

# 2018/**19**

## ANNUAL REPORT

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

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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 2019.

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 2018–2022* with reference to the Portfolio Budget Statements
4. **AEC functions**—the functions which deliver the AEC's purpose and highlights of the year, including the 2019 federal election
5. **Management and accountability**—information on the management and accountability of the AEC
6. **Financial statements**—financial performance for 2018–19 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 ii](#) for accessible services.

This report is available online at [annualreport.aec.gov.au/2019](http://annualreport.aec.gov.au/2019). A PDF version is also available.

# Letter of transmittal



## Electoral Commissioner

Senator the Hon Zed Seselja  
Assistant Minister for Finance, Charities and Electoral Matters  
Parliament House  
Canberra ACT 2600

Cc: Senator the Hon Mathias Cormann  
Minister for Finance

Dear Assistant Minister

I have pleasure in presenting the Annual Report of the Australian Electoral Commission (AEC) for the year ending 30 June 2019.

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 Rule 2014*, 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

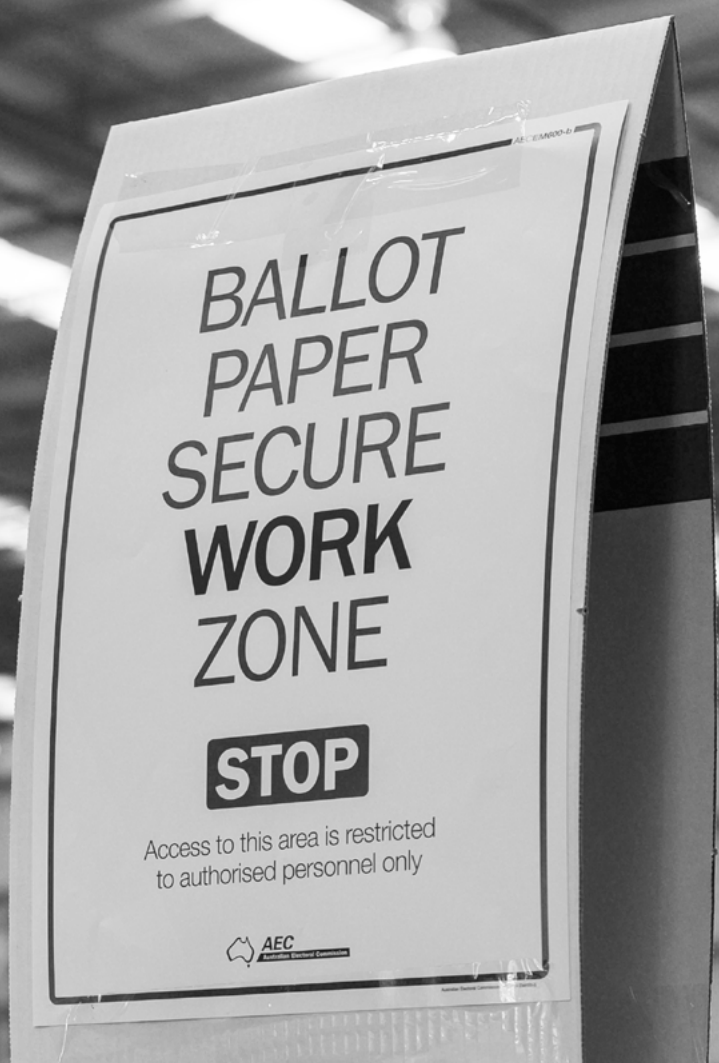


Tom Rogers  
Electoral Commissioner

13 September 2019







# COMMISSIONER'S REVIEW / 01

The Electoral Commissioner, Tom Rogers,  
reflects on a federal election year

- / One federal election
- / Largest by-election event since Federation
- / Improved voting experience

# 01 SECTION 01

## COMMISSIONER'S REVIEW



This has been an extraordinary year for our agency. We made history by achieving a number of electoral firsts, and broke a number of electoral size and scale records.

Commentary and speculation about candidate eligibility requirements of Section 44 of the Constitution continued to be a focus this year. It began with the 'Super Saturday' by-elections in the five divisions of Longman (Queensland), Mayo (South Australia), Braddon (Tasmania), Fremantle and Perth (Western Australia) on 28 July 2018—the most by-elections conducted simultaneously since Federation.

We also implemented changes to the nomination process by introducing an option for people wishing to stand as candidates to confirm their eligibility to be elected to Parliament through a qualification checklist.

The AEC conducted a further by-election in the Division of Wentworth. This was the ninth by-election held this electoral cycle—the highest number of by-elections conducted during any one cycle in more than 30 years.

We also invested heavily in planning and preparing for the 2019 federal election,

including developing new procedures and processes to further improve the voter experience. The by-elections were a great opportunity for us to test these before the federal election.

A record 16,424,248 Australians enrolled to vote in the 2019 federal election, making it the largest electoral roll in Australian history. This follows almost 100,000 additions to the roll in the week preceding the close of rolls, which increased the national enrolment rate to a remarkable 97 per cent\*.

### Five by-elections (Super Saturday)

The AEC focused on high integrity outcomes for the by-elections held on 28 July 2018. We completed a large-scale awareness campaign to ensure electors in the affected divisions were aware of the events—including an election guide which was delivered to households in the five divisions—supported by a range of advertising, social media activities and media interviews.

\* An enrolment rate of 96.8 per cent was published at close of rolls for the 2019 federal election. This figure was based on preliminary population estimates and has now been revised to 97.0 per cent for the 2019 federal election.



We used electronic certified lists (ECLs) across all of the five divisions to access real time information that helped manage queues and ballot paper supply in polling places.

We ensured the results for these by-elections were delivered swiftly and safely. The AEC returned the writs for all divisions well within the dates specified by the Speaker of the House of Representatives, with the divisions of Braddon, Fremantle and Mayo returned on 6 August 2018 and the divisions of Longman and Perth returned on 13 August 2018.

The successful conduct of these by-elections showcased our progress in professionalising our workforce and our improvements to the processes we undertake to deliver elections.

### Wentworth by-election

The Wentworth by-election on 20 October 2018 was the ninth by-election held this electoral cycle, so we were well rehearsed and prepared to successfully administer the event. While the number of by-elections added to an already intense workload, they provided a valuable opportunity for us to trial and fine tune many of the improvements and processes we put in place following the 2016 federal election evaluation.

We have the largest electoral roll in Australian history, and a national enrolment rate of a remarkable 97 per cent.

### 2019 federal election

A significant proportion of our time and resources this year was spent planning and preparing for the 2019 federal election. Our preparations focused on priority areas identified in the evaluation for the previous federal election.

One of the greatest areas of change has been the suite of improvements to polling place operations to improve staff and voter experiences on polling day.

These changes were made based on data through our research with Deakin University, which was further validated at recent by-elections. Some of these changes included increasing the number of staff in each polling place and introducing 'mini queues' to better manage polling place queues.

A further significant change was to establish a nationally coordinated capability to support supply, distribution and return of election materials and equipment to and from multiple areas of the AEC. A national capability now supersedes the broadly decentralised supply chain that existed at the previous federal election where states and divisions operated according to local requirements, constraints and time pressures. National coordination of the supply chain process was supported by dedicated logistics managers to coordinate and supervise each out-posted centre. This approach, which was also tested at the by-elections, proved very successful.

One of the greatest areas of change has been the suite of improvements to polling place operations to improve staff and voter experience on polling day.

## Learning and development

This electoral cycle we have also invested heavily in the learning and development of our staff. We established the National Training and Education Unit and we delivered the Election Readiness Program, which was the most significant training investment in our agency's history. We also:

- delivered an Australian Electoral Officer Program and Election Experience Program
- completely updated our election e-learning
- developed a series of videos for polling officials

## Implementing new legislation

As well as changes to the nominations process, the AEC also implemented the *Electoral Legislation Amendment (Modernisation and Other Measures) Act 2019*, which included a number of technical electoral changes to further progress our modernisation journey and make the nominations checklist compulsory.

We implemented the new electoral advertisement and communication authorisation requirements in line with the *Electoral and Other Legislation Amendment Act 2017* and Commonwealth Electoral (Authorisation of Voter Communication) Determination 2018. These requirements will enhance transparency for voters and strengthen personal accountability for all communications.

In addition, the *Electoral Legislation Amendment (Electoral Funding and Disclosure Reform) Act 2018* represents

one of the most significant changes to funding and disclosure legislation since the scheme was established in 1983. We prepared and updated guidance material to reflect the changes and undertook a range of communication activities to build awareness among all those with obligations under the *Commonwealth Electoral Act 1918*.

## Turnout

With the largest ever number of Australians enrolled to vote and a national enrolment rate of 97 per cent\*, we also saw a large increase in early voting and an increase in turnout for the House of Representatives. At 91.9 per cent, turnout was nearly one per cent higher than at the 2016 federal election. The AEC implements one of the biggest and most comprehensive communication campaigns across federal government to encourage participation in federal elections. In 2019 more Australians were assisted by the AEC to participate than ever before.

In demonstrable and measurable ways, our administration of this event was highly successful. Initial indications from our voter survey (conducted at each federal election) indicate that there was a large increase in satisfaction in 2019 compared to 2016. For example, satisfaction with the overall voting experience increased from 87 per cent in 2016 to 94 per cent in 2019.

The improvements to polling place operations and queue management is a further example of our success in embracing new procedures to tackle complex problems. As a result of this and other factors, voter satisfaction with

‘the length of time you had to wait to vote’ increased from 78 per cent in 2016 to 91 per cent in 2019.

## Looking forward

As with every federal election, there are lessons to be learnt, and there will always be ways to improve. We have already begun looking forward and are considering how we can prepare to deliver future major electoral events. The 2019 federal election has provided us with an important opportunity to assess the value of our recent investments, before identifying the next set of priorities to invest in and develop over the coming years.

We will continue to progress our modernisation journey—this includes further advancement towards replacing the AEC’s core election management systems.

We will also continue to build our training and learning development, and further invest in the overall suite of training for our permanent and temporary staff.

The AEC will continue to focus on electoral integrity—including by deploying a diligent approach to cyber security—which has become part of the business as usual requirement for electoral management bodies around the world.

We look forward to working closely with our stakeholders on these and other key areas to ensure we keep pace with advancements in technology and community expectations and—ultimately—continue to deliver world class electoral administration.

\* An enrolment rate of 96.8 per cent was published at close of rolls for the 2019 federal election. This figure was based on preliminary population estimates and has now been revised to 97.0 per cent for the 2019 federal election.







# OVERVIEW / 02 OF THE AEC

The role, function and organisational structure  
of the Australian Electoral Commission

/ One purpose / One outcome  
/ One program: 1.1 to deliver electoral events

## SECTION 02

# 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* (Electoral Act) and is responsible for managing and operating the AEC.

At 30 June 2019, 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 our senior executive and their responsibilities as of 30 June 2019 is on **page 10**.

The AEC has a three-tier structure with:

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

## Senior Executive as at July 2019\*



**Back row left to right:** Paul Pirani, David Lang, Warwick Austin, Fleur Hill, Martyn Hagan, Thomas Ryan, David Molnar, Steve Kennedy, Matthew McMahon, Geoffrey Bloom

**Front row, left to right:** Joanne Reid, Michael Lynch, Jeff Pope, Tom Rogers, Andrew Gately, Robyn Legg, Lynn White

**Absent:** Tim Courtney

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

At 30 June 2019, the members of the Commission were:

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

\* Not an exact representation of organisation chart at 30 June 2019 due to staff movements between 30 June and 1 July.



# AEC Organisation Chart

## 30 June 2019

**Electoral Commissioner**  
Tom Rogers

**Deputy Electoral Commissioner**  
Jeff Pope

Legal and  
Procurement  
Branch

**Paul Pirani**  
Chief Legal Officer

**Legal Services**

**Commercial Law  
and Procurement**

**Electoral  
Authorisations**

National  
Training and  
Education Unit

International  
Services

Doctrine  
and Lessons  
Management

**Network and Election Operations**  
**Andrew Gately** National Election Manager

Australian  
Electoral Officer/  
State Manager

Industrial and  
Commercial  
Elections

**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

**Australian Electoral Commission (the Commission)**

Chairperson

Non-judicial member

Electoral Commissioner

\* Matt McMahon filled the Assistant Commissioner role from 1 July 2019

\*\* Bernadette Panek (acting) also filled an Assistant Commissioner, Disclosure, Assurance and Engagement role over the election period. Joanne Reid (acting) filled the Assistant Commissioner role from 1 July 2019

\*\*\* Michael Lynch (acting) filled the Assistant Commissioner role from 1 July.



**Operations Division**  
**Manager (NEM)**

<b>Elections Branch</b> <b>Lynn White</b> Assistant Commissioner	<b>Operations Branch</b> <b>Lisa Milin</b> A/g Assistant Commissioner***	<b>Roll Management and Community Engagement Branch</b> <b>Robyn Legg</b> Assistant Commissioner
<b>Election Design and Planning</b>	<b>Operations Capability and Coordination</b>	<b>Roll Program and Community Engagement</b>
<b>Voter Services</b>	<b>Systems Delivery and Modernisation</b>	<b>National Enrolment Services</b>
<b>Event Management</b>	<b>Business Intelligence, Research and Electoral Integrity</b>	<b>Redistributions</b>
<b>Supply Chain Management</b>		

**Capability Division**  
**Tim Courtney**

<b>Corporate Services Branch</b> <b>Ian Gordon</b> A/g Assistant Commissioner*	<b>Disclosure, Assurance and Engagement Branch</b> <b>Gabrielle Paten</b> Assistant Commissioner**	<b>Information, Communication and Technology</b> <b>David Lang</b> Assistant Commissioner
<b>People Services</b>	<b>Risk and Assurance</b>	<b>Engineering, Infrastructure and Operations</b>
<b>Chief Finance Officer and Financial Management</b>	<b>Parliamentary and Party Registration</b>	<b>Information Security, Governance and Assurance</b>
<b>Resource Management</b>	<b>Compliance and Disclosure</b>	<b>Architecture and Modernisation</b>
<b>Property and Security</b>	<b>Communications</b>	<b>IT Solutions</b>
<b>Election Workforce and Systems</b>		<b>Information Management and Digital Communications</b>
		<b>ICT Programs</b>





# PERFORMANCE REPORT / 03

Performance against the agency purpose and directions in the *AEC Corporate Plan 2018–2022* with reference to the Portfolio Budget Statements

/ Six agency directions / 11 performance measures  
/ Eight met, two on track to be met, one partly met

## SECTION 03

# PERFORMANCE REPORT

Since the 2017–18 annual report, the way the agency directions are presented in the AEC corporate plan has changed. While the agency directions remain the same, they have been reordered so that agency direction one covers the AEC’s key functions.

The AEC’s performance is measured against the agency purpose, the six agency directions in the *AEC Corporate Plan 2018–2022* 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**.

The AEC’s six agency directions are:

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

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 better reflect the outcomes the AEC is aiming to achieve, each agency direction includes an intent statement and the AEC’s performance is measured against intended results.

To achieve the AEC’s purpose, agency directions and expected performance, the AEC manages two performance cycles. The:

- *Public Governance Public Accountability Act 2013* performance cycle
- 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
- mobilisation

Through the Election Ready Road Map, each phase directs the activities to be undertaken. Throughout 2018–19 the AEC continued in the ‘implement change’ phase and moved into ‘mobilisation’ to deliver the 2019 federal election. ‘Implement change’ was guided by lessons learnt from the 2016 federal election, and the resulting work program priorities. These priorities were completed before or implemented at the 2019 federal election.

During 2018–19 the AEC also delivered six by-elections—including five on one day—and 906 industrial and commercial election events.

As lessons are identified from these events, the AEC will further define and shape future organisational capability to continue modernising the model for delivering elections.

### Annual performance statements

The annual performance statements detail the AEC’s performance against each of the six agency directions. They include a result per criterion—either ‘met/on track to be met’, ‘partly met’ or ‘not met’—and an explanation.

The performance statements for 2018–19 are signed off by the Accountable Authority.

To better reflect the outcomes the AEC is aiming to achieve, each agency direction includes an intent statement and the AEC’s performance is measured against intended results.

### Statement by the Electoral Commissioner

I, as the Accountable Authority of the Australian Electoral Commission, present the 2018–19 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  
13 September 2019

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


Portfolio Budget Statements (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
<b>Elections, by-elections and referendums</b> <ul style="list-style-type: none"><li>Federal electoral events are successfully delivered</li><li>Maintain ability to conduct a federal electoral event within a timeframe</li><li>Timely conduct of redistribution activities</li><li>Industrial elections, protected action ballots, and Torres Strait Regional Authority elections are delivered in accordance with the relevant legislation and rules</li></ul>		1	2	3	4	5	6
<b>Electoral roll management</b> <ul style="list-style-type: none"><li>High level of confidence in the electoral roll</li></ul>		1	2	3	4	5	6
<b>Party registrations and financial disclosure</b> <ul style="list-style-type: none"><li>Party registration processed in accordance with the Electoral Act</li><li>Financial disclosures obtained and placed on the public record in accordance with the Electoral Act</li></ul>		1	2	3	4	5	
<b>Public awareness</b> <ul style="list-style-type: none"><li>Deliver communication, education and public awareness activities to inform all Australians of electoral matters</li></ul>		1	2			5	6







Performance statement – agency direction one


**Deliver high quality electoral services**

The AEC is focused on providing consistent, high quality, and impartial electoral services to the Australian public and stakeholders that comply with legislation, and are delivered with integrity. These services encompass the core elements of the AEC’s purpose and include enrolment, polling services, targeted communication and education activities on electoral matters, and political party registration, funding and disclosure.

Intended result and performance criteria in AEC corporate plan*	Link to purpose	Result	Explanation of result
<b>1.1 Successfully deliver federal electoral events</b>  Election writs returned within the timeframe specified in the writ  Election result delivered with integrity and withstands scrutiny	Efficient delivery of polling services		<p>On Saturday 18 May the AEC delivered the 2019 federal election. The election writs were returned on 21 June 2019 within the specified timeframe. At the time of publication, the AEC was aware of three petitions filed with the Court of Disputed Returns but does not comment on matters currently before the court.</p> <p>The AEC also successfully delivered five by-elections on 28 July 2018 for the electoral divisions of Braddon, Fremantle, Longman, Mayo and Perth. A further by-election for the division of Wentworth was held on 20 October 2018. For all six by-elections, the election writs were returned within the specified timeframes and with no challenges to the results.</p>

\* Source: AEC Corporate Plan 2018–2022, p.8–9.


**Result key**
 Met
  On track to be met
  Partly met
  Not met

Intended result and performance criteria in AEC corporate plan*	Link to purpose	Result	Explanation of result
<b>1.2 High level of confidence in the electoral roll</b>  Completeness, accuracy and integrity of the electoral roll  Accessible enrolment and updates for eligible electors  Timeliness and accuracy of enrolment processing	Active electoral roll management  Support electoral redistributions		<p>At 30 June 2019, electoral roll completeness—measured through the enrolment rate—remained at an historic high of 97.1% with over 16.4 million Australians enrolled to vote. This exceeds the AEC's target enrolment rate of 95%.</p> <p>The published enrolment rate at the close of rolls for the 2019 federal election was 96.8%. This rate was based on preliminary population estimates. The figure has now been revised to 97%.**</p> <p>At 30 June 2019, accuracy and integrity of the electoral roll—at the divisional and individual address level—remained high at 97% and 93% respectively.</p> <p>The AEC provides a range of accessible options for eligible voters to enrol and update their enrolment, including online. In 2018–19, the public most frequently used the online option. Approximately 49.4% of enrolment transactions were processed using the AEC's online enrolment system, with 53.2% of these transactions system approved.</p> <p>In 2018–19 the AEC's target of 95% for enrolment processing over five days was not achieved. The five-day processing rate of 85.2% fell below the 95% target and the 30-day processing rate of 99.3% fell marginally below the 99.5% target. This was due to the increased number of declaration envelopes and forms submitted for major state and federal election events between November 2018 and May 2019.</p> <p>Accuracy rates for enrolment processing are not included in 2018–19, as reporting was deferred due to consecutive state and federal elections.</p>
<b>1.3 Support electoral participation and voting formality through targeted education and public awareness activities that inform all Australians of electoral matters</b>  Accessible public information and communication that is benchmarked and measured for effectiveness	Targeted education and public awareness programs		<p>For the 2019 federal election the AEC delivered a public information campaign incorporating mass media advertising, public relations activities, social media engagement and direct mail.</p> <p>Of the 97.1% of eligible voters on the electoral roll, 91.9% voted at the 2019 election. This compares to turnout at the 2016 election of 91%.</p> <p>Public awareness activities in 2019 were based on the 2016 federal election campaign, and revised to reflect:</p> <ul style="list-style-type: none"> <li>• contemporary AEC business objectives</li> <li>• changes in the media landscape</li> <li>• greater use of digital channels</li> </ul>





\* Source: AEC Corporate Plan 2018–2022, p.8–9.

\*\* The enrolment rate for the 2019 federal election was 97.0%. The enrolment rate as at 30 June 2019 was 97.1%.



Intended result and performance criteria in AEC corporate plan*	Link to purpose	Result	Explanation of result
<p>Accessible, relevant and appropriate electoral education services and materials</p> <p>Delivered targeted community engagement based on data and evidence</p>			<p>The 2019 campaign was both broad and specific. It included delivery of the <i>Official guide to the federal election</i> to Australian households, as well as print and radio information in up to 30 languages and up to 18 Indigenous languages.</p> <p>In the lead up to the federal election, the AEC undertook a social media advertising campaign called <i>Stop and consider</i>. This encouraged voters to check the source of electoral communications to avoid being misled by disinformation.</p> <p>Further work was undertaken to develop our targeted approach to community engagement. The majority of performance targets for AEC education were also met.</p>
<p><b>1.4 Make available timely and accurate information and services to stakeholders when carrying out their legislative responsibilities and obligations</b></p> <p>Maintain and publish a list of current registered political parties in accordance with the Electoral Act</p> <p>Compliance reviews of political entities with disclosure obligations completed and published</p> <p>Number of industrial and commercial election events supported annually and compliant with relevant legislation and rules</p>	<p>Administer political party registrations and financial disclosure</p> <p>Efficient delivery of polling services</p> <p>Conduct industrial and commercial elections</p>		<p>The AEC provides information and services to political parties as they carry out their responsibilities and obligations under the Electoral Act.</p> <p>During 2018–19 the AEC maintained an up-to-date publicly available Register of Political Parties, consistent with the Electoral Act.</p> <p>The AEC published annual and by-election funding disclosure returns by legislative deadlines.</p> <p>The AEC also completed and published 16 compliance reviews of political parties and associated entities.</p> <p>A total of 906 industrial and commercial election events were conducted in 2018–19. Compliance with legislation and rules was consistently monitored with 2.32% of events requiring further AEC management. This partly met the performance target.</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.</p>

\* Source: AEC Corporate Plan 2018–2022, p.8–9.

**Result key**  Met  On track to be met  Partly met  Not met

## What we did

In 2018–19 the AEC:

- delivered polling services and event management at one federal election and six by-elections. Delivery of elections was underpinned by:
  - strategies, policies and procedures to enable AEC staff to deliver electoral events and services that are consistent with legislation
  - published service plans for each event describing the electoral services the AEC would provide to the public and stakeholders
  - a public information campaign targeting Australian citizens over 18 years old—including special audiences—for the 2019 federal election. A benchmarking survey was also undertaken as a basis for evaluating the effectiveness of the campaign
  - strategic communication activities which supported delivery of six federal by-elections
- actively managed the Commonwealth Electoral Roll which is integral to election delivery and ensures the public and stakeholders have confidence in the roll's completeness, accuracy and integrity. Through joint roll arrangements, the AEC also supported state, territory and local electoral events. The ongoing high enrolment rate is sustained by:
  - increased enrolment activity from federal and state electoral events
  - online enrolments through the Online Enrolment System
  - the Federal Direct Enrolment and Update Program which allows the AEC to place eligible people on the electoral roll based on data from external agencies
- supported the timely conduct of three federal redistributions. These were determined for the Australian Capital Territory, Victoria and South Australia in July 2018, increasing the number of electoral divisions to 151. Affected electors were notified in accordance with legislative obligations, including electors affected by redistributions completed in 2017–18 (Queensland and Tasmania)
- developed public engagement materials relating to federal redistributions and by-elections, new candidate nominations processes and working at the 2019 federal election event. Information was provided to the public and stakeholders throughout the year through the AEC's multiple communication channels
- maintained highly accessible communication channels. This included creating a permanent web page at [www.aec.gov.au/assistance](http://www.aec.gov.au/assistance) to support voters with disability or mobility restrictions. This initiative was promoted in the lead up to and during the federal election, and included Auslan videos and easy read guides

- worked with communities and groups that may face barriers to electoral participation. This included:
  - defining a new community engagement framework targeting five clear cohorts (Indigenous Australians, culturally and linguistically diverse voters, young people, people with disability and homeless voters) through work with a range of partners
  - implementing strategies at the 2019 federal election for disability, remote participation, homelessness and the Indigenous Electoral Participation Program (IEPP)
  - conducting a range of pilots using a new model of engagement and targeting different communities after initial analysis of the electoral roll or other data
  - designing, testing and implementing a new methodology to more accurately estimate the Indigenous voting age population and enrolment rates
  - identifying and collating lessons from these activities to inform how the AEC can provide information, educate, and assist these groups in the future
- continued to deliver targeted electoral education activities for schools, teachers and school children that maintained currency with the Australian curriculum and electoral changes during the year. These included:
  - the National Electoral Education Centre in Canberra continued to run at capacity for much of the year. More than 95,000 visitors came through the centre in 2018–19 from all 151 electoral divisions. This is an increase from more than 90,000 visitors in 2017–18. In 2019 an online booking system was introduced to make access easier for tour operators and teachers
  - face-to-face or online professional learning opportunities for 1095 pre-service and 237 in-service teachers. This is a significant increase over last year's participation
- maintained the *AEC for Schools* website, which received 240,000 visitors. In addition, 521 new schools ordered their own election kits to participate in the AEC school outreach program, *Get Voting*. This spike in visitors suggests increased engagement with the education community in an election year
- progressed election readiness for the 2021–22 federal election

- engaged regularly with key stakeholders and provided information and services that allowed them to carry out their obligations and responsibilities under the Electoral Act, including recent significant changes to funding and disclosure legislation. This covered:
  - initial information on nominations and citizenship, including an optional qualifications checklist in place for by-elections
  - a mandatory qualifications checklist in place for the 2019 federal election as part of the candidate nomination form
  - administering a Transparency Register of publicly available information about political parties, associated entities, third parties, political campaigners and donors, and candidates registered with, or recognised by, the AEC
- continued to modernise delivery of industrial and commercial elections (ICE). This included developing modern support tools for staff to produce high quality outcomes and establish appropriate compliance and quality management processes



#### In 2019–20 we are:

- finalising all legislative requirements associated with delivering the 2019 federal election
- progressing with election readiness for the 2021–22 federal election
- delivering federal electoral events in accordance with legislation and the AEC's strategies, policies and procedures
- continuing to maintain high levels of enrolment by actively managing the electoral roll
- providing Australians with targeted, accurate and impartial information and education on electoral matters
- developing a self-service platform to more efficiently engage with political parties and associated entities as they carry out their legislative responsibilities and obligations
- delivering industrial and commercial election events and defining a future operating model for ICE





## Performance statement – agency direction two

### Continue to improve and modernise the delivery model for electoral events

The AEC is focused on continually improving our model for delivering election events and electoral services, and moving towards a sustainable model for delivering modern events and services that are robust, secure and nationally-consistent.

Intended result and performance criteria in AEC corporate plan*	Link to purpose	Result	Explanation of result
<b>2.1 Maintain a cycle of continual improvement through the election readiness framework</b>  Lessons from the 2016 election that constitute work priorities are implemented	Enabling		<p>Thirteen cross-agency work priorities constituting lessons from the 2016 federal election, either informed, or were implemented, during delivery of the 2019 federal election.</p> <p>An agreed framework for lessons management was endorsed and applied at the 2019 federal election through the Federal Election Lessons Management Plan.</p> <p>As the AEC moves into the evaluate and learn phase of the election readiness cycle, lessons from the 2019 federal election are being identified.</p>
<b>2.2 Continued investment and momentum in the modernisation agenda</b>  Business case for election and enrolment systems progressed (2018–19)	Enabling		<p>The AEC continues to develop a business case to modernise the agency's election and enrolment systems in line with our ICT strategic plan.</p> <p>Timing for this work has now changed and will be progressed further in 2019–20.</p>

\* Source: AEC Corporate Plan 2018–2022, p.10.

**Result key**  Met  On track to be met  Partly met  Not met

### What we did:

During 2018–19 our work included:

- delivering cross-agency work priorities, which addressed key lessons from the 2016 federal election. Work priorities were implemented or trialled at by-elections held in July and October 2018 and in full at the 2019 federal election
- assessing and agreeing on our approach to lessons management in the lead up to the 2019 federal election. While this approach is ongoing through the whole electoral cycle, electoral events provide opportunities to capture key observations, and identify lessons and actions. Capturing the observations of AEC staff and business areas during the 2019 federal election was supported by the Lessons Management Federal Election Plan. Observations were also captured from the six by-elections delivered in 2018–19
- developing a business case for modernisation of the AEC's main election and roll management systems. This included:
  - establishing a dedicated team
  - submitting a first pass business case to the Department of Finance
  - preparing for a second pass submission which is due in December 2019

### In 2019–20 we are:

- identifying lessons and priorities from planning and delivering the 2019 federal election, and implementing these as part of the implement change phase of election readiness
- further progressing the business case to modernise the AEC's main election and roll management systems

Performance statement – agency direction three

Govern the organisation for quality and assurance

The AEC is focused on ensuring effective and efficient governance and assurance arrangements are in place and maintained so it is strategically and organisationally aligned to deliver its purpose and the agency directions.

Intended result and performance criteria in AEC corporate plan*	Link to purpose	Result	Explanation of result
<p><b>3.1 The governance framework is effective in supporting business outcomes</b></p> <p>Achievement of agency performance criteria for the relevant reporting period</p> <p>AEC governance committees have terms of reference and work plans that direct business improvement and enable assurance over agency operations</p>	Enabling		<p>At June 2019 91% of corporate plan intended results were rated as met.</p> <p>Key governance committees provided oversight and direction to support the management and delivery of AEC business outcomes. These committees had up-to-date terms of reference and appropriate work plans, as well as ongoing agendas in place.</p> <p>Overarching frameworks and reporting supported these committees, which were maintained and enhanced throughout the year.</p> <p>Enhancing the agency’s approach to risk management, the Protective Security Policy Framework (PSPF), privacy and information management (as informed and guided by broader Commonwealth Government maturity frameworks) was a focus.</p>

\* Source: AEC Corporate Plan 2018–2022, p.11.

Result key

Met

On track to be met

Partly met

Not met

### What we did:

In 2018–19 the AEC’s focus on maturing key agency-wide governance arrangements continued. This included allocating resources in line with strategic and operational priorities.

Activities included:

- undertaking an annual survey of governance committee members to confirm committees were working effectively, continually improving, and future focused
- releasing the AEC’s Information Communication and Technology (ICT) Strategic Plan 2018–2022. This aligns technology capability with the AEC’s long-term business strategy across three main themes—security, data, and modernisation. The ICT Strategic Plan is reviewed and maintained alongside the corporate plan, and ensures the AEC can respond to changing priorities
- continuing the agency’s commitment to effective governance by recognising opportunities and threats, and managing strategic and enterprise risks in line with the AEC’s risk appetite. This includes:
  - developing the AEC’s first risk appetite statement
  - continuing to enhance the AEC’s risk maturity and elements of our risk management framework in the annual Comcover Risk Management Benchmarking Program
  - assessing our maturity against the Australian Government Protective Security Policy Framework each year and increasing our capabilities across policy and procedures, physical security, communication and education
  - rolling out risk management training across the AEC state office network, and using governance forums to facilitate structured discussions on risk
- establishing, endorsing and publishing an agency Privacy Management Plan (PMP). This monitors continual improvement in the AEC’s privacy management practices and was widely communicated to staff. The plan accords with the *Privacy Act 1988*, the *Commonwealth Electoral Act 1918*, the AEC Privacy Policy and other rules and legislation, such as the Australian Government Agencies Privacy Code which took effect on 1 July 2018
- continuing work to mature information management within the agency, including:
  - implementing an Electronic Document Records Management System, with roll out commencing in June 2019
  - undertaking the National Archives of Australia annual survey, *Checkup PLUS*



- meeting the Average Staffing Level targets outlined in the agency's 2018–19 Portfolio Budget Statements. The AEC is expected to report an operating loss in 2018–19


**In 2019–20 we are:**

- continuing our focus on enhancing the maturity of agency approaches to governance and assurance
- supporting an AEC funding review and implementing the outcomes
- continuing investment in our business intelligence capability to support agency operations and evidence-based decision making

Performance statement – agency direction four


Professionalise our workforce


The AEC’s core and temporary workforce is critical to successful delivery of electoral events, and enables the AEC to deliver its purpose. The agency is focused on attracting, training and maintaining a professional workforce with the capability and agility needed as we pursue efforts to modernise our model for delivering election events.


Intended result and performance criteria in AEC corporate plan*	Link to purpose	Result	Explanation of result
<p><b>4.1 Staff are role capable and have a clear understanding of expectations and accountabilities</b></p> <p>Effective lifecycle management of the AEC workforce is embedded in human resource systems and guided by strategy</p> <p>Percentage of AEC staff who have completed mandatory corporate training</p> <p>Percentage of AEC staff (permanent and temporary) who have completed election-specific training relevant to their role</p> <p>Training and development activities evaluated and lessons to be learned are identified</p>	Enabling		<p>In 2018–19, the AEC focused its efforts on supporting the operational aspects of attracting, recruiting and onboarding a very large temporary election and surge workforce for the 2019 federal election.</p> <p>The AEC continued its significant investment in training and development—both for APS staff and the temporary election workforce—through a nationally coordinated whole-of-agency approach.</p> <p>Training completion rates for APS staff met the 90 per cent targets:</p> <ul style="list-style-type: none"><li>• 98.3% of APS staff (excluding APS1 and labour hire) completed mandatory eLearning focused on core APS skills and legislative requirements</li><li>• 96.7% of APS staff (excluding APS1 and labour hire) completed online election-specific training relevant to their role</li></ul> <p>Training completion rates for the temporary election workforce are being finalised. Data will be reported to the Joint Standing Committee on Electoral Matters, and published in the 2019–20 annual performance statements.</p> <p>Training and development lessons are being identified through the AEC’s lessons management approach.</p> <p>The AEC considers work under this direction to be a long-term endeavour. The intended result for 2018–19 has been partly met as developing an AEC human resource (HR) strategy and Capability Framework remains in progress and will be a focus in 2019–20.</p>


\* Source: AEC Corporate Plan 2018–2022, p.12.

Result key

 Met

 On track to be met

 Partly met

 Not met

## What we did

Key achievements for the year were:

- ‘scaling up’ our core and temporary election workforce for polling day. More than 90,000 individuals were onboarded for the federal election, all of who had to be recruited, trained and paid
- delivering programs designed to support critical operational and leadership capabilities including:
  - the Election Readiness Program
  - the Australian Electoral Officer Program
  - divisional and state election planning and learning programs
  - the Election Experience Program
  - online and face-to-face training for the temporary election workforce
- conducting three large scale rehearsals involving state and divisional office staff. A Declaration Vote Envelope Management rehearsal and two nominations rehearsals (the second following legislative changes to the nominations process in March 2019) allowed staff to practise these integral elements of election delivery. Participants in the nominations rehearsal demonstrated an increased awareness of procedures across the two rehearsals
- initiating planning for a new HR strategy which will support workforce planning (including life-cycle management). It will focus on driving high performance, improving employee engagement, and establishing the AEC as an employer of choice. Work undertaken in 2018–19 included:
  - developing the AEC’s Diversity and Inclusion Strategy 2019–2022
  - maturing HR business intelligence to support strategy development and workforce planning
  - mapping and stocktaking existing human resource policies and procedures
- progressively identifying training and development lessons and insights to be fed back into AEC learning programs developed by the National Training and Education Unit


## In 2019–20 we are:

- continuing to plan and develop our HR strategy to manage the AEC workforce
- reviewing training and development activities and identifying lessons and actions following the federal election
- progressing the AEC’s Capability Framework to define learning pathways for staff at all levels. This includes maturing the AEC’s approach to training and development, and future investment

Performance statement – agency direction five


Uphold the reputation of the AEC


As an independent statutory body, the AEC supports an impartial electoral system—a core aspect of the agency’s purpose. Under the Electoral Act the AEC also provides international electoral assistance in cases approved by the Minister for Foreign Affairs.


Intended result and performance criteria in AEC corporate plan*	Link to purpose	Result	Explanation of result
<p><b>5.1 Timely, accurate information and advice on electoral administration that supports the direction of the AEC</b></p> <p>Timely, quality information and advice is provided to relevant ministers, secretaries, Senate Estimates, the Joint Standing Committee on Electoral Matters, other Parliamentary committees and key agencies</p>	Enabling		<p>In 2018–19 productive working relationships were maintained with the Minister, Parliament, key committees and agencies by:</p> <ul style="list-style-type: none"><li>• providing the Minister’s office with 41 submissions and 117 items of correspondence that met required timeframes and standards</li><li>• providing timely and quality responses to two Parliamentary committees and four inquiries, which included providing seven submissions and attending two public hearings</li><li>• preparing 44 Question Time Briefs, attending three Senate Estimates hearings, and responding to 33 Senate Estimates Questions on Notice. This was achieved within the timeframes allocated by the Finance and Public Administration Legislation Committee</li><li>• receiving no complaints from Parliamentary committees on timeliness or quality of AEC responses</li><li>• responding to requests for information to support various government agencies</li></ul>


\* Source: AEC Corporate Plan 2018–2022, p.13.

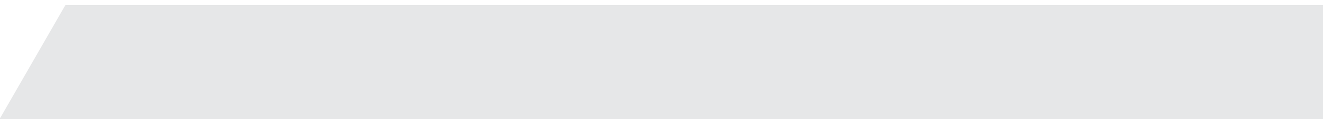
Result key

 Met

 On track to be met

 Partly met

 Not met



## What we did

Throughout 2018–19 the AEC was required to provide timely, accurate information and advice on electoral administration and operations to a range of stakeholders. This included identifying opportunities and risks in the electoral environment by engaging with:

- the Joint Standing Committee on Electoral Matters (JSCEM)
- Department of Finance
- other government agencies
- state and territory electoral commissions

Activities included:

- implementing technical amendments to the Electoral Act as agreed with JSCEM, including making the nominations checklist compulsory, electoral authorisations and foreign donations
- maintaining partnerships to enhance and promote understanding of the electoral environment in Australia and internationally. This included ongoing engagement through the Electoral Council of Australia and New Zealand (ECANZ) to explore collaboration and knowledge sharing including through:
  - the Indigenous Electoral Participation Working Group, which works to share knowledge, best practice, resources and opportunities to improve electoral participation by Aboriginal and Torres Strait Islander people at federal, state and local levels
  - creation of a temporary election staff working group which focuses on greater cooperation and opportunities to harmonise the way temporary election staff are employed across federal, state and local elections

## In 2019–20 we are:

- supporting a JSCEM inquiry into the conduct of the 2019 federal election
- working to maintain electoral integrity from electoral fraud or non-compliance with the Electoral Act
- working with relevant Commonwealth agencies and stakeholders to mitigate threats to electoral integrity from malicious cyber activity, physical means, foreign interference or disinformation
- maintaining engagement with other electoral management bodies to explore opportunities for collaboration, improve systems, security and services, and share knowledge
- undertaking strategic engagement with developing countries and emerging democracies on electoral administration that is consistent with the Australian Government's national interest and foreign policy objectives

Performance statement – agency direction six

Build an agile and responsive organisation

To effectively deliver the agency purpose the AEC must continue to build its agility and responsiveness as an organisation, flexing up and down as required through the three-year electoral cycle. This requires balancing election readiness with the ongoing delivery of electoral services to the public and our stakeholders. We also need to be ready to plan and operationalise changes to legislation, systems and processes, sometimes within limited timeframes.

Intended result and performance criteria in AEC corporate plan*	Link to purpose	Result	Explanation of result
<b>6.1 Maintain an appropriate level of readiness to conduct a federal election event</b>  Directed Level of Election Readiness (DLER) determined by the Electoral Commissioner is met  Assessment of progress against the Election Ready Road Map	Efficient delivery of polling services  Enabling		<p>During 2018–19 the AEC moved through the ‘implement change’ and ‘mobilisation’ phases of the election readiness framework.</p> <p>The AEC met the Directed Level of Election Readiness and was able to mobilise and deliver the 2019 federal election within 37 days of the Issue of Writs.</p> <p>The level of readiness was assessed by:</p> <ul style="list-style-type: none"><li>• monthly monitoring of progress against the Election Ready Road Map (ERRM)</li><li>• conducting two election readiness checks—one at DLER minus 100 days and one just before the issue of election writs</li></ul> <p>The AEC maintained ongoing planning efforts for the federal election while delivering six federal by-elections in 2018.</p>
<b>6.2 Invest in and deliver strategies that increase organisational capability</b>  Ability to effectively implement change in the electoral cycle to make improvements to the AEC’s organisational capability	Enabling		<p>The AEC completed an organisational design review of its national and state offices in early 2018. Preliminary structures detailing the additional resources and capabilities required during in election periods were also finalised in late 2018.</p> <p>At the federal election, the AEC delivered a number of major initiatives to increase organisational capability. These included:</p> <ul style="list-style-type: none"><li>• supply chain management</li><li>• polling place metrics</li><li>• increased use of Electronic Certified Lists (ECLs)</li><li>• Counting the Senate</li></ul> <p>With the exception of Counting the Senate—which cannot be trialled at a by-election—these major initiatives were also implemented and tested during federal by-elections.</p> <p>Lessons following implementation of these major initiatives are currently being assessed.</p>

\* Source: AEC Corporate Plan 2018–2022, p.14.

## What we did

In 2018–19 the AEC:

- completed work on its organisational design structure which allows the agency to scale up and down during election and non-election periods in national and state offices. The organisational structure of the Indigenous Electoral Participation Program (IEPP) was reviewed and commenced implementation. Future models for divisional offices are yet to be determined and implementation will not occur until after the delivery of 2019 federal election. A functional review of the ICE program is in progress
- monitored and assessed the state of election readiness using the Election Readiness Assessment Framework and the Election Ready Road Map. Key assurance activities were undertaken to confirm and validate readiness, critical election processes rehearsed, and election readiness messages were communicated through the National Election Manager and the Electoral Commissioner
- took a proactive approach to potential legislative changes in the lead-up to the federal election. Preliminary work included introducing an optional candidate qualifications checklist (available at by-elections in 2018), and streamlining electoral processes. The *Electoral Legislation Amendment (Modernisation and Other Measures) Act 2019* received Royal Assent on 1 March 2019, and the AEC was well prepared to implement changes before the federal election
- implemented four major initiatives using technology and data to increase organisational capability. These were:
  - Counting the Senate—an ongoing model for scanning and counting Senate ballot papers and embedding this work within the AEC for multi-election use
  - supply chain management—a centrally-led and coordinated supply chain model to supply, distribute and return election materials and equipment to multiple areas of the AEC network during electoral events. This initiative was implemented nationally at the 2019 federal election
  - increased use of ECLs, which allow polling officials to search the list of eligible electors and record electronically that the elector has been handed a ballot paper. Over 4,500 ECLs were deployed for the 2019 federal election (up from 1,500 in 2016). To test the effectiveness of increasing their use before the federal election, ECLs were used in all polling stations at by-elections between July and October 2018
  - polling place metrics, which are designed to improve polling place processes and positioning of staff and materials through computer-based modelling. These metrics guided polling place management at the 2019 federal election, including increased staffing in polling places and adjustments to the way tasks were carried out.

Data captured in 2019 will inform and refine polling place models and support evidence-based decision making

**In 2019–20 we are:**

- maintaining robust processes embedded in the election readiness framework to monitor and determine election readiness
- transitioning from the 'evaluate and learn' phase of the election readiness framework to 'implement change'
- continuing to evolve the AEC's organisational design, structure and governance to allow increased agility in response to changes in risk and the environment

## 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 2018–19 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	
<b>Regulators do not unnecessarily impede the efficient operation of regulated entities</b>	Support electoral participation and voting formality through communication, education and public awareness activities that inform all Australians of electoral matters		See performance under agency direction 1
<b>Communication with regulated entities is clear, targeted and effective</b>	Make available timely and accurate information and services to stakeholders when carrying out their legislative responsibilities and obligations		See performance under agency direction 1
<b>Actions undertaken by regulators are proportionate to the regulatory risk being managed</b>	Maintain an appropriate level of readiness to conduct a federal election event		See performance under agency direction 6
<b>Compliance and monitoring approaches are streamlined and coordinated</b>	The governance framework is effective in supporting business outcomes		See performance under agency direction 3
<b>Regulators are open and transparent in their dealings with regulated entities</b>	Timely and accurate information and advice on electoral administration that supports the direction of the AEC		See performance under agency direction 5
<b>Regulators actively contribute to the continuous improvement of regulatory frameworks</b>	Maintain a cycle of continual improvement through the election readiness framework		See performance under agency direction 2
	Invest in and deliver strategies that increase organisational capability		See performance under agency direction 6

Result key  Met  On track to be met  Partly met  Not met





# AEC / 04 FUNCTIONS

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

- / One federal election and six by-elections
- / 3.3 million enrolment transactions
- / Three redistributions / 151 electoral divisions

## SECTION 04

# 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

The AEC also provides a range of electoral information and education programs overseas in support of Australia's national interests.

### 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 and by-elections by managing the electoral roll through joint roll arrangements.

Information from the roll is provided to authorised people and groups in accordance with the *Commonwealth Electoral Act 1918* (Electoral Act). See **appendix C**.

## Highlights of the year

### Largest ever electoral roll continues to grow

Australia has the largest and most complete Commonwealth Electoral Roll since Federation, with 16.4 million Australians enrolled to vote at 30 June 2019.

The Commonwealth Electoral Roll grew by 337,000 in 2018–19, and the enrolment rate of 97.1\* per cent continues to exceed the AEC's target of 95 per cent. With this growth, the number of eligible Australians not enrolled has declined, from 810,904 at 30 June 2018 to 628,547 at 30 June 2019.

In the lead-up to the 2019 federal election, the AEC processed 476,646 enrolment transactions during close of rolls.

### The Indigenous enrolment rate

A key aim of the AEC's Indigenous Electoral Participation Program (IEPP) is to increase the enrolment of Indigenous Australians. Reliable Indigenous enrolment rates inform and enable more effective, evidence-based policy settings and targeted activities to increase Aboriginal and Torres Strait Islander people's electoral participation.

To support this, during 2018–19 the AEC designed, tested and implemented a new methodology to more accurately estimate Indigenous enrolment rates. While final data was not available at 30 June 2019, future data will be published annually at [www.aec.gov.au](http://www.aec.gov.au)

### Roll data and extracts

Under the Electoral Act, the AEC is required to provide electoral roll data or extracts to registered political parties, government departments, and other recipients as specified. This includes providing electoral roll information to companies that provide identity verification services to other businesses.

A list of the current companies entitled to receive roll information for identity verification is set out in Regulation 8 of the Electoral and Referendum Regulation 2016. Under subsection 90B(4) of the Electoral Act, private sector organisations may receive roll information for identity verification processes related to the *Financial Transactions Reports Act 1988* and the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*.

Government departments and agencies are also entitled to receive electoral roll information if they are a 'prescribed authority', under item 4 of subsection 90B(4) of the Electoral Act. Each department and agency must justify access through its statutory functions and the *Privacy Act 1988*. The distribution of roll data was suspended following the issue of the writs for the 2019 federal election on 11 April 2019.

A list of registered political parties, government departments, and other recipients of roll data and extracts is in **appendix C**. More information on access to electoral roll data is at [www.aec.gov.au](http://www.aec.gov.au)

\* as at 30 June 2019.

## Data highlights

- The electoral roll continues to grow, exceeding last year's achievement as the largest and most complete since Federation. In 2018–2019:
  - more than 16.4 million electors enrolled
  - the enrolment rate at 30 June was 97.1 per cent
- 3.3 million enrolment transactions were processed
- Ninety-nine non-election roll information extracts were provided to state electoral bodies during the year under the joint roll arrangements. Roll data or extracts were also provided to:
  - 31 registered political parties
  - 48 Senators and House of Representative members
  - 14 government departments
  - six other recipients
- Fifty-four roll closes were provided to support:
  - one federal election
  - one federal by-election\*
  - two state elections
  - 56 single jurisdiction elections (state and local government area by-elections and elections)

## For more information go to:

- the performance statement
  - agency direction one
- appendix C
- [www.aec.gov.au](http://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. The AEC supports this by:

- providing a range of voting options
- monitoring and responding to voter turnout and formality

The AEC also provides polling services for by-elections and conducts Senate special counts.

It also delivers other elections and ballots as required or authorised by legislation. These include elections for the Torres Strait Regional Authority board and registered organisations, and protected action ballots.

In 2018–19 the AEC delivered a federal election and six by-elections.

## Highlights of the year

### 2019 federal election

On 18 May 2019 the AEC delivered a federal election for both the House of Representatives and the Senate. The federal election was announced by the Prime Minister, Scott Morrison, on 11 April 2019, and the writs were issued later that day.

In the lead-up to polling day, the AEC encouraged eligible Australians to enrol before the close of rolls at 8pm on 18 April 2019.

With a record number of eligible Australians on the roll, this was the largest election conducted in Australia, and a significant event for the AEC.

\* For the five by-elections on 28 July, rolls closed in June 2018 and were reported in the previous financial year.



## Changes to legislation

In the weeks before the event, legislative changes were introduced that affected the election's conduct. The *Electoral Legislation Amendment (Modernisation and Other Measures) Act 2019* received Royal Assent on 1 March 2019 and introduced changes to the nominations process. These included:

- increasing the cost of nominating for the House of Representatives (from \$1,000 to \$2,000) in line with the Senate
- introducing a mandatory qualification checklist relating to eligibility under section 44 of the Constitution, that the AEC had to publish on the **AEC website**

The Modernisation Act also contained measures to create efficiencies and consistency in the conduct of electoral processes, such as streamlining the processes for counting and packaging ballot papers. By taking a proactive approach to potential legislative changes well in advance of the federal election, the AEC was well prepared to implement these processes.

## Community engagement

The AEC focused considerable effort and investment towards enhancing community engagement for the 2019 federal election.

The AEC developed videos in 11 Aboriginal and Torres Strait Islander languages to support and increase electoral participation in remote communities. Available on social media, they provided information on how to enrol, how to vote and promoted temporary employment opportunities.

The AEC also partnered with:

- sporting bodies to promote youth and Indigenous enrolment and electoral awareness
- the Arnhem Land Progress Aboriginal Corporation to recruit and employ electoral awareness officers across three Indigenous communities
- Cherbourg Aboriginal Council, Queensland, to deliver electoral education to Indigenous youth
- *Big Issue*, enabling community access to electoral education and enrolment checks

Easy read guides were translated into Arabic, Chinese (simplified and traditional), French, Hindi, Spanish and Vietnamese, to further support electors from culturally and linguistically diverse (CALD) backgrounds, as well as those with disability.

Educational videos on enrolling and voting in federal elections, and assistance available for electors with disability, were provided in Auslan with voiceovers and plain English captions.

Accessible voting centres were piloted during pre-poll for those with disability. Voting centres featured:

- greater physical accessibility, increased floor space and adjustable lighting
- two-person tables and voting screens for people who wish to be supported by a family member, friend or carer (assisted voting)
- a low sensory stimulation environment (where possible)
- digital visual communications linking deaf or hard of hearing people with Auslan interpreters



### Candidate nominations

Nominations for candidates for both the Senate and the House of Representatives closed on 23 April 2019. There were 458 Senate candidates and 1,056 House of Representatives candidates. During this time, the AEC received over 16,000 pages of information from candidates. A breakdown of candidate numbers is at **appendix D**.

### Election logistics

In the five days between the declaration of candidates and the start of early voting, election logistics are most complex. Between Wednesday 24 April and Sunday 28 April, the AEC formally declared candidates, designed, printed and securely delivered around 52 million ballot papers, and prepared more than 500 early-voting locations in Australia and overseas for the start of polling.

At the same time, training began across the country for the temporary election workforce.

The range of voting services available to Australians—combined with Australia's geography—make a federal election a complex and unique logistical undertaking. With millions of Australians casting their votes away from home, both interstate and overseas, the AEC must predict when and where Australians are most likely to vote. A new nationally-consistent approach to improving election event logistics, planning and execution was implemented for the first time on a national scale. Ballot papers were securely transported using over 40,000 transport routes. Transport, to move ballot papers over the Anzac Day weekend included a dedicated fleet of 737 and smaller aircraft.

The new approach improved transport and material distribution, while maintaining the integrity of the supply chain and providing greater assurance of the AEC's ballot paper principles.

### Public awareness

Advertisements across digital, social media, television, radio, newspapers, outdoor and cinema reminded Australians to turn up to vote and to vote formally. The national *Your vote will help shape Australia* public information campaign ran from the issue of the writs to election day. *The official guide to the federal election* was sent to all households, a practise voting tool was available on the AEC website, and information materials and advertising were translated in 30 languages and up to 18 Indigenous languages. A national social media advertising campaign titled *Stop and consider*, encouraged voters to check the source of electoral communications to avoid being misled by disinformation. During the federal election, the AEC responded to an average of 214 media enquiries a week, and participated in about 25 broadcast media interviews each week.

## Cyber security

To ensure election integrity, cyber security is critical. For the 2019 federal election, the AEC:

- engaged with partner security agencies, including the Australian Cyber Security Centre (ACSC), to mitigate cyber threats. A service provider was also engaged to enhance the AEC's cyber monitoring capability through the Cyber Security Operations Centre (CSOC)
- re-established the Electoral Integrity Assurance Taskforce used for the 2018–19 by-elections. The taskforce undertook 24-hour monitoring to safeguard against cyber-attack or interference

No serious cyber security threats were detected during the 2019 federal election.

## Voter services

Early voting began on Monday 29 April 2019 and saw the continuing trend of a significant uptake of early voting services. Pre-poll voting accounted for nearly one third of all votes issued. The AEC planned for and managed this by critically analysing the number and location of early voting centres, and providing a range of voter services including pre-poll, postal and mobile voting. By the end of the three week pre-poll period, over 500 pre-poll or early voting locations had been provided across Australia and more than 1.5 million postal vote packages had been issued.

To ensure all eligible Australians had equal access to participate in the electoral process, more than 550 mobile polling teams visited over 3,000 locations. This included 42 remote polling teams

to service electors living in remote locations. Remote polling teams visited isolated communities, town camps and mining sites, and delivered remote polling to over 300 communities.

## Polling day

On polling day—Saturday 18 May 2019—the AEC provided 6,751 polling place locations across Australia servicing almost 9 million voters who cast votes for both the House of Representatives and the Senate. A temporary workforce of 90,000 people were employed for the event.

The AEC's investment in learning and development for both AEC staff and the temporary election workforce resulted in the AEC's most trained and professional workforce to ever deliver a federal election. The past year's by-elections and the federal election provided quality practical involvement through the Election Experience Program (EEP). Participants worked at polling centres on polling day and at out-posted centres after polling day.

Training videos supported the AEC's temporary election workforce to perform their roles. Over 20 videos were available to staff through QR codes and the AEC's YouTube channel to reinforce learning and support just-in-time training. Significant improvements were made to online learning for both permanent and temporary staff.

Sixteen language-specific telephone interpreter information lines, and a multi-language line, handled almost 5,000 calls, including over 3,000 using the translator service to speak directly to AEC staff.

Computer-based modelling and data analysis of polling places was used to reduce queues, better manage ballot papers and to minimise the working hours of polling officials. Results from the voter survey show that modeling and data analysis had a positive effect, with the majority of Australians reporting a smooth voting experience and the ability to cast their vote without waiting too long.

### Electronic Certified Lists

The AEC extended its use of devices to access an Electronic Certified List (ECL), allowing polling officials to efficiently search the list of eligible electors and record that an elector had been handed a ballot paper. More than 4,500 ECLs—and more than 2,700 printers—were deployed for the election. While the AEC cannot provide ECLs in every polling place due to cost, nearly three times as many were used for the 2019 federal election than in 2016.

ECLs provide many benefits over printed certified lists. They can improve the voter experience, reduce wait and queuing times, and allow ballot paper stocks to be monitored in real time. They also contribute to streamlining the preliminary scrutiny process for divisions.

### Counting the votes

The vast majority of House of Representatives votes were counted on polling night, which marks a major achievement following the surge in early voting and associated complexities of counting early votes.

After 6pm in polling places, the AEC counted more than 20 million ballot papers to deliver an election night result,

culminating in the most votes ever counted on election night. During the night, seats that were likely to remain close were identified to ensure counts were progressed, as much as possible, on the night.

The receipt of overseas votes back to Australia after polling day—to allow counting to progress towards official seat declarations—is a significant logistical undertaking. With more than 60,000 votes repatriated to Australia from over 80 countries—as far afield as Accra in Ghana and Ulaanbaatar in Mongolia—votes must be swiftly sorted for distribution to their home divisions for counting.

Senate scrutinies were conducted in capital cities. Counts were completed and writs were returned ahead of schedule. To do this, all used Senate ballot papers were scanned and processed at a central site in each state and territory. Over 15 million ballot papers were transported to scanning sites in 38,000 containers, where over 105 million preferences were captured and verified.

### Turnout

Starting with a record enrolment of 96.8 per cent of eligible Australians, 91.9 per cent of enrolled electors voted in the 2019 federal election. This compares with a turnout of 91.0 per cent at the 2016 federal election, and saw 80,000 more Australians voting in the 2019 federal election than in 2016.

## Informal voting

Public information campaigns helped ensure that total informality remained relatively low. Overall, the informality rate has held relatively steady since the 2016 federal election. At 30 June 2019, the national informality rate of 3.81 per cent, represented a decrease of 0.13 per cent from the 2016 federal election. A breakdown of informal votes for both the Senate and the House of Representatives is at **appendix D**.

## After polling day

Writs for all 151 House of Representatives elections, and for the Senate elections in the Australian Capital Territory and the Northern Territory, were returned to the Governor-General on 21 June 2019.

The AEC now moves from ‘mobilisation and delivery’ into the ‘evaluate and learn’ phase of the electoral cycle. Through the lessons management framework, staff observations, workshops and other data are analysed. This information is used to inform AEC priorities and preparations for future electoral events.

## 2019 federal election data highlights

- Over 16 million Australians on the *Commonwealth Electoral Roll*
- More than 15 million votes were cast
- More than 7,000 polling day and pre-poll voting locations across Australia
- More than 1.5 million postal vote packages were issued
- The enrolment rate was 97 per cent\*
- 1,514 candidates nominated
- Over 10 million households received *The Official guide to the federal election*
- More than 90,000 temporary staff were employed in almost 100,000 positions
- 80,000 more Australians voted in the 2019 federal election than in 2016
- 52 million ballot papers were printed
- Over 75,000 ballot boxes were supplied
- 15,088,616 House of Representatives and 15,184,085 Senate votes were counted
- More than 4.9 million people cast pre-poll votes
- How to vote information was provided in 29 languages
- 557 mobile polling teams visited over 3,000 locations across Australia
- 42 remote polling teams visited over 300 remote locations
- 85 overseas posts took 60,710 votes
- Over 4,500 electronic certified lists were prepared
- 91.9 per cent of electors turned out to vote
- More than 30 million visitors to the AEC website
- 24.2 million visitors went to the AEC’s virtual tally room
- The contact centre responded to:
  - 379,141 phone calls
  - 27,607 emails
  - 3,605 social media enquiries
- 214 media enquiries and 25 broadcast media interviews were conducted each week

\* The published enrolment rate at the close of rolls was 96.8 per cent and based on preliminary population estimates. The figure has now been revised to 97.0 per cent for the 2019 federal election.

- 4,851 calls were managed through 16 language-specific telephone interpreters, information lines and a multi-language line
- A total of 3,163 callers used the translator service to speak directly to AEC staff

**For more information go to:**

- the performance statement – agency direction one
- appendix D
- [www.aec.gov.au](http://www.aec.gov.au)

## Other highlights of the year

### By-elections for the House of Representatives

In 2018–19 the AEC conducted six by-elections for the House of Representatives for the federal electoral divisions of:

- Braddon, Fremantle, Longman, Mayo and Perth on Saturday 28 July
- Wentworth on Saturday 20 October

Two of these by-elections were triggered by parliamentary resignations, and four by parliamentary resignations following judgements of the High Court of Australia.

On 24 May 2018 the Speaker of the House of Representatives, the Hon Tony Smith, announced a multi by-election event to be held on Saturday 28 July 2018. The writs were issued on Friday 15 June with the close of rolls at 8pm on Friday 22 June, and the close of nominations at midday on Thursday 5 July.

Changes to the nominations process—including the use and approval of the Section 44 Qualification Checklist—allowed candidates to provide information

on their eligibility to be elected to Parliament. An optional checklist was available in May 2018 and in place for all six by-elections in 2018–19.

A taskforce to safeguard the five by-elections from cyber-attack or interference was established for the 28 July by-elections, and included other key agencies across government. No serious cyber threats were identified throughout this event.

The AEC applied significant resources to quickly declare the results, with the writs for Braddon, Fremantle and Mayo returned on 6 August, and Longman and Perth on Monday 13 August 2018.

The Wentworth by-election was announced on 12 September and the writ was issued on 17 September for a polling day of Saturday 20 October. The writs were returned on Monday 5 November 2018. Data from all six by-elections is in **Tables 9 and 10 at appendix D.**

By-elections demonstrated a clear demand for a range of voter services. Pre-poll and postal voting accounted for an average of 30 per cent of all votes issued at by-elections, continuing the trend of increased early voting.

The improved and more consistent appearance of out-posted centres with clearly defined work and secure zones, and clearly identifiable staff, reflects the AEC's agility, resilience, skills and professionalism. This was also evident through our improved training for both permanent and temporary staff through the ERP and the Election Experience Program (EEP).

### Managing our supply chain

By-elections provided an opportunity to progressively test and refine the AEC's work with industry experts, and to establish a professional, nationally-coordinated logistics capability to improve supply chain management. This included distributing and returning election materials and equipment to and from multiple locations.

### Work priorities

The 2016 federal election evaluation resulted in eight lessons and 13 cross-agency work priority projects focused around four key themes:

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

At 30 June 2019 all work priorities from the 2016 federal election had either been implemented—or used to inform—the planning and delivery of the 2019 federal election. Individual projects and associated activities are referenced in the **performance statements**.

### Lessons management framework

Throughout 2018–19 the Lessons Management Framework was further developed with an enhanced observation register launched for the 2019 federal election. Throughout the 2019 election, the register generated real-time trending data based on staff election activity observations. This allowed the AEC to respond to emerging trends during and after the election. These observations, along with other data collected,

will inform the lessons and priorities to be implemented in the next electoral cycle. This allows the AEC to further define and shape future organisational capability and to continue modernising the model for delivering elections.

### Polling place data analytics

The AEC's work with Deakin University to develop a computer-based model of polling places was implemented at the 2018–19 by-elections. This allowed the AEC to analyse the effect of different staffing levels on various polling place sizes. Adjustments could then be made to reduce queues, better manage ballot paper stocks and improve the working hours of polling officials. This information was used to inform 2019 election planning.

### Information communications and technology infrastructure

A strong technology platform is vital to the AEC's ability to quickly scale-up to deliver an election. In preparation for the 2019 federal election, the AEC implemented changes or enhancements to:

- mobile end-user services for the temporary election event network
- server, network and backup capability
- information management systems

A Mobile Office Solution allowed election staff at out-posted centres to access the AEC network during election events. This capability also supports short-term office relocations, and business continuity options for small offices.

### Cyber security

The AEC works to consistently enhance its cyber security posture. In response to the emerging threats of cyber and foreign interference in the global electoral environment, the AEC was supported by the Electoral Integrity Assurance Taskforce. This new taskforce—a multi-agency grouping—included security agencies and was governed by a board co-chaired by the AEC and the Department of Finance. Piloted during the by-elections on 28 July, the taskforce was used to mitigate cyber threats at the federal election. In addition, the AEC:

- undertakes regular security testing activities using external authorities and experts to assure the confidentiality, integrity and availability of AEC systems
- runs incident response workshops for internal and external service providers to support the AEC's cyber response
- implements mitigation strategies to protect the AEC network, including the ASD Top 4 and Essential 8 to mitigate cyber intrusions
- ensures staff complete mandatory security awareness training
- continually improves the AEC's technical and people capability to manage cyber risks

### Modernisation business case

During 2017–18 the AEC commenced a business case to modernise the main election and enrolment systems as part of the AEC's budget measures for 2019–20.

The modernisation program team is delivering and strengthening a second-pass business case to modernise core AEC processes and systems. The team

includes both internal and external members and provides support across four areas:

- business user requirements
- IT system requirements
- procurement
- project management

The second pass business case will be ready for submission in December 2019.

### Industrial and commercial elections

The AEC conducted 906 industrial and commercial elections or ballots during the year.

### Torres Strait Regional Authority elections

There were no Torres Strait Regional Authority elections held in 2018–19. Planning is underway for elections expected in 2019–20.

### Data highlights

This year the AEC conducted:

- one federal election
- six by-elections
- 906 industrial and commercial elections and ballots

### For more information go to:

- the performance statement – agency direction one
- appendix D
- [www.aec.gov.au](http://www.aec.gov.au)



## Undertaking public awareness activities

To support an Australian community that is well informed about electoral matters, the AEC delivers 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) leads and coordinates AEC internal training and electoral education to external audiences. Schools can visit the National Electoral Education Centre (NEEC) in Canberra for electoral education programs. 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 NEEC continues to run at full capacity, and in 2018–19 the **Get Voting website** had over 19,000 visitors and sent 521 election packs to schools to run school elections.

The AEC provides information and advice to voters, including those with diverse needs. Education and communication initiatives are in place to meet the needs of Australians with disability. Community engagement aims to increase electoral knowledge, enrolment, turnout and vote formality through targeted activities.

The Indigenous Electoral Participation Program (IEPP) delivers culturally appropriate services to Indigenous Australians to support Indigenous electoral participation.

Under section 7(1)(fa) of the Electoral Act the AEC assists international electoral management bodies. Help is provided by deploying AEC officers overseas, delivering international training programs, and hosting international counterparts visiting Australia. These activities further strengthen our international relationships. Together with international partners, the AEC delivers the Building Resources in Democracy, Governance and Elections (BRIDGE) professional development program.

## Highlights of the year

### Indigenous Electoral Participation Program (IEPP)

IEPP services are delivered Australia-wide through partnerships with community groups and other government agencies. In 2018–19 IEPP services supported Indigenous electoral participation in all six by-elections and implemented the national plan for the 2019 federal election.

Cultural awareness training and staff development continued as part of the AEC's Reconciliation Action Plan. Information on the AEC's Indigenous Employment Strategy is in **section 5**.

### Electors from culturally and linguistically diverse backgrounds

In the lead up to both the NSW State Election in March and the 2019 federal election, the AEC worked with the NSW Electoral Commission and the Ethnic

Communities' Council of NSW. Efforts were focused on increasing electoral awareness within CALD communities in western Sydney. Facilitators generated content for ethnic radio stations by interviewing community members about their attitudes and experiences of enrolment and voting, and participating in radio interviews. Podcast content was made available on the Vote Talk website.

### People with disability

The AEC collaborates with the disability sector through its Disability Advisory Committee (DAC). The committee works to promote greater accessibility, inclusion and participation in the electoral process by people with disability. Through the committee the AEC seeks and receives feedback from Australian peak disability organisations on the programs and services it delivers, as well as new and emerging issues. In refining services for the 2019 federal election, the committee focused on:

- preparing and delivering a video promoting the various electoral support services available to people with disability at the polling place
- an educational video for AEC staff on how to assist voters who need help at a polling place
- the AEC's pilot of fully accessible voting centres

The AEC website is fully accessible and includes enrolment forms. The AEC also helps electors to vote at a polling place, through postal and mobile polling options, and offers telephone voting for voters with a vision impairment.

Information is available in large print, etext, MP3 and Braille. Easy read guides are

available in multiple languages and cover enrolling to vote, voting at a polling place and voting by mail.

### Communication

In 2018–19 the AEC's advertising, public relations and communication strategies focused predominantly on federal electoral events—the six federal by-elections and the 2019 federal election.

Throughout the year, proactive and reactive information was provided to the media on a range of election administration matters. Topics included redistribution processes, introduction of the mandatory candidate qualification checklist, record enrolment rates, and the progression of election processes like early voting and counting.

Information was regularly published on the AEC website as data and media releases, and through the AEC's Twitter account.

For the six by-elections, communication activities included advertising, public relations, collateral including official guides, intermediary outreach and the availability of AEC public engagement channels.

The national *Your vote will help shape Australia* public information campaign for the 2019 federal election facilitated successful participation among eligible voters. This was an integrated, multi-channel campaign implemented from the issue of writs to election day across the three key election phases of enrolment, voter services and formality. Campaign materials were adapted to ensure messages were clear, and to apply updated authorisation requirements for electoral communications.

Advertising was placed in up to 30 languages for CALD audiences, and radio ads were produced and broadcast in 18 Indigenous languages.

The *Stop and consider*, social media campaign encouraged voters to check the source of electoral communication to avoid being misled by disinformation. Advertising across social media channels Facebook, Twitter, Instagram and Google yielded 56,404,717 impressions and more than 100,000 clicks through to the AEC website.

### International services

The Department of Foreign Affairs and Trade (DFAT) funds the AEC to lead a number of bilateral electoral capacity building efforts, particularly in the Pacific region. This year, the AEC undertook activities in Fiji, Papua New Guinea, Solomon Islands and Tonga.

DFAT has also provided funding and support—for over 20 years—for the AEC's major electoral capacity building program through the Pacific Islands, Australia and New Zealand Electoral Administrators Network (PIANZEA). Through PIANZEA, the AEC provides secretariat services, is a representative on the network's advisory group, and facilitates peer to peer support for electoral administrators across the Pacific. In 2018–19 the AEC:

- helped the PNG Electoral Commission, including through two BRIDGE workshops, to embed its new corporate plan
- provided technical assistance to the Tonga Electoral Office, including training officials and developing procedures

- hosted the 2019 PIANZEA Network senior officials meeting and three concurrent BRIDGE workshops in Brisbane
- deployed four advisers across the Fiji islands to work alongside the Fijian Elections Office to support delivery of the 2018 election
- deployed three advisers to Solomon Islands to assist with logistics, operations and training to support delivery of the 2019 election

The AEC also continues as an integral part of the BRIDGE partnership with 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)

This long-standing partnership supports the continued development and maintenance of one of the world's leading electoral professional development programs. In 2018–19 the AEC hosted the BRIDGE partners meeting which agreed to a five year strategic plan and to develop a new version of the BRIDGE curriculum.

The AEC also 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 came from the United States, Papua New Guinea, Malaysia, Republic of Korea, China, Timor Leste, Japan and India.

## Data highlights

### Education

- 2,773 free education sessions delivered to 95,944 visitors from all 151 electoral divisions
- programs provided to 81,776 primary schools students, 6,144 secondary students and 8,024 adults as part of their civics and citizenship studies
- engagement with more than 1,500 visitors during an open day at Australia's Parliament House
- 240,000 visitors to the *AEC for Schools* website
- 521 election packs sent to schools through *Get Voting*
- 60 educators completed the *Voting in the Classroom* online learning module
- 15 professional development sessions provided to 237 in-service teachers
- presentations to seven universities and more than 1,095 pre-service teachers
- workshops delivered to more than 75 participants at five civics education conferences

### Communications

- one national public information campaign
- 42.1 million visits to the AEC website
- 56 million social media impressions for *Stop and consider*
- advertising placed in up to 30 languages

### International

- 22 advisors deployed to four Pacific nations
- seven BRIDGE workshops conducted for 14 Pacific nations
- 44 delegates and two international organisations from 25 countries hosted as part of the 2019 Federal Election Visitor Program

### For more information go to:

- the performance statement – agency direction one
- appendix E
- [www.aec.gov.au](http://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.

For the 2019 federal election, the number of members was 151 (see **figure 2** for a list of Australia's 151 electoral divisions at 30 June 2019). 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

Redistributions are conducted by two bodies: the Redistribution Committee and the augmented Electoral Commission. The Redistribution Committee is responsible for making a proposed redistribution.

## Highlights of the year

### Redistributions

In 2018–19 the AEC completed three redistributions:

- one in the Australian Capital Territory
- one in Victoria
- one in South Australia

In December 2018 the AEC placed notices in newspapers in Victoria, Queensland, South Australia, Tasmania and the Australian Capital Territory. These advised changes to the names and boundaries of electoral divisions and are required under the Electoral Act. Letters were also sent to over 930,000 households advising them that their electoral division had changed.

See **appendix F** for redistribution process milestones in 2018–19.

## Data highlights

- Three redistributions completed
- 151 electoral divisions

### For more information go to:

- The performance statement – agency direction one
- appendix F
- [www.aec.gov.au](http://www.aec.gov.au)

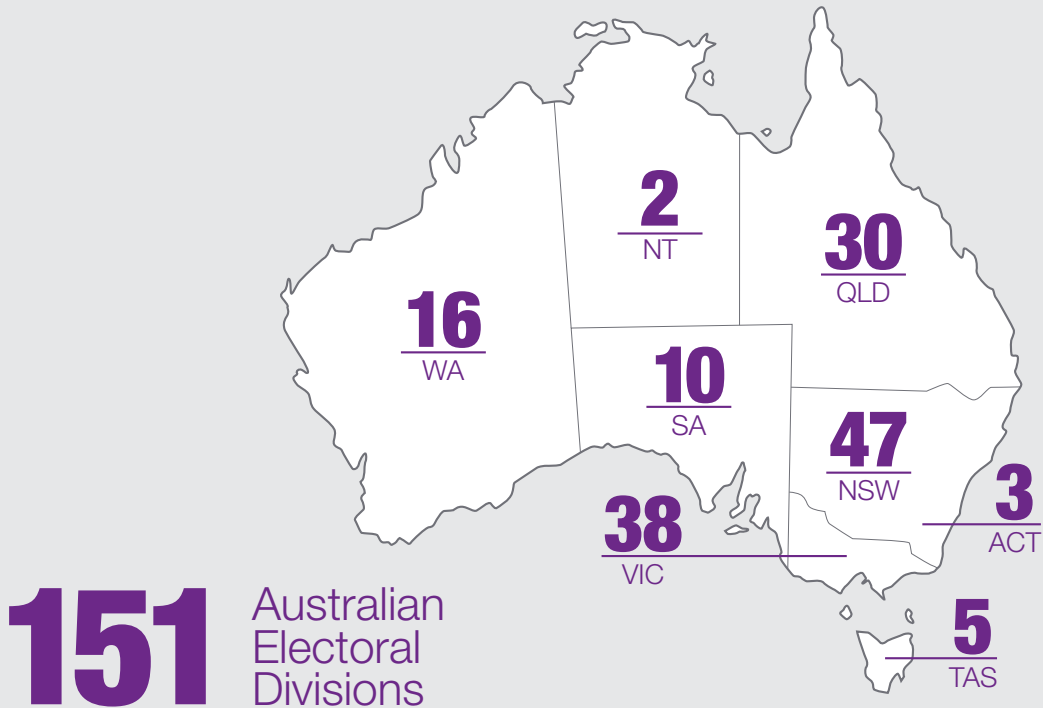
## Administering political party registrations and financial disclosure

The AEC helps stakeholders carry out their obligations and responsibilities under the Electoral Act. This includes maintaining the funding and disclosure scheme and providing information on 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 and by-elections. Election funding rates are available on the AEC website.

Figure 2: Australia's 151 electoral divisions as at 30 June 2019



<b>New South Wales</b>		<b>Victoria</b>		<b>Western Australia</b>	
Banks	Macarthur	Aston	Holt	Brand	Hasluck
Barton	Mackellar	Ballarat	Hotham	Burt	Moore
Bennelong	McMahon	Bendigo	Indi	Canning	O'Connor
Berowra	Macquarie	Bruce	Isaacs	Cowan	Pearce
Blaxland	Mitchell	Calwell	Jagajaga	Curtin	Perth
Bradfield	Newcastle	Casey	Kooyong	Durack	Stirling
Calare	New England	Chisholm	Lalor	Forrest	Swan
Chifley	North Sydney	Cooper	La Trobe	Fremantle	Tangney
Cook	Page	Corangamite	McEwen		
Cowper	Parkes	Corio	Macnamara	<b>Northern Territory</b>	
Cunningham	Parramatta	Deakin	Mallee	Lingiari	Solomon
Dobell	Paterson	Dunkley	Maribyrnong		
Eden-Monaro	Reid	Flinders	Melbourne	<b>Queensland</b>	
Farrer	Richmond	Fraser	Menzies	Blair	Hinkler
Fowler	Riverina	Gellibrand	Monash	Bonner	Kennedy
Gilmore	Robertson	Gippsland	Nicholls	Bowman	Leichhardt
Grayndler	Shortland	Goldstein	Scullin	Brisbane	Lilley
Greenway	Sydney	Gorton	Wannon	Capricornia	Longman
Hughes	Warringah	Higgins	Wills	Dawson	McPherson
Hume	Watson			Dickson	Maranoa
Hunter	Wentworth	<b>South Australia</b>		Fadden	Moncrieff
Kingsford Smith	Werriwa	Adelaide	Kingston	Fairfax	Moreton
Lindsay	Whitlam	Barker	Makin	Fisher	Oxley
Lyne		Boothby	Mayo	Flynn	Petrie
		Grey	Spence	Forde	Rankin
		Hindmarsh	Sturt	Griffith	Ryan
<b>Tasmania</b>		<b>Australian Capital Territory</b>		Groom	Wide Bay
Bass	Franklin	Bean	Fenner	Herbert	Wright
Braddon	Lyons	Canberra			
Clark					

## Highlights of the year

### Changes to election funding and disclosure laws

In 2018–19 changes were made to election funding and disclosure laws in the Electoral Act as a result of the *Electoral Legislation Amendment (Electoral Funding and Disclosure Reform) Act 2018* (FAD Reform Act). The FAD Reform Act introduced new laws that affect political parties, their associated entities and other non-party political actors. The changes, which came into effect on 1 December 2018 and 1 January 2019, represent a significant change to funding and disclosure legislation.

In response to these changes, the AEC created a Transparency Register which was available on the AEC website from 1 December 2018. The register contains information about political parties, associated entities, third parties, political campaigners and donors, and candidates registered with, or recognised by, the AEC.

Information on other changes resulting from the FAD Reform Act is at [www.aec.gov.au](http://www.aec.gov.au)

### Data highlights

- 14 new political parties registered
- Three 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 still under consideration at 30 June 2019

### Financial disclosure returns

- Received 68 election returns
- Reviewed 653 annual financial disclosure returns and amendments
- 79 per cent of returns completed online
- 16 compliance reviews of disclosure returns resulted in 15 amended returns being lodged by the party or entity

The number of returns lodged for the past three financial years is at **appendix G**.

### For more information go to:

- the performance statement – agency direction one
- appendix G
- [www.aec.gov.au](http://www.aec.gov.au)







# MANAGEMENT AND ACCOUNTABILITY / 05

Information on the AEC's management and accountability, including governance, scrutiny and managing staff and assets

/ 90,000 people employed and trained for the federal election

## SECTION 05

# Management and accountability

### Corporate governance —principles and objectives

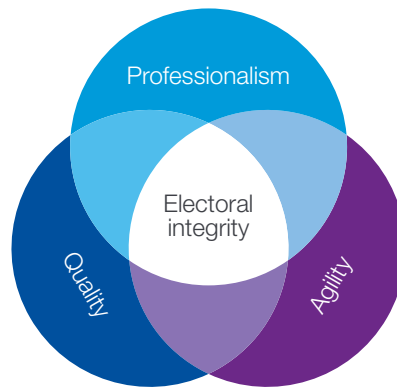
The AEC has the following structures in place to implement the principles and objectives of corporate governance:

- an executive leadership team which monitors performance, ensures accountability and steers the agency
- decision-making management committees. See **appendix B** for a list as well as functions and membership

### Ethical standards

The AEC's ethical standards are implicit in:

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



### 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

The AEC's operating environment is complex. It requires a workforce that is capable of managing uncertainties that may impact the AEC's ability to achieve its objectives. Considerable actions were undertaken throughout 2018–19 to further mature our risk capability including:

- reviewing the AEC Risk Management Policy to better align with the nine elements of the Commonwealth Risk Management Policy
- developing the AEC's first Risk Appetite Statement
- revising the risk matrix and consequence criteria for assessing risks
- developing formal escalation rules
- delivering workshops to enable risk communication and capability building

We continue to build capability, enhance and shape our risk culture, and support organisational priorities and objectives. To support these corporate requirements, the AEC manages its risk through the following governance committees:

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

More information on committees is in **appendix B**.

We assess risk maturity by participating in Comcover's annual risk management benchmarking survey.

## Fraud control

The AEC Fraud Control Plan highlights the low tolerance of fraud that is related to 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, recording 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. The Fraud Control Committee (see **appendix B**) is responsible for monitoring AEC fraud controls.

The AEC examined all allegations of suspected fraud during the year, including complaints related to the 2019 federal election.

Information on reporting suspected fraud is available:

- to staff through the intranet and mandatory fraud awareness training
- for the public through [www.aec.gov.au](http://www.aec.gov.au)

## Internal planning processes

The AEC's corporate planning processes support corporate governance and are undertaken in line with the requirements of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). The corporate plan, available on the AEC website, informs operational planning and performance, and is reflected in the AEC's business 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**.

Corporate planning documents—including internal monitoring and reporting mechanisms—are listed in **appendix B**.

## External scrutiny

### Judicial decisions

#### Industrial elections

In an inquiry relating to an Election for an Office in the Australian Education Union (SA Branch) [2018] FCA 2074, Justice White voided the election for the casual vacancy (branch executive officer) pursuant to section 206(4)(a) of the *Fair Work (Registered Organisations) Act 2009*.

The Court found that the Roll of voters provided to the AEC to conduct the ballot included the names of people who weren't eligible to take part in the election. As the election results (declared by the returning officer) included ballot papers from those who were not eligible, the judge voided the election and issued procedural orders for a fresh election.

## Unfair dismissal

The matter of *John Nemcic v Australian Electoral Commission* [2018] FWC 5645 arose from an AEC investigation into alleged breaches of the Australian Public Service Code of Conduct by Mr John Nemcic. The Fair Work Commission found that the AEC's actions in dismissing Mr Nemcic did not amount to 'harsh, unjust or unreasonable' under section 387 of the *Fair Work Act 2009*. While the Commission commented on some of the AEC's investigating procedures, it concluded that Mr Nemcic had not been denied procedural fairness. The Commission also held that an employee's dishonesty in responding to allegations was a breach of the employee's duty of honesty and fidelity, and could in itself be a valid reason for termination.

## Perth by-election rejection of candidate nomination

On 16 July 2018 the Federal Court dismissed an urgent application from Mr Mubarak seeking to challenge a decision to reject his candidate's nomination for the Perth by-election on 28 July 2018. The candidate's nomination was rejected because he didn't secure the mandatory 100 electors to endorse his nomination. This is required under section 166 of the Electoral Act. In reaching his decision, Justice Barker held that substantial compliance with the 100 nominator requirement was not enough. The case is reported as *Mubarak v Australian Electoral Commission* [2018] FCA 1089.



### The 2019 federal election

On 2 April 2019 in the lead up to the 18 May federal election, Mr Clive Palmer and three other United Australia Party candidates issued proceedings in the High Court of Australia challenging the AEC's practice of publishing information about the 'two-candidate preferred' count on election night for seats on the eastern seaboard, before polls closed elsewhere in Australia. This was despite the specific authority to undertake the count under subsections 274(2A) to (2C) of the *Commonwealth Electoral Act 1918* (Electoral Act). The High Court made a unanimous decision to dismiss the application on 7 May. This result allowed the AEC to publish progressive election results on election night.

### Administrative Appeals Tribunal decisions

In the AEC's 2017–18 Annual Report, it was mentioned that a matter before the Administrative Appeals Tribunal (AAT) had not yet been set down for hearing: *Watson v Australian Electoral Commission* and Anor—AAT 2017/3419.

On 19 June 2017 the AAT 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.

On 20 December 2018 a Full Bench of the AAT handed down the decision in *Watson and Australian Electoral Commission* [2018] AATA 4914. The AAT dismissed the objection from Ms Watson finding that the Eureka flag is used widely and in many cultural contexts, and that its use in this logo was substantially different to the logo of the applicant. The AAT also held that the image of the Eureka flag used in this logo was not the logo of any other person.

### Australian Information Commissioner decisions

The Australian Information Commissioner received three reports of privacy breaches during the reporting period. Two related to emails that contained the addresses of all recipients. One related to the inadvertent disclosure of some candidate contact details on the AEC website for a brief period on 25 April 2019. The AEC has acted to reinforce privacy awareness.

### Australian Human Rights Commission

There were no complaints lodged with the Australian Human Rights Commission alleging criminal record discrimination under the *Australian Human Rights Commission Act 1986*.

In May 2018 the AEC was notified of an allegation of disability discrimination related to an employee redundancy offer. This complaint was the subject of conciliation and was resolved in September 2018.

The AEC has received notification of two other complaints of disability discrimination that are yet to be finalised.

### 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 (JSCEM) and the Department of Finance (DoF) to promote opportunities and risks in the electoral environment, and the need to modernise key election management systems.

In 2018–19 the AEC:

- provided information and advice on electoral management and the delivery of electoral services to two parliamentary committees for four inquiries
- made seven submissions and attended two public hearings
- attended three Senate Estimates hearings and responded to 33 Senate Estimates Questions on Notice

### Commonwealth Ombudsman investigations

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

### Freedom of information

Under the *Freedom of Information Act 1982*, the AEC's Freedom of Information Disclosure Log and Information Publication Scheme can be accessed at [www.aec.gov.au/information-access](http://www.aec.gov.au/information-access)

### Customer scrutiny

The AEC's service charter—available at [www.aec.gov.au](http://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 2019 the AEC had a regular workforce of 840 APS employees. Fourteen APS staff identified as Aboriginal and Torres Strait Islander.

Employees are also engaged to work on election events. A breakdown of APS ongoing, non-ongoing and casual staff by classification and a list of statutory appointments is at **appendix H**.

Table 2: AEC APS workforce by employment type and classification  
(excluding statutory office holders), 30 June 2019

	Ongoing	Non-Ongoing	Casual
SES 2	2	–	–
SES 1	8	1	–
EL 2	43	3	–
EL 1	111	5	4
APS 6	241	17	1
APS 5	51	13	–
APS 4	74	14	9
APS 3	112	8	–
APS 2	96	41	–
APS 1	–	–	1400
TOTAL	738	102	1414

Detailed workforce statistics are available at appendix H.



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 AEC Enterprise Agreement 2016–2019. The Electoral Commissioner agreed to 16 new individual flexibility arrangements during the year, with 22 of these still active at 30 June 2019.

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), and was reviewed for the 2019 federal election.

Aboriginal and Torres Strait Islanders were encouraged to apply for employment as part of the temporary election workforce. The AEC's Indigenous Employment Strategy resulted in 1,922 Aboriginal and Torres Strait Islanders filling positions at the 2019 federal election. This represents 1.94 per cent of the total number of polling official positions at the election, and is a modest increase of 0.17 per cent at the 2016 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

In 2018–19 the terms and conditions of employment of 11 employees—predominantly senior executive service officers—were set by individual determinations. Individual determinations are set by the Electoral Commissioner under section 24(1) of the *Public Service Act 1999*.

The Remuneration Tribunal determines the remuneration of the Electoral Commissioner, Deputy Electoral Commissioner and Australian Electoral Officers under the *Remuneration Tribunal Act 1973*. Details of executive remuneration are published on the AEC and Remuneration Tribunal websites. For full disclosure of remuneration see **appendix H**.

## 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](http://www.apsc.gov.au)

Entities have not been required to report on these functions since 2010–11.

The Commonwealth Disability Strategy has been overtaken by the National Disability Strategy 2010–2020. This 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](http://www.dss.gov.au)

## 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 and branch, and agency wide. It is informed by operational plans, business plans and the corporate plan.

To improve workforce planning the AEC increasingly uses 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*
- further refinement of our work health and safety management system *AECsafety*
- an electronic incident management system
- ongoing revision of the AEC risk management framework

There were 594 health and safety incidents reported this year, compared with 175 last year. A spike of 381 incidents of the total 594 reported occurred in May. This is attributed to the federal election on 18 May, and the engagement of a temporary election workforce—of around 90,000 people—for the federal election.

The AEC takes a proactive approach to workplace health, safety and rehabilitation. During the 2019 federal election extra systems were put in place to monitor, evaluate and maintain health, safety and welfare across the AEC, including:

- a user-friendly system to encourage incident and hazard reporting
- contacting employees with pre-existing injuries or illnesses and providing election readiness letters so their general practitioners could confirm staff fitness to work during the intensified electoral event environment

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

- engaging workplace rehabilitation providers to help injured or ill employees to make a safe return to work
- promoting:
  - free annual influenza vaccinations for staff
  - the AEC’s early intervention program which supports employees injured at work, and helps reduce injury-related absenteeism
  - the AEC’s employee assistance program
  - ergonomic workstation assessments to prevent injury and to ensure pre-existing injuries are not aggravated

## Claims management

Injury and illness claims increased in 2018–19 which reflects the engagement of a temporary election workforce of 90,000 people to deliver the federal election.

Fifteen incidents were reported to Comcare during the year. Nine were notifiable for serious injury or illness, and one was notifiable for a dangerous occurrence. Nine incidences were referred to Comcare for investigation and there was one liaison inspection.

The AEC did not conduct any injury or illness investigations during 2018–19.

At 30 June 2019, injury and illness claims consisted of:

- 37 continuing cases for compensation
- 14 new cases for compensation including three submitted by APS employees and 11 by temporary employees who were employed under the Electoral Act. Of these, Comcare accepted two claims.
- Comcare rejected five claims, two of which were re-submitted for reconsideration. One of these was subsequently rejected, while the other is pending determination. Four of the five claims were from employees engaged under the Electoral Act
- Seven claims are still pending, with none withdrawn

For more information see **Table 3**.

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

Case management type	2014–15	2015–16	2016–17	2017–18	2018–19
<b>Compensable</b>	14	14	23	12	14
<b>Non-compensable</b>	19	41	42	41	58
<b>Early intervention</b>	N/A	N/A	N/A	2	14
<b>Total</b>	<b>33</b>	<b>55</b>	<b>65</b>	<b>55</b>	<b>86</b>

## Developing people

The National Training and Education Unit (NTEU) leads and coordinates AEC training and education to build:

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

In addition, 98.3 per cent of identified\* staff undertook mandatory AEC e-learning courses. Professional development programs include:

- an Australian Electoral Office program—a targeted election induction and training initiative which focuses on the technical requirements for conducting elections in each state or territory. Twenty-five staff undertook this program
- the Election Readiness Program—the AEC’s flagship professional development program for APS 6 and EL1 operational staff. Completed by 300 AEC staff, the 10-day residential program included simulation exercises to build critical operational and leadership capabilities
- the Election Experience Program—which provides AEC staff with little or no election experience an opportunity to build their knowledge and understanding by participating in

an electoral event. Over 100 AEC staff completed this program.

## 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 guidelines for use of ethanol

Our full environment management commitment is on the AEC website.

\* AEC APS and identified labour-hire staff; excluding APS 1–6.

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, glass, and toner cartridges
- applying double-sided default printer settings
- using recyclable products where possible
- conserving water
- promoting E10 petrol for 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 2018–19 energy used across all AEC premises was 14,023.69 megajoules per person. This represents a 18.21 per cent increase on the previous year, due to extended office hours during by-elections and the 2019 federal election.

The National Electoral Education Centre in Canberra was accredited as an ACTSmart business for the 10th 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 outcomes.

The AEC has centralised 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 in 2018–19 without the Australian National Audit Office access provisions.

## Small business

The AEC supports small business participation in Commonwealth Government procurement. Small and medium enterprises and small enterprise participation statistics are on the Department of Finance website at [www.finance.gov.au](http://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](http://www.treasury.gov.au)

## Publication of contracts on AusTender

Information on the value of AEC contracts and consultancies—as well as expected procurements—is available on the AusTender website at [www.tenders.gov.au](http://www.tenders.gov.au)

In 2018–19:

- 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

## Consultants

Consultants are 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 Electoral Act, the PGPA Act and related Regulations (including the Commonwealth Procurement Rules), and relevant internal policies.

Table 4: Number and expenditure on new and ongoing consultants in current report period (2018–19)

	Total
Number of new contracts entered into during the period	9
Total actual expenditure during the period on new contracts (inc GST)	\$2,555,755
Number of ongoing contracts engaging consultants that were entered into during a previous period	5
Total actual expenditure* during the period on ongoing contracts (inc GST)	\$1,028,380

\* Further information on consultancy expenditure is in the **financial statements**.



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# FINANCIAL STATEMENTS/06

Financial performance for 2018–19  
including audited financial statements

## SECTION 06

# Financial Statements

The AEC's 2018–19 financial results were influenced by expenditure on six by-elections and the delivery of the 2019 federal election. The Australian National Audit Office has issued an unqualified audit opinion for the AEC's 2018–19 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 2018–19 financial results highlight the ongoing challenge of the AEC's funding model as an operating loss has been incurred at year end. The AEC's operating loss was \$19.5 million (\$7.1 million net of depreciation) compared to an operating surplus of \$6.5 million in 2017–18. The 2018–19 result was influenced by expenditure on six by-elections and the delivery of the 2019 federal election. Importantly, funding for the six by-elections of \$11.7 million has been appropriated in the 2019–20 financial year.

The statement of financial position at 30 June 2019 shows total assets of \$211.0 million and total liabilities of \$101.6 million for a net asset position of \$109.4 million. Total assets have increased from the previous year mainly as a result of an increase in appropriation receivables and GST receivable. This is a result of the timing of the 2019 federal election and the payment of associated invoices. Total liabilities have also increased from the previous year mainly due to an increase in suppliers payable. This again, is the result of the timing of the 2019 federal election and the receipt/payment of associated invoices. Appropriations will be drawn-down in early 2019–20 to pay these suppliers reducing both appropriations receivable and suppliers payable.

The Australian National Audit Office has issued an unqualified audit opinion for the AEC's 2018–19 financial statements.

No significant issues of non-compliance in relation to finance law were reported to the Minister for Finance in 2018–19. 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 2018–19 financial result was influenced by expenditure on six by-elections and the delivery of the 2019 federal election

The AEC's current funding model presents an ongoing challenge and poses significant risk in managing the increasing complexity of federal elections/by-elections and the ongoing growth in the size of the electoral roll. During 2018–19 the AEC successfully secured additional funding to conduct the six by-elections, however, supplementation will not be received until 2019–20, resulting in an operating loss. Funding received between elections for ongoing operations is also insufficient and restricts the AEC's ability to provide long-term election system sustainability or ongoing innovation. The AEC has commenced work with the Department of Finance on an overarching funding review. This review is expected to be completed in 2019–20.

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## INDEPENDENT AUDITOR'S REPORT

### To the Assistant Minister for Finance, Charities and Electoral Matters

#### Opinion

In my opinion, the financial statements of the Australian Electoral Commission ('the Entity') for the year ended 30 June 2019 are:

- (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 Entity as at 30 June 2019 and its financial performance and cash flows for the year then ended.

The financial statements of the Entity, which I have audited, comprise the following statements as at 30 June 2019 and for the year then ended:

- Statement by 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 Entity 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 Entity, the Electoral Commissioner is responsible under the *Public Governance, Performance and Accountability Act 2013* (the Act) for the preparation and fair presentation of annual financial statements that comply with Australian Accounting Standards – Reduced Disclosure Requirements and the rules made under the Act. The Electoral Commissioner is also responsible for such internal control as the Electoral Commissioner determines is necessary to enable the preparation 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 ability of the Entity 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. 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; and
- 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.

I communicate with the Accountable Authority 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  
Audit Principal  
Delegate of the Auditor-General  
Canberra  
3 September 2019

<b>AUSTRALIAN ELECTORAL COMMISSION</b>	
<b>STATEMENT BY ELECTORAL COMMISSIONER AND CHIEF FINANCE OFFICER</b>	
<p>In our opinion, the attached financial statements for the year ended 30 June 2019 comply with subsection 42(2) of the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act), and are based on properly maintained financial records as per subsection 41(2) of the PGPA Act.</p> <p>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.</p>	
<p>Signed.....</p> <p>Tom Rogers Electoral Commissioner</p> <p>3 September 2019</p>	<p>Signed.....</p> <p>Tonia Hancock Chief Finance Officer</p> <p>3 September 2019</p>



## Primary financial statements

Statement of comprehensive income for the period ended 30 June 2019

	Notes	2019 \$'000	2018 \$'000	Original Budget \$'000
<b>NET COST OF SERVICES</b>				
<b>Expenses</b>				
Employee benefits	3.1	177,821	86,679	178,239
Suppliers	4.1A	245,267	75,987	233,391
Depreciation and amortisation	2.3A	12,367	9,500	8,736
Finance costs	2.4B	–	52	85
Impairment loss allowance on financial instruments	4.1B	17	(6)	–
Losses from asset disposals	2.3A	233	315	–
Total expenses		435,705	172,527	420,451
<b>OWN-SOURCE INCOME</b>				
<b>Own-source revenue</b>				
Sale of goods and rendering of services	1.2A	12,291	17,285	11,038
Other revenue	1.2B	249	273	–
Total own-source revenue		12,540	17,558	11,038
<b>Gains</b>				
Other gains	1.2C	79	47	85
Total gains		79	47	85
Total own-source income		12,619	17,605	11,123
Net (cost of) services		(423,086)	(154,922)	(409,328)
<b>Revenue from Government</b>				
Revenue from Government	1.1A	402,511	161,198	400,592
(Deficit) / Surplus on continuing operations		(20,575)	6,276	(8,736)
<b>OTHER COMPREHENSIVE INCOME</b>				
<b>Items not subject to subsequent reclassification to net cost of services</b>				
Changes in asset revaluation surplus		1,089	178	–
Total other comprehensive income		1,089	178	–
Total comprehensive (loss) / income	1.4	(19,486)	6,454	(8,736)

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

### BUDGET VARIANCES COMMENTARY

#### Statement of comprehensive income

The AEC's expenses were higher than anticipated due to the conduct of six by-elections and additional depreciation for election related finance lease assets. These additional expenses have resulted in the AEC incurring a higher than expected operating loss.

The AEC's ongoing annual funding model does not support the delivery of by-elections due to their unpredictable nature. As a result it is normal business for the AEC to seek departmental funding supplementation each time a by-election is delivered. The AEC has secured departmental funding supplementation of \$11.7m through its 2019–20 appropriations to cover the costs of the six by-elections.

Depreciation and amortisation costs are higher than expected as additional assets were purchased under finance lease to deliver the 2019 federal election.

Revenue from government is slightly higher than anticipated as additional funding was provided to deliver improvements to the nominations process.

## Statement of financial position as at 30 June 2019

	Notes	2019 \$'000	2018 \$'000	Original Budget \$'000
<b>ASSETS</b>				
<b>Financial assets</b>				
Cash and cash equivalents	2.1A	2,402	1,715	4,220
Receivables for goods and services	2.1A	1,583	896	1,687
Appropriations receivable	2.2A	159,027	117,564	83,179
Other receivables	2.2B	8,446	963	675
<b>Total financial assets</b>		<b>171,458</b>	<b>121,138</b>	<b>89,761</b>
<b>Non-financial assets</b>				
Leasehold improvements	2.3A	8,834	6,757	8,999
Plant and equipment	2.3A	5,675	7,273	11,505
Computer software	2.3A	17,865	8,477	24,505
Intellectual property	2.3A	1,600	1,663	–
Inventories	2.3B	1,699	5,104	3,909
Other non-financial assets	2.3C	3,898	2,773	3,135
<b>Total non-financial assets</b>		<b>39,571</b>	<b>32,047</b>	<b>52,053</b>
<b>Total assets</b>		<b>211,029</b>	<b>153,185</b>	<b>141,814</b>
<b>LIABILITIES</b>				
<b>Payables</b>				
Suppliers	2.1A	71,254	9,894	5,875
Other payables	2.4A	3,533	3,908	6,154
<b>Total payables</b>		<b>74,787</b>	<b>13,802</b>	<b>12,029</b>
<b>Provisions</b>				
Employee provisions	3.2	21,029	22,251	25,563
Other provisions	2.4B	5,775	1,780	1,570
<b>Total provisions</b>		<b>26,804</b>	<b>24,031</b>	<b>27,133</b>
<b>Total liabilities</b>		<b>101,591</b>	<b>37,833</b>	<b>39,162</b>
<b>Net assets</b>		<b>109,438</b>	<b>115,352</b>	<b>102,652</b>
<b>EQUITY</b>				
Contributed equity		96,315	82,743	96,315
Asset revaluation surplus		23,941	22,852	22,674
Retained earnings		(10,818)	9,757	(16,337)
<b>Total equity</b>		<b>109,438</b>	<b>115,352</b>	<b>102,652</b>

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

**BUDGET VARIANCES COMMENTARY****Statement of financial position**

Total assets are significantly higher than expected due mainly to a higher than anticipated balance in appropriations receivable and other receivables. This is partially offset by lower cash and non-financial assets. Appropriations receivable are significantly higher than anticipated due to the timing of the federal election and payment of associated invoices. Other receivables, represented by GST receivable, is higher than expected as the majority of the AEC's expenditure has been incurred in May and June 2019 for the federal election and GST refunds have not yet been received. Cash is lower than expected as additional funds have been used to purchase assets, while non-financial assets are lower than expected due to the roll over of capital projects that were put on hold during the federal election.

Total liabilities are significantly higher than expected due to a significantly higher balance in suppliers payable. This is due to the timing of the federal election and receipt/payment of associated invoices.

## Statement of changes in equity for the period ended 30 June 2019

	2019 \$'000	2018 \$'000	Original Budget \$'000
<b>CONTRIBUTED EQUITY</b>			
<b>Opening balance</b>			
Balance carried forward from previous period	82,743	60,373	82,743
Adjusted opening balance	<u>82,743</u>	<u>60,373</u>	<u>82,743</u>
<b>Transactions with owners</b>			
Contributions by owners			
Departmental Capital Budget	13,572	22,370	13,572
Total transactions with owners	<u>13,572</u>	<u>22,370</u>	<u>13,572</u>
Closing balance as at 30 June	<u>96,315</u>	<u>82,743</u>	<u>96,315</u>
<b>RETAINED EARNINGS</b>			
<b>Opening balance</b>			
Balance carried forward from previous period	9,757	3,614	(7,601)
Adjustment to opening balance	–	(133)	–
Adjusted opening balance	<u>9,757</u>	<u>3,481</u>	<u>(7,601)</u>
<b>Comprehensive income</b>			
(Deficit) / surplus for the period	(20,575)	6,276	(8,736)
Total comprehensive income	<u>(20,575)</u>	<u>6,276</u>	<u>(8,736)</u>
Closing balance as at 30 June	<u>(10,818)</u>	<u>9,757</u>	<u>(16,337)</u>
<b>ASSET REVALUATION RESERVE</b>			
<b>Opening balance</b>			
Balance carried forward from previous period	22,852	22,674	22,674
Adjusted opening balance	<u>22,852</u>	<u>22,674</u>	<u>22,674</u>
<b>Comprehensive income</b>			
Other comprehensive income	1,089	178	–
Total comprehensive income	<u>1,089</u>	<u>178</u>	<u>–</u>
Closing balance as at 30 June	<u>23,941</u>	<u>22,852</u>	<u>22,674</u>
<b>TOTAL EQUITY</b>			
<b>Opening balance</b>			
Balance carried forward from previous period	115,352	86,661	97,816
Adjustment to opening balance	–	(133)	–
Adjusted opening balance	<u>115,352</u>	<u>86,528</u>	<u>97,816</u>
<b>Comprehensive income</b>			
(Deficit) / surplus for the period	(20,575)	6,276	(8,736)
Other comprehensive income	1,089	178	–
Total comprehensive income	<u>(19,486)</u>	<u>6,454</u>	<u>(8,736)</u>
<b>Transactions with owners</b>			
Contributions by owners			
Departmental Capital Budget	13,572	22,370	13,572
Total transactions with owners	<u>13,572</u>	<u>22,370</u>	<u>13,572</u>
Closing balance as at 30 June	<u>109,438</u>	<u>115,352</u>	<u>102,652</u>

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 it is still carrying additional Departmental Capital Budget received in previous years for capital projects that were put on hold during the federal election.

## Cash flow statement for the period ended 30 June 2019

	Notes	2019 \$'000	2018 \$'000	Original Budget \$'000
<b>OPERATING ACTIVITIES</b>				
<b>Cash received</b>				
Appropriations		360,001	144,757	400,592
Sales of goods and rendering of services		13,256	19,316	11,038
Net GST received		10,956	5,849	–
<b>Total cash received</b>		<b>384,213</b>	<b>169,922</b>	<b>411,630</b>
<b>Cash used</b>				
Employees		178,873	86,859	178,239
Suppliers		181,855	86,966	233,391
Section 74 receipts transferred to the OPA		20,553	–	–
<b>Total cash used</b>		<b>381,281</b>	<b>173,825</b>	<b>411,630</b>
<b>Net cash from / (used by) operating activities</b>		<b>2,932</b>	<b>(3,903)</b>	<b>–</b>
<b>INVESTING ACTIVITIES</b>				
<b>Cash used</b>				
Purchase of property, plant and equipment		16,864	3,028	13,572
<b>Total cash used</b>		<b>16,864</b>	<b>3,028</b>	<b>13,572</b>
<b>Net cash (used by) investing activities</b>		<b>(16,864)</b>	<b>(3,028)</b>	<b>(13,572)</b>
<b>FINANCING ACTIVITIES</b>				
<b>Cash received</b>				
Contributed equity		–	–	13,572
Departmental Capital Budget		14,619	4,426	–
<b>Total cash received</b>		<b>14,619</b>	<b>4,426</b>	<b>13,572</b>
<b>Net cash from financing activities</b>		<b>14,619</b>	<b>4,426</b>	<b>13,572</b>
<b>Net increase / (decrease) in cash held</b>		<b>687</b>	<b>(2,505)</b>	<b>–</b>
Cash and cash equivalents at the beginning of the reporting period		1,715	4,220	4,220
<b>Cash and cash equivalents at the end of the reporting period</b>	2.1A	<b>2,402</b>	<b>1,715</b>	<b>4,220</b>

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

**BUDGET VARIANCES COMMENTARY****Cash flow statement**

Total cash received and used during the financial year was lower than anticipated as a result of the timing of the federal election and the associated receipt/payment of invoices. This is supported by the higher than expected Suppliers Payable balance on the Statement of Financial Position. This cash will be drawn-down from appropriations and used early in the 2019–20 financial year to pay suppliers.

Cash used to purchase property, plant and equipment and cash received from Departmental Capital Budget are both higher than expected as the purchase of additional assets required using previous years departmental capital funding held in reserves.

## Administered schedules

### Administered schedule of comprehensive income for the period ended 30 June 2019

	Notes	2019 \$'000	2018 \$'000	Original Budget \$'000
<b>NET COST OF SERVICES</b>				
<b>EXPENSES</b>				
Other expenses	5.1A	79,502	618	76,000
Total expenses		79,502	618	76,000
<b>INCOME</b>				
<b>Revenue</b>				
<b>Non-taxation revenue</b>				
Electoral fines/penalties	5.2A	1,026	269	2,000
Other	5.2A	27	6	–
Total non-taxation revenue		1,053	275	2,000
Total revenue		1,053	275	2,000
Net contribution by services		(78,449)	(343)	(74,000)
(Deficit) / Surplus		(78,449)	(343)	(74,000)

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

#### BUDGET VARIANCES COMMENTARY

##### Schedule of comprehensive income

Administered expenses are higher than expected as a result of increased enrolment and voter turnout.

Administered revenue is lower than anticipated due to the timing of the federal election. Electoral fines for non-voters will occur during the 2019–20 financial year.

## Administered schedule of assets and liabilities as at 30 June 2019

	Notes	2019 \$'000	2018 \$'000	Original Budget \$'000
<b>ASSETS</b>				
<b>Financial assets</b>				
Cash and cash equivalents	5.3A	2	–	3,560
Total financial assets		2	–	3,560
Total assets administered on behalf of Government		2	–	3,560
<b>LIABILITIES</b>				
<b>Payables</b>				
Suppliers	5.3B	24,706	–	–
Total payables		24,706	–	–
Total liabilities administered on behalf of Government		24,706	–	–
Net assets		(24,704)	–	3,560

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

**BUDGET VARIANCES COMMENTARY**

## Schedule of assets and liabilities

Administered liabilities are higher than expected due to the timing of the federal election as well as changes to the Political Party funding claims process. The new process allows Political Parties to claim funding over a period of six months post an electoral event.

## Administered reconciliation schedule

	2019 \$'000	2018 \$'000
Opening assets less liabilities as at 1 July	–	2,273
<b>Net cost of/(contribution by) services:</b>		
Income	1,053	275
Expenses	(79,502)	(618)
<b>Transfers (to)/from the Australian Government:</b>		
Appropriation transfers from Official Public Account		
Special appropriations (limited)	55,077	631
Appropriation transfers to OPA		
Transfers to OPA	(1,332)	(2,561)
Closing assets less liabilities as at 30 June	(24,704)	–

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 2019

	Notes	2019 \$'000	2018 \$'000
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Electoral fines/penalties		1,026	269
Other		27	6
Total cash received		<u>1,053</u>	<u>275</u>
<b>Cash used</b>			
Political parties/candidates		54,787	618
Refund of electoral fines/penalties		9	–
Total cash used		<u>54,796</u>	<u>618</u>
Net cash flows (used by) operating activities		<u>(53,743)</u>	<u>(343)</u>
<b>Cash from Official Public Account</b>			
Appropriations		55,077	631
Total cash from official public account		<u>55,077</u>	<u>631</u>
<b>Cash to Official Public Account</b>			
Appropriations		(1,332)	(2,561)
Total cash to official public account		<u>(1,332)</u>	<u>(2,561)</u>
Cash and cash equivalents at the beginning of the reporting period		–	2,273
Cash and cash equivalents at the end of the reporting period	5.3A	<u>2</u>	<u>(0)</u>

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

All 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 and are applicable to the current reporting period did not have a material effect on the entity's financial statements.

## 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 <sup>1</sup>	Nature of impending change/s in accounting policy and likely impact on initial application	Possible impact
AASB 15 <i>Revenue from Contracts with Customers</i>	Reporting periods beginning on or after 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. AEC will first apply AASB 15 in the 2019–20 financial reporting period. The likely quantitative impact on initial application is nil.	Minimal – Moderate
AASB 16 <i>Leases</i>	Reporting periods beginning on or after 1 Jan 2019	<p>AASB 16 removes the classification of leases as either operating leases or finance leases—for the lessee—and 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.</p> <p>AASB 16 requires enhanced disclosures for both lessees and lessors to improve information disclosed about an entity's exposure to leases.</p> <p>AEC will first apply AASB 16 in the 2019–20 financial reporting period. As outlined by the Department of Finance, AEC will transition to AASB 16 using the cumulative catch up approach which will not require a restatement of comparative figures. A preliminary assessment of the transition to AASB 16 indicates that the AEC will have an increase to assets and liabilities in the Statement of Financial Position. Further assessment will be undertaken in 2019–20 to finalise this result.</p>	Moderate – High
AASB 1058 <i>Income of Not-for-Profit Entities</i>	Reporting periods beginning on or after 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. AEC will first apply AASB 1058 in the 2019–20 financial reporting period. The likely quantitative impact on initial application is nil.	Minimal – 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, balances that are held in trust are disclosed as a footnote to the special account notes, not included in AEC’s financial position, and not included in any statements or notes required by AASB 7 Financial Instruments: Disclosures or AASB 9 Financial Instruments.

**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	2019 \$'000	2018 \$'000
Appropriations			
Departmental appropriation – operating	1.1B	387,611	146,298
Departmental Special Appropriations	1.1D	14,900	14,900
<b>Total Revenue from Government</b>		<b>402,511</b>	<b>161,198</b>

#### 1.1B: Annual Appropriations (“recoverable GST exclusive”)

	Notes	2019 \$'000	2018 \$'000
<b>Ordinary annual services</b>			
Annual appropriation			
Operating			
Operating		387,611	146,298
Section 74 receipts of PGPA Act		20,553	18,043
<b>Total operating appropriation</b>		<b>408,164</b>	<b>164,341</b>
Capital Budget		13,572	22,370
<b>Total</b>		<b>421,736</b>	<b>186,711</b>
Appropriation applied			
Operating <sup>1</sup>		(365,654)	(147,900)
Capital			
Departmental Capital Budget		(14,619)	(4,426)
<b>Total capital appropriation applied</b>		<b>(14,619)</b>	<b>(4,426)</b>
<b>Total appropriation applied</b>		<b>(380,273)</b>	<b>(152,326)</b>
<b>Variance<sup>2</sup></b>		<b>41,463</b>	<b>34,385</b>

1. Operating appropriation applied includes the utilisation of existing cash of \$11.7m to support the six by-elections held in 2018-19. This is subject to departmental funding supplementation in the 2019-20 financial year.
2. The variance relates to the timing of the federal election and associated receipt/payment of invoices. This will be drawn-down early in the 2019–20 financial year to pay supplier liabilities.

## 1.1C: Unspent annual appropriations recoverable GST exclusive

	2019 \$'000	2018 \$'000
<b>DEPARTMENTAL</b>		
<b>Cash and cash equivalents</b>		
Appropriation Act 1 – 2018–19 – Cash	2,402	–
Appropriation Act 1 – 2017–18 – Cash	–	1,715
<b>Total Cash and cash equivalents</b>	<b>2,402</b>	<b>1,715</b>
<b>Appropriations receivable</b>		
Appropriation Act 1 – 2018–19	133,180	–
Appropriation Act 3 – 2018–19	1,919	–
Appropriation Act 1 – 2018–19 – Departmental Capital Budget	13,572	–
Appropriation Act 1 – 2017–18 <sup>1</sup>	4,000	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	6,356	11,586
Appropriation Act 1 – 2016–17	–	3,031
<b>Total appropriations receivable</b>	<b>159,027</b>	<b>117,564</b>
<b>Total departmental</b>	<b>161,429</b>	<b>119,279</b>

1. Includes \$4m of appropriations that are quarantined and unavailable for AEC use.

## 1.1D: Special appropriations recoverable GST exclusive

Authority	Appropriation applied	
	2019 \$'000	2018 \$'000
<i>Commonwealth Electoral Act 1918 (Departmental)</i>	14,900	14,900
<i>Commonwealth Electoral Act 1918 (Administered)</i>	55,077	730
<b>Total special appropriations applied</b>	<b>69,977</b>	<b>15,630</b>

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

	2019 \$'000	2018 \$'000
Sale of goods <sup>1</sup>	9,873	9,950
Rendering of services	2,418	7,335
<b>Total sale of goods and rendering of services</b>	<b>12,291</b>	<b>17,285</b>

1. Sale of goods represents revenue received from state governments for the management of the electoral roll.

**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

	2019 \$'000	2018 \$'000
Other	98	90
Resources received free of charge		
Remuneration of auditors	88	85
Other	63	98
<b>Total other revenue</b>	<b>249</b>	<b>273</b>

**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

	2019 \$'000	2018 \$'000
Makegood gains	79	46
Gains from sale of assets	–	1
<b>Total gains</b>	<b>79</b>	<b>47</b>

## 1.3 Special accounts

	2019 \$'000	2018 \$'000
<b>Services for other Entities and Trust Monies (SOETM)</b>		
Balance brought forward from previous period	1,328	1,285
Increases	3,483	55
<b>Total increases</b>	<b>3,483</b>	<b>55</b>
Available for payments	4,811	1,340
Decreases		
Administered	538	12
<b>Total Administered</b>	<b>538</b>	<b>12</b>
<b>Total decreases</b>	<b>538</b>	<b>12</b>
<b>Total balance carried to the next period</b>	<b>4,273</b>	<b>1,328</b>
<b>Balance represented by:</b>		
Cash held in AEC bank accounts	–	–
Cash held in the Official Public Account	4,273	1,328

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. The entity has a services for other entities and trust monies special account. This account was established under section 78 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) Determination 2012/04 dated 30 May 2012. For the year ended 30 June 2019 the account has a balance of \$4,273k.
3. The closing balance of special account services for other Entities and Trust Monies (SOETM) includes amounts held in trust: \$4,273k in 2019, and \$1,328k in 2018. See 5.6A Assets Held in Trust for more information.



## 1.4 Net cash appropriation arrangements<sup>1</sup>

	2019 \$'000	2018 \$'000
Total comprehensive income/(loss) less depreciation/amortisation expenses previously funded through revenue appropriations <sup>2</sup>	(7,119)	15,954
Plus: depreciation/amortisation expenses previously funded through revenue appropriation	(12,367)	(9,500)
Total comprehensive (loss) / income – as per the Statement of Comprehensive Income	(19,486)	6,454

1. From 2010–11, the government introduced net cash appropriation arrangements where revenue appropriations for depreciation/amortisation expenses ceased. Entities now receive a separate capital budget provided through equity appropriations. Capital budgets are to be appropriated in the period when cash payment for capital expenditure is required.
2. The AEC's loss is a result of the conduct of six by-elections during the 2018–19 financial year. The AEC's ongoing annual funding model does not support the delivery of by-elections due to their unpredictable nature. As a result it is normal business for the AEC to seek departmental funding supplementation each time a by-election is delivered. The AEC has secured departmental funding supplementation of \$11.7m through its 2019–20 appropriations to cover the costs of the six by-elections.

## 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

	2019 \$'000	2018 \$'000
<b>FINANCIAL ASSETS UNDER AASB 139</b>		
<b>Loans and receivables</b>		
Cash and cash equivalents		1,715
Receivables		
Receivables for goods and services		896
Total receivables		2,611
Total loans and receivables		2,611
<b>FINANCIAL ASSETS UNDER AASB 9</b>		
Cash and cash equivalents	2,402	
Receivables	1,583	
Total financial assets at amortised cost	3,985	
<b>FINANCIAL LIABILITIES</b>		
<b>Financial liabilities measured at amortised cost</b>		
Supplier payables	71,254	7,252
Finance Lease rentals	–	2,642
Total financial liabilities measured at amortised cost	71,254	9,894
Total financial liabilities	71,254	9,894

Credit terms for goods and services were within 30 days (2018: 30 days). Settlement of suppliers payable is usually made within 30 days.

Nil movement in Impairment allowance for the period (2018: \$10,000) has been recognised in relation to loans and receivables and included in the net cost of service. \$16,892 (2018: \$4,000) has been written off.

## Classification of financial assets on the date of initial application of AASB 9

Financial assets class	AASB 139 original classification	AASB 9 new classification	AASB 139 carrying amount at 1 July 2018 \$'000	AASB 9 carrying amount at 1 July 2018 \$'000
Cash and Cash Equivalents	Amortised Cost	Amortised Cost	1,715	1,715
Trade receivables	Loans and receivables	Amortised Cost	896	896
<b>Total financial assets</b>			<b>2,611</b>	<b>2,611</b>

## Reconciliation of carrying amounts of financial assets on the date of initial application of AASB 9

Financial assets class	AASB 139 carrying amount at 30 June 2018 \$'000	Reclassification \$'000	Remeasurement \$'000	AASB 9 carrying amount at 1 July 2018 \$'000
<b>Financial assets at amortised cost</b>				
Cash and cash equivalents	1,715	–	–	1,715
Trade receivables	896	–	–	896
<b>Total amortised cost</b>	<b>2,611</b>	<b>–</b>	<b>–</b>	<b>2,611</b>

1. There was NIL change in the carrying amount based on the measurement under AASB 139.  
The change in measurement on transition to AASB 9 is NIL.
2. There are no changes in classification and measurement of financial liabilities.

## ACCOUNTING POLICY

### Financial assets

With the implementation of *AASB 9 Financial Instruments* in 2019, the AEC classifies its financial assets in the following categories:

- a. financial assets at fair value through profit or loss
- b. financial assets at fair value through other comprehensive income
- c. financial assets measured at amortised cost

The classification depends on both the entity's business model for managing the financial assets and contractual cash flow characteristics at the time of initial recognition. Financial assets are recognised when the entity becomes a party to the contract and, as a consequence, has a legal right to receive or a legal obligation to pay cash and derecognised when the contractual rights to the cash flows from the financial asset expire or are transferred upon trade date.

Comparatives have not been restated on initial application.

### Financial assets at amortised cost

Financial assets included in this category need to meet two criteria:

1. the financial asset is held in order to collect the contractual cash flows
2. the cash flows are solely payments of principal and interest (SPPI) on the principal outstanding amount.

Amortised cost is determined using the effective interest method.

### Effective interest method

Income is recognised on an effective interest rate basis for financial assets that are recognised at amortised cost.

### Impairment of financial assets

Financial assets are assessed for impairment at the end of each reporting period based on Expected Credit Losses, using the general approach which measures the loss allowance based on an amount equal to lifetime expected credit losses where risk has significantly increased, or an amount equal to 12-month expected credit losses if risk has not increased.

The simplified approach for trade, contract and lease receivables is used. This approach always measures the loss allowance as the amount equal to the lifetime expected credit losses.

A write-off constitutes a derecognition event where the write-off directly reduces the gross carrying amount of the financial asset.

### 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'.

### Financial liabilities at fair value through profit or loss

Financial liabilities at fair value through profit or loss are initially measured at fair value. Subsequent fair value adjustments are recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any interest paid on the financial liability.

### Financial liabilities at amortised cost

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).

### Accounting judgements and estimates

Financial assets have been assessed for impairment at the end of the reporting period based on Expected Credit Losses. No credit loss has been identified.

## 2.2 Other financial assets

### 2.2A: Appropriation receivable

	2019 \$'000	2018 \$'000
Appropriation receivables	159,027	117,564
<b>Total appropriation receivable</b>	<b>159,027</b>	<b>117,564</b>

#### ACCOUNTING POLICY

Refer to Note 1.1.

### 2.2B: Other receivables

	2019 \$'000	2018 \$'000
Statutory receivables	8,383	861
Comcare payments	63	102
<b>Total other receivables</b>	<b>8,446</b>	<b>963</b>

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 2019.

	Leasehold Improvements \$'000	Plant & Equipment <sup>2</sup> \$'000	Computer Software <sup>1</sup> \$'000	Intellectual Property \$'000	Total \$'000
<b>As at 1 July 2018</b>					
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)
<b>Total as at 1 July 2018</b>	<b>6,757</b>	<b>7,273</b>	<b>8,477</b>	<b>1,663</b>	<b>24,170</b>
Additions					
Purchase	1,942	1,536	11,864	126	15,468
Lease	–	2,007	–	–	2,007
Revaluations and impairments recognised in other comprehensive income	2,882	2,048	–	–	4,930
Depreciation and amortisation	(2,747)	(7,188)	(2,243)	(189)	(12,367)
Disposals	–	–	(233)	–	(233)
<b>Total as at 30 June 2019</b>	<b>8,834</b>	<b>5,675</b>	<b>17,865</b>	<b>1,600</b>	<b>33,974</b>
<b>Total as at 30 June 2019 represented by</b>					
Gross book value	9,401	10,594	69,604	2,430	92,029
Accumulated depreciation, amortisation and impairment	(567)	(4,919)	(51,739)	(830)	(58,055)
<b>Total as at 30 June 2019 represented by</b>	<b>8,834</b>	<b>5,675</b>	<b>17,865</b>	<b>1,600</b>	<b>33,974</b>

1. The carrying amount of computer software included \$14,706,891 of purchased software and \$3,156,382 of internally generated software.
2. Leased plant and equipment is measured at cost less depreciation.

No indicators of impairment were found for property, plant and equipment and intangibles (2018: 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 2019, an independent valuer conducted the revaluations.

A revaluation increment of \$2,882,000 for leasehold improvements (2018: \$611,244 decrement) and \$2,048,000 for property, plant and equipment (2018: \$729,892 increment) was debited to the asset revaluation surplus by asset class 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 2019 there were no significant contractual commitments for the acquisition of property, plant, equipment and intangible assets.

### Fair Value Measurement<sup>1,2,3</sup>

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	
	2019 \$'000	2018 \$'000
<b>Non-financial assets</b>		
Leasehold improvements	8,834	6,757
Plant and equipment	5,675	7,273

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:

	2019	2018
Leasehold improvements	<b>Lesser of lease term/useful life</b>	Lesser of lease term/useful life
Plant and equipment	<b>5 to 10 years</b>	5 to 10 years
IT equipment	<b>3 to 5 years</b>	3 to 5 years

Impairment

All assets were assessed for impairment at 30 June 2019. 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 2019.



## 2.3B: Inventories

	2019 \$'000	2018 \$'000
Inventories held for distribution	1,699	5,104
<b>Total inventories</b>	<b>1,699</b>	<b>5,104</b>

**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

	2019 \$'000	2018 \$'000
Prepayments	3,898	2,773
<b>Total other non-financial assets</b>	<b>3,898</b>	<b>2,773</b>

No indicators of impairment were found for other non-financial assets (2018: nil).

## 2.4 Other payables and provisions

## 2.4A: Other payables

	2019 \$'000	2018 \$'000
Salaries and wages	999	708
Superannuation	119	88
Separations and redundancies	–	152
Lease incentives	1,724	2,378
Straight-line leases	691	582
<b>Total other payables</b>	<b>3,533</b>	<b>3,908</b>

**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 \$144,133 (2018: \$56,407).

**Employee benefits**

Refer to Note 3.2.

**Leases**

Refer to Note 4.1A.

## 2.4B: Other provisions

	Provision for restoration \$'000
<b>As at 1 July 2018</b>	<b>1,780</b>
Additional provisions made	233
Amounts used	–
Amounts reversed	(42)
Revaluation of provision	3,841
Unwinding of discount or change in discount rate	(37)
<b>Total as at 30 June 2019</b>	<b>5,775</b>

The AEC currently has 38 (2018: 32) 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 2019, the AEC had no contingent assets (2018: nil).

**Contingent liabilities**

At 30 June 2019, the AEC had no contingent liabilities (2018: nil).

**Quantifiable contingencies**

At 30 June 2019, the AEC had no quantifiable contingencies (2018: nil).

**Unquantifiable contingencies**

At 30 June 2019, the AEC had no unquantifiable contingencies (2018: nil).

**Significant remote contingencies**

The AEC has no significant remote contingencies (2018: 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

	2019 \$'000	2018 \$'000
Wages and salaries <sup>1</sup>	157,783	64,334
Superannuation:		
Defined contribution plans	6,959	5,693
Defined benefit plans	7,359	6,022
Leave and other entitlements	4,998	6,502
Separation and redundancies	722	4,128
<b>Total employee benefits</b>	<b>177,821</b>	<b>86,679</b>

1. The AEC engaged a significant number of additional staff on a temporary basis to deliver the 2019 federal election.

#### 3.2 Employee provisions

	2019 \$'000	2018 \$'000
Leave	21,029	22,251
<b>Total employee provisions</b>	<b>21,029</b>	<b>22,251</b>

#### 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 2019. 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:

	2019 \$'000	2018 \$'000
Short-term employee benefits	1,368	1,314
Post-employment benefits	216	209
Other long-term employee benefits	32	28
<b>Total key management personnel remuneration expenses<sup>1</sup></b>	<b>1,616</b>	<b>1,551</b>

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 (2018:4).

During the year the number of positions included in key management personnel was 4 (2018:4).

### 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; and
- 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

	2019 \$'000	2018 \$'000
<b>Goods and services supplied or rendered</b>		
Consultants	3,367	914
Contractors	81,435	18,433
Travel	6,535	4,464
IT services	21,591	14,577
Employee related expenses	3,980	2,249
Inventory	17,949	3,349
Furniture and venue hire	14,329	726
Property	11,048	4,826
Mail and freight	31,005	6,049
Office Supplies	2,216	1,091
Advertising	22,212	1,520
Printing	167	511
Other	1,471	1,131
<b>Total goods and services supplied or rendered</b>	<b>217,305</b>	<b>59,840</b>
Goods supplied	71,704	17,149
Services rendered	145,601	42,691
<b>Total goods and services supplied or rendered</b>	<b>217,305</b>	<b>59,840</b>
<b>Other suppliers</b>		
Operating lease rentals	26,199	13,288
Lease restoration	233	262
Workers compensation expenses	1,530	2,597
<b>Total other suppliers</b>	<b>27,962</b>	<b>16,147</b>
<b>Total suppliers</b>	<b>245,267</b>	<b>75,987</b>

**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:**

	2019 \$'000	2018 \$'000
Within 1 year	18,182	15,061
Between 1 to 5 years	18,304	30,569
More than 5 years	–	–
Total operating lease commitments	36,486	45,630

**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: Impairment loss allowance on financial instruments**

	2019 \$'000	2018 \$'000
Impairment on trade and other receivables	17	(6)
Total impairment on financial instruments	17	(6)

## 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

	2019 \$'000	2018 \$'000
Refunds – electoral fines/penalties	9	–
Political party funding	79,493	618
<b>Total other expenses</b>	<b>79,502</b>	<b>618</b>

### 5.2 Administered – income

#### 5.2A: Fees and fines

	2019 \$'000	2018 \$'000
<b>Revenue</b>		
<b>Non-taxation revenue</b>		
Electoral fines/penalties	1,026	269
Party registration	27	6
<b>Total fees and fines</b>	<b>1,053</b>	<b>275</b>

#### 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

	2019 \$'000	2018 \$'000
Cash and cash equivalents	2	–
Total cash and cash equivalents	2	–

The closing balance of Cash in special accounts does not include amounts held in trust: [\$4,273k in 2019 and \$1,328k in 2018].

See note 1.3 Special Accounts and 5.6A Assets Held in Trust for more information.

5.3B: Suppliers

	2019 \$'000	2018 \$'000
Trade creditors and accruals	24,706	–
Total suppliers	24,706	–

Settlement of suppliers payable is usually made within 30 days.

#### 5.4 Administered – financial instruments

	2019 \$'000	2018 \$'000
<b>Categories of financial instruments</b>		
<b>Financial Assets under AASB 9</b>		
<b>Financial assets at amortised cost</b>		
Cash and cash equivalents	2	–
Total financial assets at amortised cost	2	–
Total financial assets	2	–
<b>Financial liabilities</b>		
<b>Financial liabilities measured at amortised cost</b>		
Trade creditors and accruals	24,706	–
Total financial liabilities measured at amortised cost	24,706	–
Total financial liabilities	24,706	–

#### Classification of financial assets on the date of initial application of AASB 9

Financial assets class	AASB 139 original classification	AASB 9 new classification	AASB 139 carrying amount at 1 July 2018 \$'000	AASB 9 carrying amount at 1 July 2018 \$'000
Cash and cash equivalents	Amortised cost	Amortised cost	2	2
Total financial assets			2	2

AEC did not have any administered Financial assets or liabilities as at 30 June 2018, and did not have any changes in carrying amounts based on the transition to AASB 9.

Receivables (net) are expected to be recovered within 30 days (2018: within 30 days).

Credit terms for goods and services were within 30 days (2018: 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 (2018: nil).

5.6 Assets held in trust

5.6A: Assets held in trust

The trust account holds the roll objections, and candidate deposits. When certain conditions are met the funds are returned.

	2019 \$'000	2018 \$'000
<b>Candidate deposits</b>		
<b>As at 1 July</b>	<b>1,328</b>	1,285
Receipts	3,483	55
Payments	538	12
Total as at 30 June	4,273	1,328
Total monetary assets held in trust	4,273	1,328

Non-monetary assets

There are nil non-monetary assets held in trust

## 6. Aggregate information

### 6.1 Aggregate assets and liabilities

#### 6.1A: Aggregate assets and liabilities

	2019 \$'000	2018 \$'000
<b>Assets expected to be recovered in:</b>		
No more than 12 months	175,173	123,330
More than 12 months	35,856	29,855
<b>Total assets</b>	<b>211,029</b>	<b>153,185</b>
<b>Liabilities expected to be settled in:</b>		
No more than 12 months	92,991	30,296
More than 12 months	8,600	7,537
<b>Total liabilities</b>	<b>101,591</b>	<b>37,833</b>

#### 6.1B: Administered – aggregate assets and liabilities

	2019 \$'000	2018 \$'000
<b>Assets expected to be recovered in:</b>		
No more than 12 months	2	–
<b>Total assets</b>	<b>2</b>	<b>–</b>
<b>Liabilities expected to be settled in:</b>		
No more than 12 months	24,706	–
<b>Total liabilities</b>	<b>24,706</b>	<b>–</b>





# APPENDICES / 07

Additional information

## SECTION 07

# Appendices

## Appendix A: Resources

This appendix provides details of the AEC's resources and expenses in 2018–19, 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 2018–19 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 5)
- Expenses and Resources by Outcome, showing the detail of Budget appropriations and total resourcing for Outcome 1 (Table 6)
- Average staffing levels from 2016–17 to 2018–19 (Table 7)



Table 5: Agency resource statement – current report period (2018–19)

		Actual appropriation for 2018–19 \$'000	Payments made for 2018–19 \$'000	Balance remaining 2018–19 \$'000
<b>Ordinary annual services<sup>a</sup></b>				
Prior Year Departmental appropriation		117,564	107,208	10,356
Departmental appropriation <sup>b</sup>		401,183	252,512	148,671
Section 74 relevant agency receipts		20,553	20,553	–
Total ordinary annual services <sup>c</sup>	A	<b>539,300</b>	<b>380,273</b>	<b>159,027</b>
<b>Special appropriations</b>				
Special appropriations limited by criteria/entitlement				
<i>Commonwealth Electoral Act 1918 (Administered)</i>		55,077	55,077	–
<i>Commonwealth Electoral Act 1918 (Departmental)</i>		14,900	14,900	–
Total special appropriations	B	<b>69,977</b>	<b>69,977</b>	–
<b>Special accounts<sup>d</sup></b>				
Opening balance		1,328	–	
Non-appropriation receipts to special accounts		3,483	–	
Payments made		–	538	
Total special accounts	C	<b>4,811</b>	<b>538</b>	<b>4,273</b>
<b>Total resourcing (A + B + C)</b>		<b>614,088</b>	<b>450,788</b>	
<b>Total net resourcing for agency</b>		<b>614,088</b>	<b>450,788</b>	

a. Appropriation Bill (No. 1) 2018–19 and Appropriation Bill (No. 3) 2018–19. This also includes prior year departmental appropriation and section 74 relevant agency receipts.

b. Includes an amount of \$13.572 million in 2018–19 for the Departmental Capital Budget. For accounting purposes this amount has been designated as 'contributions by owners'.

c. The balance remaining includes \$4.0 million of appropriations that have been quarantined and are not available to the AEC.

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

Table 6: Expenses and resources for Outcome 1

	Budget <sup>a</sup> 2018–19 \$'000	Actual expenses 2018–19 \$'000	Variation \$'000
<b>Program 1.1</b>			
Administered expenses			
Special appropriations	76,000	79,502	(3,502)
Departmental expenses			
Departmental appropriation <sup>b</sup>	408,164	408,438	(274)
Special appropriations	14,900	14,900	–
Expenses not requiring appropriation in the Budget year	8,821	12,367	(3,546)
<b>Total for Program 1.1</b>	<b>507,885</b>	<b>515,207</b>	<b>(7,322)</b>
<b>Total expenses for Outcome 1</b>	<b>507,885</b>	<b>515,207</b>	<b>(7,322)</b>

a. Full-year budget, including any subsequent adjustment made to the 2018–19 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 7: Average staffing levels 2016–17 to 2018–19

	2016–17	2017–18	2018–19
Average staffing level (number)	809	795	788

## Appendix B: Governance

### Accountable authority

Table 8: Accountable Authority—current report period (2018–19)

Period as the accountable authority or member			
Name	Position title/position held	Date of commencement	Date of cessation
Mr Tom Rogers	Electoral Commissioner Australian Electoral Commission	15/12/2014	N/A

### Business planning documents

Table 9: Business planning documents

Document	Purpose	Reviewed
<b>AEC Corporate Plan</b>	The AEC's central planning document. Sets the strategic direction for four years through the agency directions and priority activities. Includes analysis of strategic and enterprise risks, agency capability and operating environment	Annually
<b>Business Planning and Performance Reporting Framework</b>	Supports staff to deliver outcomes in the AEC corporate plan, manage resources and finances, and supports requirements of the PGPA Act	Annually
<b>Business plans (branch/state and territory)</b>	Align branch and state/territory activities with business planning and reporting	Annually
<b>Election Readiness Framework</b>	Sets out and monitors the program of activity required to maintain election readiness	Every election cycle
<b>Information Technology Strategic Plan 2018–2022</b>	Sets the AEC's desired information technology vision to 2022 and is supported by the IT Architecture Plan	Every four years
<b>Fraud Control Plan</b>	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)
<b>Strategic Risk Management Plan</b>	Details strategic risks that affect the AEC and how these will be managed	Biannually

Document	Purpose	Reviewed
<b>Assurance Plan</b>	Outlines assurance framework and the operational application in the AEC context	Annually
<b>Internal Audit Plan</b>	Sets the internal audit program for the financial year (contained within the Assurance Plan)	Annually
<b>Business continuity plans</b>	Improves resilience to enable continuation of identified time critical business processes during and following a significant disruption to business operations	Annually
<b>Disability Inclusion Strategy</b>	Identifies relevant target outcomes from the National Disability Strategy 2010–2020	Reported on annually
<b>Reconciliation Action Plan</b>	Sets activities to recognise and respect Aboriginal and Torres Strait Islander peoples in internal and external arrangements and activities	Annually
<b>Property Plan</b>	Direction on long-term management of leased property	Annually
<b>Security Plan</b>	Strategies to protect staff, visitors, information, equipment and premises against harm, loss, interference and compromise	Biannually
<b>Workforce plans (division, branch/ state and territory)</b>	The continuous process of identifying and mitigating potential workforce risks and plan future workforce strategies	Biannually
<b>AEC Strategic Workforce Plan</b>	Examines workforce issues at the organisational level informed by the division, branch and state workforce plans	Annually

## AEC management committees

Table 10: AEC decision making management committees

Committee	Function	Members*	Meeting frequency
<b>Executive Leadership Team (ELT)</b>	Senior management team helping to deliver strategic leadership and operational management	EC, DEC, FAC Capability, FAC Network and Elections Operations/ National Election Manager	Weekly
<b>Organisational Health Committee</b>	Monitors performance, risk management, compliance and controls. Provides advice and recommendations to the ELT	DEC; FAC Capability, FAC Network and Election Operations, AC Corporate Services, AC Disclosure, Assurance and Engagement, AC, Roll Management and Community Engagement, AC Information, Communication and Technology, State Manager, Vic, State Manager, SA	Monthly
<b>Capability Committee</b>	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 Elections, AC Operations, AC Information, Communication and Technology, State Manager, WA, State Manager, QLD	Monthly
<b>Learning Governance Committee</b>	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 Elections, State Manager QLD, State Manager NSW, State Manager WA	Every four weeks
<b>Business Assurance Committee (BAC)</b>	The AEC's Audit Committee. Provides independent advice and assurance to the Electoral Commissioner on financial and reporting responsibilities, risk oversight and management, system of internal control, and compliance with relevant legislation and rules	Three or more members appointed by EC (the majority external to AEC), additional AEC advisers are permitted to attend. In 2018–19, BAC had five members and two AEC advisers	Five times per year
<b>Fraud Control Committee (FCC)</b>	Advises AEC on the appropriateness and effectiveness of the AEC's fraud controls, policies and procedures	AC Operations, AC Roll Management and Community Engagement, AC Information, Communication and Technology, State Manager Vic, State Manager, Tas	Quarterly

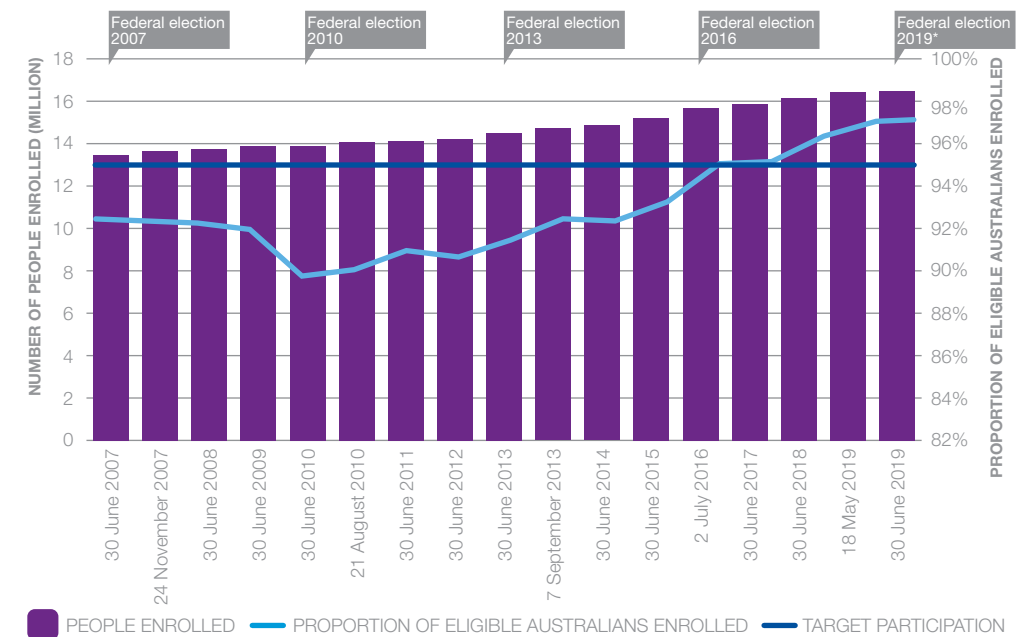
Committee	Function	Members*	Meeting frequency
<b>National Election Delivery Committee (NEDC)</b>	Supports the National Election Manager (NEM) to oversee and monitor preparations for, and successful conduct of, federal electoral events (including by-elections, plebiscites and referendums). The NEM reports regularly on behalf of the NEDC to ELT and the Electoral Commissioner	FAC Network and Elections Operations/National Election Manager, all State Managers, ACs (membership expands approaching elections)	Regularly: monthly, weekly or daily as required (i.e. in run-up to and during an electoral event)
<b>Security Committee</b>	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, AC Information, Communication and Technology, State Managers, NSW and Victoria	Monthly, with more meetings as required (i.e. in run-up to and during an electoral event)
<b>Work health and safety committees</b>	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	FAC Capability, management representatives, employee representatives, advisers from Corporate Services	Quarterly, and out-of-session as required

\* Key: Electoral Commissioner (EC); Deputy Electoral Commissioner (DEC); First Assistant Commissioners (FAC); Assistant Commissioners (AC).

# Appendix C: Commonwealth electoral roll information

## Enrolment rate and enrolled population

Figure 3: Enrolment rate trend, 9 October 2004–30 June 2019



\* An enrolment rate of 96.8 per cent was published at close of rolls for the 2019 federal election. This figure was based on preliminary population estimates. The figure has now been revised to 97.0 per cent for the 2019 federal election (May 2019) and 97.1 per cent as at 30 June 2019.

## Commonwealth Electoral roll extracts and recipients

Table 11: Recipients of electoral roll extracts 2018–19\*

Name	Electorate/state	Roll data provided	Date provided
Hon Linda Burney MP	Member for Barton	Barton	Jul 2018–Mar 19
Ms Nicolle Flint MP	Member for Boothby	Boothby, Kingston, Mayo	Aug 2018–Mar 19
Hon Andrew Gee MP	Member for Calare	Calare	Jul 2018–Mar 19
Mr Andrew Hastie MP	Member for Canning	Canning	Jul 2018–Mar 19
Ms Julia Banks MP	Member for Chisholm	Chisholm	Dec 2018–Mar 19
Mr Andrew Wilkie MP	Member for Denison	Clark	Jul 2018–Mar 19
Mr George Christensen MP	Member for Dawson	Capricornia, Dawson	Jul 2018–Mar 19
Hon Dr Andrew Leigh MP	Member for Fenner	Canberra, Fenner	Aug 2018–Mar 19
Hon Greg Hunt MP	Member for Flinders	Flinders	Aug 2018
Ms Catherine McGowan AO, MP	Member for Indi	Casey, Indi, Nicholls	Jul 2018–Mar 19
Hon Robert Katter MP	Member for Kennedy	Kennedy	Jul 2018–Mar 19
Ms Susan Lamb MP	Member for Longman	Longman	Aug 2018–Mar 19
Hon Bill Shorten MP	Member for Maribyrnong	Fraser, Maribyrnong	Aug 2018–Mar 19
Ms Rebekha Sharkie MP	Member for Mayo	Barker, Kingston, Mayo, Spence, Sturt	Aug 2018–Mar 19
Mr Adam Bandt MP	Member for Melbourne	Maribyrnong, Melbourne	Jul 2018–Mar 19
Hon Michael Danby MP	Member of Melbourne Ports	Macnamara	Mar 2019
Dr Kerryn Phelps AM, MP	Member for Wentworth	Wentworth	Nov 2018–Mar 19
Senator Mehreen Faruqi	Senator for New South Wales	New South Wales	Jan 2019–Mar 19
Senator the Hon Concetta Fierravanti-Wells	Senator for New South Wales	New South Wales	Jul 2018–Apr 19
Senator the Hon Marise Payne	Senator for New South Wales	New South Wales	Jul 2018–Apr 19
Senator Lee Rhiannon	Senator for New South Wales	New South Wales	Jul 2018–Oct 18
Senator the Hon Arthur Sinodinos AO	Senator for New South Wales	New South Wales	Jul 2018–Apr 19
Senator John Williams	Senator for New South Wales	New South Wales	Jul 2018–Mar 19
Senator Fraser Anning	Senator for Queensland	Queensland	Jul 2018–Mar 19
Senator Andrew Bartlett	Senator for Queensland	Queensland	Jul 2018–Aug 18
Senator Pauline Hanson	Senator for Queensland	Queensland	Jul 2018–Apr 19

\* Between 1 July 2018 and 30 June 2019.



Name	Electorate/state	Roll data provided	Date provided
Senator the Hon Ian Macdonald	Senator for Queensland	Queensland	Jul 2018–Mar 19
Senator Barry O’Sullivan	Senator for Queensland	Queensland	Jul 2018–Mar 19
Senator Larissa Waters	Senator for Queensland	Queensland	Sep 2018–Mar 19
Senator Cory Bernardi	Senator for South Australia	South Australia	Jul 2018–Apr 19
Senator the Hon Simon Birmingham	Senator for South Australia	South Australia	Jul 2018–Apr 19
Senator Lucy Gichuhi	Senator for South Australia	South Australia	Jul 2018–Mar 19
Senator Stirling Griff	Senator for South Australia	South Australia	Jul 2018–Apr 19
Senator Sarah Hanson-Young	Senator for South Australia	South Australia	Jul 2018–Mar 19
Senator Rex Patrick	Senator for South Australia	South Australia	Jul 2018–Apr 19
Senator the Hon Anne Ruston	Senator for South Australia	South Australia	Jul 2018–Mar 19
Senator Tim Storer	Senator for South Australia	South Australia	Jul 2018–Mar 19
Senator the Hon Eric Abetz	Senator for Tasmania	Tasmania	Jul 2018–Apr 19
Senator Nicholas McKim	Senator for Tasmania	Tasmania	Jul 2018–Mar 19
Senator Steve Martin	Senator for Tasmania	Tasmania	Jul 2018–Mar 19
Senator the Hon Lisa Singh	Senator for Tasmania	Tasmania	Jul 2018–Mar 19
Senator Peter Whish-Wilson	Senator for Tasmania	Tasmania	Jul 2018–Apr 19
Senator Derryn Hinch	Senator for Victoria	Victoria	Jul 2018–Mar 19
Senator James Paterson	Senator for Victoria	Victoria	Jul 2018–Mar 19
Senator Janet Rice	Senator for Victoria	Victoria	Jul 2018–Mar 19
Senator the Hon Mathias Cormann	Senator for Western Australia	Western Australia	Dec 2018–Apr 19
Senator Peter Georgiou	Senator for Western Australia	Western Australia	Jul 2018–Mar 19
Senator Dean Smith	Senator for Western Australia	Western Australia	Jul 2018–Apr 19

\* Between 1 July 2018 and 30 June 2019.

Table 12: Registered political parties provided with electoral roll extracts 2018–19\*

Registered political party	Roll data provided	Date provided
Animal Justice Party	New South Wales	Jul 2018–Apr 19
Australian Christians	Western Australia	Jul 2018–Apr 19
Australian Conservatives Party	National	Jul 2018–Apr 19
Australian Country Party	Victoria	Jul 2018–Apr 19
Australian Greens	National	Jul 2018–Apr 19
Australian Labor Party (ALP)	National	Jul 2018–Apr 19
Australian Liberty Alliance	Victoria	Jul 2018–Apr 19
Centre Alliance	South Australia	Jul 2018–Apr 19
Democratic Labour Party (DLP)	New South Wales, Victoria, Queensland, Western Australia	Jul 2018–Apr 19
Health Australia Party	Victoria	Jul 2018–Apr 19
Jacqui Lambie Network	Tasmania	Jul 2018–Apr 19
Liberal Democratic Party	New South Wales, Australian Capital Territory, Queensland, South Australia, Victoria, Western Australia	Jul 2018–Apr 19
Liberal National Party of Queensland	Queensland	Jul 2018–Apr 19
Liberal Party of Australia	National	Jul 2018–Apr 19
Liberal Party of Australia (SA Division)	South Australia	Jul 2018–Apr 19
National Party of Australia	New South Wales, Victoria, South Australia, Western Australia	Jul 2018–Apr 19
National Party of Australia – New South Wales	New South Wales	Aug 2018–Apr 19
National Party of Australia – Victoria	Victoria	Jul 2018–Apr 19
National Party of Australia – (SA) Inc	South Australia	Jul 2018–Apr 19
Non-Custodial Parents Party (Equal Parenting)	New South Wales	Jul 2018–Apr 19
Pauline Hanson's One Nation	Queensland, Western Australia	Aug 2018–Apr 19
Queensland Greens	Queensland	Jul 2018–Apr 19
Republican Party of Australia	New South Wales	Jul 2018–Apr 19
Rise Up Australia Party	Victoria	Jul 2018–Apr 19
Science Party	New South Wales	Jul 2018–Apr 19
Shooters, Fishers and Farmers Party	New South Wales	Jul 2018–Apr 19
The Greens NSW	New South Wales	Jul 2018–Apr 19
The Greens – Victoria Branch	Victoria	Jul 2018–Apr 19
The Greens (WA) Inc	Western Australia	Jul 2018–Apr 19
United Australia Party	New South Wales, Queensland	Jan 2019–Apr 19
Voluntary Euthanasia Party	New South Wales	Jan 2019–Apr 19

\* Between 1 July 2018 and 30 June 2019.

Table 13: Government departments and agencies provided with electoral roll extracts 2018–19\*

Institution	Data provided			
	Aug 2018	Nov 2018	Feb 2019	May 2019
Australian Bureau of Statistics	—	Yes	—	—
Australian Commission for Law Enforcement Integrity	Yes	Yes	Yes	Yes
Australian Criminal Intelligence Commission	—	—	—	Yes
Australian Federal Police	—	Yes	Yes	Yes
Australian Financial Security Authority	Yes	Yes	Yes	Yes
Australian Securities and Investments Commission	Yes	Yes	Yes	Yes
Australian Security Intelligence Organisation	Yes	Yes	Yes	Yes
Australia Sports Anti-doping Authority	Yes	Yes	Yes	Yes
Australian Taxation Office	Yes	Yes	Yes	Yes
Australian Transaction Reports and Analysis Centre	Yes	Yes	Yes	—
Commonwealth Superannuation Commission	Yes	Yes	—	Yes
Department of Foreign Affairs and Trade – Australian Passport Office	Yes	Yes	Yes	Yes
Department of Home Affairs	Yes	Yes	Yes	Yes
Services Australia (Formerly Department of Human Services)	Yes	Yes	Yes	—

\* Between 1 July 2018 and 30 June 2019.

Table 14: Medical and electoral researchers provided with electoral roll extracts 2018–19\*

Contact, institution	Data provided
<b>Electoral researchers</b>	
Dr Betsy Blunsdon, Executive Director, Australian Consortium for Social and Political Research Incorporated	A random sample of 2,500 records of men and women in two-year age ranges across all states and territories for the study '2018 Australian Survey of Social Attitudes: Religion'
Mr Adam Zammit, Director of Operations, Australian Consortium for Social and Political Research Incorporated	A random sample of 2,500 records of men and women in two-year age ranges across all states and territories for the study '2019 Australian Survey of Social Attitudes: Social Inequality'
<b>Medical researchers</b>	
Professor Margaret Allman-Fairnelli, Chief Investigator of the MYMeals Study, University of Sydney	A random sample of 1,000 records of men and women 18 to 30 years old across 36 NSW electorates for the study 'Measuring Young Adults' Meals (MYMeals)'
Professor Dr Eugene Athan, Commonwealth Scientific & Industrial Research Organisation (CSIRO)	A random sample of 10,116 records of men and women 18 years and older across seven Victorian electorates for the study 'Controlling Buruli ulcer in Victoria: Case Control Study'

\* Between 1 July 2018 and 30 June 2019.

Table 15: Provision of electoral roll information to organisations verifying identity for financial purposes 2018–19\*

Under subsection 90B(4) of the Electoral Act, private sector organisations may receive roll information for identity verification processes related to the *Financial Transactions Reports Act 1988* and the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*.

Institution	Data provided			
	Aug 2018	Nov 2018	Feb 2019	May 2019
illion (Dunn and Bradstreet / FCS online)	Yes	—	Yes	—
Equifax (VEDA Advantage Information Services and Solutions Ltd (EQUIFAX)	Yes	Yes	Yes	Yes

\* Between 1 July 2018 and 30 June 2019.

# Appendix D: Electoral events data

## 2019 federal election

### Nominations

Table 16: Nominations data

	House of Representatives (151 vacancies)	Senate (40 vacancies)	Total	Male	Female	Gender not specified
Nominations accepted	1,056*	458	1,514	994	519	1

\* One candidate for the House of Representatives withdrew their nomination.

Table 17: Breakdown of House of Representative nominations by state and territory

State/territory	Seats	Nominations
New South Wales	47	315
Victoria	38	258
Queensland	30	223
Western Australia	16	132
South Australia	10	65
Tasmania	5	32
Australian Capital Territory	3	19
Northern Territory	2	12
<b>Australia</b>	<b>151</b>	<b>1,056*</b>

\* One candidate for the House of Representatives withdrew their nomination.

Table 18: Breakdown of Senate nominations by state and territory

State/territory	Seats*	Nominations
New South Wales	6	105
Victoria	6	82
Queensland	6	83
Western Australia	6	67
South Australia	6	42
Tasmania	6	44
Australian Capital Territory	2	17
Northern Territory	2	18
<b>Australia</b>	<b>40</b>	<b>458</b>

\* The 2019 federal election was a half Senate election, so 40 Senate seats were vacant.

# Voting

Table 19: House of Representatives votes by type

State/territory	Ordinary votes	Absent votes	Pre-poll* votes	Postal votes	Provisional votes	Total
New South Wales	4,206,944	194,182	185,304	278,467	14,490	4,879,387
Victoria	3,135,885	161,828	184,014	382,582	11,149	3,875,458
Queensland	2,432,981	108,349	117,343	308,657	8,978	2,976,308
Western Australia	1,195,932	81,012	72,931	125,233	7,341	1,482,449
South Australia	929,136	51,490	34,012	106,776	5,436	1,126,850
Tasmania	313,322	12,191	9,138	28,113	1,198	363,962
Australian Capital Territory	243,915	5,412	11,615	13,683	966	275,591
Northern Territory	96,251	2,218	6,023	3,659	460	108,611
<b>TOTAL</b>	<b>12,554,366</b>	<b>616,682</b>	<b>620,380*</b>	<b>1,247,170</b>	<b>50,018</b>	<b>15,088,616</b>

\* reflects pre-poll declarations only, and does not reflect the total number of early votes.

Table 20: Senate votes by type

State/territory	Ordinary votes	Absent votes	Pre-poll votes*	Postal votes	Provisional votes	Total
New South Wales	4,209,014	204,332	186,496	277,913	27,717	4,905,472
Victoria	3,136,433	171,484	185,219	381,339	21,761	3,896,236
Queensland	2,433,629	119,700	118,114	306,898	21,031	2,999,372
Western Australia	1,196,330	88,960	73,316	124,543	14,383	1,497,532
South Australia	929,361	54,802	34,187	106,635	9,571	1,134,556
Tasmania	313,365	12,581	9,165	28,039	2,122	365,272
Australian Capital Territory	244,040	5,602	11,682	13,635	1,692	276,651
Northern Territory	96,318	2,265	6,038	3,633	740	108,994
<b>TOTAL</b>	<b>12,558,490</b>	<b>659,726</b>	<b>624,217*</b>	<b>1,242,635</b>	<b>99,017</b>	<b>15,184,085</b>

\* reflects pre-poll declarations only, and does not reflect the total number of early votes.

Table 21: 2019 Senate elections, breakdown of above the line and below the line votes

State/territory	Above the line	Below the line	Total	Above the line %	Above the line % swing
New South Wales	4,372,835	322,491	4,695,326	93.13	-1.47
Victoria	3,524,271	215,172	3,739,443	94.25	-0.44
Queensland	2,701,599	199,865	2,901,464	93.11	-0.75
Western Australia	1,367,694	78,929	1,446,623	94.54	0.06
South Australia	1,012,010	82,813	1,094,823	92.44	0.94
Tasmania	256,445	95,543	351,988	72.86	0.98
Australian Capital Territory	210,204	60,027	270,231	77.79	-7.03
Northern Territory	96,296	8,731	105,027	91.69	0.26
<b>TOTAL</b>	<b>13,541,354</b>	<b>1,063,571</b>	<b>14,604,925</b>	<b>92.72%</b>	<b>-0.75%</b>

Table 22: 2019 Senate elections, breakdown of informal votes by state and territory

State/territory	Formal votes	Informal votes	Total	Informal %	Swing %
New South Wales	4,695,326	210,146	4,905,472	4.28	-0.24
Victoria	3,739,443	156,793	3,896,236	4.02	-0.18
Queensland	2,901,464	97,908	2,999,372	3.26	-0.14
Western Australia	1,446,623	50,909	1,497,532	3.40	0.05
South Australia	1,094,823	39,733	1,134,556	3.50	0.17
Tasmania	351,988	13,284	365,272	3.64	0.16
Australian Capital Territory	270,231	6,420	276,651	2.32	0.11
Northern Territory	105,027	3,967	108,994	3.64	0.31
<b>TOTAL</b>	<b>14,604,925</b>	<b>579,160</b>	<b>15,184,085</b>	<b>3.81%</b>	<b>-0.13%</b>

Table 23: 2019 House of Representatives elections, breakdown of informal votes by state and territory

State/territory	Formal votes	Informal votes	Total	Informal %	Swing %
New South Wales	4,537,336	342,051	4,879,387	7.01	0.84
Victoria	3,695,032	180,426	3,875,458	4.66	-0.11
Queensland	2,829,018	147,290	2,976,308	4.95	0.25
Western Australia	1,401,874	80,575	1,482,449	5.44	1.45
South Australia	1,072,648	54,202	1,126,850	4.81	0.63
Tasmania	347,992	15,970	363,962	4.39	0.41
Australian Capital Territory	265,975	9,616	275,591	3.49	0.73
Northern Territory	103,518	5,093	108,611	4.69	-2.66
<b>TOTAL</b>	<b>14,253,393</b>	<b>835,223</b>	<b>15,088,616</b>	<b>5.54%</b>	<b>0.49%</b>

### By-elections voting data

Table 24: By-elections conducted during 2018–19

By-election	Polling day	Result declared	No. of candidates	Former member	Elected member
Braddon	Saturday 28 July 2018	Wednesday 1 August 2018	8	Justine Keay	Justine Keay
Fremantle	Saturday 28 July 2018	Wednesday 1 August 2018	7	Josh Wilson	Josh Wilson
Longman	Saturday 28 July 2018	Saturday 11 August 2018	11	Susan Lamb	Susan Lamb
Mayo	Saturday 28 July 2018	Wednesday 1 August 2018	7	Rebekha Sharkie	Rebekha Sharkie
Perth	Saturday 28 July 2018	Saturday 11 August 2018	15	Tim Hammond	Patrick Gorman
Wentworth	Saturday, 20 October 2018	Monday 5 November 2018	16	Malcolm Turnbull	Kerryn Phelps



Table 25: Key Voting Data for each by-election 2018–19

Vote type	Ordinary		Absent		Provisional		Declaration pre-poll		Postal		Total	
Division	Votes	%	Votes	%	Votes	%	Votes	%	Votes	%	Votes	%
<b>Braddon</b>	74 polling places (including pre-poll voting places, special hospital teams and divisional office)											
Formal	57,127	93.96	0	0.00	113	93.39	745	98.03	4,795	97.76	62,780	94.29
Informal	3,671	6.04	0	0.00	8	6.61	15	1.97	110	2.24	3,804	5.71
<b>Total Votes</b>	<b>60,798</b>	<b>(91.31%)</b>	<b>0</b>	<b>(0.00%)</b>	<b>121</b>	<b>(0.18%)</b>	<b>760</b>	<b>(1.14%)</b>	<b>4,905</b>	<b>(7.37%)</b>	<b>66,584</b>	<b>(90.38%)*</b>
<b>Fremantle</b>	40 polling places (including pre-poll voting places, special hospital teams and divisional office)											
Formal	57,238	92.47	0	0.00	202	92.24	133	99.25	5,670	95.68	63,243	92.76
Informal	4,659	7.53	0	0	17	7.76	1	0.75	256	4.32	4,933	7.24
<b>Total Votes</b>	<b>61,897</b>	<b>(90.79%)</b>	<b>0</b>	<b>(0.00%)</b>	<b>219</b>	<b>(0.32%)</b>	<b>134</b>	<b>(0.20%)</b>	<b>5,926</b>	<b>(8.69%)</b>	<b>68,176</b>	<b>(66.09%)*</b>
<b>Longman</b>	42 polling places (including pre-poll voting places, special hospital teams and divisional office)											
Formal	77,588	93.52	0	0.00	220	92.83	388	97.73	10,172	97.10	88,368	93.93
Informal	5,377	6.48	0	0.00	17	7.17	9	2.27	304	2.90	5,707	6.07
<b>Total Votes</b>	<b>82,965</b>	<b>(88.19%)</b>	<b>0</b>	<b>(0.00%)</b>	<b>237</b>	<b>(0.25%)</b>	<b>397</b>	<b>(0.42%)</b>	<b>10,476</b>	<b>(11.14%)</b>	<b>94,075</b>	<b>(84.26%)*</b>
<b>Mayo</b>	79 polling places (including pre-poll voting places, special hospital teams and divisional office)											
Formal	79,239	96.28	0	0.00	259	96.64	525	98.50	8,706	98.07	88,729	96.47
Informal	3,058	3.72	0	0.00	9	3.36	8	1.50	171	1.93	3,246	3.53
<b>Total Votes</b>	<b>82,297</b>	<b>(89.48%)</b>	<b>0</b>	<b>(0.00%)</b>	<b>268</b>	<b>(0.29%)</b>	<b>533</b>	<b>(0.58%)</b>	<b>8,877</b>	<b>(9.65%)</b>	<b>91,975</b>	<b>(85.52%)*</b>
<b>Perth</b>	46 polling places (including pre-poll voting places, special hospital teams and divisional office)											
Formal	52,725	89.62	0	0.00	273	88.06	159	95.78	4,847	93.48	58,004	89.94
Informal	6,104	10.38	0	0.00	37	11.94	7	4.22	338	6.52	6,486	10.06
<b>Total Votes</b>	<b>58,829</b>	<b>(91.22%)</b>	<b>0</b>	<b>(0.00%)</b>	<b>310</b>	<b>(0.48%)</b>	<b>166</b>	<b>(0.26%)</b>	<b>5,185</b>	<b>(8.04%)</b>	<b>64,490</b>	<b>(64.07%)*</b>
<b>Wentworth</b>	43 polling places (including pre-poll voting places, special hospital teams and divisional office)											
Formal	66,838	93.75	0	0.00	421	93.35	301	98.37	8,566	95.15	76,126	93.92
Informal	4,456	6.25	0	0.00	30	6.65	5	1.63	437	4.85	4,928	6.08
<b>Total Votes</b>	<b>71,294</b>	<b>(87.96%)</b>	<b>0</b>	<b>(0.00%)</b>	<b>451</b>	<b>(0.56%)</b>	<b>306</b>	<b>(0.38%)</b>	<b>9,003</b>	<b>(11.11%)</b>	<b>81,054</b>	<b>(78.13%)*</b>

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

# Appendix E: Public awareness data

## Advertising and market research

The AEC conducted the *Your vote will help shape Australia* national advertising campaign in 2018–19 for the 2019 federal election. The AEC also conducted the *Stop and consider* national social media advertising campaign for the 2019 federal election.

Non-campaign newspaper advertisements supported the conduct of the 2019 federal election, federal redistributions, by-elections and party registration processes.

Table 26 shows payments of \$13,800 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.

Table 26: Advertising and media placement payments, \$13,800 or more

Services	Agency name	Details	Amount (\$) GST inclusive
Advertising creative development	BMF Advertising	Creation of the <i>Your vote will help shape Australia</i> advertising campaign materials	429,567.15
	Cultural Perspectives	Creation of the CALD/translated advertising materials for the <i>Your vote will help shape Australia</i> campaign	303,930.00
	Cox Inall Ridgeway	Creation of both Indigenous/translated radio ad and digital advertising materials for the <i>Your vote will help shape Australia</i> campaign.	45,515.25
	Horizon Communication Group	Creation of creative concepts and variations for the <i>Stop and consider</i> campaign	105,000
Market research	Orima Research	Concept testing for the <i>Stop and consider</i> campaign creative and associated material	61,230.04
	Wallis Consulting Group	Benchmarking and tracking research for the <i>Your vote will help Shape Australia</i> and <i>Stop and consider</i> campaigns	565,393.87
	Wallis Consulting Group	Conduct of a voter survey—research used for internal planning purposes	37,450.50
Advertising placement	Universal McCann*	Advertising placement including the 2019 federal election, federal by-elections, industrial and commercial elections, electoral redistributions, party registrations and recruitment	20,435,126.07
<b>TOTAL</b>			<b>\$21,983,212.88</b>

\* Due to the way payments are reported to the AEC, figures from Universal McCann include invoices below the threshold.

# Appendix F: Electoral redistribution data

Table 27: Summary of electoral redistributions concluded in 2018–19\*

TIMELINE OF EVENTS			
Redistribution activity	Victoria	Australian Capital Territory	South Australia
Basis for AEC’s determination that a redistribution is required	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
Augmented Electoral Commission activities	Decision announced: during 2017–18	Decision announced: 3 July 2018	Decision announced: during 2017–18
Gazettal of determination of names and boundaries of electoral divisions	13 July 2018	13 July 2018	20 July 2018

\* There were no electoral redistributions commenced in 2018–19.

# Appendix G: Political party registrations and financial disclosure data

Annual financial disclosure returns and amendments received in 2018–19 include:

- 653 annual financial disclosure returns and amendments
- 584 returns and 27 amendments for the 2017–18 financial year
- six returns and 35 amendments for the 2016–17 financial year
- one amendment for the 2015–16 financial year
- 66 by-election returns and two election returns from the 2016 federal election

## Funding payments for 2018–19 elections

Table 28: 2018 Braddon by-election payment to political parties and candidates

Political party/candidate	Amount (\$)
Liberal Party of Australia	67,392.74
Australian Labor Party	63,490.55
Shooters, Fishers and Farmers Party	8,159.87
Australian Greens, Tasmanian Branch	6,885.57
Craig Garland – Independent	18,138.20
<b>TOTAL</b>	<b>\$164,066.93</b>

Table 29: 2018 Fremantle by-election payment to political parties and candidates

Political party/candidate	Amount (\$)
Australian Labor Party	90,997.29
The Greens (WA) Inc.	28,592.35
Liberal Democratic Party	24,381.16
Australian Christians	9,160.71
Animal Justice Party	9,015.78
Jason Spanbroek – Independent	8,857.18
<b>TOTAL</b>	<b>\$171,004.47</b>

Table 30: 2018 Longman by-election payment to political parties and candidates

Political party/candidate	Amount (\$)
Australian Labor Party	96,264.01
Liberal Party of Australia	71,562.91
Pauline Hanson's One Nation	38,450.37
Queensland Greens	11,660.08
<b>TOTAL</b>	<b>\$217,937.37</b>

Table 31: 2018 Mayo by-election payment to political parties and candidates

Political party/candidate	Amount (\$)
Centre Alliance	107,656.11
Liberal Party of Australia	90,838.68
Australian Greens (South Australia)	21,597.40
Australian Labor Party	14,684.48
<b>TOTAL</b>	<b>\$234,776.67</b>

Table 32: 2018 Perth by-election payment to political parties and candidates

Political party/candidate	Amount (\$)
Australian Labor Party	62,380.33
The Greens (WA) Inc	29,828.36
Liberal Democratic Party	10,610.02
Paul Collins – Independent	15,083.72
Julie Matheson – Independent	8,539.97
James Grayden – Independent	7,014.10
<b>TOTAL</b>	<b>\$133,456.50</b>

Table 33: 2018 Wentworth by-election payment to political parties and candidates

Political party/candidate	Amount (\$)
Liberal Party of Australia	89,679.24
Kerryn Phelps – Independent	60,758.74
Australian Labor Party	24,001.06
The Greens NSW	17,892.10
<b>TOTAL</b>	<b>\$192,331.14</b>

**Table 34: 2019 federal election automatic payments to political parties and independent candidates**

The *Electoral Legislation Amendment (Electoral Funding and Disclosure Reform) Act 2018* (FAD Reform Act) introduced changes to the way election funding is paid. These changes first applied to the federal election held on 18 May 2019. Election funding entitlements are calculated as at the 20th day after polling day and an automatic payment is paid to eligible candidates and political parties as soon as practicable after that day. For the federal election, the 20th day after polling day was Friday 7 June 2019 and the automatic payment amount was \$10,080.

To receive election funding greater than the automatic payment, the agent of the eligible political party, candidate or Senate group must lodge a claim with the AEC setting out the electoral expenditure incurred.

Election funding claims for the 2019 federal election can be lodged from 7 June to 17 November 2019. Details of the amounts paid are published on the Transparency Register as claims are determined.

The following table lists the political parties and candidates that received the automatic payment.

Political party/candidate	Amount (\$)
Animal Justice Party	10,080
Australia First Party (NSW)	10,080
Australian Greens	10,080
Australian Labor Party (ALP)	10,080
Centre Alliance	10,080
Christian Democratic Party (Fred Nile Group)	10,080
Country Liberals (Northern Territory)	10,080
Derryn Hinch's Justice Party	10,080
Jacqui Lambie Network	10,080
Katter's Australian Party (KAP)	10,080
Liberal Democratic Party	10,080
Liberal Party of Australia	10,080
National Party of Australia – NSW	10,080
National Party of Australia – Victoria	10,080
National Party of Australia (WA)	10,080
Pauline Hanson's One Nation	10,080
Queensland Greens	10,080
Reason Australia	10,080
Shooters, Fishers and Farmers Party	10,080
The Australian Greens – Victoria	10,080
The Greens (WA)	10,080
The Greens NSW	10,080
United Australia Party	10,080
Victorian Socialists	10,080
Julia Banks	10,080
Jarrod Bingham	10,080

Political party/candidate	Amount (\$)
Adam Blakester	10,080
Andrew Bock	10,080
Tim Bohm	10,080
Craig Brakey	10,080
Arthur Chesterfield-Evans	10,080
Jamie Christie	10,080
Damien Cole	10,080
Alex Dyson	10,080
Sue Fraser-Adams	10,080
Helen Haines	10,080
Nathan Herbert	10,080
Tim Jerome	10,080
Simone Karandrews	10,080
Huw Kingston	10,080
Ray Kingston	10,080
Will Landers	10,080
Innes Larkin	10,080
Fiona Leviny	10,080
Hamish MacFarlane	10,080
Kevin Mack	10,080
Jeremy Miller	10,080
Jason Modica	10,080
Robert Oakeshott	10,080
Kerryn Phelps	10,080
Grant Schultz	10,080
Zali Steggall	10,080
Louise Stewart	10,080
Alice Thompson	10,080
Van Tran	10,080
Andrew Wilkie	10,080
Oliver Yates	10,080
Senate Group – Anthony Pesec and Gary Kent	10,080
<b>TOTAL</b>	<b>\$584,640</b>

Table 35: Party registration related applications and requests 2018–19

Application/requests	Approved
Register a new political party	14
Voluntarily deregister a political party	3
Political party deregistered by a delegate of the Electoral Commission	–
Change party details (including name, abbreviation and logo)	9
Update party office holder information – change registered officer	12
Update party office holder information – change other party officials	105



## Appendix H: Workforce statistics

Table 36: All ongoing employees by location—current report period (2018–19)

	Male			Female			Total
	Full Time	Part Time	Total Male	Full Time	Part Time	Total Female	
NSW	35	2	37	79	34	113	150
Qld	20	2	22	65	10	75	97
SA	10	–	10	19	6	25	35
Tas	3	–	3	11	2	13	16
Vic	29	2	31	66	19	85	116
WA	6	–	6	36	12	48	54
ACT	103	5	108	135	26	161	269
NT	1	–	1	–	–	–	1
<b>TOTAL</b>	<b>207</b>	<b>11</b>	<b>218</b>	<b>411</b>	<b>109</b>	<b>520</b>	<b>738</b>

Table 37: All non-ongoing employees by location—current report period (2018–19)

	Male			Female			Total
	Full Time	Part Time	Total Male	Full Time	Part Time	Total Female	
NSW	2	–	2	7	6	13	15
Qld	7	–	7	5	5	10	17
SA	1	–	1	5	–	5	6
Tas	–	–	–	2	–	2	2
Vic	2	2	4	3	12	15	19
WA	1	–	1	4	1	5	6
ACT	15	1	16	14	2	16	32
NT	2	–	2	3	–	3	5
<b>TOTAL</b>	<b>30</b>	<b>3</b>	<b>33</b>	<b>43</b>	<b>26</b>	<b>69</b>	<b>102</b>

Table 38: All ongoing employees by location—previous report period (2017–18)

	Male			Female			Total
	Full Time	Part Time	Total	Full Time	Part Time	Total	
NSW	39	2	41	79	40	119	160
Qld	20	–	20	59	22	81	101
SA	7	–	7	21	1	22	29
Tas	5	–	5	12	2	14	19
Vic	25	2	27	66	27	93	120
WA	9	–	9	39	10	49	58
ACT	105	8	113	128	25	153	266
NT	2	–	2	2	–	2	4
<b>TOTAL</b>	<b>212</b>	<b>12</b>	<b>224</b>	<b>406</b>	<b>127</b>	<b>533</b>	<b>757</b>

Table 39: All non-ongoing employees by location—previous report period (2017–18)

	Male			Female			Total
	Full Time	Part Time	Total	Full Time	Part Time	Total	
NSW	–	–	–	–	1	1	1
Qld	4	1	5	2	–	2	7
SA	3	1	4	3	3	6	10
Tas	–	–	–	2	–	2	2
Vic	–	–	–	2	1	3	3
WA	2	–	2	2	–	2	4
ACT	10	2	12	16	2	18	30
<b>TOTAL</b>	<b>19</b>	<b>4</b>	<b>23</b>	<b>27</b>	<b>7</b>	<b>34</b>	<b>57</b>

Table 40: APS Act\* ongoing employees by classification—current report period (2018–19)

	Male			Female			Total
	Full Time	Part Time	Total Male	Full Time	Part Time	Total Female	
SES 2	2	–	2	–	–	–	2
SES 1	3	–	3	5	–	5	8
EL 2	16	–	16	26	1	27	43
EL 1	53	–	53	53	5	58	111
APS 6	85	3	88	143	10	153	241
APS 5	14	1	15	36	–	36	51
APS 4	13	–	13	50	11	61	74
APS 3	20	–	20	89	3	92	112
APS 2	1	7	8	9	79	88	96
<b>TOTAL</b>	<b>207</b>	<b>11</b>	<b>218</b>	<b>411</b>	<b>109</b>	<b>520</b>	<b>738</b>

\* Australian Public Service Act 1999.

Table 41: APS Act\* non-ongoing employees by classification—current report period (2018–19)

	Male			Female			Total
	Full Time	Part Time	Total	Full Time	Part Time	Total	
SES 1	–	–	–	1	–	1	1
EL 2	3	–	3	–	–	–	3
EL 1	3	–	3	2	–	2	5
APS 6	10	–	10	7	–	7	17
APS 5	7	–	7	6	–	6	13
APS 4	3	–	3	10	1	11	14
APS 3	3	–	3	5	–	5	8
APS 2	1	3	4	12	25	37	41
<b>TOTAL</b>	<b>30</b>	<b>3</b>	<b>33</b>	<b>43</b>	<b>26</b>	<b>69</b>	<b>102</b>

\* Australian Public Service Act 1999.

Table 42: APS Act\* ongoing employees by classification—previous report period (2017–18)

	Male			Female			Total
	Full Time	Part Time	Total Male	Full Time	Part Time	Total Female	
SES 2	2	–	2	–	–	–	2
SES 1	4	–	4	5	–	5	9
EL 2	14	1	15	25	–	25	40
EL 1	50	2	52	60	8	68	120
APS 6	69	2	71	114	10	124	195
APS 5	36	–	36	56	2	58	94
APS 4	14	2	16	40	11	51	67
APS 3	21	–	21	84	13	97	118
APS 2	2	5	7	22	83	105	112
<b>TOTAL</b>	<b>212</b>	<b>12</b>	<b>224</b>	<b>406</b>	<b>127</b>	<b>533</b>	<b>757</b>

\* Australian Public Service Act 1999.

Table 43: APS Act\* non-ongoing employees by classification—previous report period (2017–18)

	Male			Female			Total
	Full Time	Part Time	Total Male	Full Time	Part Time	Total Female	
EL 2	1	–	1	1	–	1	2
EL 1	4	–	4	4	–	4	8
APS 6	3	2	5	4	1	5	10
APS 5	5	1	6	4	1	5	11
APS 4	–	–	–	6	1	7	7
APS 3	5	–	5	7	–	7	12
APS 2	1	1	2	1	4	5	7
<b>TOTAL</b>	<b>19</b>	<b>4</b>	<b>23</b>	<b>27</b>	<b>7</b>	<b>34</b>	<b>57</b>

\* Australian Public Service Act 1999.

Table 44: APS Act\* ongoing employees by classification—current report period (2018–19)

	Ongoing	Non-Ongoing	Total
NSW	150	15	165
Qld	97	17	114
SA	35	6	41
Tas	16	2	18
Vic	116	19	135
WA	54	6	60
ACT	269	32	301
NT	1	5	6
<b>TOTAL</b>	<b>738</b>	<b>102</b>	<b>840</b>

\* Australian Public Service Act 1999.

Table 45: APS Act\* employment type (ongoing or non-ongoing) by location—previous report period (2017–18)

	Ongoing	Non-Ongoing	Total
NSW	160	1	161
Qld	101	7	108
SA	29	10	39
Tas	19	2	21
Vic	120	3	123
WA	58	4	62
ACT	266	30	296
NT	4	–	4
<b>TOTAL</b>	<b>757</b>	<b>57</b>	<b>814</b>

\* Australian Public Service Act 1999.

Indigenous employment

Table 46: APS Act\* Indigenous employment—current report period (2018–19)

	Total
Ongoing	12
Non-ongoing	2
<b>TOTAL</b>	<b>14</b>

\* Australian Public Service Act 1999.

Table 47: APS Act\* Indigenous employment—previous report period (2017–18)

	Total
Ongoing	13
Non-ongoing	2
<b>TOTAL</b>	<b>15</b>

\* Australian Public Service Act 1999.

## Employment arrangements and salaries

Table 48: APS Act\* employment arrangements—current report period (2018–19)

	SES	Non-SES	Total
EA	3	2243	2246
S24	8	–	8
<b>TOTAL</b>	<b>11</b>	<b>2243</b>	<b>2254</b>

\* Australian Public Service Act 1999.

Table 49: APS Act\* employment salary ranges by classification level—current report period (2018–19)

	Minimum salary (\$)	Maximum salary (\$)
SES 2	269,662	275,909
SES 1	188,977	226,806
EL 2	118,493	218,581
EL 1	100,225	124,240
APS 6	80,255	96,655
APS 5	72,501	79,455
APS 4	65,004	71,233
APS 3	58,322	63,915
APS 2	51,203	56,782
APS 1	45,243	50,006

\* Australian Public Service Act 1999.

## Statutory appointments

Table 50: Statutory appointments under the *Commonwealth Electoral Act 1918* as of 30 June 2019

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

\* These duties are being performed by Geoff Bloom in an acting capacity.



# Key management remuneration

Table 51: Information about remuneration for key management personnel—current report period (2018–19)

Executive Remuneration Reporting (KMP)		Short-term benefits			Post-employment benefits	Other long-term benefits	Termination Benefits	Total remuneration
Name	Position title	Base salary (\$)	Bonuses (\$)	Other benefits and allowances (\$)	Superannuation contributions (\$)	Long service leave (\$)	Other long-term benefits (\$)	
Tom Rogers	Electoral Commissioner	509,423	-	-	71,182	11,913	-	592,518
Jeff Pope	Deputy Electoral Commissioner	314,031	-	-	42,723	7,286	-	364,040
Andrew Gately	First Assistant Commissioner	278,796	-	-	50,043	6,599	-	335,438
Tim Courtney	First Assistant Commissioner	265,284	-	-	51,575	6,635	-	323,494
<b>TOTAL</b>		<b>1,367,534</b>	<b>-</b>	<b>-</b>	<b>215,523</b>	<b>32,434</b>	<b>-</b>	<b>1,615,491</b>

\* Due to the calculation methodology, figures in this table may not agree to those published for Statutory Appointments by the Remuneration Tribunal.

Table 52: Information about remuneration for senior executives—current report period (2018–19)

		Short-term benefits			Post-employment benefits	Other long-term benefits		Termination benefits	Total remuneration
		Average other benefits and allowances				Average other long-term benefits			
Remuneration band (\$)	Number of senior executives	Average base salary (\$)	Average bonuses (\$)	Average other benefits and allowances (\$)	Average superannuation contributions (\$)	Average long service leave (\$)	Average other long-term benefits (\$)	Average termination benefits (\$)	Average total remuneration (\$)
0–220,000	6	115,267	–	–	20,740	6,778	–	9,565	152,350
220,001–245,000	4	190,327	–	–	31,460	9,024	–	–	230,811
245,001–270,000	3	206,689	–	–	37,549	13,584	–	–	257,823
270,001–295,000	4	243,187	–	–	34,129	6,687	–	–	284,002

Table 53: Information about remuneration for other highly paid staff—current report period (2018–19)

		Short-term benefits		Post-employment benefits	Other long-term benefits		Termination benefits	Total remuneration
		Average other benefits and allowances		Average superannuation contributions	Average long service leave and other long-term benefits		Average termination benefits	Average total remuneration
Remuneration band	Number of senior executives	Average base salary (\$)	Average bonuses (\$)	Average other benefits and allowances (\$)	Average superannuation contributions (\$)	Average long service leave (\$)	Average other long-term benefits (\$)	Average total remuneration (\$)
245,001–270,000	1	219,597	–	–	33,296	5,331	–	258,224





# READER GUIDES / 08

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

## SECTION 08

# Reader guides

### Abbreviations and acronyms

Term	Description
AAS	Australian Accounting Standards
AAT	Administrative Appeals Tribunal
ABS	Australian Bureau of Statistics
ACSC	Australian Cyber Security Centre
ACT	Australian Capital Territory
AEC	Australian Electoral Commission
AEO	Australian Electoral Officer
ANAO	Australian National Audit Office
APS	Australian Public Service
APSC	Australian Public Service Commission
ARIR	Annual Roll Integrity Report
ASL	Average Staffing Level
BAC	Business Assurance Committee
BRIDGE	Building Resources in Democracy, Governance and Elections
CALD	culturally and linguistically diverse
CSOC	Cyber Security Operations centre
DAC	Disability Advisory Committee
DFAT	Department of Foreign Affairs and Trade
DLER	Directed Level of Election Readiness
DoF	Department of Finance
EA	Enterprise Agreement
ECANZ	Electoral Council of Australia and New Zealand
ECL	Electronic Certified List
EL	Executive level
ELT	Executive Leadership Team
ERP	Election Readiness Program

Term	Description
ERRM	Election Ready Road Map
FCC	Fraud Control Committee
FDEU	Federal Direct Enrolment and Update
FOI	Freedom of Information
FRR	Financial Reporting Rule
ICARE	APS values—impartial, committed to service, accountable, respectful, ethical
ICE	Industrial and Commercial Elections
ICT	Information and Communications Technology
IEPP	Indigenous Electoral Participation Program
IEPWG	Indigenous Electoral Participation Working Group
IFES	International Foundation for Electoral Systems
International IDEA	International Institute for democracy and Electoral Assistance
IPS	Information Publication Scheme
JSCEM	Joint Standing Committee on Electoral Matters
NEEC	National Electoral Education Centre
NEDC	National Election Delivery Committee
NEM	National Election Manager
NRS	National Relay Service
NTEU	National Training and Education Unit
OTM	Other Trust Monies accounts
OHC	Organisational Health Committee
PBS	Portfolio Budget Statements

Term	Description
PGPA Act	Public Governance, Performance and Accountability Act 2013
PIANZEA	Pacific Islands, Australia and New Zealand Electoral Administrators
PMP	Privacy Management Plan
PSPF	Protective Security Policy Framework
SES	Senior Executive Service
SMS	Short message service
SOETM	Other Entities and Trust Moneys Special accounts
SOG	Services for other Government
TEW	temporary election workforce
UNDP	United Nations Development Programme
UNEAD	United Nations Electoral Assistance Division
WHS	Work health and safety

## Glossary

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



Term	Description
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
Out-posted centre	Premises established to house key election activities such as scrutines and despatch and return of materials to and from polling places
Poll	An election—a count of votes or opinions
Polling day	The day fixed for the election
Polling place	A location for people to vote
Postal vote	Ballot papers sent to a voter and posted back
Preferential voting	A system of voting where a voter shows an order of preference for candidates by numbering their choices
Pre-poll vote	A vote cast before election day
Protected action ballot	A workplace voting system whereby employees participate in a fair and secret ballot to determine whether industrial action should proceed in their workplace
Provisional vote	Vote cast at a polling place where the elector's name cannot be found on the roll, the name has been marked off, or the voter has a silent enrolment

Term	Description
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 Commonwealth Electoral Act 1918
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

## Index to list of annual report requirements

PGPA Rule Reference	Part of the report and page number	Description	Requirement
<b>17AD(g)</b>	<b>Letter of transmittal</b>		
17AI	ix	Letter of transmittal signed and dated by accountable authority	Mandatory
<b>17AD(h)</b>	<b>Aids to access</b>		
17AJ(a)	iii	Table of contents	Mandatory
17AJ(b)	160–167	Alphabetical index	Mandatory
17AJ(c)	150–154	Glossary of abbreviations and acronyms	Mandatory
17AJ(d)	155–159	List of requirements	Mandatory
17AJ(e)	ii	Contact officer	Mandatory
17AJ(f)	ii	Website address	Mandatory
17AJ(g)	ii	Electronic address of report	Mandatory
<b>17AD(a)</b>	<b>Review by accountable authority</b>		
17AD(a)	2–5	A review by the accountable authority of the entity	Mandatory
<b>17AD(b)</b>	<b>Overview of the entity</b>		
17AE(1)(a)(i)	8	A description of the role and functions	Mandatory
17AE(1)(a)(ii)	8	A description of the organisational structure	Mandatory
17AE(1)(a)(iii)	8	A description of the outcomes and programmes administered	Mandatory
17AE(1)(a)(iv)	8	A description of the purposes of the entity in the corporate plan	Mandatory
17AE(1)(aa)(i)	2	Name of accountable authority	Mandatory
17AE(1)(aa)(ii)	2	Position title of accountable authority	Mandatory
17AE(1)(aa)(iii)	2–5	Period as the accountable authority or member of the accountable authority within the reporting period	Mandatory
17AE(1)(b)	N/A	An outline of the structure of the portfolio of the entity	Portfolio departments mandatory
17AE(2)	N/A	Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or Portfolio Estimates Statement	If applicable, mandatory
<b>17AD(c)</b>	<b>Report on the performance of the entity</b>		
	<a href="#">Annual performance statements</a>		
17AD(c)(i); 16F	14–35	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule	Mandatory

PGPA Rule Reference	Part of the report and page number	Description	Requirement
<b>17AD(c)(ii)</b>	<b>Report on financial performance</b>		
17AF(1)(a)	72–73	A discussion and analysis of financial performance.	Mandatory
17AF(1)(b)	78–79	A table summarising the total resources and total payments	Mandatory
17AF(2)	80	Any significant changes in the financial results during or after the previous or current reporting period, information on those changes, including: the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results	If applicable, mandatory
<b>17AD(d)</b>	<b>Management and accountability</b>		
	<a href="#">Corporate governance</a>		
17AG(2)(a)	59–60	Information on compliance with section 10 (fraud systems)	Mandatory
17AG(2)(b)(i)	59–60	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared	Mandatory
17AG(2)(b)(ii)	59–60	A certification by accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud are in place	Mandatory
17AG(2)(b)(iii)	59–60	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud	Mandatory
17AG(2)(c)	58–60	An outline of structures and processes in place to implement principles and objectives of corporate governance	Mandatory
17AG(2)(d) – (e)	N/A	A statement of significant issues reported to Minister under paragraph 19(1)(e) of the Act that relates to non compliance with Finance law and action taken to remedy non compliance	If applicable, mandatory
	<a href="#">External scrutiny</a>		
17AG(3)	60–62	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny	Mandatory
17AG(3)(a)	60–62	Information on judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the entity	If applicable, mandatory

PGPA Rule Reference	Part of the report and page number	Description	Requirement
17AG(3)(b)	62	Information on any reports on operations of the entity by the Auditor General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman	If applicable, mandatory
17AG(3)(c)	N/A	Information on any capability reviews released during the period	If applicable, mandatory
<b>Management of human resources</b>			
17AG(4)(a)	28–29, 64–65, 67	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives	Mandatory
17AG(4)(aa)	137–138	Statistics on the AEC's employees on an ongoing and non ongoing basis	Mandatory
17AG(4)(b)	139–141	Statistics on the AEC's APS employees on an ongoing and non ongoing basis	Mandatory
17AG(4)(c)	62–65	Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the <i>Public Service Act 1999</i>	Mandatory
17AG(4)(c)(i)	64	The number of SES and non SES employees covered by agreements etc. identified in paragraph 17AG(4)(c).	Mandatory
17AG(4)(c)(ii)	143	The salary ranges available for APS employees by classification level	Mandatory
17AG(4)(c)(iii)	64, 145–147	A description of non salary benefits provided to employees	Mandatory
17AG(4)(d)(i)	N/A	Information on the number of employees at each classification level who received performance pay	If applicable, mandatory
17AG(4)(d)(ii)	N/A	Information on aggregate amounts of performance pay at each classification level	If applicable, mandatory
17AG(4)(d)(iii)	N/A	Information on the average amount of performance payment, and range of such payments, at each classification level	If applicable, mandatory
17AG(4)(d)(iv)	N/A	Information on aggregate amount of performance payments	If applicable, mandatory
<b>Assets management</b>			
17AG(5)	N/A	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	If applicable, mandatory
<b>Purchasing</b>			
17AG(6)	68–69	An assessment of entity performance against the Commonwealth Procurement Rules	Mandatory

PGPA Rule Reference	Part of the report and page number	Description	Requirement
<a href="#">Consultants</a>			
17AG(7)(a)	69	A summary statement detailing the number of new contracts engaging consultants and the expenditure	Mandatory
17AG(7)(b)	69	New consultancy contracts—statement	Mandatory
17AG(7)(c)	69	A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged	Mandatory
17AG(7)(d)	69	Actual expenditure on contracts for consultancies and reference to the AusTender website—statement	Mandatory
<a href="#">Australian National Audit Office access clauses</a>			
17AG(8)	N/A	If an entity entered into a contract with a value of more than \$100 000 (inclusive of GST) and the contract did not provide the Auditor General with access to the contractor's premises, the report must include the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract	If applicable, mandatory
<a href="#">Exempt contracts</a>			
17AG(9)	69	Exempted contracts or standing offer—statement	If applicable, mandatory
<a href="#">Small business</a>			
17AG(10)(a)	69	Supporting small business participation in the Commonwealth Government procurement market and reference to the Department of Finance website—statement	Mandatory
17AG(10)(b)	69	An outline of the ways in which the procurement practices of the entity support small and medium enterprises	Mandatory
17AG(10)(c)	69	If the entity is considered by the Department administered by the Finance Minister as material in nature, a statement of recognition of the importance of ensuring that small businesses are paid on time, and reference to the Treasury website	If applicable, mandatory
<a href="#">Financial statements</a>			
17AD(e)	71–109	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act	Mandatory
<a href="#">Executive remuneration</a>			
17AD(da)	64, 143, 145–147	Information about executive remuneration	Mandatory

PGPA Rule Reference	Part of the report and page number	Description	Requirement
<b>17AD(f)</b>	<b>Other Mandatory Information</b>		
17AH(1)(a)(i)	130	Advertising campaigns conducted—statement and reference to the Department of Finance website	If applicable, mandatory
17AH(1)(a)(ii)	N/A	If the entity did not conduct advertising campaigns, a statement to that effect	If applicable, mandatory
17AH(1)(b)	N/A	A statement on grants awarded by the AEC	If applicable, mandatory
17AH(1)(c)	65	Outline of mechanisms of disability reporting, including reference to website for further information	Mandatory
17AH(1)(d)	62	Website reference to where the entity's Information Publication Scheme statement can be found	Mandatory
17AH(1)(e)	N/A	Correction of material errors in previous annual report	If applicable, mandatory
17AH(2)	120–124, 132–134	Information required by other legislation	Mandatory

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