



This is the nineteenth annual report to Parliament on the operations of the Electoral Commission of Queensland.

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**Electoral Commission of Queensland**

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**Annual Report 2010-11**

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15 September 2011

The Honourable Paul Lucas MP  
Attorney-General, Minister for Local Government  
and Special Minister of State  
Level 12, Executive Building  
100 George Street  
BRISBANE QLD 4000

Dear Attorney

I am pleased to present the 2010-11 Annual Report for the Electoral Commission of Queensland.

This Annual Report complies with:

- the prescribed requirements of the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2009*, and
- the detailed requirements set out in the *Annual Report Requirements for Queensland Government Agencies*.

A checklist outlining the annual reporting requirements can be accessed at [www.ecq.qld.gov.au](http://www.ecq.qld.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to be 'David Kerslake', is written over a horizontal line.

David Kerslake  
**Electoral Commissioner**







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## Foreword



As Electoral Commissioner I am sometimes asked, ‘what does the Electoral Commission do between elections?’, as if we have to artificially ‘busy ourselves’ in the intervening period.

There has been nothing artificial about the Commission’s workload during the 2010-2011 reporting period. With a State general election approaching, staff have been busily engaged in the development and rigorous testing of election platforms and in implementing a raft of enhancements to our information systems that were identified in the post-2009 election review. By late 2010 these enhancements had been largely completed and election officials trained in their application.

What has been particularly remarkable in the past year has been the coincidence of these election preparations with a flurry of legislative activity that has substantially expanded the Commission’s statutory responsibilities. In December 2010 a White Paper on electoral reform proposed a range of amendments to Queensland’s Electoral Act. The subsequent passage of the Electoral Reform and Accountability Amendment Act, in May 2011, introduced a completely new election funding and financial disclosure regime for political parties, significantly increasing the Commission’s compliance functions and necessitating the establishment of a new branch within the organisation to administer the additional responsibilities. Following the 2009 general election the Commission had itself canvassed a number of legislative amendments aimed at streamlining voting processes, such as allowing electors voting early at a pre-poll centre to have an ordinary vote rather than being required to cast a declaration vote. These amendments are outlined in more detail later in this report. While their passage is welcomed, they have necessitated further enhancements to and testing of our election information systems at a relatively late stage.

The Local Government Electoral Bill currently before the Parliament will, if enacted, expand the Commission’s statutory functions even further, with ongoing responsibility for the conduct of Local Government quadrennial elections and by-elections. While the Commission was aware of this possibility, until the legislation is enacted we will not be in a position to finalise development of necessary systems and procedures. Anticipated differences between State and Local Government electoral provisions will also require additional training of Returning Officers, all amidst the uncertainty of when the next State general election may be called.

In short, the last year has in reality been nothing but busy for the Electoral Commission of Queensland, in the words of Tennyson -

*"So many worlds, so much to do, so little done, such things to be."*

The one disappointment for the Commission has been the delay in legislation that would provide the option of telephone and internet voting for people with disabilities who otherwise need assistance in filling out a ballot paper and are thus denied a secret vote. The Commission will seek the introduction of this legislation early in the next parliamentary term to enable sufficient lead time for development of the necessary systems.

To everyone who has worked at the Commission over the past 12 months, my sincere thanks for your exceedingly hard work and in anticipation of another extraordinary effort in the major electoral events that lie ahead.

A handwritten signature in dark ink, consisting of several loops and a long horizontal stroke at the end.

David Kerslake  
**Electoral Commissioner**

# Reform of Queensland electoral laws

The Queensland Government's White Paper – *Reforming Queensland's Electoral System* (December 2010) sets out a range of proposed reforms to the laws that apply to the conduct of Queensland State elections. These reforms cover election funding and financial disclosure, voting procedures, and enrolment.

The reforms were passed through Parliament and given assent by the Governor on 19 May 2011, with immediate effect.

## Election Funding and Financial Disclosure

### Caps on electoral expenditure

The legislation sets caps on electoral expenditure that may be incurred by candidates and registered political parties for an election. The capped amounts applicable to the next Queensland general election are:

- Registered political party – \$80,000 per district contested
- Endorsed candidate – \$50,000
- Independent candidate – \$75,000
- Registered third parties – \$500,000 but no more than \$75,000 in relation to a single electoral district
- Unregistered third parties – \$10,000 but no more than \$2,000 in relation to a single district.

### Caps on political donations

Political donations are capped for each financial year. The maximum donation that may be made to a registered political party for the 2010-11 financial year is \$5,000 and for a candidate or third party, \$2,000. These amounts are indexed at the start of every financial year in line with CPI movements.

### Election funding

The Act also provides for an increase in election funding to registered political parties and candidates. As in the past, political parties and candidates will not be entitled to any public funding at all unless they receive at least 4 per cent of the total number of formal first preference votes in a given electoral division. Once this threshold is satisfied:

- Registered political parties are entitled to be reimbursed
  - All of the first 10 per cent of the applicable expenditure cap
  - $\frac{3}{4}$  of the next 80 per cent and
  - $\frac{1}{2}$  of the remaining 10 per cent.
- Candidates are entitled to be reimbursed
  - All of the first 10 per cent of the applicable expenditure cap
  - $\frac{1}{2}$  of the next 80 per cent and
  - $\frac{1}{4}$  of the remaining 10 per cent.

Candidates and registered political parties may also claim an advance payment of 50 per cent of the amount of election funding they were paid for the previous election. (For the next general election – the first to which these arrangements will apply – the advance payment is calculated as if the new funding entitlements applied at the previous election.)



### Administration funding

Registered political parties are entitled to six monthly administration funding of \$40,000 in relation to each elected Member of Parliament, up to a maximum of \$1 million.

Independent Members of Parliament are entitled to claim administrative funding of \$20,000 every six months, provided that they are not members of a registered political party and were not members when they contested the previous election.

These amounts are indexed at the start of every financial year in line with CPI movements.

### Financial disclosure

Political parties and their associated entities, and donors of \$1,000 or more are all required to submit disclosure returns which are published by the Electoral Commission every 6 months.

Political parties, candidates, associated entities, third parties, broadcasters and publishers are required to lodge disclosure returns for the election disclosure period.

The Commission is now authorised to conduct its own compliance reviews and investigations in relation to such returns and has received additional funding to carry out this function.

## Voting procedures under the Electoral Act

### Pre-poll voting as ordinary votes

At a State election, electors voting “early” at a pre-poll centre will now be able to cast an ordinary vote instead of being required to fill out a declaration form. This will speed up the voting process, as well as allowing a greater proportion of votes to be counted on election night.

### Postal voting

Postal vote applications must now be made on an approved form.

## Enrolment reform

### Provisional enrolment

Previously, young persons could provisionally enrol at age 17, so that their name was already on the electoral roll in readiness for any election held after they turned 18. In line with a recent Commonwealth change, the minimum age for provisional enrolment has been reduced to 16.

### Automatic enrolment

The Government’s White Paper on electoral reform also canvassed the introduction of automatic enrolment procedures, enabling the use of trusted data sources to enrol electors directly without their having to fill out an enrolment form. On advice from the Commission, this reform has been placed on hold because implementation could not be successfully managed in time for the next State general election.

### Opportunity to enrol after the Close of Rolls

Electors who fail to enrol (or update their enrolment details) by the formal Close of Rolls after an election is announced, will still have the opportunity to do so up to the day before Election Day.

## Local Government Elections

The Electoral Commission was required to conduct the 2008 Quadrennial Local Government elections under special legislation. The *Local Government Electoral Bill 2011*, currently being considered by the Parliament, proposes that the Commission be responsible for the conduct of these elections (including all by-elections and City of Brisbane elections) on an ongoing basis.

Although this Bill is still being considered by the Parliament, the scale of such an event necessitates that the Commission’s planning and preparations proceed on the assumption that the Bill will be passed.

# Local government change commission

Under the Local Government Act the Electoral Commissioner is also the Change Commissioner responsible for assessing proposed changes to local government electoral arrangements. In accordance with Section 25(1) of the *Local Government Act 2009* this section serves as the annual report on the activities of the Change Commission.

Section 25(2) also requires that the Change Commission must include details of any directions given by the Minister for Local Government as to how it should conduct its assessment. Directions received from the Minister are detailed below and may also be viewed on the Electoral Commission's website.

A local government change is a change of:

- the boundaries of a local government area
- the internal divisions of a local government area
- the number of Councillors
- the name of a local government area or
- the classification of a local government area *(for example, from a town to a city)*.

The Change Commission conducted three types of assessments during the reporting period.

## Minor boundary alterations

The Commission reviewed applications for minor alterations to the boundaries between the following Councils:

- Cook Shire Council and Wujal Wujal Aboriginal Shire Council
- Fraser Coast Regional Council and Gympie Regional Council
- Gold Coast City Council and Logan City Council
- Cairns Regional Council and Wujal Wujal Aboriginal Shire Council\*
- Barcaldine Regional Council and Blackall-Tambo Regional Council
- Ipswich City Council and Somerset Regional Council *(still to be determined)*.

In each instance the Change Commission determined that the changes be implemented *(those marked \* had been assessed as at 30 June 2011 with final reports in the process of being drafted)*.

## Review of internal electoral boundaries

In the lead up to the next quadrennial elections (to be held in March 2012) divided councils were required to advise the Minister for Local Government if any of their divisions were 'out of quota'. The Minister, in turn, formally advised the Change Commission, which is responsible for reviewing the divisional boundaries to ensure that they are within quota in readiness for the next elections and the Change Commissioner received referrals in relation to the following councils:

- Logan City Council
- Moreton Bay Regional Council
- Gold Coast City Council
- Redland City Council
- Ipswich City Council
- Sunshine Coast Regional Council
- South Burnett Regional Council
- Rockhampton Regional Council
- Bundaberg Regional Council
- Isaac Regional Council
- Cairns Regional Council
- Whitsunday Regional Council.

The Minister did not issue any directions in relation to these referrals. As at 30 June 2011 the reviews were at varying stages of completion but all were on schedule to be finalised by September 2011. This will allow the Electoral Commission adequate time to prepare maps and data and ensure that electors are enrolled for their relevant division.

## Voluntary reviews

Councils may also make a formal application to the Minister for Local Government to change the actual structure of their existing electoral arrangements. Alternatively, the Minister may of his own volition refer a given Council's arrangements to the Commission for review.

Submissions typically propose a change from an undivided to divided structure, or vice versa, or an increase/decrease in the number of elected councillors.

A listing of councils whose electoral arrangements are being reviewed is set out below.

When these reviews were first received from the Minister, no directions were provided as to how the Change Commission should conduct its assessments. Subsequently, the Minister wrote to the Change Commission directing that all of these reviews must entail, as a minimum, a public meeting and the opportunity for members of the public to lodge submissions in writing or online.

The Commission decided that in addition, it would undertake random surveys of electors in each local government area, unless a council had already undertaken such a survey in accordance with a process acceptable to the Commission.

The public consultation processes are now underway. All reviews will be completed in readiness for the March 2012 quadrennial elections.

Council	Change Requested
Cassowary Coast Regional Council	Divided to Undivided
Longreach Regional Council	Divided to Undivided
North Burnett Regional Council	Divided to Undivided
Blackall-Tambo Regional Council	Divided to Undivided
	Increase Councillors from 4 to 6
Fraser Coast Regional Council	Undivided to Divided
Gympie Regional Council	Undivided to Divided
Townsville City Council	Undivided to Divided
	Decrease Councillors from 12 to 10
Balonne Shire Council	Increase Councillors from 4 to 6
Carpentaria Shire Council	Increase Councillors from 4 to 6
Flinders Shire Council	Increase Councillors from 4 to 6
Richmond Shire Council	Increase Councillors from 4 to 5
Winton Shire Council	Increase Councillors from 4 to 5

# Agency overview

The Electoral Commission of Queensland is an independent Statutory Authority established under the *Electoral Act 1992* to administer the electoral laws of Queensland.

## Our purpose

The Commission is responsible for administering the functions prescribed by the Electoral Act.

These functions include the following:

- Conducting parliamentary elections, by-elections and referendums
- Conducting ballots for industrial organisations
- Administering all party registration and funding and disclosure requirements as specified by legislation
- Undertaking reviews of boundaries and electoral arrangements for local governments
- Assisting the State Redistribution Commission as required
- Maintaining Queensland's electoral roll
- Inquiring into preselection for candidates in State and local government elections and
- Conducting local government elections as authorised by legislation.

## Corporate goals and objectives

The Commission's principal goals include:

- administering Queensland's electoral laws impartially and independently
- conducting free and democratic parliamentary, local government and industrial elections
- managing a comprehensive process for the independent review of local government boundaries and
- promoting the informed participation and confidence of Queenslanders in the electoral system.

## Future challenges

The Commission's operational effectiveness and strategic objectives over the next five years are likely to be affected by a range of environmental factors and challenges.

At the forefront of these challenges is the implementation and management of the Government's recent electoral reforms across State and local government election administration. This includes the Commission's role in managing expanded Funding and Disclosure provisions with regard to State elections and a new responsibility to manage



Funding and Disclosure in local government. In the absence of fixed term State elections, the Commission must remain in a constant state of readiness for an election that could be called at any time. This has implications for long term planning and our capacity to tackle long term projects, as well as providing a limited window of opportunity to implement any required legislative reform.

Although the actual size of the Queensland electoral roll has steadily increased in recent years, there has been a relative decline in the proportion of eligible voters on the roll. This reflects an apparent reluctance by some young people to enrol at the point that they become eligible. Should this trend continue, it will result in a decrease in participation and potentially threaten the legitimacy of our democratic system. It is important for the Commission, in conjunction with its counterparts elsewhere in Australia, to strive to modernise the enrolment system to make it as easy as possible for electors to register and participate.

The prescriptive nature of Queensland's electoral legislation can also present strategic and operational challenges, in some cases limiting the Commission's capacity to respond flexibly to challenging circumstances or to opportunities afforded by technological change.

The Commission is required to follow up on all electors who appear not to have voted at a State election. Henceforth the Commission will also be required to follow up on non-voters at local government elections. This will be an appreciable increase in the Commission's ongoing responsibilities.

## Community awareness and education

The Commission through its Education and Public Awareness strategies continues to increase the general public's awareness of their obligations through attendance at various community events such as the RNA Show (the Ekka), Tertiary Studies Expo, Homeless Connect, Australian Citizenship ceremonies and NAIDOC celebrations.

The Commission provides electoral education to schools in an interactive and fun manner. Students are given information regarding both the State and Federal government systems with more emphasis placed on Queensland voting systems. Education presentations also include historical facts, information on enrolment and election facts and figures. Some presentations conclude with a mock election where students are actively involved in roles important to the voting process. By participating in simulated elections, students are better able to understand the importance of voting in a democratic society.

Staff from the Commission attended the Regional Parliament sittings in Mackay this year. This was an opportunity to work in partnership with the Queensland Parliament and by being involved with presentations to a large number of school students, raised more awareness about Queensland elections and voting. By attending events such as this, the Commission was able to reach out to students who would normally not be afforded the opportunity to attend an educational session such as those presented by the Commission.

The Commission currently is working on strategies that will enable regional students to participate in education and public awareness activities and is planning to expand its Kidz Election at the next State election.

## Public Funding and Financial Disclosure

### Administration Funding

Administrative funding payments for the initial six month period 1 January to 30 June 2011 were paid to eligible registered political parties before 30 June 2011. The amounts paid were:

- \$1,000,000 – Australian Labor Party (State of Queensland)
- \$1,000,000 – Liberal National Party of Queensland



## Public Funding and Financial Disclosure (continued)

Eligible independent members may lodge claims for administrative funding relating to the initial period, up until 30 September 2011. No administrative funding payments were actually disbursed to independent members during the 2010-11 financial year.

### Financial Disclosure

Registered political parties, associated entities and donors to registered political parties and associated entities are required to lodge disclosure returns for each six month period, January to June and July to December, by 25 August and 25 February respectively.

Disclosure returns for the 2009-10 financial year show total receipts of \$23,054,505 by registered political parties. This represents a 19 per cent decrease over the \$28,344,625 disclosed for the financial year 2008-09. Payments of \$20,794,873 were disclosed by registered political parties for the 2009-10 financial year, a 34 per cent decrease from the \$31,655,685 revealed the previous financial year.

Associated entities reported total receipts of \$28,921,121, a two per cent increase over the \$28,343,625 disclosed in the 2008-09 financial year. Total amounts paid were \$29,699,776 representing a \$1,955,909 or 6 per cent reduction over the previous financial year.

Returns by donors for the 2009-10 financial year decreased to 310 from 769 for the previous financial year. The threshold for donors to lodge a return remains at \$1,000.

Disclosure returns from registered political parties, associated entities and donors for the first half of the 2010-11 financial year were published for inspection on 8 April 2011. Second half financial year disclosure returns for 2010-11 will be available from 6 September 2011.

Donations to political parties and associated entities exceeding a \$100,000 threshold are required to be reported to the Commission within 14 days as special reporting events. There were 17 such reports during the period 1 July 2010 to 30 June 2011.

## Election funding

Details of election funding for the 2009 State general election are available on the Commission's website.

## Register of political parties

The six parties on the Register of Political Parties as at 30 June 2011 are:

- Australian Labor Party (State of Queensland)
- Daylight Saving for South East Queensland.
- Family First Party Queensland
- Liberal National Party of Queensland
- Queensland Greens
- The Queensland Party

One new party was entered on the Register of Political Parties during the 2010-11 financial year. The Queensland Party was registered as a parliamentary party on 3 August 2010.

There were no political party registrations cancelled during the 2010-11 financial year.

## Industrial elections

The Commission has been conducting industrial and related elections since June 1993. Industrial elections are now conducted under the Industrial Relations Act. During the reporting period the Commission conducted a total of 48 elections, issuing 119,690 ballot papers covering 1085 positions. Some elections were extremely complex with over 30,000 electors.

# Corporate support services

## Senior management team

The Senior Management team for 2010-11 was comprised of the:

- Commissioner (Chair)
- Executive Director Elections Management
- Director Business Services and
- Executive Officer (Executive Secretary to SMT).

The Senior Management team meets regularly to determine organisational outcomes for the Commission. It is also responsible for establishing strategic and corporate priorities, providing leadership in organisational improvement and monitoring the Commission's use of human, financial and information resources and infrastructure.

## Human Resource Management

The Commission is a relatively small public sector agency that is committed to providing flexible employment conditions; working from home and telecommuting; and part-time and job share

opportunities. The Commission has a staffing establishment of 46 fulltime positions. In addition, the Commission engages and trains casual staff to assist with the conduct of parliamentary, local government and industrial elections, special projects and general administrative duties during peak workload periods. Casual engagements for the year totalled 10,548.08 hours, equating to a full-time staffing equivalent of 5.87 persons.

## Initiatives for women

The Public Service Commission publishes Directives and Guidelines for departmental management and regulation, including advice on activities that promote the balancing of work and family responsibilities, and the development and advancement of women in the workplace. The policies of the electoral Commission conform to those Directives and Guidelines.

## Professional development

The Commission continues to support and encourage the professional career and operational development of all staff.

### Approved establishment 2010-11

	AO3	AO4	AO5	AO6	AO7	SO	SES2	CEO	Total
Position	9	10	11	6	6	2	1	1	46

### Actual staff (including temporary staff) 2010-11

	AO3	AO4	AO5	AO6	AO7	SO	SES2	CEO	Total
Male	2	2	4	5	2	1	1	1	18
Female	4	7	4	0	2	0	0	0	17
Total	6	9	8	5	4	1	1	1	35

The increase in establishment from the 2009-2010 financial year principally reflects temporary positions created to address proposed increases in legislated functions and responsibilities.

The variation between the approved establishment and actual staff reflects vacant positions which will be advertised in 2011-12.

## Information systems

The Commission's Strategic Election Management System (SEMS) suite of applications is being updated and enhanced to include the ability to run concurrent elections and manage recent legislative changes, including ongoing responsibility for local government elections and by-elections.

Extra functionality has also been added to the online recruitment module to modernise payroll and finance processes. The total SEMS is currently in the final stages of User Acceptance Testing (UAT) and simulation testing.

An upgrade of the Commission's ageing server infrastructure is almost complete. The upgrade will allow for expansion of the functionality of the SEMS over the next five years.

At the 2009 State general election, the Commission successfully trialled an electronic roll mark-off facility in the Brisbane CBD Polling Booth. A controlled group of locations will begin trialling this functionality outside the Brisbane CBD during the next state election.

With the hand held electoral roll lookup devices at end of life, investigations into a replacement device are underway.

## Record-keeping practices

The Commission strives for best practice in meeting its obligations under the Public Records Act and Recordkeeping Information Standards. The Commission has received final approval from Queensland State Archives for its Retention and Disposal Schedule. This Schedule covers electoral events, electoral rolls, industrial/non-parliamentary elections, political party regulation, funding and disclosure, electoral boundaries, local government election services, and research and education. It also includes specific legacy records of the former State Electoral Office. The Commission is moving towards electronic document records management.

## Internal Audit

The Commission has an established Audit and Risk Management Committee with members appointed by the Electoral Commissioner. The Committee operates under the Commission's Audit and Risk Management Committee Charter and has developed a Strategic Internal Audit Policy and Plan. In accordance with the requirements of the Financial Accountability Act the Electoral Commissioner has appointed a Head of Internal Audit to coordinate all internal audit activities. As a small agency, the Commission utilises Commission officers to conduct reviews and engages suitably qualified auditors to conduct internal audits. During 2010-11, the Commission conducted four audits and reviews.

## Risk management

The Commission has developed a high level Election Plan to track workloads, resources, timeframes and link procedural manuals for easy access by staff. The Election Plan is aligned to the Commission's existing Risk Management Framework.

The Commission has also established, maintained, operated and demonstrated an appropriate framework of business controls to cover all its operational, technical, commercial, financial and administrative activities.

## Disability Action Plan

The Commission strives to allow all disabled electors of our State access to voting regardless of what their disability might be and is currently reviewing its Disability Action Plan. To date goals and objectives have been set and include working with existing disability service providers to ascertain how they assist their members at election time and how the Commission can help them further. The Commission ideally will have a contact in each organisation so that access

to information can be improved. The reviewed Disability Action Plan will encourage disabled people to work at election time as polling booth staff. This will require the Commission to change the layout of polling booths to allow carers to be in attendance if required, thus adhering to the values of the Commission in that our services for people with a disability apply to all regardless of background or the nature, type or degree of their disability. The Commission is developing links and partnerships across other Government initiatives in order to keep up-to-date with organisations providing disability services in Queensland.

### Other services

For the purposes of the Financial Accountability Act, the Commission is a separate department of the Queensland Government. Accordingly, the following reports, submissions and budget materials were produced, all within specified deadlines:

- Ministerial Portfolio Statement for the 2011-12 State Budget
- Audited Financial Statements for 2009-2010

- Whole-of-Government Financial Statements 2009-10
- Parliamentary Estimates Committee Briefing Notes
- Accrual Forward Estimates for 2011-2012 and Out-Years
- Treasury Cash Funding Profiles
- Annual Systems Appraisal
- Quarterly Financial and Non-Financial Performance Reports
- Monthly Financial Performance Reports for Senior Management.

During the year, the Commission's Financial, Administrative and Electoral Delegations were reviewed, upgraded and reissued, as part of a continuing process to improve its efficient and effective operations. The Commission maintained its long-term outsourcing arrangements with the Department of Justice and Attorney-General for certain financial management services, with CITEC for IT systems support and facilities management, the Shared Services Agency for human resources and financial services, and the Australian Electoral Commission for the maintenance of the Queensland electoral roll.



*Visit by delegation from the Chinese Province of Qinghai to the Electoral Commission, 27 April 2011*

# Statutory information

## Performance Statement

Electoral Commission of Queensland	Notes	2010-11 Target/Est.	2010-11 Actual	2011-12 Target/Est.
<b>Output: Electoral Services</b>				
Service standards				
Level of voter turnout State general election				91%
Level of informal voting State general election				2%
Level of elector satisfaction with the overall election process				95%
Per elector cost of State general election				\$5.77
Per elector cost of public information and awareness campaigns				\$1.42
Other measures				
Number of Parliamentary State general elections conducted		..	..	1
Number of local government elections conducted		..	..	98
Number of local government electoral and boundary reviews conducted		4	29	15
Number of industrial elections referred by Industrial Registrar		50	48	30
Number of industrial election positions to be elected		2,600	1,113	2,250
Number of industrial election ballots conducted		80	52	65
Number of roll services provided		115	117	136
Number of inquiries/audits of pre-selection ballots conducted		..	..	8
Number of enrolment transactions during the period		500,000	413,029	550,000
Increase in total enrolment during the period		55,000	61,765	93,377
Elector client base		2,750,000	2,746,623	2,840,000
Access to electoral services for Queenslanders – ECQ website pages visited		17,200,000	16,510,000	35,000,000
<b>State contribution (\$000)</b>		<b>13,631</b>	<b>13,103</b>	<b>86,470</b>
<b>Other revenue (\$000)</b>		<b>55</b>	<b>238</b>	<b>192</b>
<b>Total cost (\$000)</b>		<b>13,686</b>	<b>13,341</b>	<b>86,662</b>



## Ethics training

Public sector employees are bound by the *Public Service Act 2008* and the *Public Sector Ethics Act 1994*. All staff of the Commission are required to familiarise themselves with and act in accordance with their Code of Conduct.

The Public Sector Ethics Act lays down four ethical principles which are embedded in the Code of Conduct for the Queensland Public Service. The principles include:

- integrity and impartiality
- promoting the public good
- commitment to the system of government and
- accountability and transparency.

The major focus for the Commission during the year has been preparing and planning for the upcoming State and Local Government elections. This has included the conduct of training sessions for the Commission's Returning Officers in preparation for the upcoming elections and incorporates information on the ethical conduct of electoral events. Further continuing comprehensive code of conduct and ethics training is planned immediately following the upcoming electoral events.

## Public interest disclosure

The Commission has a policy to assist staff wishing to make public interest disclosures under the *Public Interest Disclosure Act 2010*.

No public interest disclosures were made by Commission staff in 2010-11.

## Consultancies

The Commission did not engage any consultants during this period.

## Voluntary early retirement

During the 2010-11 financial year, the Electoral Commissioner did not offer any voluntary early retirement packages within the Commission.

## Overseas travel

No international travel was undertaken by the Electoral Commissioner or staff in 2010-11.

## Greenhouse gas emissions

The Queensland Government has established minimum greenhouse gas emissions reporting requirements for departments covering their main greenhouse gas emitting business activities, namely those linked to (i) vehicle use, (ii) electricity consumption and (iii) air travel. These activities are sources of both direct and indirect greenhouse gas emissions, which are reported as carbon dioxide equivalent emissions.

It should be noted that comprehensive reporting of greenhouse gas emissions by departments is sometimes limited due to the complexity of their operational boundaries within the public sector, especially in situations where internal government shared services providers are used. Due to data availability limitations and timing constraints the twelve-month reporting period from 1 April 2010 to 31 March 2011 has been applied.

While the best available data has been used, in some instances estimates have had to be reported due to the limitation of data collection processes or systems. For example, in those government-owned office buildings where there are multiple government agency tenants and the electricity usage cannot be solely attributed to any one particular agency, the electricity usage by the tenanted agencies may be proportioned based on the floor area they occupy.

Importantly, any attempted comparison of emission levels with those of previous periods

must first ensure that all the relevant parameters are exactly the same and have not been affected by changes such as: differences in the configuration and make-up of the department's building portfolio; changes to building functionality and/or occupancy levels; or changes to the emissions conversion factors used (which can vary each year as published in the Australian Government's *National Greenhouse Accounts Factors Workbook*).

The following table outlines the emissions relating to the Electoral Commission of Queensland for the twelve-month period 1 April 2010 to 31 March 2011.

Activity	GROSS greenhouse gas emissions (tonnes of CO <sub>2</sub> )	LESS emission offsets (tonnes of CO <sub>2</sub> )	NET greenhouse gas emissions (tonnes of CO <sub>2</sub> )	Explanatory Notes
<b>Vehicle usage</b>				
• QFleet leased vehicles	13	3.79	9.21	
• Department-owned vehicles				1
• Hired vehicles	0.119	0	0.119	2
<b>Electricity consumption</b>				
• Government-owned buildings				3
• Leased privately-owned buildings	266	0	266	4
<b>Air travel</b>				
• Domestic air travel on commercial airlines	7.58	0	7.58	5
• International air travel on commercial airlines				5

## Notes:

1. The emissions figures have been calculated using a combination of two methodologies. QFleet has supplied the data for the period 1 April to 30 June 2010 emissions calculated using the contracted kilometres-travelled methodology (used in previous years). For the period 1 July 2010 to 31 March 2011 the Queensland Government Chief Procurement Office has provided departments with available actual fuel data to enable departments to calculate their emissions using the National Greenhouse Emissions Reporting methodology. All emissions reported represent emissions associated with four primary fuel types: unleaded petrol, diesel, liquefied petroleum gas (LPG) and E10. The emissions offsets purchased by QFleet for the period up to 30 June 2010 relate to national Greenhouse Friendly™ certified carbon offsets for those vehicles that did not comply with the minimum Green Vehicle Guide (GVG) Greenhouse ratings. Vehicle emissions offsetting undertaken by the Commission since 1 July 2010 relates to the Queensland Government's commitment to offset 50 per cent of vehicle emissions from 2010.
2. The hire car vehicle emissions figures have been calculated by Avis Australia and are attributable to Avis Australia vehicles booked under the Standing Offer Arrangement managed by the Queensland Government Chief Procurement Office. The emission offsets figure relates to purchased national Greenhouse Friendly™ certified carbon offsets.
3. These emissions are calculated based on available building-related electricity consumption records for the period 1 April 2010 to 31 March 2011. The emissions reported are limited to those linked to the electricity consumed by the Commission in buildings it owns, or in space it leases within other government buildings. Incomplete electricity consumption records have been apportioned and/or extrapolated where necessary. For example, in those government office buildings that do not have separate electricity sub-metering for departmental tenants, the electricity consumption and associated emissions have been apportioned 45 per cent to the landlord, and 55 per cent to the tenants – in line with historical benchmarking. Emissions have been calculated by converting relevant electricity consumption using the Scope 2 conversion factor of 0.89 kg CO<sub>2</sub>-e/kWh as published in the Australian Government's *National Greenhouse Accounts Factors Workbook (July 2011)*.
4. These emissions figures are based on available building-related electricity consumption records for the period 1 April 2010 to 31 March 2011. The emissions reported are limited to those linked to the electricity consumed by the Commission in spaces leased in buildings other than government-owned ones (i.e. privately-owned). Electricity usage has been calculated or estimated using actual electricity records or lease charges received from landlords. Incomplete electricity consumption records have been apportioned and/or extrapolated where necessary.
5. Air travel includes all flights recorded by the Queensland Government Chief Procurement Office (QGCPPO) during the period 1 April 2010 to 31 March 2011, specifically:
  - international air travel on commercial airlines and
  - domestic air travel on commercial airlines.

The emissions are calculated by QGCPPO using the kilometres flown from data provided by the relevant commercial airline and applying a methodology based on International Civil Aviation Organisation criteria. This methodology uses an averaged consumption of fuel per passenger for flights, which can then be converted into tonnes of CO<sub>2</sub>.

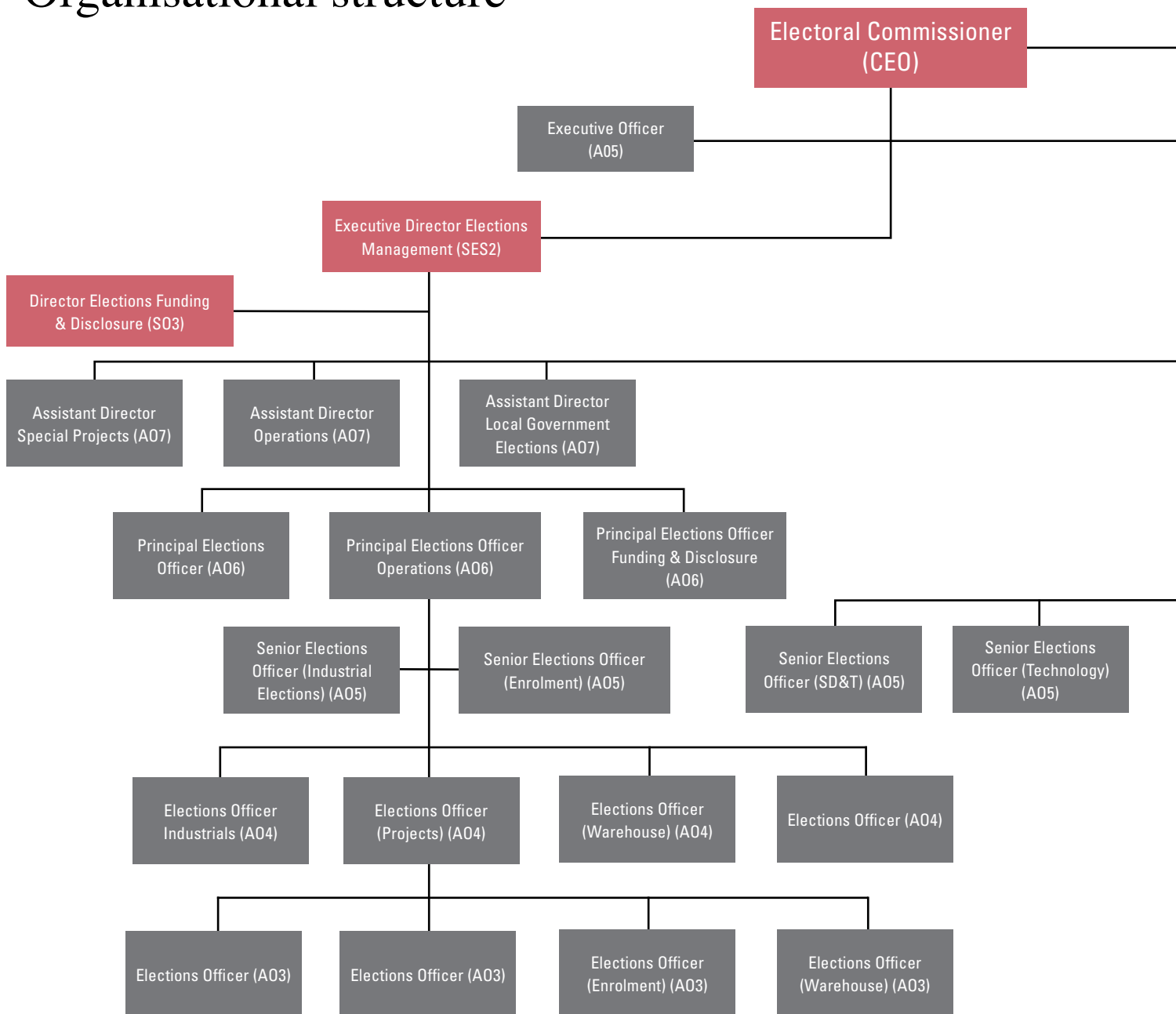
The emission offsets figure for air travel relates to purchased national Greenhouse Friendly™ certified carbon offsets.

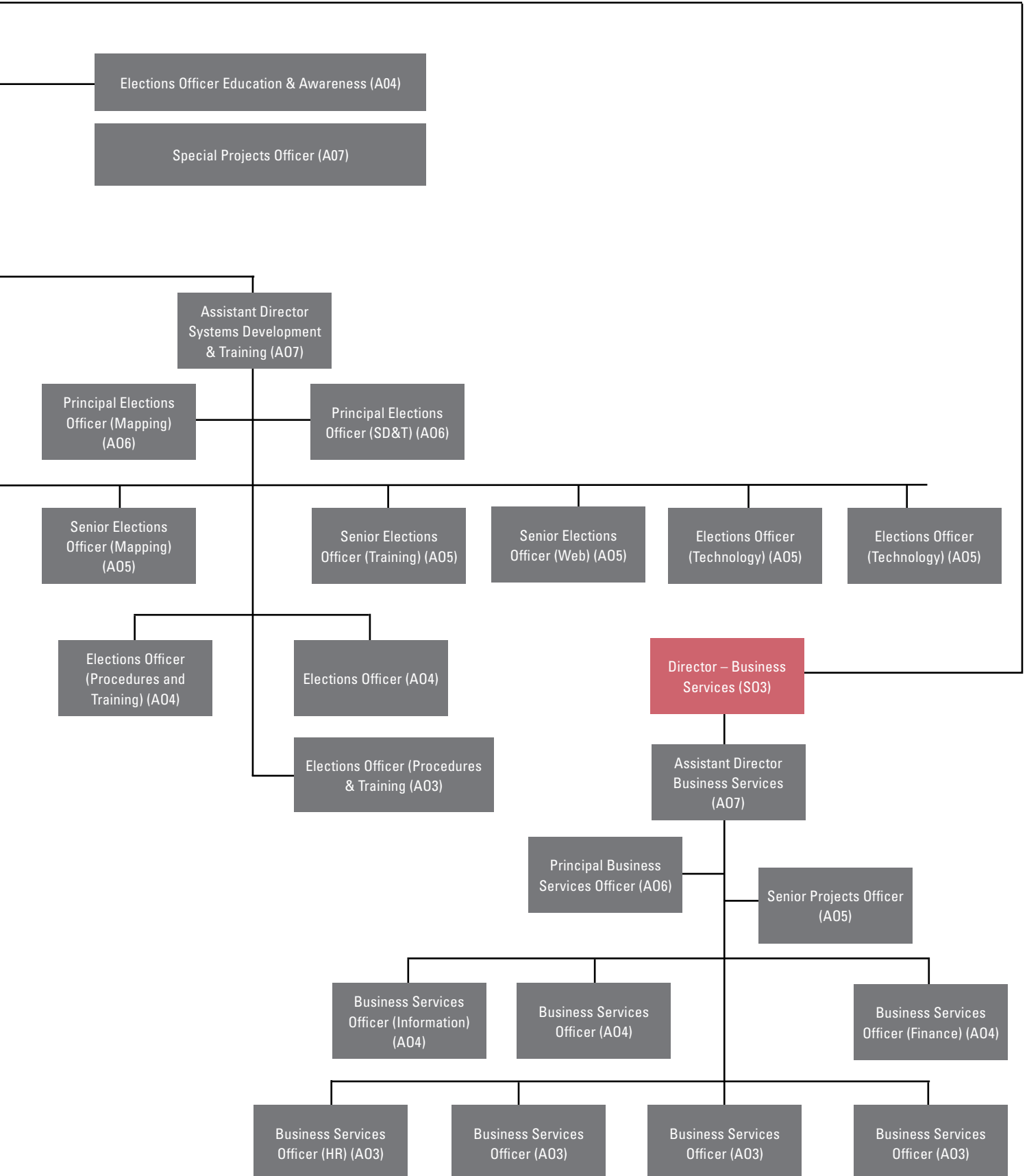
## Waste management

The Commission continues its endeavours to recycle and reuse all materials used for electoral events. At the completion of each election, materials are sorted, counted and catalogued with some stationery items set aside for use at future elections. Cardboard and unused election forms and materials are either recycled through a local recycler or returned to stock to be reused.

The Commission is obligated to store all used election forms, such as ballot papers, until the issue of the Writ for the next election. This material is then shredded under secure conditions by a local recycler. Re-cycle bins are used at the Commission's office to recycle all waste paper produced in its day to day operations.

# Organisational structure







## Report on the *Queensland Carers (Recognition) Act 2008* for the period 1 July 2010 – 30 June 2011

### 1. Strategies and activities undertaken to raise staff awareness and understanding of the Carers Charter

Preparations have been undertaken to incorporate information on the Carers Charter into the Commission's induction program and to make additional information available on the Commission's intranet site.

### 2. Services and activities that reflect the principles of the Carers Charter

Carers Charter principles	Responsible Area	Commission's services and/or activities in 2010-11
The views and needs of carers must be taken into account together with the views, needs and best interests of the people they care for when making policy decisions.	Election Operations	The requirements of the Carers Charter are included in the development of operational policies.
The importance of carers' work means the role of carers should be recognised by including carers, or their representative bodies, in the assessment, planning, delivery and review of services affecting carers.	Election Operations	The requirements of the Carers Charter are included in the development of service delivery procedures.
Complaints made by carers in relation to services that impact on them must be given careful consideration.	Business Services	The Commission's Complaints Process Policy is accessible via the internet and intranet.  Complaints may be lodged electronically.
Carers should be recognised (a) for their unique knowledge and experience and (b) as individuals with their own needs.	Business Services	The Commission has carer friendly policies allowing for flexible work hours and work practices.
Carers need access to a wide range of responsive and affordable services to support them and their decision making in their role as a carer.	Election Operations	Under section 105 and section 111 of the <i>Electoral Act 1992</i> , during the conduct of a State election, electors who are caring for persons who are ill, have a disability or are pregnant, and who are therefore prevented from voting at a polling booth, will be assisted to vote by an electoral visitor provided by the Electoral Commission. Queensland is the only jurisdiction which offers this service.
Remote and rurally based carers face additional difficulties caused by isolation.	Election Operations	The Commission has no remotely located staff.  During State electoral events, the Returning Officers for remote and rural areas are responsive to addressing the barriers experienced by carers.

### 3. How have carers and/or representative bodies been consulted in relevant strategic policy or planning decisions relevant to carers and the persons they care for?

The provisions of the Carers Charter are included in all strategic policy development and planning decisions undertaken by the Commission.

# Chief Finance Officer Statement

## TO THE ACCOUNTABLE OFFICER ELECTORAL COMMISSION OF QUEENSLAND FOR THE FINANCIAL YEAR 1 JULY 2010 TO 30 JUNE 2011

Section 77(2)(b) of the *Financial Accountability Act 2009* states that the Chief Finance Officer must give to the accountable officer for each financial year, a statement about whether the financial internal controls of the department are operating efficiently, effectively and economically.

Based on an assessment of the Commission's systems of internal controls and other governance mechanisms, in my opinion, the Commission's financial internal controls have operated efficiently, effectively and economically and:

- In all material aspects, internal compliance and control systems relating to the financial management of the Commission have operated efficiently, effectively, and economically throughout the financial year.
- Ongoing risk assessments conducted by Commission officers have not identified any significant operational or strategic risks that have impacted, or may impact, on the achievement of the Commission's targets and goals.
- No known matter or circumstance has arisen subsequent to the reporting date that would have a material effect on the Commission's financial position, internal control systems, risk management or fraud mitigation processes.
- An acceptable Assurance Statement has been received from the Department of Public Works (Queensland Shared Services) who undertake corporate support services including finance, HR and procurement on behalf of the Commission.
- An acceptable Service Level Agreement is in place between the Commission and the Department of Justice and Attorney-General (JAG). Under this Agreement, JAG provides corporate support functions including financial and human resources support to the Commission. No material issues have been raised pursuant to this agreement for the financial year.
- The results of the reviews and audits conducted within the 2010-11 financial year of the Commission's operations have not disclosed any material errors, omissions or departures from the Commission's policies.
- Recommendations raised by the internal and external audit functions have been addressed to the satisfaction of the Commission's Audit and Risk Management Committee.
- Based on the results of my assessment of the Commission's financial controls and processes for the 2010-11 financial year, it is my opinion that a reasonable assurance can be given that:
  - the financial records of the Commission have been properly maintained throughout the year
  - the financial statements for the year are fairly stated and
  - the Commission has complied with the financial requirements mandated in the *Financial Accountability Act 2009*, the *Financial and Performance Management Standard 2009*, and other prescribed requirements, including internal governance policies and Australian Accounting Standards, where relevant.



Yvette Zischke CPA  
**Chief Finance Officer** 19 August 2011

# The Commission's financial position

## Expenses

The total operating expenses for 2010-11 were \$13.0 million, an increase of \$3.6 million over 2009-10.

The increase mainly relates to costs incurred in preparing for the conduct of the next State general election and the initial payment of new funding provisions in line with the recent electoral reforms. The largest expense category is supplies and services, which accounts for 69 per cent of total expenses. The next largest expenses are employee expenses, which account for approximately 28 per cent of the expenditure. Depreciation costs and other expenses account for the remaining 3 per cent.

This information is represented by the table below.

	%
Employee expenses	27.88
Supplies and services	68.72
Depreciation	2.27
Other expenses	1.13

## Assets

Total assets were \$4.2 million at 30 June 2011. The minimal change from 2009-10 was the net result of acquisitions, disposals and depreciation.

This proportion of asset categories is represented by the table below.

	%
Intangible Assets	32.21
Cash	29.81
Plant & Equipment	18.62
Inventory	10.44
Receivables	7.22
Other	1.70

## Liabilities

Total liabilities at 30 June 2011 were \$0.7 million. The largest single liability is \$0.5 million for trade creditors. The remaining liabilities mainly relate to accrued employee entitlements.

This information is represented in the table below.

	%
Accrued employee benefits	25.39
Payables	74.61

The financial position provides an indication of the Commission's underlying financial health, or net worth, at 30 June 2011. This provides a measure of our equity level. The Commission's assets at 30 June 2011 were \$4.2 million and liabilities were \$0.7 million, resulting in a total equity of \$3.52 million. The change to the Commission's Total Equity level from 2009-10 is the result of a reduction in the level of payables as at 30 June 2011.

This information is represented in the below table.

	\$'000	
	2011	2010
Assets	4,223	4,241
Liabilities	705	1,499
Net worth	3,518	2,742

## Financial performance

The Commission's Income Statement shows the total income for 2010-11 as \$13.4 million, and expenditure as \$13.0 million.

	\$'000	
	2011	2010
Services Revenue	13,103	9,129
User Charges	235	136
Other Revenue	88	92
<b>Total Revenues</b>	<b>13,426</b>	<b>9,357</b>
Employee Related Costs	3,646	3,095
Supplies and Services	8,988	5,863
Depreciation	297	257
Other Expenses	148	142
<b>Total Expenses</b>	<b>13,079</b>	<b>9,357</b>

## Income

The Commission is a budget funded agency. The majority of the Commission's income is derived from the Queensland Government through budget funding for the Commission's services. The Commission also generates funds through user charges.

The proportion of funding sources is represented by the following table.

	%
Revenue (budget funding)	97.59
User charges	1.75
Other revenues	0.66

## Electoral Commission of Queensland Financial Statements 2010-11

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### General Information

These financial statements cover the Electoral Commission of Queensland, an independent statutory authority established on proclamation of the *Electoral Act 1992*.

The Electoral Commission of Queensland is a Public Service Office of the Queensland Government established under the *Public Service Act 2008*. For the purpose of the *Financial Accountability Act 2009*, the Commission is a Department.

The Commission is controlled by the State of Queensland which is the ultimate parent.

The head office and principal place of business of the Commission is:

Level 6  
Forestry House  
160 Mary Street  
BRISBANE QLD 4000

A description of the nature of the Commission's operations and its principal activities is included in the notes to the financial statements.

For information in relation to the Commission's financial statements please call (07) 3035 8021, email [yvette.zischke@ecq.qld.gov.au](mailto:yvette.zischke@ecq.qld.gov.au) or visit the Commission's internet site [www.ecq.qld.gov.au](http://www.ecq.qld.gov.au).

Amounts shown in these financial statements may not add to the correct sub-totals or totals due to rounding.

**ELECTORAL COMMISSION OF QUEENSLAND**  
**Statement of Comprehensive Income**  
**for the year ended 30 June 2011**

	Notes	2011 \$'000	2010 \$'000
<b>Income from Continuing Operations</b>			
Departmental services revenue	2	13,103	9,129
User charges	3	235	136
Contributions	4	85	92
Other revenues	5	3	-
<b>Total Revenue</b>		<b>13,426</b>	<b>9,357</b>
<b>Total Income from Continuing Operations</b>		<b>13,426</b>	<b>9,357</b>
<b>Expenses from Continuing Operations</b>			
Employee expenses	6	3,646	3,095
Supplies and services	8	8,988	5,863
Depreciation and amortisation	9	297	257
Other expenses	10	148	142
<b>Total Expenses from Continuing Operations</b>		<b>13,079</b>	<b>9,357</b>
<b>Operating Result from Continuing Operations</b>		<b>347</b>	<b>-</b>
<b>Other Comprehensive Income</b>		<b>-</b>	<b>-</b>
<b>Total Comprehensive Income</b>		<b>347</b>	<b>-</b>

*The accompanying notes form part of these statements.*





**ELECTORAL COMMISSION OF QUEENSLAND**  
**Statement of Financial Position**  
**as at 30 June 2011**

	Notes	2011	2010
		\$'000	\$'000
<b>Current Assets</b>			
Cash and cash equivalents	11	1,259	2,283
Receivables	12	305	283
Inventories	13	441	256
Other	14	72	30
<b>Total Current Assets</b>		<b>2,077</b>	<b>2,852</b>
<b>Non-Current Assets</b>			
Intangible assets	15	1,360	1,149
Plant and equipment	16	786	240
<b>Total Non-Current Assets</b>		<b>2,146</b>	<b>1,389</b>
<b>Total Assets</b>		<b>4,223</b>	<b>4,241</b>
<b>Current Liabilities</b>			
Payables	17	526	1,368
Accrued employee benefits	18	179	131
<b>Total Current Liabilities</b>		<b>705</b>	<b>1,499</b>
<b>Total Liabilities</b>		<b>705</b>	<b>1,499</b>
<b>Net Assets</b>		<b>3,518</b>	<b>2,742</b>
<b>Equity</b>			
Contributed equity		1,784	1,355
Accumulated surplus		1,734	1,387
<b>Total Equity</b>		<b>3,518</b>	<b>2,742</b>

*The accompanying notes form part of these statements.*



**ELECTORAL COMMISSION OF QUEENSLAND**  
**Statement of Changes in Equity**  
**for the year ended 30 June 2011**

	Accumulated Surplus \$'000	Contributed Equity \$'000	TOTAL \$'000
Balance as at 1 July 2009	1,387	1,316	2,703
Operating Result from Continuing Operations	-	-	-
Transactions with Owners as Owners:			
- Appropriated equity injections (Note 2)	-	115	115
- Appropriated equity withdrawals (Note 2)	-	(76)	(76)
Balance as at 30 June 2010	1,387	1,355	2,742
Balance as at 1 July 2010	1,387	1,355	2,742
Operating Result from Continuing Operations	347	-	347
Transactions with Owners as Owners:			
- Appropriated equity injections (Note 2)	-	505	505
- Appropriated equity withdrawals (Note 2)	-	(76)	(76)
Balance as at 30 June 2011	1,734	1,784	3,518

*The accompanying notes form part of these statements.*



**ELECTORAL COMMISSION OF QUEENSLAND**  
**Statement of Cash Flows**  
**for the year ended 30 June 2011**

	Notes	2011 \$'000	2010 \$'000
<b>Cash flows from operating activities</b>			
<i>Inflows:</i>			
Departmental services receipts		13,140	9,092
User charges		222	47
GST input tax credits from ATO		743	518
GST collected from customers		17	1
Other		3	-
<i>Outflows:</i>			
Employee expenses		(3,589)	(3,128)
Supplies and services		(10,056)	(7,146)
GST paid to suppliers		(799)	(560)
GST remitted to ATO		(17)	(1)
Other		(50)	(46)
<b>Net cash provided by (used in) operating activities</b>	19	<u>(386)</u>	<u>(1,223)</u>
<b>Cash flows from investing activities</b>			
<i>Outflows:</i>			
Payments for plant and equipment		(685)	(155)
Payments for intangibles		(382)	-
<b>Net cash provided by (used in) investing activities</b>		<u>(1,067)</u>	<u>(155)</u>
<b>Cash flows from financing activities</b>			
<i>Inflows:</i>			
Equity injections		505	115
<i>Outflows:</i>			
Equity withdrawals		(76)	(76)
<b>Net cash provided by (used in) financing activities</b>		<u>429</u>	<u>39</u>
Net increase (decrease) in cash and cash equivalents		(1,024)	(1,339)
Cash and cash equivalents at beginning of financial year		2,283	3,622
<b>Cash and cash equivalents at end of financial year</b>	11	<u><u>1,259</u></u>	<u><u>2,283</u></u>

*The accompanying notes form part of these statements.*



**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2010-11**

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## **ELECTORAL COMMISSION OF QUEENSLAND**

### **NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2010-11**

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#### **Objectives and Principal Activities of the Commission**

The objective of the Electoral Commission of Queensland is to maintain the integrity of Queensland's electoral system.

The key strategic objectives of the Commission are to:

- impartially administer Queensland's electoral laws;
- conduct free and democratic parliamentary, local government and industry elections;
- manage a comprehensive process for the independent review of local government boundaries; and
- promote the informed participation and confidence of Queenslanders in the electoral system.

The Commission is predominantly funded for the services it delivers by Parliamentary appropriations. It also provides the following services on a fee for service basis:

- Sale of electoral products and materials; and
- Electoral roll scanning services.

#### **1. Summary of Significant Accounting Policies**

##### **(a) Statement of Compliance**

The Electoral Commission of Queensland has prepared these financial statements in compliance with section 42 of the *Financial and Performance Management Standard 2009*.

These financial statements are general purpose financial statements, and have been prepared on an accrual basis in accordance with Australian Accounting Standards and Interpretations. In addition, the financial statements comply with Treasury's Minimum Reporting Requirements for the year ending 30 June 2011, and other authoritative pronouncements.

With respect to compliance with Australian Accounting Standards and Interpretations, the Commission has applied those requirements applicable to not-for-profit entities, as the Commission is a not-for-profit entity. Except where stated, the historical cost convention is used.

##### **(b) The Reporting Entity**

The financial statements include the value of all revenues, expenses, assets, liabilities and equity of the Commission. The Commission does not control any other entities.

##### **(c) Administered Transactions and Balances**

The Commission administers, but does not control, certain resources on behalf of the Government. In doing so, it has responsibility and is accountable for administering related transactions and items, but does not have the discretion to deploy the resources for the achievement of the Commission's objectives.

Administered transactions are disclosed in Note 23. These transactions are not significant in comparison to the Commission's overall financial performance/financial position.

##### **(d) Departmental Services Revenue/Administered Revenue**

Appropriations provided under the Annual Appropriation Act are recognised as revenue when received.



**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2010-11**

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**(e) User Charges and Fines**

User charges and fees controlled by the Commission are recognised as revenues when the revenue has been earned and can be measured reliably with a sufficient degree of certainty. This involves either invoicing for related goods/services and/or the recognition of accrued revenue. User charges and fees are controlled by the Commission where they can be deployed for the achievement of the Commission's objectives.

Fines and forfeitures collected, but not controlled, by the Commission are reported as administered revenue. Refer to Note 23.

**(f) Contributions**

Contributions that are non-reciprocal in nature are recognised as revenue in the year in which the Commission obtains control over them.

**(g) Cash and Cash Equivalents**

For the purposes of the Statement of Financial Position and the Statement of Cash Flows, cash assets include all cash and cheques received but not banked at 30 June as well as deposits at call with financial institutions.

**(h) Receivables**

Trade debtors are recognised at the amounts due at the time of sale or service delivery i.e. the agreed purchase/contract price. Settlement of these amounts is required within 30 days from invoice date.

The collectability of receivables is assessed periodically with provision being made for impairment.

Other debtors generally arise from transactions outside the usual operating activities of the Commission and are recognised at their assessed values. Terms are a maximum of three months, no interest is charged and no security is obtained.

**(i) Inventories**

Inventories held for sale are valued at the lower of cost and net realisable value.

Cost is assigned on a weighted average basis and includes expenditure incurred in acquiring the inventories and bringing them to their existing condition, except for training costs which are expensed as incurred.

Net realisable value is determined on the basis of the Commission's normal selling pattern.

Expenses associated with marketing, selling and distribution are deducted to determine net realisable value.

Inventories held for distribution are those inventories that the Commission distributes for no or nominal consideration. These consist of materials purchased for elections. Inventories held for distribution are measured at cost adjusted, where applicable, for any loss of service potential.





**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2010-11**

**(j) Acquisitions of Assets**

Actual cost is used for the initial recording of all non-current physical and intangible asset acquisitions. Cost is determined as the value given as consideration plus costs incidental to the acquisition, including all other costs incurred in getting the assets ready for use. However, any training costs are expensed as incurred.

Where assets are received free of charge from another Queensland department (whether as a result of a machinery-of-Government change or other involuntary transfer), the acquisition cost is recognised as the gross carrying amount in the books of the transferor immediately prior to the transfer together with any accumulated depreciation.

Assets acquired at no cost or for nominal consideration, other than from an involuntary transfer from another Queensland Government Entity, are recognised at their fair value at date of acquisition in accordance with AASB 116 *Property, Plant and Equipment*.

**(k) Plant and Equipment**

Items of plant and equipment with a cost or other value equal to or in excess of \$5,000 are recognised for financial reporting purposes in the year of acquisition. Items with a lesser value are expensed in the year of acquisition.

Plant and equipment, is measured at cost in accordance with Treasury's *Non-Current Asset Policies*.

**(l) Intangibles**

Intangible assets with a cost or other value equal to or greater than \$100,000 are recognised in the financial statements, items with a lesser value being expensed. Each intangible asset, less any anticipated residual value, is amortised over its estimated useful life to the Commission. The residual value is zero for all the Commission's intangible assets.

Where intangible assets have an active market, they are measured at fair value, otherwise they are measured at cost. It has been determined that there is not an active market for any of the Commission's intangible assets. As such the assets are recognised and carried at cost less accumulated amortisation and accumulated impairment losses.

No intangible assets have been classified as held for sale or form part of a disposal group held for sale.

***Internally Generated Software***

Expenditure on research activities relating to internally-generated intangible assets is recognised as an expense in the period in which it is incurred.

Costs associated with the development of computer software have been capitalised and are amortised on a straight-line basis over the period of expected benefit to the Commission, namely 10 years.



**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2010-11**

**(m) Amortisation and Depreciation of Intangibles and Plant and Equipment**

All intangible assets of the Commission have finite useful lives and are amortised on a straight line basis.

Plant and equipment is depreciated on a straight-line basis so as to allocate the net cost or revalued amount of each asset, less its estimated residual value, progressively over its estimated useful life to the Commission.

Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to the Commission.

For each class of depreciable asset the following depreciation and amortisation rates are used:

Class	Rate %
Plant and equipment:	
Computer equipment	25 - 33.3
Office equipment	20
Electrical equipment	25 - 33.3
Furniture	14.3
Leasehold improvements	10 - 20
Other	10
Intangible assets:	
Software internally generated	10

**(n) Impairment of Non-Current Assets**

All non-current physical and intangible assets are assessed for indicators of impairment on an annual basis. If an indicator of possible impairment exists, the Commission determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

The asset's recoverable amount is determined as the higher of the asset's fair value less costs to sell and depreciated replacement cost.

An impairment loss is recognised immediately in the Statement of Comprehensive Income, unless the asset is carried at a revalued amount. When the asset is measured at a revalued amount, the impairment loss is offset against the asset revaluation surplus of the relevant class to the extent available.

Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised as income, unless the asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

**(o) Leases**

Operating lease payments are representative of the pattern of benefits derived from the leased assets and are expensed in the periods in which they are incurred.

Incentives received on entering into operating leases are recognised as liabilities. Lease payments are allocated between rental expense and reduction of the liability.

The Commission does not have any finance leases.



**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2010-11**

**(m) Amortisation and Depreciation of Intangibles and Plant and Equipment**

All intangible assets of the Commission have finite useful lives and are amortised on a straight line basis.

Plant and equipment is depreciated on a straight-line basis so as to allocate the net cost or revalued amount of each asset, less its estimated residual value, progressively over its estimated useful life to the Commission.

Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to the Commission.

For each class of depreciable asset the following depreciation and amortisation rates are used:

Class	Rate %
Plant and equipment:	
Computer equipment	25 - 33.3
Office equipment	20
Electrical equipment	25 - 33.3
Furniture	14.3
Leasehold improvements	10 - 20
Other	10
Intangible assets:	
Software internally generated	10

**(n) Impairment of Non-Current Assets**

All non-current physical and intangible assets are assessed for indicators of impairment on an annual basis. If an indicator of possible impairment exists, the Commission determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

The asset's recoverable amount is determined as the higher of the asset's fair value less costs to sell and depreciated replacement cost.

An impairment loss is recognised immediately in the Statement of Comprehensive Income, unless the asset is carried at a revalued amount. When the asset is measured at a revalued amount, the impairment loss is offset against the asset revaluation surplus of the relevant class to the extent available.

Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised as income, unless the asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

**(o) Leases**

Operating lease payments are representative of the pattern of benefits derived from the leased assets and are expensed in the periods in which they are incurred.

Incentives received on entering into operating leases are recognised as liabilities. Lease payments are allocated between rental expense and reduction of the liability.

The Commission does not have any finance leases.



**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2010-11**

**(p) Payables**

Trade creditors are recognised upon receipt of the goods and services ordered and are measured at the nominal amount i.e. agreed purchase/contract price, gross of applicable trade and other discounts. Amounts owing are unsecured and are generally settled on 30 day terms.

**(q) Financial Instruments**

*Recognition*

Financial assets and financial liabilities are recognised in the Statement of Financial Position when the Commission becomes party to the contractual provisions of the financial instrument.

*Classification*

Financial instruments are classified and measured as follows:

- Cash and cash equivalents - held at fair value through profit and loss
- Receivables - held at amortised cost
- Payables - held at amortised cost

The Commission does not enter into transactions for speculative purposes, nor for hedging. Apart from cash and cash equivalents, the Commission holds no financial assets classified at fair value through profit and loss.

All other disclosures relating to the measurement and financial risk management of financial instruments held by the Commission are included in note 22.

**(r) Employee Benefits**

Employer superannuation contributions, annual leave levies and long service leave levies are regarded as employee benefits.

Payroll tax and workers' compensation insurance are a consequence of employing employees, but are not counted in an employee's total remuneration package. They are not employee benefits and are recognised separately as employee related expenses.

*Wages, Salaries and Sick Leave*

Wages and salaries due but unpaid at reporting date are recognised in the Statement of Financial Position at the current salary rates.

For unpaid entitlements expected to be paid within 12 months, the liabilities are recognised at their undiscounted values. Entitlements not expected to be paid within 12 months are classified as non-current liabilities and recognised at their present value, calculated using yields on Fixed Rate Commonwealth Government bonds of similar maturity, after projecting the remuneration rates expected to apply at the time of likely settlement.

Prior history indicates that on average, sick leave taken each reporting period is less than the entitlement accrued. This is expected to continue in future periods. Accordingly, it is unlikely that existing accumulated entitlements will be used by employees and no liability for unused sick leave entitlements is recognised.

As sick leave is non-vesting, an expense is recognised for this leave as it is taken.



**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2010-11**

**(r) Employee Benefits (cont'd)**

*Annual Leave*

The Queensland Government's Annual Leave Central Scheme (ALCS) became operational on 30 June 2008 for the Commission. Under this scheme, a levy is made on the Commission to cover the cost of employees' annual leave (including leave loading and on-costs). The levies are expensed in the period in which they are payable. Amounts paid to employees for annual leave are claimed from the scheme quarterly in arrears.

No provision for annual leave is recognised in the Commission's financial statements as the liability is held on a whole-of-Government basis and reported in those financial statements pursuant to AASB 1049 *Whole of Government and General Government Sector Financial Reporting*.

*Long Service Leave*

Under the Queensland Government's long service leave scheme, a levy is made on the Commission to cover the cost of employees' long service leave. The levies are expensed in the period in which they are payable. Amounts paid to employees for long service leave are claimed from the scheme quarterly in arrears.

No provision for long service leave is recognised in the Commission's financial statements, the liability being held on a whole-of-Government basis and reported in those financial statements pursuant to AASB 1049 *Whole of Government and General Government Sector Financial Reporting*.

*Superannuation*

Employer superannuation contributions are paid to QSuper, the superannuation scheme for Queensland Government employees, at rates determined by the Treasurer on the advice of the State Actuary. Contributions are expensed in the period in which they are paid or payable. The Commission's obligation is limited to its contribution to QSuper.

The QSuper scheme has defined benefit and defined contribution categories. The liability for defined benefits is held on a whole-of-government basis and reported in those financial statements pursuant to AASB 1049 *Whole of Government and General Government Sector Financial Reporting*.

*Key executive management personnel and remuneration*

Key executive management personnel and remuneration disclosures are made in accordance with the section 5 Addendum (issued in May 2011) to the *Financial Reporting Requirements for Queensland Government Agencies* issued by Queensland Treasury. Refer to note 7 for the disclosures on key executive management personnel and remuneration.

**(s) Major Services of the Commission**

The Commission undertakes only one service which is Electoral Services. All transactions relate to this service.

Electoral services provided by the Commission are outlined in section 8(1)-(4) of the *Electoral Act 1992* (the Act) and include conducting: Parliamentary elections and by-elections; referendums; electoral redistributions; inquiries into and audits of pre-selection ballots; electoral education; enrolment and awareness activities; research into electoral and related matters; providing information and advice to all areas of government; maintaining the integrity of the Queensland electoral roll; administering the funding and disclosure provisions of the Act; and registering political parties.

**(t) Insurance**

The Commission's non-current physical assets and other risks are insured through the Queensland Government Insurance Fund, premiums being paid on a risk assessment basis. In addition, the Commission pays premiums to WorkCover Queensland in respect of its obligations for employee compensation.





**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2010-11**

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**(u) Services Received Free of Charge or for Nominal Value**

Contributions of services are recognised only if the services would have been purchased if they had not been donated and their fair value can be measured reliably. Where this is the case, an equal amount is recognised as revenue and an expense.

**(v) Contributed Equity**

Non-reciprocal transfers of assets and liabilities between wholly-owned Queensland State Public Sector entities as a result of machinery-of-Government changes are adjusted to Contributed Equity in accordance with Interpretation 1038 *Contributions by Owners Made to Wholly-Owned Public Sector Entities*. Appropriations for equity adjustments are similarly designated.

**(w) Taxation**

The Commission is a State body as defined under the *Income Tax Assessment Act 1936* and is exempt from Commonwealth taxation with the exception of Fringe Benefits Tax (FBT) and Goods and Services Tax (GST). FBT and GST are the only taxes accounted for by the Commission. GST credits receivable from, and GST payable to the ATO, are recognised (refer note 12).

**(x) Issuance of Financial Statements**

The financial statements are authorised for issue by the Electoral Commissioner and the Director, Elections Funding and Disclosure at the date of signing the Management Certificate.

**(y) Judgements**

The preparation of financial statements necessarily requires the determination and use of certain critical accounting estimates, assumptions, and management judgements that have that potential to cause a material adjustment to the carrying amounts of assets and liabilities within the next financial year. Such estimates, judgements and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in future periods as relevant.

The Commission has made judgements and assumptions when determining the depreciation and amortisation rates disclosed in note 1(m). These rates impact on depreciation expense and valuations of plant and equipment and intangible assets.

**(z) Rounding and Comparatives**

Amounts included in the financial statements are in Australian dollars and have been rounded to the nearest \$1,000 or, where that amount is \$500 or less, to zero, unless disclosure of the full amount is specifically required.

Comparative information has been restated where necessary to be consistent with disclosures in the current reporting period.





**ELECTORAL COMMISSION OF QUEENSLAND  
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2010-11**

**(aa) New and Revised Accounting Standards**

The Commission did not voluntarily change any of its accounting policies during 2010-11. Those new and amended Australian accounting standards that were applicable for the first time in the 2010-11 financial year had no significant impact on the Commission's financial statements.

The Commission is not permitted to early adopt a new or amended accounting standard ahead of the specified commencement date unless approval is obtained from the Treasury Department. Consequently, the Commission has not applied any Australian accounting standards and interpretations that have been issued but are not yet effective. The Commission applies standards and interpretations in accordance with their respective commencement dates.

At the date of authorisation of the financial report, there are no new or amended Australian accounting standards with future commencement dates which are either applicable to the Electoral Commission of Queensland's activities, or have a material impact on the Commission.

*AASB 1053 Application of Tiers of Australian Accounting Standards and AASB 2010-2 Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements [AASB 1, 2, 3, 5, 7, 8, 101, 102, 107, 108, 110, 111, 112, 116, 117, 119, 121, 123, 124, 127, 128, 131, 133, 134, 136, 137, 138, 140, 141, 1050 & 1052 and Interpretations 2, 4, 5, 15, 17, 127, 129 & 1052]* apply to reporting periods beginning on or after 1 July 2013. AASB 1053 establishes a differential reporting framework for those entities that prepare general purpose financial statements, consisting of two tiers of reporting requirements - Australian Accounting Standards (commonly referred to as "tier 1"), and Australian Accounting Standards - Reduced Disclosure Requirements (commonly referred to as "tier 2").

Tier 1 requirements comprise the full range of AASB recognition, measurement, presentation and disclosure requirements that are currently applicable to reporting entities in Australia. The only difference between the tier 1 and tier 2 requirements is that tier 2 requires fewer disclosures than tier 1. AASB 2010-2 sets out the details of which disclosures in standards and interpretations are not required under tier 2 reporting.

Pursuant to AASB 1053, public sector entities like the Electoral Commission of Queensland may adopt tier 2 requirements for their general purpose financial statements. However, AASB 1053 acknowledges the power of a regulator to require application of the tier 1 requirements. In the case of the Electoral Commission of Queensland, the Treasury Department is the regulator. Treasury Department has advised that its policy decision is to require all departments to adopt tier 1 reporting requirements. In compliance with Treasury's policy which prohibits the early adoption of new or revised accounting standards unless Treasury approval is granted, the Electoral Commission of Queensland has not early adopted AASB 1053.

All other Australian accounting standards and interpretations with future commencement dates are either not applicable to the Electoral Commission of Queensland's activities, or have no material impact on the Commission.



**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2010-11**

	2011 \$'000	2010 \$'000
<b>2. Reconciliation of Payments from Consolidated Fund to Departmental Services Revenue Recognised in Statement of Comprehensive Income</b>		
Budgeted Departmental services appropriation	13,631	9,497
Appropriated equity injections		
- Transfers from other headings	(491)	(115)
Lapsed Departmental services appropriation	-	(290)
<b>Total Departmental services receipts</b>	<b>13,140</b>	<b>9,092</b>
Less: Opening balance of Departmental services appropriation receivable	(37)	-
Plus: Closing balance of Departmental services appropriation receivable	-	37
<b>Departmental services revenue recognised in Statement of Comprehensive Income</b>	<b>13,103</b>	<b>9,129</b>
 <b>Reconciliation of Payments from Consolidated Fund to Equity Adjustment Recognised in Contributed Equity</b>		
Appropriated equity withdrawals		
- Budgeted equity adjustment appropriation	(76)	(76)
Appropriated equity injections		
- Transfers to other headings	491	115
- Unforeseen expenditure	14	-
<b>Equity adjustment recognised in Contributed Equity</b>	<b>429</b>	<b>39</b>
 <b>3. User Charges</b>		
Electoral services and materials	235	136
<b>Total</b>	<b>235</b>	<b>136</b>
 <b>4. Contributions</b>		
Services received at below fair value	85	92
<b>Total</b>	<b>85</b>	<b>92</b>
 <b>5. Other Revenues</b>		
Sale of Portable & Attractive Items	3	-
<b>Total</b>	<b>3</b>	<b>-</b>



**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2010-11**

	2011 \$'000	2010 \$'000
<b>6. Employee Expenses</b>		
<b>Employee Benefits</b>		
Wages and salaries	2,659	2,248
Election wages, polling officials and returning officers fees and allowance	153	70
Employer superannuation contributions*	343	294
Long service leave levy*	61	43
Annual leave levy*	261	196
Other employee benefits	-	98
<b>Employee Related Expenses</b>		
Workers' compensation premium*	8	15
Payroll tax*	137	99
Other employee related expenses	24	32
<b>Total</b>	<b>3,646</b>	<b>3,095</b>

\* Refer note 1(r).

The number of employees including both full-time employees and part-time employees measured on a full-time equivalent basis is:

	2011	2010
Number of Employees:	35	31

In addition, the Commission engages casual employees on an "as needs basis" and during the 2010-11 financial year the number of casual employee engagements measured on a full-time equivalent basis was 6 (2010: 4).



**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2010-11**

**7. Key Executive Management Personnel and Remuneration**

**(a) Key Executive Management Personnel**

The following details for key executive management personnel include those positions that had authority and responsibility for planning, directing and controlling the activities of the agency during 2010-11. Further information on these positions can be found in the body of the Annual Report under the section relating to Executive Management.

Position	Responsibilities	Current Incumbents	
		Contract classification and appointment authority	Date appointed to position (Date resigned from position)
Electoral Commissioner	The Electoral Commissioner is responsible for the running of the Electoral Commission of Queensland, an independent statutory authority established under the <i>Electoral Act 1992</i> to administer the electoral laws of Queensland in an efficient, effective and economical manner thus ensuring the conduct and administration of elections are not influenced by political considerations.	CEO/Electoral Act 1992	22nd May 2006
Executive Director, Elections Management	To lead the Elections Operations & Planning area by providing quality electoral services to clients throughout Queensland and at all times remaining politically neutral.	SES2/Public Service Act 2008	22nd May 2010
Director Business Services	To lead the Business Services Branch in the management and coordination of all election support operations of the Electoral Commission of Queensland, as well as perform the legislated responsibilities of the Chief Finance Officer for the Commission.	SO/Public Service Act 2008	10th June 2008 (Resigned 15th April 2011)
Acting Director Business Services	To lead the Business Services Branch in the management and coordination of all election support operations of the Electoral Commission of Queensland.	SO/Public Service Act 2008	Acting from 17th January 2011

The legislated responsibilities of the Chief Finance Officer were performed by the Special Project Officer in an acting capacity for the period 19 January 2011 to 30 June 2011. This position was not considered to be part of the key executive management personnel for the 2010-11 financial year. On 28 July 2011 the Special Project Officer was appointed as the Director, Elections Funding and Disclosure and this new position will perform the legislated responsibilities of the Chief Finance Officer.



**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2010-11**

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**7. Key Executive Management Personnel and Remuneration (cont'd)**

**(b) Remuneration**

Remuneration policy for the agency's key executive management personnel is set by the Queensland Public Service Commission as provided for under the *Public Service Act 2008*, with the exception of the Electoral Commissioner who is appointed under the *Electoral Act 1992*. The remuneration and other terms of employment for the CEO and SES executive management personnel are specified in employment agreements. The agreements provide for benefits including motor vehicles.

For the 2010-11 year, remuneration of key executive management personnel (excluding the Electoral Commissioner) increased by 2.5% in accordance with government policy.

Remuneration packages for key executive management personnel comprise the following components:-

- Short term employee benefits which include:
  - Base - consisting of base salary, allowances and leave entitlements paid and provided for the entire year or for that part of the year during which the employee occupied the specified position. Amounts disclosed equal the amount expensed in the Statement of Comprehensive Income.
  - Non-monetary benefits - consisting of provision of vehicle together with fringe benefits tax applicable to the benefit, where applicable.
- Long term employee benefits include long service leave accrued.
- Post employment benefits include superannuation contributions.
- Redundancy payments are not provided for within individual contracts of employment. Contracts of employment provide only for notice periods or payment in lieu of notice on termination, regardless of the reason for termination.

Total fixed remuneration is calculated on a 'total cost' basis and includes the base and non-monetary benefits, long term employee benefits and post employment benefits.

No performance bonuses were paid or payable by the Commission during the 2009-10 and 2010-11 financial years.



**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2010-11**

**7. Key Executive Management Personnel and Remuneration (cont'd)**

**(b) Remuneration (cont'd)**

**1 July 2010 - 30 June 2011**

Position	Short Term Employee Benefits		Long Term Employee Benefits	Post Employment Benefits	Termination Benefits	Total Remuneration
	Base \$'000	Non-Monetary Benefits \$'000	\$'000	\$'000	\$'000	\$'000
Electoral Commissioner - 1 Jun 10 to 30 Jun 11	222	3	5	24	-	254
Executive Director Elections Management - 1 Jul 10 to 30 Jun 11	192	-	4	17	-	213
Director Business Services - 1 Jul 10 to 15 Apr 11	76	-	2	12	-	90
Acting Director Business Services - 17 Jan 11 to 30 Jun 11	48	-	1	5	-	54

**1 July 2009 - 30 June 2010**

Position	Short Term Employee Benefits		Long Term Employee Benefits	Post Employment Benefits	Termination Benefits	Total Remuneration
	Base \$'000	Non-Monetary Benefits \$'000	\$'000	\$'000	\$'000	\$'000
Electoral Commissioner - 1 Jun 09 to 30 Jun 10	189	27	5	24	-	245
Executive Director Elections Management - 22 May 10 to 30 Jun 10	11	-	4	1	-	16
Director Business Services - 1 Jul 09 to 17 Jul 09	13	-	0	1	-	14
Acting Director Business Services # - 1 Sep 09 to 30 Jun 09	108	-	3	10	-	121

# Various employees had acted in the role of Director Business Service in the 2009-10 financial year.





**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2010-11**

	2011	2010
	\$'000	\$'000
<b>8. Supplies and Services</b>		
Computer processing costs	985	422
Consultants and contractors	138	664
Election expense	2,881	452
Information and awareness campaigns	44	84
Joint roll arrangement	2,196	2,131
Legal fees	103	207
Motor vehicle	35	45
Printing and postage	197	201
Property tenancy and maintenance	1,235	1,120
Subscriptions	20	4
Telephone	241	196
Travel	75	29
Shared services agency charges	143	98
Accommodation fitout repairs	242	36
Other	453	176
<b>Total</b>	<b>8,988</b>	<b>5,863</b>

**9. Depreciation and Amortisation**

Depreciation and amortisation were incurred in respect of:

Plant and equipment	126	87
Software internally generated	171	171
<b>Total</b>	<b>297</b>	<b>257</b>

**10. Other Expenses**

Insurance premiums - QGIF	14	14
External audit fees *	36	32
Losses on disposal of plant and equipment	13	4
Services received at below fair value	85	92
<b>Total</b>	<b>148</b>	<b>142</b>

\* There are no non-audit services included in this amount.

**11. Cash and Cash Equivalents**

Imprest accounts	1	1
Cash at bank	1,258	2,282
<b>Total</b>	<b>1,259</b>	<b>2,283</b>



**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2010-11**

	2011 \$'000	2010 \$'000
<b>12. Receivables</b>		
Trade debtors	105	92
Other debtors	1	1
	<u>106</u>	<u>93</u>
GST receivable	139	83
GST payable	-	-
	<u>139</u>	<u>83</u>
Annual leave reimbursements	43	63
Long service leave reimbursements	17	6
Departmental services revenue receivable	-	37
<b>Total</b>	<b><u>305</u></b>	<b><u>283</u></b>
<b>13. Inventories</b>		
Electoral rolls and maps - at cost	-	2
Inventories held for distribution - at cost	441	254
<b>Total</b>	<b><u>441</u></b>	<b><u>256</u></b>
<b>14. Other Current Assets</b>		
Prepayments	72	30
<b>Total</b>	<b><u>72</u></b>	<b><u>30</u></b>
<b>15. Intangible Assets</b>		
Software internally generated:		
At cost	2,108	1,726
Less: Accumulated amortisation	(748)	(577)
<b>Total</b>	<b><u>1,360</u></b>	<b><u>1,149</u></b>

**Intangibles Reconciliation**

	Software Internally Generated		Total	
	2011 \$'000	2010 \$'000	2011 \$'000	2010 \$'000
Carrying amount at 1 July	1,149	1,320	1,149	1,320
Acquisitions	382	-	382	-
Amortisation	(171)	(171)	(171)	(171)
<b>Carrying amount at 30 June</b>	<b><u>1,360</u></b>	<b><u>1,149</u></b>	<b><u>1,360</u></b>	<b><u>1,149</u></b>

Amortisation of intangibles is included in the line item 'Depreciation and Amortisation' in the Statement of Comprehensive Income.



**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2010-11**

<b>16. Plant and Equipment</b>	<b>2011</b>	<b>2010</b>
	<b>\$'000</b>	<b>\$'000</b>
Plant and equipment:		
At cost	1,492	841
Less: Accumulated depreciation	(706)	(601)
<b>Total</b>	<b>786</b>	<b>240</b>

The Commission has leasehold improvements with an original cost of \$230,000 and a written down value of zero still being used in the provision of services.

The Commission has plant and equipment with an original cost of \$319,000 that has been written down to a residual value of \$16,000 still being used in the provision of services. These assets are anticipated to be replaced within the coming year leading up to the State Election.

**Plant and Equipment Reconciliation**

	<b>Plant and Equipment</b>	<b>Total</b>
	<b>2010</b>	<b>2010</b>
	<b>\$'000</b>	<b>\$'000</b>
Carrying amount at 1 July 2009	176	176
Acquisitions	155	155
Disposals	(5)	(5)
Depreciation	(87)	(87)
<b>Carrying amount at 30 June 2010</b>	<b>240</b>	<b>240</b>
	<b>2011</b>	<b>2011</b>
	<b>\$'000</b>	<b>\$'000</b>
Carrying amount at 1 July 2010	240	240
Acquisitions	686	686
Disposals	(13)	(13)
Depreciation	(127)	(127)
<b>Carrying amount at 30 June 2011</b>	<b>786</b>	<b>786</b>

**17. Payables**

Trade creditors	511	1,333
Other	15	35
<b>Total</b>	<b>526</b>	<b>1,368</b>

**18. Accrued Employee Benefits**

Wages outstanding	100	76
Annual leave levy payable	63	45
Long service leave levy payable	16	10
<b>Total</b>	<b>179</b>	<b>131</b>



**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2010-11**

	2011 \$'000	2010 \$'000
<b>19. Reconciliation of Operating Result to Net Cash from Operating Activities</b>		
Operating result	347	-
Depreciation and amortisation expense	297	257
Loss on disposal of plant and equipment	13	4
Change in assets and liabilities:		
(Increase)/decrease in departmental services revenue receivable	37	(37)
(Increase)/decrease in trade receivables	(13)	(89)
(Increase)/decrease in GST input tax credits receivable	(56)	(41)
(Increase)/decrease in LSL reimbursement receivables	(11)	11
(Increase)/decrease in annual leave reimbursement receivables	20	(32)
(Increase)/decrease in inventories	(185)	11
(Increase)/decrease in prepayments	(42)	17
Increase/(decrease) in accounts payable	(842)	(1,311)
Increase/(decrease) in accrued employee benefits	48	(13)
<b>Net cash from operating activities</b>	<b>(386)</b>	<b>(1,223)</b>

**20. Commitments for Expenditure**

**(a) Non-Cancellable Operating Lease**

Commitments under operating leases at reporting date are inclusive of anticipated GST and are payable as follows:

Not later than one year	1,298	1,228
Later than one year and not later than five years	5,593	5,292
Later than five years	1,505	2,890
<b>Total</b>	<b>8,396</b>	<b>9,410</b>

Operating leases are entered into as a means of acquiring access to office accommodation and storage facilities. Lease payments are generally fixed, but with inflation escalation clauses on which contingent rentals are determined.



**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2010-11**

**21. Contingencies**

**(a) Financial Guarantees**

The Commission had not committed to any guarantees or undertakings at 30 June 2011.

**(b) Litigations in progress**

There were no cases filed naming the Commission as defendant at 30 June 2011.

**22. Financial Instruments**

**(a) Categorisation of Financial Instruments**

The Commission has the following categories of financial assets and financial liabilities:

Category	Note	2011 \$'000	2010 \$'000
<b>Financial Assets</b>			
Cash and cash equivalents	11	1,259	2,283
Receivables	12	305	283
<b>Total</b>		<b>1,564</b>	<b>2,566</b>
<b>Financial Liabilities</b>			
Financial liabilities measured at amortised cost:			
Payables	17	526	1,368
<b>Total</b>		<b>526</b>	<b>1,368</b>

**(b) Financial Risk Management**

The Electoral Commission of Queensland's activities expose it to a variety of financial risks - interest rate risk, credit risk, liquidity risk and market risk.

Financial risk management is implemented pursuant to Government and the Electoral Commission of Queensland's policy. These policies focus on the unpredictability of financial markets and seek to minimise potential adverse effects on the financial performance of the Commission.

The Electoral Commission of Queensland measures risk exposure using a variety of methods as follows:

Risk Exposure	Measurement method
Credit risk	Ageing analysis, earnings at risk
Liquidity risk	Sensitivity analysis
Market risk	Interest rate sensitivity analysis

**(c) Credit Risk Exposure**

Credit risk exposure refers to the situation where the Commission may incur financial loss as a result of another party to a financial instrument failing to discharge their obligation.

The maximum exposure to credit risk at balance date in relation to each class of recognised financial assets is the gross carrying amount of those assets inclusive of any provisions for impairment.



**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2010-11**

**22. Financial Instruments (cont'd)**

**(c) Credit Risk Exposure (cont'd)**

The following table represents the Commission's maximum exposure to credit risk based on contractual amounts net of any allowances:

Maximum Exposure to Credit Risk			
Category	Note	2011 \$'000	2010 \$'000
<b>Financial Assets</b>			
Cash	11	1,259	2,283
Receivables	12	305	283
<b>Total</b>		<b>1,564</b>	<b>2,566</b>

**Financial Assets**

No collateral is held as security and no credit enhancements relate to financial assets held by the Commission.

The Commission manages credit risk through the use of a credit management strategy. This strategy aims to reduce the exposure to credit default by ensuring that the Commission invests in secure assets and monitors all funds owed on a timely basis. Exposure to credit risk is monitored on an ongoing basis.

No financial assets and financial liabilities have been offset and presented net in the Statement of Financial Position.

The method for calculating any allowance for impairment is based on past experience, current and expected changes in economic conditions and changes in client credit ratings. These economic and geographical changes form part of the Commission's documented risk analysis assessment in conjunction with historic experience and associated industry data.

No financial assets have had their terms renegotiated so as to prevent them from being past due or impaired, and are stated at the carrying amounts as indicated.

Aging of past due but not impaired as well as impaired financial assets are disclosed in the following tables:

**2011 Financial Assets Past Due But Not Impaired**

	Overdue				Total \$'000
	Less than 30 Days \$'000	30-60 Days \$'000	61-90 Days \$'000	More than 90 Days \$'000	
Receivables	-	1	-	-	1
<b>Total</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>1</b>





**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2010-11**

**22. Financial Instruments (cont'd)**

**(c) Credit Risk Exposure (cont'd)**

**2010 Financial Assets Past Due But Not Impaired**

	Overdue				Total \$'000
	Less than 30 Days	30-60 Days	61-90 Days	More than 90 Days	
	\$'000	\$'000	\$'000	\$'000	
Receivables	1	-	-	1	2
<b>Total</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>2</b>

**2011 Individually Impaired Financial Assets**

	Overdue				Total \$'000
	Less than 30 Days	30-60 Days	61-90 Days	More than 90 Days	
	\$'000	\$'000	\$'000	\$'000	
Receivables (gross)	-	-	-	-	-
Allowance for Impairment	-	-	-	-	-
<b>Carrying Amount</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**2010 Individually Impaired Financial Assets**

	Overdue				Total \$'000
	Less than 30 Days	30-60 Days	61-90 Days	More than 90 Days	
	\$'000	\$'000	\$'000	\$'000	
Receivables (gross)	-	-	-	-	-
Allowance for Impairment	-	-	-	-	-
<b>Carrying Amount</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Financial Liabilities**

The Commission has no financial liabilities that have credit risk exposure in this reporting period.

**(d) Liquidity Risk**

Liquidity risk refers to the situation where the Commission may encounter difficulty in meeting obligations associated with financial liabilities that are settled by delivering cash or another financial asset.

The Commission is exposed to liquidity risk in respect of its payables.



**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2010-11**

**22. Financial Instruments (cont'd)**

**(d) Liquidity Risk (cont'd)**

The Commission manages liquidity risk through the use of a liquidity management strategy. This strategy aims to reduce the exposure to liquidity risk by ensuring the Commission has sufficient funds available to meet employee and supplier obligations as they fall due. This is achieved by ensuring that minimum levels of cash are held within the various bank accounts so as to match the expected duration of the various employee and supplier liabilities.

The following table sets out the liquidity risk of financial liabilities held by the Commission. It represents the contractual maturity of financial liabilities, calculated based on undiscounted cash flows relating to the liabilities at reporting date.

	Note	2011 Payable in			Total
		< 1 year \$'000	1-5 years \$'000	> 5 years \$'000	\$'000
<b>Financial Liabilities</b>					
Payables	17	526	-	-	526
<b>Total</b>		<b>526</b>	<b>-</b>	<b>-</b>	<b>526</b>

	Note	2010 Payable in			Total
		< 1 year \$'000	1-5 years \$'000	> 5 years \$'000	\$'000
<b>Financial Liabilities</b>					
Payables	17	1,368	-	-	1,368
<b>Total</b>		<b>1,368</b>	<b>-</b>	<b>-</b>	<b>1,368</b>

**(e) Market Risk**

The Commission does not trade in foreign currency and is not exposed to commodity price changes. The Commission does not undertake any hedging in relation to interest risk and manages its risk as per the liquidity risk management strategy.

**(f) Interest Rate Sensitivity Analysis**

The Commission is not subject to interest rate sensitivity as its bank accounts are non-interest bearing. In addition, the Commission has no borrowings.

**(g) Fair Value**

The fair value of trade receivables and payables approximates the value of the original transaction, less any allowance for impairment.



**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2010-11**

**23. Schedule of Administered Items**

	2011 \$'000	2010 \$'000
<b>Administered Revenues</b>		
Fines and forfeitures	3	1,080
<b>Total</b>	<b>3</b>	<b>1,080</b>
<b>Administered Expenses</b>		
Transfers to government	3	1,080
<b>Total</b>	<b>3</b>	<b>1,080</b>
<b>Administered Assets</b>		
Cash and cash equivalents	1	-
	<b>1</b>	<b>-</b>
<b>Administered Liabilities</b>		
Payables	1	-
	<b>1</b>	<b>-</b>



### CERTIFICATE OF THE ELECTORAL COMMISSION OF QUEENSLAND

These general purpose financial statements have been prepared pursuant to section 62(1) of the *Financial Accountability Act 2009* (the Act), relevant sections of the *Financial and Performance Management Standard 2009* and other prescribed requirements. In accordance with section 62(1)(b) of the Act we certify that in our opinion:

- (a) the prescribed requirements for establishing and keeping the accounts have been complied with in all material respects; and
- (b) the statements have been drawn up to present a true and fair view, in accordance with prescribed accounting standards, of the transactions of the Electoral Commission of Queensland for the financial year ended 30 June 2011 and of the financial position of the Commission at the end of that year.



**Y Zischke**  
Director, Elections Funding and  
Disclosure



**D Kerslake**  
Electoral Commissioner

19-8-11

Date

19-8-11

Date

## INDEPENDENT AUDITOR'S REPORT

To the Accountable Officer of Electoral Commission of Queensland

### Report on the Financial Report

I have audited the accompanying financial report of the Electoral Commission of Queensland, which comprises the statement of financial position as at 30 June 2011, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the certificates given by the Electoral Commissioner and Director Elections Funding and Disclosure.

#### *The Accountable Officer's Responsibility for the Financial Report*

The Accountable Officer is responsible for the preparation of the financial report that gives a true and fair view in accordance with prescribed accounting requirements identified in the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2009*, including compliance with Australian Accounting Standards. The Accountable Officer's responsibility also includes such internal control as the Accountable Officer determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

#### *Auditor's Responsibility*

My responsibility is to express an opinion on the financial report based on the audit. The audit was conducted in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. Those standards require compliance with relevant ethical requirements relating to audit engagements and that the audit is planned and performed to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view 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, other than in expressing an opinion on compliance with prescribed requirements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Accountable Officer, as well as evaluating the overall presentation of the financial report including any mandatory financial reporting requirements approved by the Treasurer for application in Queensland.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

### *Independence*

The *Auditor-General Act 2009* promotes the independence of the Auditor-General and all authorised auditors. The Auditor-General is the auditor of all Queensland public sector entities and can only be removed by Parliament.

The Auditor-General may conduct an audit in any way considered appropriate and is not subject to direction by any person about the way in which audit powers are to be exercised. The Auditor-General has for the purposes of conducting an audit, access to all documents and property and can report to Parliament matters which in the Auditor-General's opinion are significant.

### *Opinion*

In accordance with s.40 of the *Auditor-General Act 2009* –

- (a) I have received all the information and explanations which I have required; and
- (b) in my opinion –
  - (i) the prescribed requirements in relation to the establishment and keeping of accounts have been complied with in all material respects; and
  - (ii) the financial report presents a true and fair view, in accordance with the prescribed accounting standards, of the transactions of the Electoral Commission of Queensland for the financial year 1 July 2010 to 30 June 2011 and of the financial position as at the end of that year.

### **Other Matters - Electronic Presentation of the Audited Financial Report**

This auditor's report relates to the financial report of the Electoral Commission of Queensland for the year ended 30 June 2011. Where the financial report is included on the Electoral Commission of Queensland's website the Accountable Officer is responsible for the integrity of the Electoral Commission of Queensland's website and I have not been engaged to report on the integrity of the Electoral Commission of Queensland's website. The auditor's report refers only to the subject matter described above. It does not provide an opinion on any other information which may have been hyperlinked to/from these statements or otherwise included with the financial report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.

These matters also relate to the presentation of the audited financial report in other electronic media including CD Rom.

  
J P Beh FCPA  
(as Delegate of the Auditor-General of Queensland)

Queensland Audit Office  
Brisbane







**We appreciate your feedback.**

**Please complete the survey  
on the reverse side of this panel.**

# Feedback form

**The Electoral Commission of Queensland's Annual Report 2010-2011 provides an account of its financial and non-financial performance during that year.**

To improve the Commission's annual reporting, readers are invited to provide feedback to the attached survey.

**Responses can be:**

faxed to:	(07) 3229 7391
scanned and emailed to:	ecq@ecq.qld.gov.au
posted to:	Electoral Commission Queensland GPO Box 1393 BRISBANE QLD 4001

## Content

Presentation and design			
<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Poor
Ease of navigation			
<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Poor
Ease of readability			
<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Poor
Value of information			
<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Poor
Level of detail provided			
<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Poor

## Suggestions for improvement

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***Thank you for completing this survey.***



**Electoral Commission of Queensland**

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