0 | 0 | 2 | 0 | 7 | 7 |
| | APS 4 | 0 | 1 | 3 | 4 | 1 | 1 | 0 | 0 | 4 | 6 |
| | APS 3 | 5 | 3 | 22 | 21 | 0 | 0 | 4 | 5 | 31 | 29 |
| | APS 2 | 26 | 22 | 4 | 2 | 2 | 1 | 1 | 1 | 33 | 26 |
| Total | | 32 | 27 | 66 | 64 | 3 | 2 | 31 | 26 | 132 | 119 |

| Location | Classification | Female part-time | | Female full-time | | Male part-time | | Male full-time | | Total | |
|----------|----------------|------------------|------|------------------|------|----------------|------|----------------|------|-------|------|
| | | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 |
| 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 | 4 | 5 | 0 | 0 | 3 | 2 | 7 | 7 |
| | APS 6 | 0 | 0 | 15 | 14 | 0 | 0 | 7 | 8 | 22 | 22 |
| | APS 5 | 1 | 0 | 10 | 10 | 0 | 0 | 7 | 5 | 18 | 15 |
| | APS 4 | 0 | 0 | 8 | 7 | 0 | 0 | 1 | 1 | 9 | 8 |
| | APS 3 | 5 | 4 | 13 | 17 | 0 | 0 | 3 | 3 | 21 | 24 |
| | APS 2 | 16 | 18 | 6 | 6 | 0 | 0 | 1 | 0 | 23 | 24 |
| Total | | 22 | 22 | 56 | 59 | 0 | 0 | 23 | 20 | 101 | 101 |
| WA | | | | | | | | | | | |
| | 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 | 1 | 1 | 0 | 0 | 2 | 1 | 3 | 2 |
| | APS 6 | 0 | 0 | 6 | 8 | 0 | 0 | 6 | 4 | 12 | 12 |
| | APS 5 | 0 | 0 | 8 | 10 | 0 | 0 | 4 | 3 | 12 | 13 |
| | APS 4 | 2 | 0 | 5 | 3 | 0 | 0 | 1 | 0 | 8 | 3 |
| | APS 3 | 4 | 3 | 10 | 12 | 0 | 0 | 0 | 0 | 14 | 15 |
| | APS 2 | 11 | 7 | 0 | 4 | 0 | 0 | 0 | 0 | 11 | 11 |
| Total | | 17 | 10 | 30 | 38 | 0 | 0 | 14 | 9 | 61 | 57 |
| SA | | | | | | | | | | | |
| | 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 | 0 | 0 | 3 | 4 |
| | APS 6 | 0 | 0 | 8 | 7 | 0 | 0 | 1 | 1 | 9 | 8 |
| | APS 5 | 0 | 0 | 4 | 3 | 0 | 0 | 2 | 4 | 6 | 7 |
| | APS 4 | 0 | 0 | 1 | 2 | 0 | 0 | 3 | 1 | 4 | 3 |
| | APS 3 | 0 | 1 | 7 | 4 | 0 | 0 | 2 | 0 | 9 | 5 |
| | APS 2 | 3 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 4 | 1 |
| Total | | 3 | 1 | 24 | 21 | 0 | 0 | 9 | 7 | 36 | 29 |

| Location | Classification | Female part-time | | Female full-time | | Male part-time | | Male full-time | | Total | |
|-----------|----------------|------------------|------|------------------|------|----------------|------|----------------|------|-------|------|
| | | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 |
| Tas | | | | | | | | | | | |
| | AEO | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | EL 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 | 1 | 2 |
| | APS 6 | 1 | 0 | 3 | 5 | 0 | 0 | 1 | 0 | 5 | 5 |
| | APS 5 | 0 | 0 | 3 | 1 | 0 | 0 | 2 | 2 | 5 | 3 |
| | APS 4 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 1 |
| | APS 3 | 1 | 1 | 3 | 3 | 0 | 0 | 1 | 1 | 5 | 5 |
| | APS 2 | 1 | 1 | 1 | 2 | 0 | 0 | 0 | 0 | 2 | 3 |
| Total | | 4 | 2 | 10 | 12 | 0 | 0 | 5 | 5 | 19 | 19 |
| ACT | | | | | | | | | | | |
| | SES Band 2 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 2 | 3 | 2 |
| | SES Band 1 | 1 | 0 | 4 | 5 | 0 | 0 | 5 | 4 | 10 | 9 |
| | EL 2 | 1 | 0 | 18 | 20 | 0 | 1 | 16 | 11 | 35 | 32 |
| | EL 1 | 11 | 9 | 41 | 38 | 4 | 2 | 37 | 37 | 93 | 86 |
| | APS 6 | 6 | 7 | 42 | 31 | 0 | 2 | 29 | 23 | 77 | 63 |
| | APS 5 | 3 | 1 | 18 | 14 | 1 | 0 | 12 | 14 | 34 | 29 |
| | APS 4 | 7 | 9 | 13 | 17 | 0 | 1 | 4 | 7 | 24 | 34 |
| | APS 3 | 1 | 0 | 3 | 2 | 0 | 0 | 1 | 5 | 5 | 7 |
| | APS 2 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 0 | 1 | 2 |
| Total | | 30 | 26 | 139 | 127 | 5 | 8 | 108 | 103 | 282 | 264 |
| NT | | | | | | | | | | | |
| | AEO | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 |
| | EL 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| | APS 6 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 |
| | APS 5 | 0 | 0 | 2 | 0 | 0 | 0 | 1 | 1 | 3 | 1 |
| | APS 4 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 2 | 0 |
| | APS 3 | 0 | 0 | 2 | 1 | 0 | 0 | 1 | 0 | 3 | 1 |
| | APS 2 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 | 0 |
| Total | | 0 | 0 | 8 | 2 | 0 | 0 | 4 | 3 | 12 | 5 |
| AEC total | | 138 | 127 | 410 | 404 | 11 | 12 | 230 | 212 | 789 | 755 |

* including staff on higher duties arrangements

AEO = Australian Electoral Officer, APS = Australian Public Service, SES = Senior Executive Service. Figures include all ongoing staff employed at 30 June 2018 under the *Public Service Act 1999*. ACT electoral divisions are co-located with National Office employees in the ACT. Source: Aurion HR System.

Table 26: APS non-ongoing staff* demographics as at 30 June 2017 and 30 June 2018

| Location | Classification | Female part-time | | Female full-time | | Male part-time | | Male full-time | | Total | |
|----------|----------------|------------------|------|------------------|------|----------------|------|----------------|------|-------|------|
| | | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 |
| NSW | | | | | | | | | | | |
| | EL 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | EL 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 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 | 1 | 0 | 1 | 0 |
| | APS 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | APS 2 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Total | | 1 | 1 | 1 | 0 | 0 | 0 | 2 | 0 | 4 | 1 |
| Vic | | | | | | | | | | | |
| | AEO | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 |
| | EL 1 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 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 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Total | | 0 | 1 | 1 | 2 | 0 | 0 | 1 | 0 | 2 | 3 |
| Qld | | | | | | | | | | | |
| | EL 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | APS 6 | 0 | 0 | 1 | 1 | 0 | 0 | 1 | 1 | 2 | 2 |
| | APS 5 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 2 | 2 | 3 |
| | APS 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | APS 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 2 |
| | APS 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Total | | 1 | 0 | 2 | 2 | 0 | 1 | 2 | 4 | 5 | 7 |
| WA | | | | | | | | | | | |
| | 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 | 2 | 0 | 0 | 0 | 2 | 0 | 4 |
| | APS 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 2 | 0 | 4 |

| Location | Classification | Female part-time | | Female full-time | | Male part-time | | Male full-time | | Total | |
|-----------|----------------|------------------|------|------------------|------|----------------|------|----------------|------|-------|------|
| | | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 |
| SA | | | | | | | | | | | |
| | EL 1 | 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 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| | APS 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | APS 3 | 0 | 0 | 0 | 2 | 1 | 0 | 0 | 2 | 1 | 4 |
| | APS 2 | 1 | 3 | 0 | 0 | 0 | 1 | 0 | 1 | 1 | 5 |
| Total | | 1 | 4 | 0 | 3 | 1 | 1 | 0 | 3 | 2 | 11 |
| 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 | 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 | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| Total | | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| ACT | | | | | | | | | | | |
| | SES Band 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | EL 2 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 1 | 2 |
| | EL 1 | 1 | 0 | 2 | 2 | 0 | 0 | 1 | 4 | 4 | 6 |
| | APS 6 | 1 | 1 | 2 | 3 | 0 | 2 | 2 | 2 | 5 | 8 |
| | APS 5 | 0 | 0 | 2 | 4 | 0 | 0 | 3 | 3 | 5 | 7 |
| | APS 4 | 6 | 1 | 4 | 6 | 0 | 0 | 2 | 0 | 12 | 7 |
| | APS 3 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| | APS 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 |
| Total | | 8 | 2 | 12 | 16 | 1 | 2 | 8 | 10 | 29 | 30 |
| 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 | 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 | 0 | 0 | 0 |
| AEC total | | 11 | 8 | 16 | 27 | 2 | 4 | 13 | 19 | 42 | 58 |

* including staff on higher duties arrangements

AEO = Australian Electoral Officer, APS = Australian Public Service, SES = Senior Executive Service. Figures include all ongoing staff employed at 30 June 2018 under the Public Service Act 1999. ACT electoral divisions are co-located with National Office employees in the ACT. Source: Aurion HR System.

Table 27: Staff employed under the *Commonwealth Electoral Act 1918* by demographics as at 30 June 2017 and 30 June 2018

| Location | Classification | Female part-time | | Female full-time | | Male part-time | | Male full-time | | Total | |
|----------|----------------|------------------|------|------------------|------|----------------|------|----------------|------|-------|------|
| | | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 |
| NSW | | | | | | | | | | | |
| | AEO NSW | 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 |
| Vic | | | | | | | | | | | |
| | AEO VIC | 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 |
| Qld | | | | | | | | | | | |
| | AEO QLD | 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 | | | | | | | | | | | |
| | AEO WA | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 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 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 |

| Location | Classification | Female part-time | | Female full-time | | Male part-time | | Male full-time | | Total | |
|-----------|-------------------------------|------------------|------|------------------|------|----------------|------|----------------|------|-------|------|
| | | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 | 2017 | 2018 |
| SA | | | | | | | | | | | |
| | AEO SA | 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 |
| Tas | | | | | | | | | | | |
| | AEO TAS | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 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 | 1 | 1 | 1 | 1 |
| ACT | | | | | | | | | | | |
| | Electoral Commissioner | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 |
| | Deputy Electoral Commissioner | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 |
| | SES Band 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 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 | 0 | 0 | 0 | 0 | 2 | 2 | 2 | 2 |
| NT | | | | | | | | | | | |
| | AEO NT | 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 |
| NT Total | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| AEC total | | 0 | 0 | 1 | 1 | 0 | 0 | 5 | 7 | 6 | 8 |

* including staff on higher duties arrangements

AEO = Australian Electoral Officer, APS = Australian Public Service, SES = Senior Executive Service. Figures include all ongoing staff employed at 30 June 2018 under the Public Service Act 1999. ACT electoral divisions are co-located with National Office employees in the ACT. Source: Aurion HR System.

Table 28: Statutory appointments under the *Commonwealth Electoral Act 1918* as of 30 June 2018

| Statutory appointments under the <i>Commonwealth Electoral Act 1918</i> | | | |
|---|--|--------------------------------|--|
| Position | Legislative provision for existence of role | Current occupant | Current term |
| Electoral Commissioner Australian Electoral Commission | Subsection 18(1) of the <i>Commonwealth Electoral Act 1918</i> | Tom Rogers | Five years from 15/12/2014 |
| Deputy Electoral Commissioner | Subsection 19(1) of the <i>Commonwealth Electoral Act 1918</i> | Jeff Pope APM | Five years from 19/12/2016 |
| Australian Electoral Officer NSW | Subsection 20(1) of the <i>Commonwealth Electoral Act 1918</i> | Warwick Austin | Five years from 02/11/2017 |
| Australian Electoral Officer Vic | Subsection 20(1) of the <i>Commonwealth Electoral Act 1918</i> | Steve Kennedy | Five years from 15/06/2017 |
| Australian Electoral Officer Qld | Subsection 20(1) of the <i>Commonwealth Electoral Act 1918</i> | Thomas Ryan | Five years from 03/09/2015 |
| Australian Electoral Officer WA | Subsection 20(1) of the <i>Commonwealth Electoral Act 1918</i> | Fleur Hill | Five years from 23/03/2017 |
| Australian Electoral Officer SA | Subsection 20(1) of the <i>Commonwealth Electoral Act 1918</i> | Martyn Hagan | Five years from 8/12/2016 |
| Australian Electoral Officer Tas | Subsection 20(1) of the <i>Commonwealth Electoral Act 1918</i> | David Molnar | Five years from 8/12/2016 |
| Australian Electoral Officer NT | Subsection 20(1) of the <i>Commonwealth Electoral Act 1918</i> | Vacant 1 | Vacant. Term not to exceed seven years |
| Chairperson Australian Electoral Commission | Subsection 6(2)(a) of the <i>Commonwealth Electoral Act 1918</i> | The Hon. Dennis Cowdroy OAM QC | Five years from 23/03/2015 |
| Non-judicial member Australian Electoral Commission | Subsection 6(2)(c) of the <i>Commonwealth Electoral Act 1918</i> | David Kalisch | Five years from 30/04/2015 |

1. These duties are being performed by Adrian McCabe in an acting capacity.



Section 8

Reader guides

Abbreviations and acronyms, glossary, index to the list of annual report requirements and a general index.

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133 Glossary

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140 General index

Reader guides

Abbreviations and acronyms

| Term | Description |
|--------|---|
| AAS | Australian Accounting Standards |
| ABS | Australian Bureau of Statistics |
| ACT | Australian Capital Territory |
| AEC | Australian Electoral Commission |
| AEO | Australian Electoral Officer |
| AMLPS | Australian Marriage Law Postal Survey |
| ANAO | Australian National Audit Office |
| APS | Australian Public Service |
| APSC | Australian Public Service Commission |
| ARIR | Annual Roll Integrity Report |
| 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 |
| ERP | Election Readiness Program |
| ERRM | Election Ready Road Map |
| FCC | Fraud Control Committee |
| FDEU | Federal Direct Enrolment and Update |

| Term | Description |
|----------|--|
| 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 |
| NTEU | National Training and Education Unit |
| OHC | Organisational Health Committee |
| PBS | Portfolio Budget Statement |
| PGPA Act | <i>Public Governance, Performance and Accountability Act 2013</i> |
| PIANZEA | Pacific Islands, Australia and New Zealand Electoral Administrators |
| 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 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 'electoral division' above. |
| Employee | Member of staff that is ongoing, non-ongoing, intermittent or irregular. |

| Term | Description |
|---|---|
| Enrolment form | Application form to enrol to vote or update enrolment. |
| 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. |
| 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. |

| Term | Description |
|----------------------------|---|
| 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. |
| 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. |

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| Outcome and program structure | Mandatory | 14–32 |
| 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 if applicable | N/A |
| Portfolio structure | Mandatory for portfolio departments | N/A |
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