





2014-15


YEAR *in* REVIEW


This is the twenty-third annual report to Parliament on the operations of the Electoral Commission of Queensland.

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## **Electoral Commission of Queensland**

**ABN: 69 195 695 244**

**Annual Report 2014-15**

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 GPO Box 1393, BRISBANE QLD 4001

15 October 2015

The Honourable Yvette D'Ath MP  
Attorney-General and Minister for Justice and Minister for Training and Skills  
State Law Building  
50 Ann Street  
BRISBANE QLD 4000

Dear Attorney

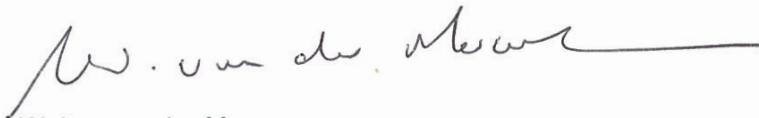
I am pleased to present the Annual Report 2014-2015 and financial statements for the Electoral Commission of Queensland.

I certify that this Annual Report complies with:

- the prescribed requirements of the *Electoral Act 1992*;
- the prescribed requirements of s 62 of the *Financial Accountability Act 2009* and s 50 of the *Financial and Performance Management Standard 2009*, and
- the performance requirements set out in the *Annual report requirements for Queensland Government agencies*.

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

Yours sincerely



Walter van der Merwe  
**Electoral Commissioner**





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# Electoral Commissioner's Foreword

**The 2014-15 financial year in review**

# Electoral Commissioner's foreword



Elections are an opportunity for citizens to participate in their government and directly influence the running of their state and local area. Queensland's *Electoral Act 1992* provides that one

of the key functions of the Electoral Commission is to promote awareness and participation in electoral matters, and crucially, in enrolling and voting. In last year's report I foreshadowed changes to our laws and systems that would make the next State election the most accessible election in Queensland history. I am proud to report that the Commission achieved this

positive, and you can read more about these initiatives later in this report. Legislation enabling electronic assisted voting is now also in effect for local government elections, and the Commission is planning to expand its operation for the 2016 local government poll.

In addition to improving the accessibility of voting, the Commission undertook strategies to encourage Queenslanders to join the electoral roll and have their say. Queensland's electoral roll reached a record 2.9 million voters on the 30<sup>th</sup> of January 2015, and most pleasingly over 21,000 young people (aged 18 to 24 years) joined the electoral roll for the first time in the days between the issue of the writ on 6 January 2015

***I am proud to report that the Commission achieved this goal with more people than ever before joining the electoral roll and voting at January's State election.***

**- Walter van der Merwe (Electoral Commissioner)**

goal with more people than ever before joining the electoral roll and voting at January's State election.

Over the past year, the Commission has worked hard to encourage and assist all Queenslanders to participate in Queensland elections. I am especially proud of the new innovations introduced with the goal of making it easier for all electors to cast an independent vote.

During the 2014 Stafford by-election eAssist kiosks were introduced by the Commission to aid voters who are blind or have low vision to independently cast a ballot. The use of eAssist was expanded at January's State election where electronically assisted voting over the telephone was also made available for the first time at a Queensland election. The feedback from voters using these services was overwhelmingly

and polling day. Five days before the state went to the poll, Australia celebrated our national holiday. While the Commission was conducting last minute preparations for the election, our partners at the Australian Electoral Commission attended Queensland citizenship ceremonies and assisted new Australians in joining the electoral roll enabling them to participate in an Australian election for the very first time.

In the local government sphere this year the Commission conducted by-elections in Boulia, Carpentaria, Gympie, and Murweh. The Local Government Change Commission has also been busy conducting reviews of local government boundaries. Four reviews were completed in the 2014-15 financial year with another 24 in progress at 30 June 2015.

Looking ahead, the Commission is well advanced



*Image (from left): Dermot Tiernan, Assistant Electoral Commissioner; His Excellency the Honourable Paul de Jersey AC, Governor of Queensland; and Walter van der Merwe, Electoral Commissioner of Queensland.*

in its preparations for the 2016 local government quadrennial elections. Redistribution of state electoral Districts is scheduled to commence early in 2016, and the Redistribution Commission will be appointed towards the end of this year. Meanwhile, the laws around the composition and term of Queensland's Legislative Assembly are under review by Parliament, and the Commission stands ever ready to implement any changes to electoral administration.

As a final note, I would like to thank the staff of the Commission for their commitment and hard work over the past year. I also extend my appreciation to the 10,000 Queenslanders for whom this past January participating in an election meant not only voting themselves, but working for the Commission across the state at our 1,800 polling booths and pre-poll centres.

I thank you all for your efforts and wish you the best for the year ahead.

A handwritten signature in black ink, reading 'W. van der Merwe'.

Walter van der Merwe  
**Electoral Commissioner**

# Objective 1

## **Administering Queensland's electoral laws, impartially and independently**

The Electoral Commission of Queensland is an independent statutory authority, established under the *Electoral Act 1992*.

The major achievements of the Commission during 2014-15 included:

- Successfully conduct the State general election for Queensland's 55<sup>th</sup> Parliament.
- Continued delivery of the Commission's community and awareness program to increase electors' awareness of their responsibilities towards enrolment and voting.
- Conduct of four local government by-elections and the Stafford State by-election.
- Completion of four local government boundary reviews and the commencement of a further 24 reviews.
- Administration of political party registrations and extensively revised funding and disclosure requirements in line with amendments to the *Electoral Act 1992* and *Local Government Electoral Act 2011*.
- Conduct of 30 industrial elections and 31 protected action ballots as required under the *Industrial Relations Act 1999*.
- Commencement of failure to vote processes associated with all State and local government electoral events held during the financial year.
- Pilot roll out of Electronic Certified Lists for use during the State general election at select polling booths to more efficiently and accurately mark names off the electoral roll and reduce queuing times for voters.
- Introduction of Central Postal Voting to deliver more efficient postal vote registration and ballot material delivery processes.
- Delivery of electronically assisted voting systems and processes to enable vision impaired electors to cast their vote in secret.
- Establishment of three new All District Centres (ADCs) in Cairns, Bundaberg and Mackay.
- Development of a new public website to make key electoral information easier to find as well as being compatible with mobile electronic devices.

# Administering Queensland's electoral laws, impartially and independently

## Our vision

Our vision is to be recognised for excellence in electoral administration.

## Our purpose

We are committed to providing quality electoral services to stakeholders throughout Queensland, and ensuring that our electoral system, especially the right to vote and to vote in secret, is fully accessible to all electors.

## Our values

- Promoting the public good.
- Accountability and transparency.
- Integrity and impartiality.
- Commitment to the system of government.

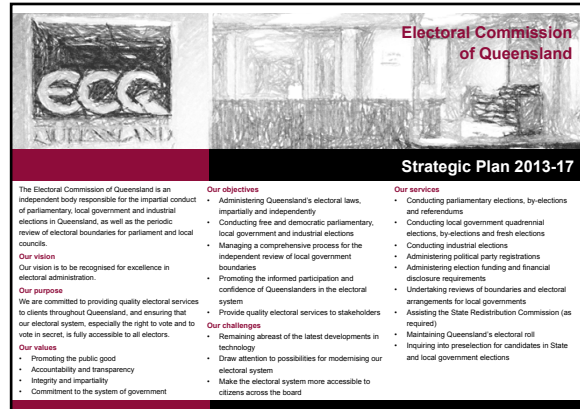
## Our objectives

- Administering Queensland's electoral laws, impartially and independently.
- Conducting free and democratic parliamentary, local government and industrial elections.
- Promoting the informed participation and confidence of Queenslanders in the electoral system.
- Managing a comprehensive process for the review of electoral boundaries.

## Our services

- Conducting parliamentary elections, by-elections and referendums.
- Conducting local government quadrennial elections, by-elections and new elections.
- Conducting industrial elections.
- Administering political party registrations.
- Administering election funding and financial disclosure requirements.

**Image:** *The Electoral Commission of Queensland 2013-17 Strategic Plan.*



- Undertaking reviews of boundaries and electoral arrangements for local governments.
- Assisting the State Redistribution Commission (as required).
- Maintaining Queensland's electoral roll.
- Inquiring into pre-selection for candidates in State and Local Government elections.

## Related entities

Local Government Change Commission (see *Objective 4 for more information*).



# Administering Queensland's electoral laws, impartially and independently

## Executive Management Group

## Objective 1

Position	Description
<b>Electoral Commissioner</b>	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.

## Objective 2

<b>Assistant Electoral Commissioner</b>	To assist the Electoral Commissioner with the day-to-day running of the Electoral Commission of Queensland and perform the role of Chief Information Officer. All Directors report to this position.
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## Objective 3

<b>Director Business Services</b>	To lead the Business Services Unit in the management and coordination of all finance, human resources and records management activities of the Electoral Commission of Queensland, as well as perform the legislated responsibilities of the Chief Finance Officer for the Commission.
---------------------------------------	--

## Objective 4

<b>Director Information, Communication and Technology (ICT)</b>	To lead the Information Technology Unit by ensuring all technology related decisions are aligned to the Commission's key strategic goals and objectives.
---	--

## Financial Summary

<b>Director Funding, Disclosure and Regulation (formerly Director Elections Management)</b>	To lead the Funding, Disclosure and Regulation Unit in ensuring compliance with the electoral funding and disclosure matters prescribed in the <i>Electoral Act 1992</i> and the <i>Local Government Electoral Act 2011</i> , as well as perform the role of Head of Internal Audit.
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<b>Director Elections, Operations and Planning</b>	To lead the Elections, Operations and Planning Unit by providing quality electoral services to key stakeholders throughout Queensland.
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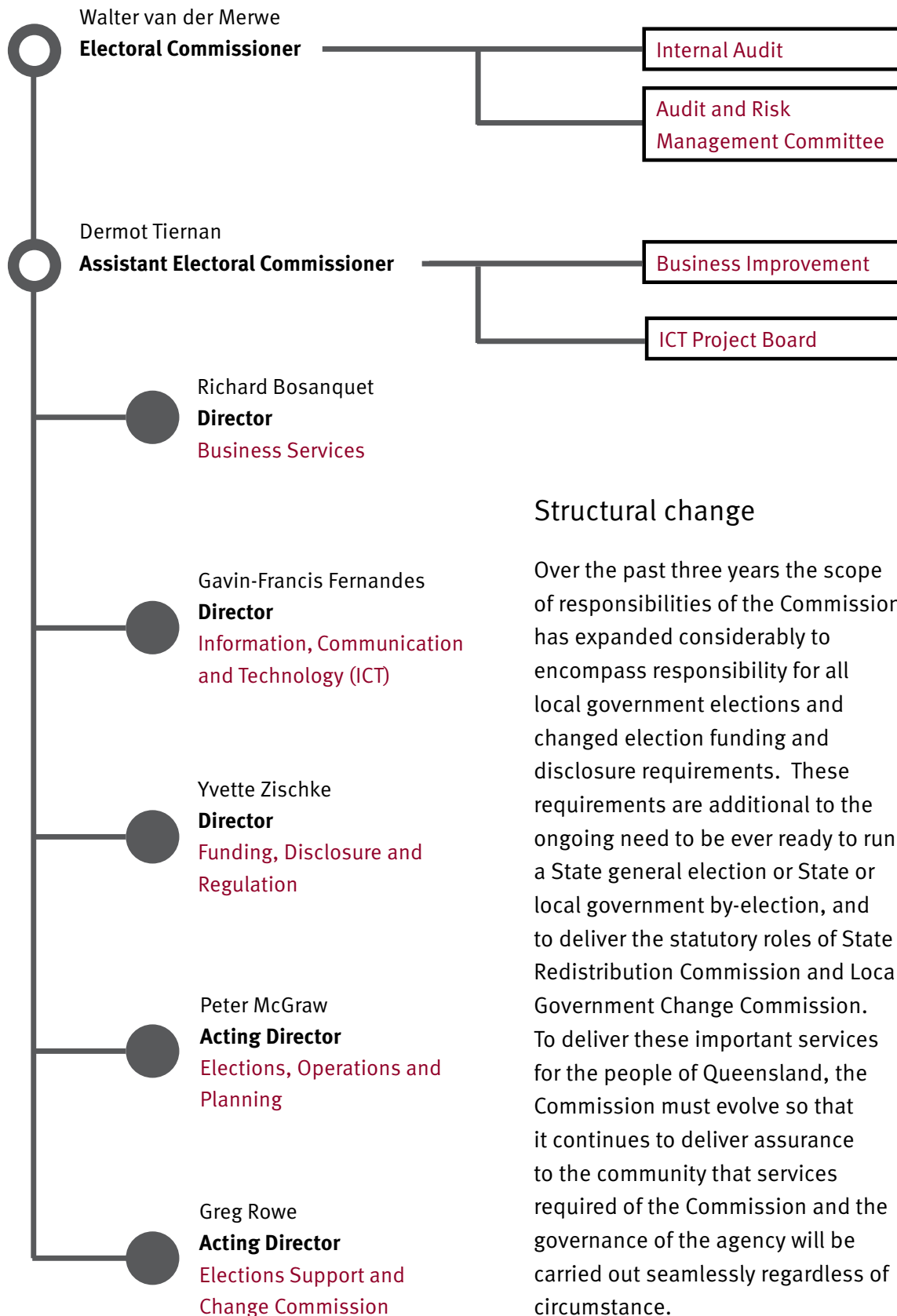
## Financial Statements

<b>Director Elections Support and Change Commission</b>	To lead the Elections Support and Change Commission Unit by providing specialised advice in areas such as enrolment and ensuring electoral boundary reviews are performed in accordance with relevant legislation and within prescribed timeframes.
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## Appendix



## Organisational chart



## Structural change

Over the past three years the scope of responsibilities of the Commission has expanded considerably to encompass responsibility for all local government elections and changed election funding and disclosure requirements. These requirements are additional to the ongoing need to be ever ready to run a State general election or State or local government by-election, and to deliver the statutory roles of State Redistribution Commission and Local Government Change Commission. To deliver these important services for the people of Queensland, the Commission must evolve so that it continues to deliver assurance to the community that services required of the Commission and the governance of the agency will be carried out seamlessly regardless of circumstance.

# Administering Queensland's electoral laws, impartially and independently

To this end, the Commission has instituted some structural changes to enable more streamlined decision making and delivery of more efficient expenditure of public funds. This involved the creation of the new units: Elections, Operations and Planning and Elections Support and Change Commission, responsible for, respectively:

- State, local and industrial elections service delivery; and

- Electoral roll, non-voter compliance, spatial and mapping services, and innovation and awareness.

These two new areas are supported by a Business Services unit, and work with the Funding, Disclosure and Regulation unit to deliver services that ensure electoral process meet all integrity requirements stipulated under the *Electoral Act 1992* and *Local Government Electoral Act 2011*.

## Workforce profile

As at 30 June 2015, the Commission employed 52 Full-Time Equivalent (FTE) permanent and temporary staff. The permanent retention and separation rate for 2014-15 was 61% and 8%, respectively.

**Figure 1:** FTE position profile by classification as at 30 June 2015.

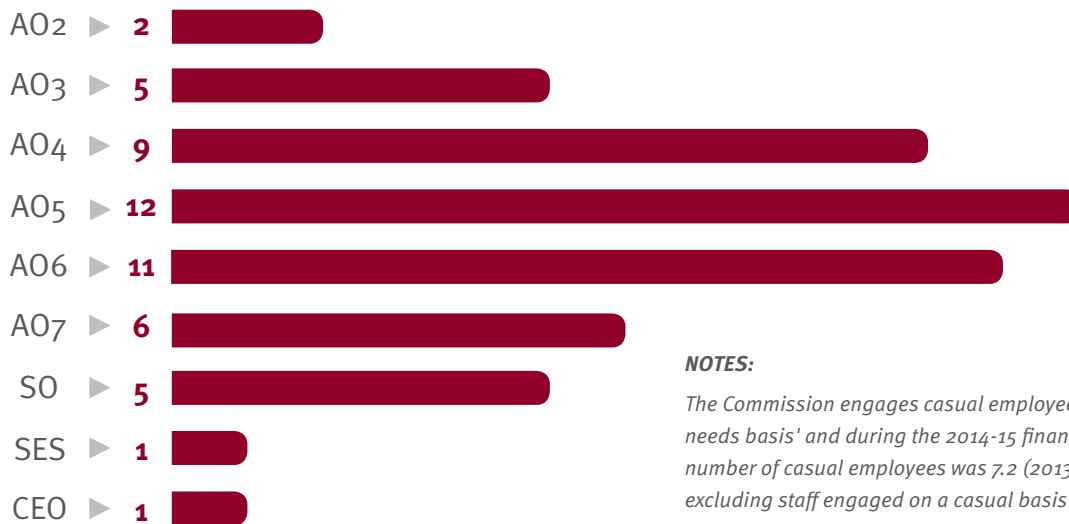
### Glossary

**AO** = Administration Officer

**SES** = Senior Executive Service (Assistant Commissioner)

**SO** = Senior Officer (Directors)

**CEO** = Chief Executive Officer (Commissioner)



### NOTES:

The Commission engages casual employees on an 'as needs basis' and during the 2014-15 financial year the number of casual employees was 7.2 (2013-14: 12), excluding staff engaged on a casual basis for electoral events.

## Workforce planning and performance

A number of key strategies are employed to attract and retain a skilled and capable workforce including: promoting work-life balance; fostering an open and consultative workforce; workforce performance initiatives; and leadership and management development.

Human resources with the assistance of business units develop strategies and programs to further enhance the Commission's workforce capability and skills. This partnership facilitates the successful delivery of services to external stakeholders and operation of key

internal initiatives, such as: capability and talent development programs; mentoring; job shadowing; and succession planning.

The introduction of the Workforce Capability Success Profile in the first half of 2015-16 will further support new and established initiatives concerning the development and performance of staff by focusing on expected leadership behaviours for the purpose of promoting a high performing workplace.

### Improving work–life balance

The Commission recognises the importance of flexible work arrangements and a work-life balance. Under existing policy, employees have the ability to access job-sharing; part-time employment; phased retirement; telecommuting; and family, culture and accrued leave time. The Commission's policy that covers flexible working arrangements is accessible to all staff via the Commission's intranet.

### Industrial and employee relations

The Commission fosters an open and consultative approach with staff, stakeholders and the unions on matters that affect the workforce by maintaining a comprehensive suite of policies, protocols and fact sheets that provide guidance in relation to employee entitlements and other human resourcing issues.

### High performance culture

The Commission is committed to achieving a culture of high performance. For the first time, the Commission introduced (holistic) project management to its planning and preparation work for the State general election and is continuing this approach for the 2016 local government quadrennial elections. This gave executive a holistic view of all the projects that go into the delivery of a major electoral event. It also allowed all Commission staff to report daily, if needed, on progress and challenges, nurturing

cross-team and cross-functional recognition and support.

### Early retirement, redundancy and retrenchment

No redundancy, early retirement or retrenchment packages were paid during this period.

### Consultancies and overseas travel

Information concerning the Commission's consultancies and overseas travel is available through the Queensland Government Open Data website [qld.gov.au/data](http://qld.gov.au/data).

### Expressions of Interest

Through a web-based portal, the public can submit an application to work at an electoral event. This application process is referred to as Expression of Interest (EOI) and provides Returning Officers with a pool of potential staff.

For the 2015 Queensland State general election, EOI was opened two months prior to the announcement of the event. A call centre was established to respond to queries and assist applicants with the lodgement of their EOI.

Of the 16,484 EOIs received, 9,290 applicants were successful in gaining employment.

As at 30 June 2015, the Commission was progressing plans to improve the cross-platform capability of the EOI portal for mobile devices, including tablets and mobile phones for the 2016 local government quadrennial elections.

# Administering Queensland's electoral laws, impartially and independently

## Performance

### Service area objective

To deliver a free, honest and fair electoral system to ensure all Queenslanders have the opportunity to participate equitably in the democratic life of the State.

### Service area description

The Commission is responsible for the impartial conduct of parliamentary, local government and industrial elections in Queensland, as well as the periodic review of electoral boundaries for parliament and local government councils. These responsibilities interface directly with the Commission's legislative functions as established under the *Electoral Act 1992*.

Electoral Commission of Queensland	Notes	2014-15 Target/Est.	2014-15 Est. Actual	2015-16 Target/Est.
<i>Service area: Electoral Services</i>				
<i>Service standards</i>				
<b>Effectiveness measures</b>				
Level of voter turnout State general election	1, 2	92%	90%	..
Level of voter turnout local government elections	3	85%	74%	85%
Level of informal voting State general election	1	2.5%	2.2%	..
Level of informal voting local government elections	4	2.15%	1.7%	5%
Level of elector satisfaction with the overall State general election process	1,5	New measure	New measure	..
Level of polling booths taking less than 100 votes	6	New measure	New measure	2%
<b>Efficiency measures</b>				
Cost of State general election per elector	1,7	\$6.95	\$8.02	..
Cost of local government elections per elector	3, 8	\$6.30	\$3.64	\$6.50
Cost of public information and awareness campaigns per elector for the State general election	1,9	New measure	New measure	..

#### NOTES:

1. It is anticipated that the next State general election will be held at some stage during the 2017-18 financial year.
2. The lower level of voter turnout for the 2015 State general election was primarily the result of the timing of the election.
3. During 2014-15 ECQ conducted four local government by-elections all of which were postal ballots. The lower voter turnout for local government elections was primarily due to concurrent electoral events.
4. The level of informal voting in 2014-15 is reflective of small local government electoral events. The level of informal voting is expected to increase in 2015-16 with the conduct of the 2016 local government quadrennial elections.
5. A post election survey is sent to key stakeholders to gauge their level of satisfaction with the overall election process.

6. A review of polling booths is performed prior to each major electoral event to ensure that booths are only located in areas where it is cost effective to have them. This involves collaboration with the Australian Electoral Commission (AEC).
7. The Cost Per Elector (CPE) for the 2015 State general election was higher than anticipated due to the pilot of Electronic Certified Lists, the timing of polling day, additional compliance costs resulting from the Keelty report and legislative reform and changes that were made to internal processes.
8. The target CPE for 2014-15 of \$6.30 is indicative of an attendance ballot. The CPE is expected to increase in 2015-16 with the conduct of the 2016 local government quadrennial elections.
9. The Commission's public information and awareness campaign includes advertising in a variety of different media streams (television, radio, newspaper) engagement with schools through the Kids election program and collaboration with special interest groups.

## Measures of input and/or activity

	Notes	2014-15 Target/Est.	2014-15 Est. Actual	2015-16 Target/Est.
<b>Service area: Electoral Services</b>				
<b>Input/activity measures</b>				
Number of Parliamentary State general elections conducted		1	1	0
Number of local government elections conducted	1	2	4	77
Number of local government electoral boundary reviews conducted	2	22	4	24
Number of industrial elections referred by Industrial Registrar		35	70	44
Number of industrial election positions elected		1,434	580	1,003
Number of industrial election ballots conducted		46	30	44
Number of protected action ballots		22	31	12
Number of inquiries/audits of pre-selection ballots conducted		6	Nil	3
Number of enrolment transactions during the period		550,000	805,245	600,000
Increase in total enrolment during the period		77,000	103,973	50,000
Elector client base		2,950,000	2,985,536	3,000,000
Access to electoral services for Queenslanders – ECQ website hits	3	15,000,000	13,300,000	13,300,000

### NOTES:

1. During 2015-16 the Commission will conduct 77 Council elections. Some Council elections will be divided and others undivided.
2. The Change Commission received 26 references to review local government boundaries. A majority of these reviews were in progress as at 30 June 2015.
3. Website hits were lower than anticipated due to an outage that occurred during the election period.

# Administering Queensland's electoral laws, impartially and independently

## Measures

The Commission's performance is measured through a number of different mechanisms:

- Effectiveness and efficiency measures reported in the Commission's Service Delivery Statement (SDS);
- Periodic reviews undertaken by the Commission's in house internal audit function;
- Operational statistics report that is produced after every State general election and tabled in parliament; and
- Post-election surveying.

## Legislative reform

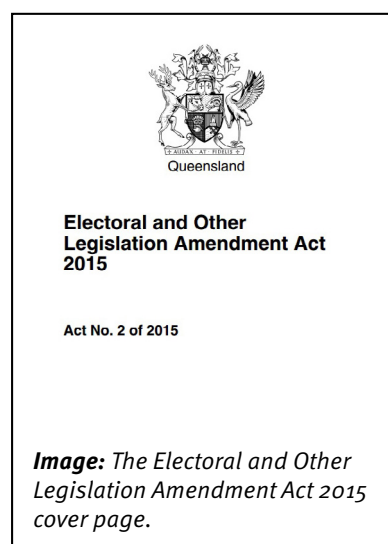
### ***Electoral and Other Legislation Amendment Act 2015***

On 7 May 2015 the *Electoral and Other Legislation Amendment Bill 2015* was passed by the Queensland Legislative Assembly.

This new Act amended the *Local Government Electoral Act 2011* to remove the requirement for electors to produce a Proof of Identity (POI) document when casting an ordinary vote.

*It also amended the Electoral Act 1992* in two main areas:

- Remove the requirement for electors to produce POI when casting an ordinary vote; and
- Extensively revise funding and disclosure provisions introduced by the *Electoral Reform Amendment Act 2014*. These changes are outlined below:
  - Lowering the gift threshold amount to \$1,000 requiring disclosure of details for that sum or more;
  - Removing indexation of the gift threshold amount;
  - Retrospectively applying the lowered gift threshold amount to the 2013-14 financial year and disclosures for the Stafford by-election and 2015 State general election;
  - Requiring disclosure of details related to payments that are equal to or more than the gift threshold amount;
  - Reducing the value of anonymous gifts than can be accepted to \$200;
- Changing the reporting period for registered political parties, their associated entities and organisations and individuals making gifts to registered political parties from a full financial year to two six month reporting periods in each financial year;
- Removal of the ability for individuals and organisations making gifts to registered political parties and those parties to give a certified copy of returns given to the Australian Electoral Commission under the *Commonwealth Electoral Act 1918 (Cth)* as sufficient to comply with disclosure obligations under the *Electoral Act 1992 (Qld)*; and
- providing for early reporting of large gifts, \$100,000 or more.



## Failure to vote

The Commission is required to administer a non-voter process following each State and local government electoral event under the *Electoral Act 1992* and the *Local Government Electoral Act 2011*.

Voting is compulsory. It is an offence to fail, without a valid and sufficient reason, to vote at an election.

The Commission initially issues an 'Apparent Failure to Vote Notice' to electors who appear to fail to vote at an election. 'Infringement Notices' are then issued to electors who do not respond or fail to respond adequately to the 'Apparent Failure to Vote Notice'.

Electors have the option through the 'Apparent Failure to Vote Notice' and 'Infringement Notice' to: reply with their reason for not voting; pay the fine; or elect for the matter to be heard in court.

Fines collected from non-voters by the Commission are treated as administered funds collected on behalf of the government and are remitted to Queensland Treasury.

During the 2014-15 reporting period the Commission collected and remitted \$375,004 to Queensland Treasury in relation to the non-voter processes associated with the Stafford State by-election, 2015 State general election (Apparent Failure to Vote Notice) and four local government by-elections.

The regulated penalty unit value will increase from \$113.00 to \$117.00 and will apply to offences committed on or after the 1 July 2015.

### Non-Voter Electoral Offence system

The development of a new Electoral Offence System for the Commission and other inter-government departments became fully operational in 2013. Enhancements to the Electoral Offence System have provided

significant improvements with Non-Voter processing and scanning.

### Joint review

The Commission led a joint review with the State Penalties Enforcement Registry (SPER) to examine and improve the end to end process for managing 'Failure to Vote' infringements. The key outcome of the review was a redesign of the Notices for the purpose of: reducing duplication; promoting consistency; reprioritising content (bringing the most important information to the forefront); and compliance with legislative requirements. The redesigned Notices were used for the 2015 Queensland State general election non-voter processes.

**Image:** Sample redesigned Apparent Failure to Vote Notice (front).

## Litigation

Last financial year there were two matters under appeal. Following the referral of these matters from the Court of Appeals to the Maroochydore District Court, the hearing ruled in the Commission's favour, finalising all failure to vote matters relating to the 2012 Queensland State general election and 2012 local government elections.



# Administering Queensland's electoral laws, impartially and independently

## Election funding

*The Electoral Act 1992* provides for reimbursement of election campaign related expenditure to registered political parties and candidates contesting State elections.

To be eligible, candidates must poll at least 6% of the formal first preference vote in their District. Registered political parties may claim funding based on their candidate/s achieving this 6% threshold.

Election funding is capped at the lesser amount of actual campaign related expenditure or the product of formal first preference votes and the election funding amount. The election funding amounts are adjusted each year on 1 July to reflect CPI movements between the March quarters of each year. Financial year 2014-15 election funding amounts are:

- \$1.495 for an eligible candidate; and
- \$2.991 for an eligible registered political party.

These amounts applied to the Stafford by-election held on Saturday 19 July 2014 and the 2015 State general election held on Saturday 31 January 2015.

### Election funding for the Stafford by-election

A by-election held in the Stafford electoral district on Saturday 19 July 2014 was contested by four candidates all of whom were endorsed by registered political parties. Three candidates, and their registered political parties, qualified to claim election funding. Election funding paid for the election is illustrated in **Figure 2** on page 15.

### Election funding for the 2015 State General election

A State general election held on Saturday 31 January 2015 was contested by 433 candidates 308 of whom polled sufficient votes to qualify for election funding; 295 of those eligible candidates were endorsed by registered political parties.

Capped entitlements for which eligible registered political parties may claim election funding are displayed in **Figure 3** on page 15.

### Policy Development Payments

Set by regulation, the amount of \$3m is paid to eligible registered political parties based on the number of relevant candidates endorsed by the party at the last general election.

Payments were made in equal instalments for the 2013-14 financial year by 31 July 2014 and 31 January 2015. Calculation of these payments reflected the 2012 State general election; amounts paid to eligible registered political parties are highlighted in **Figure 4** on page 15.

## Disclosure

### Stafford by-election disclosure

Disclosure returns for the Stafford by-election held Saturday 19 July 2014 were required to be given to the Commission by Monday 1 November 2014. These returns were available for public inspection 24 weeks after polling day.

### Queensland State general election disclosure

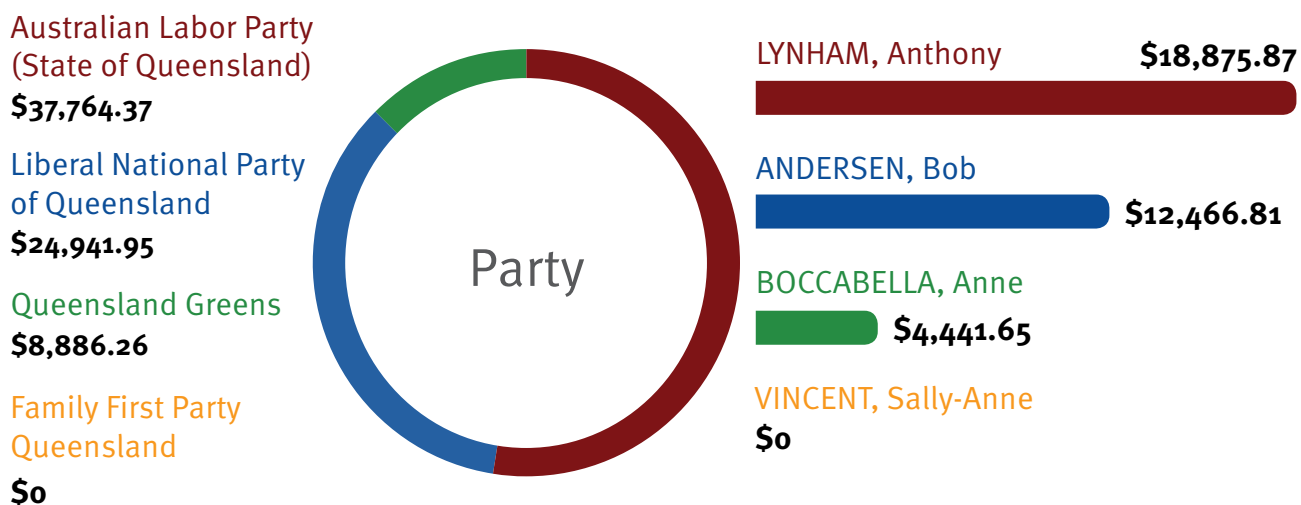
Disclosure returns for the State general election held Saturday 31 January 2015 were required to be given to the Commission by Monday 18 May 2015. These returns are available for inspection 24 weeks after polling day.

### Local government by-election disclosure

Candidates and third parties at local government elections are required to give the Commission returns disclosing gifts. A gift threshold amount for local government elections is fixed at \$200 without indexation. Groups of candidates who register their group after nominating must give the Commission a return covering all candidates who are part of the group.



**Figure 2:** Election funding paid to candidates and political parties for the Stafford by-election.



**Figure 3:** Capped entitlements for which eligible registered parties may claim election funding for the 2015 State general election.

Registered political party	Capped entitlement
Australian Labor Party (State of Queensland)	\$2,940,314.51
Family First Party Queensland	\$12,050.74
Queensland Greens	\$561,072.72
Katter's Australian Party	\$148,168.16
Liberal National Party of Queensland	\$3,242,423.46
One Nation Queensland Division <i>(party changed its name after the election to Pauline Hanson's One Nation Queensland Division)</i>	\$43,033.42
Palmer United Party	\$358,241.04

**Figure 4:** Policy Development Payments made to registered political parties in 2014-15.

Registered political party	Payment 31 July 2015	Payment 31 January 2015
Australian Labor Party (State of Queensland)	\$458,257.81	\$458,257.81
Katter's Australian Party	\$188,214.78	\$188,214.78
Liberal National Party of Queensland	\$853,527.41	\$853,527.41
<b>Total:</b>	<b>\$1,500,000.00</b>	<b>\$1,500,000.00</b>

# Administering Queensland's electoral laws, impartially and independently

## Annual disclosure by registered political parties, associated entities and donors

Registered political parties and their associated entities were required to give the Commission disclosure returns for the 2013-14 financial year by 20 October 2014. Individuals and organisations making gifts more than the gift threshold amount to registered political parties had an obligation to give the Commission a disclosure return by 17 November 2014. Retrospective amendments to the gift threshold amount in May 2015 required the giving of amended returns or returns by registered political parties and their associated entities by 8 July 2015.

## Register of Political Parties

There were no parties added to or removed from the register in the 2014-15 financial year. Two applications to include parties on the register failed when the Commission was unable, in both instances, to verify the level of membership required for registration.

**Figure 5:** Register of Political Parties as at 30 June 2015.

Registered Political Party	Registration Date
Australian Labor Party (State of Queensland)	14 August 1992
Queensland Greens	6 May 1994
Family First Party Queensland	12 April 2006
Liberal National Party of Queensland	9 September 2008
One Nation Queensland Division ( <i>party changed its name after the election to Pauline Hanson's One Nation Queensland Division</i> )	12 August 2011
Katter's Australian Party	22 September 2011
Palmer United Party	5 June 2013

# Objective 2

## **Conducting free and democratic Parliamentary, Local Government and industrial elections**

During the 2014-15 financial year, the Commission conducted the Queensland State general election, one State by-election, four local government by-elections and a number of industrial elections, including protected action ballots.

# Conducting free and democratic Parliamentary, Local Government and industrial elections

## Parliamentary elections and by-elections

Under the *Electoral Act 1992* the Commission is responsible for the conduct of Queensland State general elections and by-elections.

### Stafford by-election

A State by-election for Stafford was held on 19 July 2014 following the resignation of Dr. Chris Davis. 31,175 electors were enrolled at the close of rolls.

The by-election was the first time electors were required to produce Proof of Identity (POI) to cast an ordinary vote. Electors unable to produce POI cast their vote through the declaration voting process.

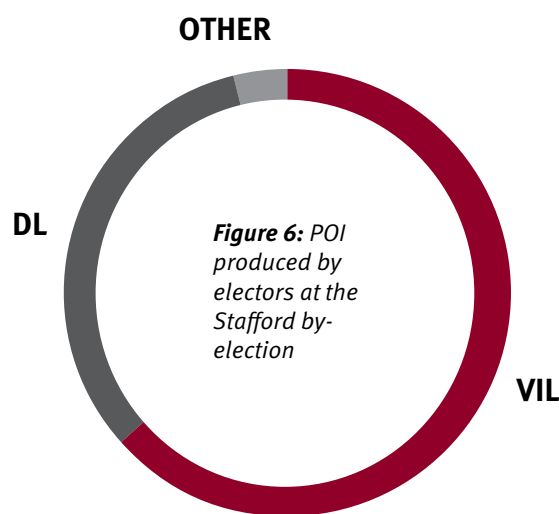
The introduction of POI to the ordinary voting process was significant, requiring the implementation of revised policy and procedure. To minimise the impact to electors, the Commission sent a Voter Information Letter (VIL) to all electors enrolled in the District of Stafford. Historically, a VIL is produced for all State events however, it was particularly important for this by-election and the Queensland State general election as it was regulated as an approved form of POI. The VIL advised electors of important voting information and to bring the VIL as proof of identity. Additionally, an advertising campaign echoing the same message through television, billboards, radio and print was utilised to boost public awareness.

Approved forms of POI were prescribed by regulation:

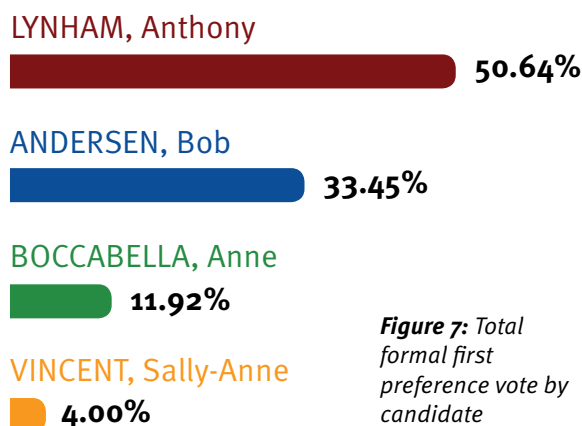
- A current Driver Licence;
- A current Australian Passport;
- A Voter Information Letter (VIL) issued by the Commission;
- Recent document evidencing electoral enrolment;
- Identification card issued by the Commonwealth or State evidencing the person's entitlement to a financial benefit;

- Adult proof of age card issued by the State;
- Recent account or notice issued by a local government or a public utility provider;
- Recent account statement, current account card or current credit card issued by a financial institution;
- Recent account statement issued by a carriage service provider as defined under the *Telecommunications Act 1997 (Cth)*; and
- Recent notice of assessment issued under the *Income Tax Assessment Act 1997 (Cth)*.

63.51% of electors produced their Voter Information Letter (VIL) as POI and 32.70% produced a current Driver Licence (DL).

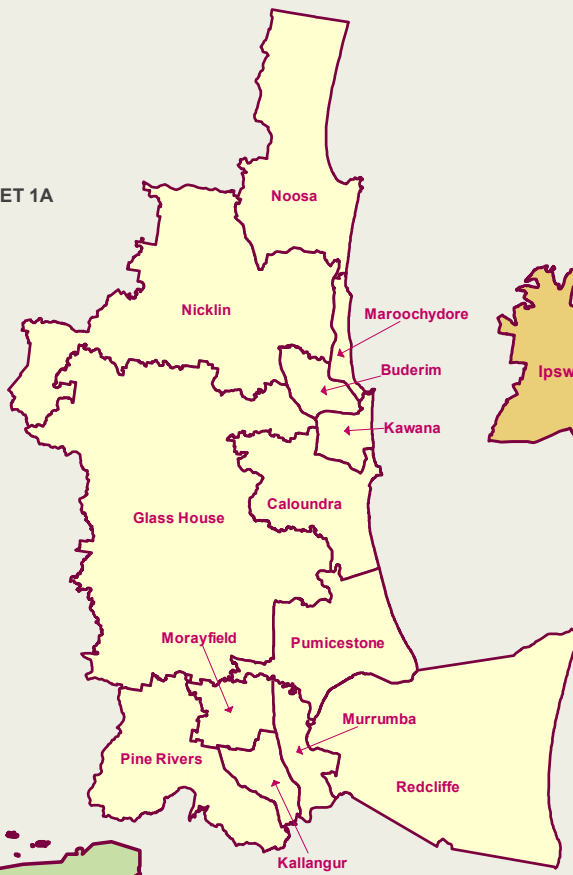


The by-election was contested by 4 candidates with Dr. Anthony Lynham (ALP) successfully elected.



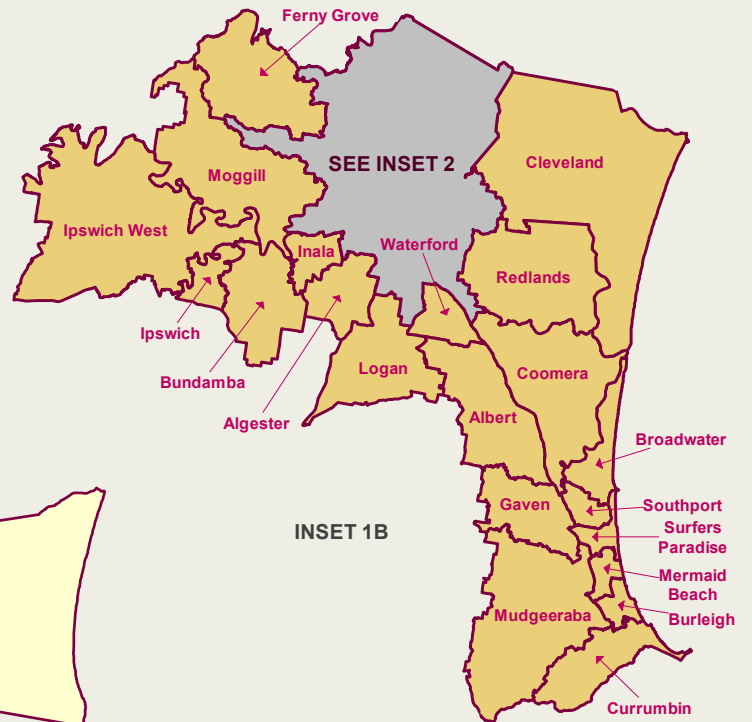
*Image: Queensland State electoral Districts.*

INSET 1A



SEE INSET 2

INSET 1B

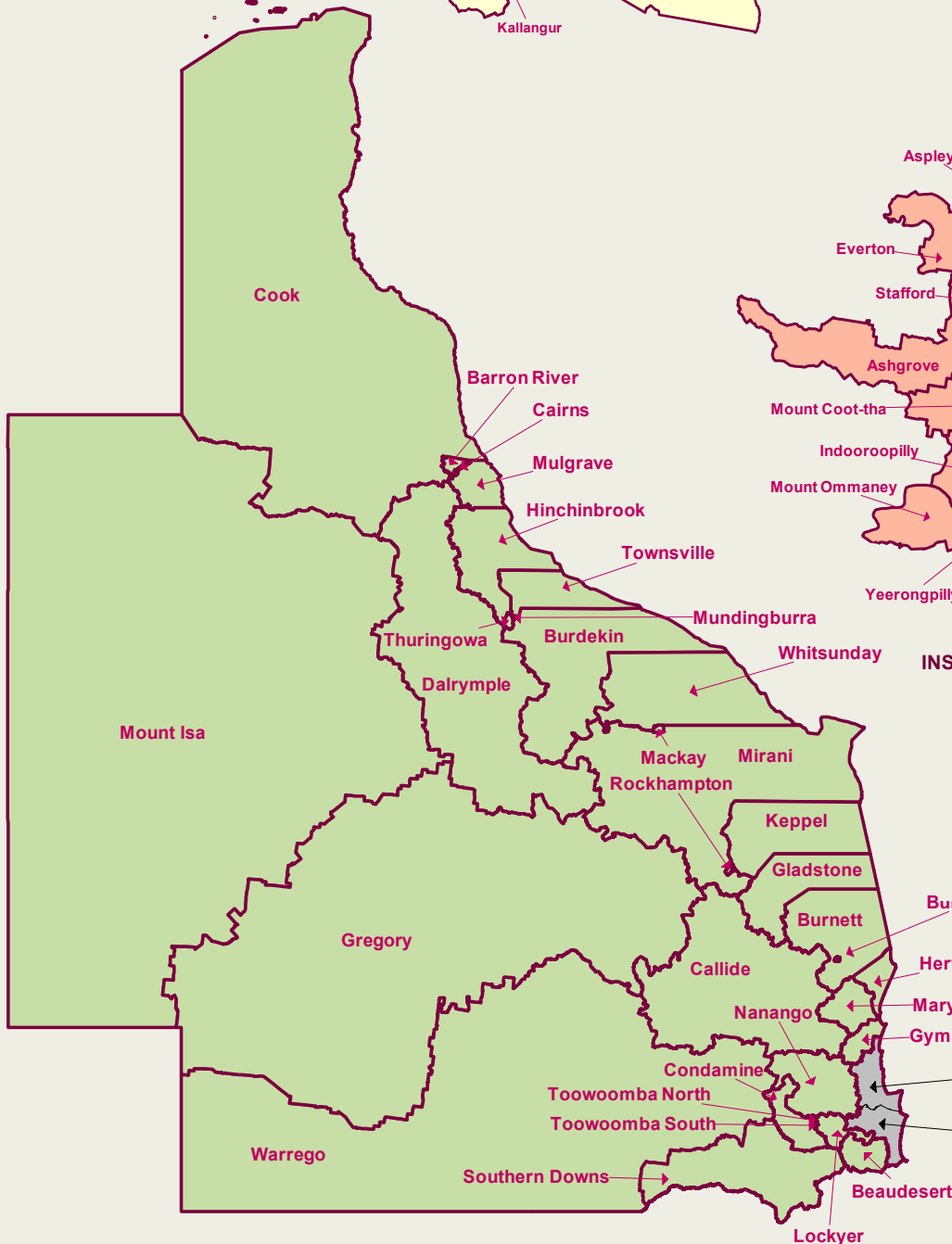


INSET 2



SEE INSET 1A

SEE INSET 1B



# Conducting free and democratic Parliamentary, Local Government and industrial elections

## State general election

The Queensland State general election conducted on 31 January 2015 was the ninth conducted by the Commission. There were 2,981,145 enrolled electors as at the close of rolls (10 January 2015).

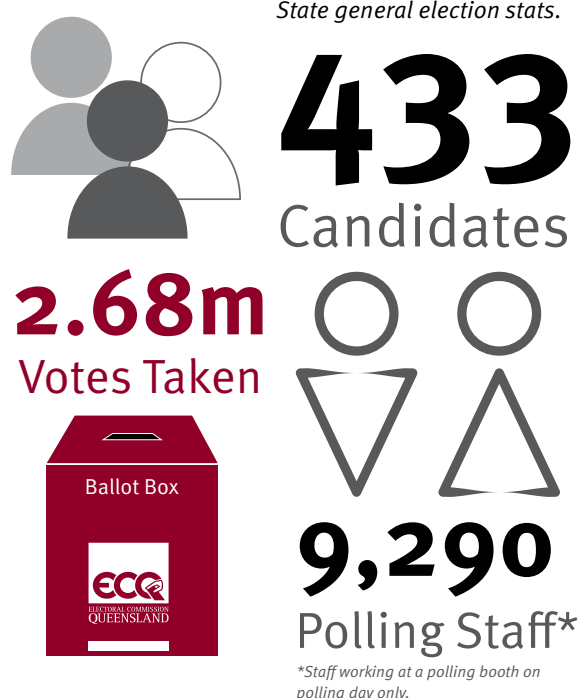
Similar to the Stafford by-election, a Voter Information Letter (VIL) was sent to all electors and a larger, more widespread marketing campaign encouraging enrolment and to bring the VIL as the elector's Proof of Identity (POI) was conducted. Additionally, POI signage developed for the Stafford by-election was translated from English to a number of languages to improve public awareness at the polling booth level.

For this election, the Commission piloted Electronic Certified Lists (see *Objective 3* › *Electronic Certified List*) to provide an innovative solution focused on reducing the operational need for printed certified lists and improve the voting experience. Overall, stakeholders responded positively to the innovation and the greater efficiencies created from a vote processing perspective.

Changes to the Postal Vote Application (PVA) process, more particularly, the requirement to sign the application was removed, facilitating online and phone lodgement. 103,543 electors applied online and 19,228 electors applied via the Commission's call centre. A total of 306,064 electors were posted ballot material.

The expansion of the All District Centre (ADC) project saw the number of All District Centres rise from five for the 2012 Queensland State general election to eight for this event. Brisbane, Maroochydore, Burleigh and Noosa were retained with Cairns, Bundaberg, Southport and Mackay newly established. The importance of this project cannot be understated as it allows electors to cast an ordinary vote outside their District, circumventing the absent voting process, which is a declaration vote.

**Figure 8:** 2015 Queensland State general election stats.

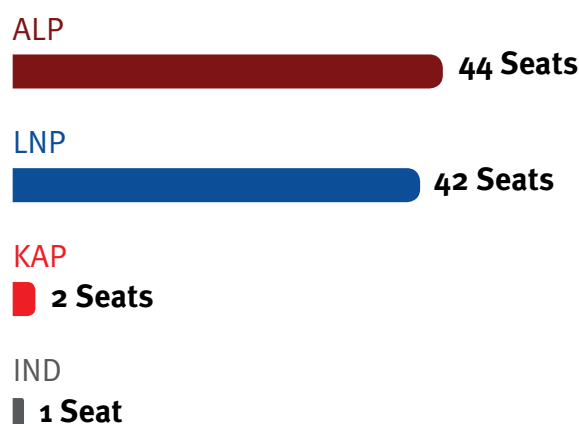


Pre-poll voting continued to grow with 526,296 electors casting a pre-poll vote, which is a 114.6% increase from the 2012 Queensland State general election figure of 245,247.

89.89% of enrolled electors voted at the election, which is a slight decrease when compared to the 2012 Queensland State general election (91.00%).

The final results were: Australian Labor Party (ALP) 44 seats; Liberal National Party (LNP) 42 seats; Katter's Australia Party (KAP) 2 seats; and Independents (IND) 1 seat.

**Figure 9:** Graphical representation of total seats by political party.





**Image:** 2015 Queensland State general election translated POI posters.



PHẢI TRÌNH THẺ NHẬN DẠNG  
KHI ĐI VOTING VÀ ĐỂ ĐƯỢC TÍNH VÀO CUỘC CHỌN. BẠN CẦN ĐƯA THEO THẺ NHẬN DẠNG CỦA BẠN.  
Nếu bạn không có thẻ nhận dạng thì bạn không thể đi bầu bằng cách bỏ phiếu.



需要身份證明  
在投票時，投票者必須出示身份證明文件，方可被計入選票。  
以下為可接受的政府身份證明文件。  
如果沒有可接受的政府身份證明文件，投票者仍可投票，但必須在投票站內填寫「投票意願表」。



**Image:** 2015 Queensland State general election enrolment marketing campaign.



**Image:** 2015 Queensland State general election VIL marketing campaign.



# Conducting free and democratic Parliamentary, Local Government and industrial elections

## Local government elections and by-elections

Under the *Local Government Electoral Act 2011* the Commission is responsible for the conduct of local government quadrennial elections, by-elections and fresh elections.

### Quadrennial elections

There were no local government quadrennial elections conducted in 2014-15. In accordance with the Local Government Electoral Act, polling day for the next local government quadrennial elections is scheduled for Saturday 19 March 2016.

### By-elections

During the 2014-15 financial year, the Commission conducted four by-elections for the following local governments:

#### Mayoral by-elections

- Gympie Regional Council – Saturday 7 February 2015

#### Councillor by-elections

- Carpentaria Shire Council – Saturday 12 July 2014
- Boulia Shire Council – Saturday 19 July 2014
- Murweh Shire Council – Saturday 6 September 2014

These by-elections were conducted as a result of vacancies arising from resignation or other circumstances. The Gympie Mayoral by-election was conducted as a full postal ballot, while the remainder were attendance ballots.

Please visit the Electoral Commission of Queensland [website](#) for more information, including by-election results.

## Industrial elections

Under the provisions of the *Industrial Relations Act 1999*, the Electoral Commission of Queensland is required to conduct elections of office-bearers for those Industrial Organisations (both employer and employee) registered with the State. The Queensland Industrial Relations Commission (QIRC) issues a decision, instructing the Commission to conduct the election.

The Act provides for the amalgamation of organisations. A ballot for a proposed amalgamation or withdrawal must be conducted by the Commission.

During 2014-15, the Industrial Registrar's office referred 57 arrangements to the Commission for the conduct of an election for office bearers. The Commission called nominations for 571 positions resulting in 30 ballots.

### Protected Action Ballots

Protected Action Ballots (PABs) are conducted by the Commission in accordance with the *Industrial Relations Act 1999* and any procedures prescribed by a regulation after receiving a Protected Action Ballot Order (PABO) from the QIRC.

PABs allow eligible employees to authorise industrial action in relation to the negotiation of a proposed certified agreement.

The QIRC ordered the Commission to conduct 31 protected action ballots this financial year.



## Maintenance of the Electoral Roll

The Queensland electoral roll is maintained by the Australian Electoral Commission (AEC) under a joint roll arrangement between the Commonwealth and the Queensland Government. The Commission paid an annual fee of \$2.6 m for this service in 2014-15.

Although the AEC has primary responsibility for maintenance of the roll, the Commission assists by arranging access to relevant data held by State government agencies, as well as conducting education and awareness activities to encourage new enrolments and to ensure an accurate and up-to-date roll.

As at 30 June 2015 there were 2,985,536 electors enrolled for Queensland, compared with 2,881,563 at 30 June 2014. During the reporting period, 805,245 enrolment transactions occurred. The transactions consisted of new enrolments, amendments and changes of address, reinstatements, intrastate and interstate, death deletions and objection action where an elector no longer resides at the address that they are enrolled. The Queensland electoral roll will continue to increase during the 2015-16 reporting period due to the ease and take up of online enrolment, and the Federal Direct Enrolment Update (FDEU).

### Federal Direct Enrolment Update

Through FDEU data is collected and provided to the AEC from trusted sources. The AEC matches this data to the electoral roll, identifying new electors or electors who have changed their details.

The Queensland electoral roll is predicted to increase from its current level in 2014-15 to potentially over 3m electors for the 2016 local government quadrennial election.

## Electronic Signatures for Electronic Enrolment

Online Enrolment Services (OES) provides electors with the option to sign their enrolment application electronically. OES has simplified the online enrolment process, making enrolment more attractive to the 18 to 25 age demographic, which is over-represented in the 'not on roll' research figures.

### Review of Special Postal Voters

In accordance with the provisions of section 114, subsection 4, 5 and 6 of the *Electoral Act 1992*, a review of electors registered as Special Postal Voters (distance) was commenced on 4 July 2014. The notice reviewed the continuing eligibility of electors who are registered as Special Postal Voters whose address was more than 15km, by the nearest practicable route, from a polling booth. As part of the process and in accordance with the *Electoral Act 1992*, random selection was applied to 10% of the returned notices (8,455), of these the signatures were validated against the current enrolment signatures. The Review was finalised in October 2014.

# Objective 3

## **Promoting the informed participation and confidence of Queenslanders in the electoral system**

The Commission is committed to fostering an inclusive electoral system by actively engaging the Community and introducing a range of innovations aimed at improving the voting experience for all Queenslanders.

Confidence in the Queensland electoral system is achieved by maintaining a range of organisational controls; supporting a robust internal audit and risk management function; and promoting ethical conduct through the Commission's integrity framework.

# Promoting the informed participation and confidence of Queenslanders in the electoral system

## Continuing education and awareness

During the 2014-15 financial year the Commission continued its involvement and support of a number of events and initiatives.

### School visits

The Commission was requested by a number of schools to educate students on electoral history and process, which includes a mock election where students participate in voting and counting the votes. At the end of the session teachers are provided with information kits and resources.

### EKKA

Each year the Commission and Australian Electoral Commission (AEC) co-sponsor a booth at the Royal Queensland Show (the EKKA). At the 2014 EKKA, the Commission introduced an online enrolment facility accessed through touch screen

### Homeless Connect

Homeless Connect is an initiative spearheaded by Brisbane City Council with the aim of providing free services to people experiencing homelessness. This event is a platform to build relationships and provide electoral advice.

### Democracy in the Community

The Commission is a proud member of the National Disability Advisory Committee. This committee is a joint initiative of Australian and New Zealand electoral commissions in partnership with the Human Rights Commission and disability advocate groups.

In 2014-15 the Commission continued to liaise with stakeholders and organisations representing electors living with a disability through the Democracy in the Community (DITC) advisory group. DITC is comprised of:

- groups that advocate on behalf of the deaf and blind communities;
- the National Relay Service;
- Queenslanders with Disability Network; and
- the National Ethnic Disability Alliance.

The purpose of DITC is to develop and implement workable solutions for electors who require assistance to actively participate in the democratic voting process.

In the near future, the Commission will be establishing an advisory group focused on electors from a multicultural or CALD (Culturally and Linguistically Diverse) background. Initial research has been conducted and implementation strategies are in development.

Each year the Commission increases its reach into the community with the goal of fostering an inclusive electoral system.

laptops. This provided EKKA thoroughfare with the ability to enrol or update their enrolment.

### Griffith University open day

In Queensland, 16 and 17 year olds may provisionally enrol, which means that their enrolment does not take effect until 18 years of age.

The Commission attended the Griffith University open day to target provisional enrolment and increase the profile of enrolment generally.



*Image: Commission staff helping Queenslanders at the EKKA.*

# Promoting the informed participation and confidence of Queenslanders in the electoral system

## New education and awareness

In 2014-15, the Commission participated in a number of new initiatives.

### The Constitutional Convention

The Commission was invited to participate in the Queensland Constitutional Convention which saw 100 high school representatives from 40 different schools attend Parliament House. The Commission educated students in voting and enrolment as well as coordinating an election to elect Queensland's student representative for the National Constitutional Convention.

### Indigenous Youth Parliament

The Indigenous Youth Parliament was run in partnership with Queensland Parliament's Indigenous Liaison Officer. This event provided

an opportunity to conduct an education session for 50 Indigenous high school students from across Queensland. Part of the session included a mock election designed to provide insight into the voting process and the counting of the votes through experience/participation.

### Community days

To encourage electoral participation and promote new initiatives, the Commission attended a number of community days, which include: Braille House's Diamond Jubilee and Guide Dogs Queensland expos. The Commission used these events to increase exposure of blind and low vision initiatives, such as the eAssist voting system and telephone voting.



*Image: ECQ staff promoting the eAssist voting system at a Guide Dogs Queensland expo.*



## eAssist voting system

The eAssist voting system was developed for electors who require assistance to vote, but in particular, electors with visual impairment.

The eAssist software facilitates an independent and secret vote by prompting users to issue commands through a custom-made keypad. The headphones provide the platform for audio prompts which guide the user through the eAssist voting process.

eAssist was launched at the 2014 Stafford by-election and was based at three locations and users demonstrated the robustness of the software.

For the 2015 Queensland State general election, eAssist was available at the eight All District Centres (ADCs) and Vision Australia's Queensland head office in Coorparoo. eAssist was accessible at all locations during Pre-Poll and at the ADCs only on polling day.

In total, 134 eAssist votes were cast with the vast majority received at the Vision Australia Coorparoo location.

Feedback received from electors was positive, with a number commenting that they were impressed with eAssist and this experience had been their first unassisted, independent vote.

## BLV telephone voting service

The *Electoral Reform Amendment Act 2014* introduced electronically assisted voting provisions that allow electors who cannot vote without assistance, a secret vote through electronic means. For the first time at the 2015 Queensland State general election, electors with visual impairment were given the opportunity to cast their vote using the BLV (Blind Low Vision) telephone voting service, which was based at the Commission's office, located in two separate

areas (registration and vote taking) to guarantee the overall integrity of the initiative and maintain the secrecy of the vote.

Electors seeking to vote via this service were required to satisfy proof of identity. Electors provided their name and date of birth or their enrolled address at the time of registration. After choosing their own PIN number, a system generated registration number was sent via the elector's nominated method - post, email, SMS or a call back from a Registration Supervisor.

Once vote taking commenced, registered electors were able to phone the Commission, quoting their PIN and registration numbers, then provide their voting preferences.

In total, 436 electors registered with 403 choosing to cast their vote through the service.

A number of electors with other disabilities sought to telephone vote. However, for the 2015 Queensland State general election the pilot was limited to electors with visual impairment. In the future, expansion to include other groups is possible as legislation permits other classes of electors, including electors with an insufficient level of literacy, electors more than 20kms from a polling booth and overseas electors to cast their vote through electronically assisted voting.

Under the electronically assisted voting provisions of the *Electoral Act 1992*, the Commission must appoint an independent person to audit the initiative. The auditor reported a number of recommendations, which the Commission is committed to implementing.

At the conclusion of the election, 100 electors who voted using this service were surveyed. 100% of respondents indicated that they were extremely happy or very happy with their telephone voting experience.

## Electronic Certified List

During the 2015 Queensland State general election, the Commission piloted 1,500 Electronic Certified Lists (ECLs) which were distributed to the eight All District Centres (ADCs) and 418 polling booths across South East Queensland.

The objectives of ECLs were to:

- Provide certified list look-up and mark-off capability in electronic format;
- Print ballot papers on-demand for particular polling places;
- Produce real-time data on elector turn-out;
- Provide quicker voting experience for electors by leveraging scanning, software and hardware technologies;
- Enhance ballot material reconciliation for booth staff through in-built reporting mechanisms;
- Increase mark-off accuracy by implementing a user-friendly interface and eliminating paper-based errors; and
- Heighten the detection and prevention of multi-voting.

The ECL software was developed in-house and deployed to laptops accompanied by a barcode scanner and in some cases, a printer.

Almost 800,000 marks were captured by the ECL's reporting mechanism, which reported the marks in near real-time: 209,043 marks during Pre-Poll; and 579,686 marks on polling day.

The response from electors were positive with comments typically highlighting: the ease of voting; the absence of queues; and an acknowledgement that the Commission was delivering a more modernised voting process, opposed to paper-based certified lists.

Election staff, including Returning Officers indicated that ECLs were easy to use and provided the capability to quickly issue votes.

The Commission estimates that marking an elector off the roll using a paper-based certified list requires an average of 45 to 60 seconds whereas, ECLs average 15 to 30 seconds.

Overall, the ECL pilot achieved all objectives providing improvements in the accuracy of marking off the correct elector and issuing the correct ballot paper in a short timeframe.



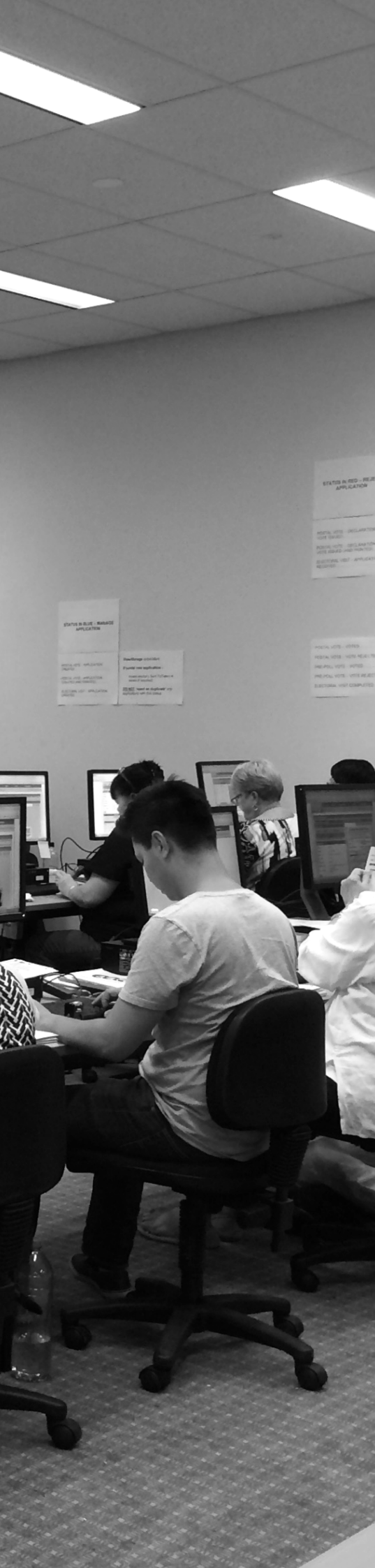


*Image: Example of ECL equipment and setup used at the 2015 State general election.*



*Image: Central Postal Voting (CPV) accommodation setup.*





## Central Postal Voting

For the 2015 Queensland State general election, the Central Postal Voting (CPV) project mailed a total of 306,064 postal votes. These votes were comprised of electors who applied online (103,543); through the voter's help line (19,228); or completed a paper application form (183,293). Not included in this total were the 11,662 duplicate applications received and processed by CPV.

CPV was established to streamline postal voting processes to expedite a 24 hour turnaround, that is, to have postal vote applications processed, printed and lodged with Australia Post within a 24 hour period from receipt. With the exception of postal vote applications received before the close of candidate nominations, time objectives were met.

Located on the ground floor of 80 Ann Street, Brisbane, CPV employed up to 80 temporary staff to assist Commission staff over a five week period. Temporary staff were engaged on a 'as needs basis', fluctuating as the workload increased or decreased.

A number of changes to the postal voting process were implemented for the State election, such as:

- The requirement to sign the postal vote application was removed, promoting online and phone lodgement.
- Security questions were introduced to facilitate the scrutiny between postal votes and unsigned postal vote applications.
- Two suppliers were engaged to conduct daily: printing of postal vote envelopes; filling of the envelopes with the ballot paper for the elector's State District; and lodge the filled envelope with Australia Post.
- All postal votes were returned to CPV for scrutiny and either accepted to the count or rejected. All accepted envelopes, still sealed, were distributed to the relevant Returning Officer for counting.

Overall, the Commission received positive feedback from electors and Returning Officers complementing the accuracy and timeliness achieved through the CPV project postal voting process.

# Promoting the informed participation and confidence of Queenslanders in the electoral system

## Internal audit and risk management

### Internal audit

Internal Audit provides independent and objective business assurance and consulting services to the Electoral Commissioner to provide assurance and help improve the operations and control environment of the Commission. Internal Audit operates under the powers pursuant to section 61 of the *Financial Accountability Act 2009* and part 2 division 5 of the *Financial and Performance Management Standard 2009*.

The purpose, authority and responsibility of Internal Audit are formally defined in its charter which is consistent with the International Standards for the Professional Practices of Internal Auditing as set by the Institute of Internal Auditors. All members of Internal Audit are obliged to apply and uphold the principles of integrity, objectivity, confidentiality and competency under the Institute of Internal Auditor's formal code of ethics.

In accordance with the requirements of the *Financial Accountability Act 2009* the Electoral Commissioner has appointed a Head of Internal Audit to coordinate all internal audit activities.

Internal Audit has a strategic and an annual audit plan which form the basis for its work and reporting relationships. These plans are developed using a risk-based methodology; are consistent with relevant standards and guidelines; and were endorsed by the Audit and Risk Management Committee and approved by the Electoral Commissioner. Internal Audit regularly reports to the Audit and Risk Management Committee on progress in implementing the annual audit plan. The status of the implementation of agreed recommendations for audits completed is reported to the Audit and Risk Management Committee at each meeting.

During 2014-15 Internal Audit's activities focused on providing increased audit coverage across information technology; election payroll entitlements; and polling day procedural compliance surrounding the 2015 State general election.

Internal Audit completed 10 projects which included advisory work and investigations. Through these activities, Internal Audit provided assurance and advice that the Commission's internal control environment is designed to manage risks and achieve the Commission's objectives in the areas reviewed.

### Risk management

The *Financial Accountability Act 2009* requires all accountable officers and statutory bodies to establish and maintain appropriate systems of internal control and risk management.

The Commission has an established risk management framework in place, which provides the foundation and organisational arrangements for managing risk within the Commission.

The framework aims to streamline and embed risk management to support the Commission to achieve its strategic and operational objectives through proactive assessment of, and response to, risk across the Commission. Monitoring of risks is achieved through periodic reporting to both the Executive Management Group and the Audit and Risk Management Committee.

### Audit and Risk Management Committee

The primary role of the Audit and Risk Management Committee (ARMC) is to provide independent advice and reasonable assurance to the Electoral Commissioner on the Commission's governance, risk management and internal control frameworks. The committee also assists

in the discharge of the Electoral Commissioner's financial management responsibilities imposed under the *Financial Accountability Act 2009*, *Financial Accountability Regulation 2009* and the *Financial and Performance Management Standard 2009*.

The Committee has due regard to the Queensland Treasury's Audit Committee Guidelines.

During 2014-15 the Electoral Commissioner appointed the Assistant Electoral Commissioner, and an external member to the Committee to strengthen its independence and to provide input from an 'external' perspective.

**Chair:** Yvette Zischke CPA (internal member)

Members	Term of appointment	Meetings attended 2014-15
<b>Director</b> ( <i>Funding, Disclosure and Regulation</i> )	1 June 2013 to 31 May 2016	1
<b>Electoral Commissioner</b>	1 June 2013 to 31 May 2016	3
<b>Assistant Electoral Commissioner</b>	1 November 2014 to 31 October 2015	2
<b>Director</b> ( <i>Business Services</i> )	1 June 2013 to 31 May 2016	3
<b>External Member:</b> Graham Carpenter	1 December 2014 to 30 November 2016	2

The Committee met three times during 2014-15 and operated in accordance with its charter. Remuneration was paid to the external member – Graham Carpenter (\$1,575).

In 2014-15, the Audit and Risk Management Committee:

- Provided advice on and reviewed management judgements included in the Commission's financial statements;

- Reviewed and monitored performance of Internal Audit against its strategic plan and annual audit plan;
- Reviewed and monitored the implementation and resolution of all internal and external audit issues, including the effectiveness of internal control frameworks; and
- Reived the Audit Committee Charter and Internal Audit Charter to ensure compliance with legislative and policy requirements.

## External Scrutiny

There were no external reviews conducted within the Commission during 2014-15.

The Auditor-General, Queensland Audit Office (QAO) completed sector-wide audits during the reporting period, and where these raised potential implications for the Commission, they have been assessed and actioned as necessary. Opportunities to improve performance and implement recommendations made by the Auditor-General are addressed by the Commission on a continuing basis and reported regularly through the Audit and Risk Management Committee.

During 2014-15, the Auditor-General issued an unqualified report of the Commission's 2013-14 General Purpose Financial Statements. The 2014-15 audited Financial Statements are on pages 42 to 69 of this report.

## Ethics

The Commission complied with and increased employee awareness of the *Public Sector Ethics Act 1994* by:

- Providing face-to-face Code of Conduct training as part of induction for all new employees;
- Releasing staff bulletins and online training courses; and
- Providing follow-up refresher training for all existing staff.

# Promoting the informed participation and confidence of Queenslanders in the electoral system

Staff are able to access the code of conduct on the Commission's intranet page.

The Commission continues to build on and refine its integrity framework consisting of resource management policies, practices, protocols and fact sheets to guide employees and managers in their day to day duties and the expectation of staff conduct. The importance of ethical conduct, and ensuring employees are aware of appropriate behaviour standards continues to be a key element within employee performance agreements. The Commission has a team of Human Resource practitioners to advise and assist managers to address any shortfalls in employee behaviour.

## Recordkeeping

The Commission manages its records in accordance with Information Standard IS31 and IS40 issued by Queensland State Archives.

No breaches to the Commission's recordkeeping systems were detected during this period.

As at 30 June 2015, the Commission was in the early stages of scoping the transitioning from paper to digital records, which includes the delivery of a new recordkeeping framework.

Additionally, the Commission's retention and disposal schedule was under review.

## Complaints Management

The Commission operates a Complaints Management System (CMS) in accordance with its internal policy and relevant directives. During the 2014-15 financial year, the Commission received three complaints. As at 30 June 2015, one complaint had been resolved, one complaint was in progress, and one complaint had been referred to the Queensland Civil and

Administrative Tribunal (QCAT).

In response to an audit conducted by the Queensland Ombudsman in 2013-14, the Commission implemented the following initiatives this financial year:

- Bi-annual reporting of complaints to senior management;
- Update of the Commission's website complaints section; and
- Auto-acknowledgement of email complaints.

## Election Information Systems

Election Information Systems (EIS) is a specialised team with a Geographic Information System (GIS) skillset within the Elections Support and Change Commission Unit. EIS is responsible for:

- Management and maintenance of spatial datasets;
- Mapping - visualisation of relationships and analysis of patterns to better understand Queensland's electoral landscape;
- Statistical reporting in accordance with statutory requirements;
- Voting trend analysis during and post electoral event;
- Administration of the Commission's Strategic Elections Management System (SEMS);
- Leading roll printing and scanning projects; and
- Supporting the Commission's boundary review function (*see Objective 4 for more information*).

The 2014-15 financial year saw an increased workload due to the conduct of the 2015 Queensland State general election, Local Government Change Commission boundary reviews and preparation for the 2016 State Redistribution.

## Information, Communication and Technology

The Commission's Information, Communication and Technology (ICT) unit provides a range of services to stakeholders, such as: operational and project management; maintenance of system infrastructure, including security, back up and disaster recovery; delivery of software enhancements and fixes; and website management and development.

In the 2014-15 financial year, the ICT unit experienced dramatic change, strengthening its focus on governance with a skills and services review, implementation of ICT specific policy and the introduction of an organisational ICT steering committee. These changes are designed to deliver a more streamlined and business objective focused ICT service for stakeholders.

### Information, Communication and Technology (ICT) Project Board

The primary role of the ICT Project Board is to provide overall governance for the ICT program of work that is undertaken by the Commission.

The ICT Project Board ensures the Commission maximises the value of its business investments that have an information communication technology-enabled component. It supports the efficient operation of the Commission's business areas while also aligning with whole-of-Government and Commission information communication technology strategies and objectives.

The ICT Project Board also assists in the discharge of the Electoral Commissioner's information communication technology responsibilities imposed under the *Electoral Act 1992* and the *Financial and Performance Management Standard 2009*.

During 2014-15 the Electoral Commissioner established the ICT Project Board and appointed

members, including an external member to strengthen its independence and to provide input from an 'external' perspective.

**Chair:** Dermot Tiernan (internal member)

Members	Term of appointment	Meetings attended 2014-15
<b>Electoral Commissioner</b>	1 January 2015 to 30 June 2016	4
<b>Assistant Electoral Commissioner</b>	1 January 2015 to 30 June 2016	6
<b>Director</b> (Elections, Operation and Planning)	1 January 2015 to 30 June 2016	6
<b>Director</b> (Elections Support and Change Commission)	1 January 2015 to 30 June 2016	6
<b>External Member:</b> Lynne Hackwood	11 February 2015 to 12 February 2016	6

The Committee met six times during 2014-15 and operated in accordance with its terms of reference.

In 2014-15, the ICT Project Board:

- Monitored the development of the ICT Strategic Direction and ICT risk mitigation strategies;
- Ensured that new ICT investments aligned with whole-of-Government ICT requirements and the Commission's business objectives;
- Reviewed proposals for the acquisition of major ICT related capital investments;
- Monitored the progress of all in-house ICT projects and recommended actions where necessary;
- Operated as a Change Advisory Board (CAB)

# Promoting the informed participation and confidence of Queenslanders in the electoral system

Foreword

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for the approval of enhancements to the Commission's core election platform - the Strategic Election Management System (SEMS);

- Reported on ICT related risks and areas of potential concern to the Audit and Risk Management Committee; and
- Assisted in progressing the submission of the Election Management System Replacement Project to the Cabinet and Budget Review Committee (CBRC) for endorsement; and proposal for the implementation of a Learning Management System (LMS).

## Service management

Operational and project management requests are lodged via a service desk management tool, which was implemented by ICT in the second half of 2014-15. The service desk management tool facilitates the communication between ICT and Commission staff in terms of requests for hardware, software and other enquiries. Additionally, it allows Commission staff to monitor the status of their service requests.

Alongside the service management tool, Service Level Agreements (SLAs) and new policy have been developed in accordance with Information Technology Infrastructure Library (ITIL) standards. SLAs document the response and resolution timeframes for ICT service requests. All ICT incidents, regardless of severity are recorded, with the service desk management tool monitoring the SLA and metrics.

## Asset management

Asset management is conducted through a configuration management tool, which is an add-on feature of the service desk management tool. As at 30 June 2015, ICT are continuing to enter all assets into the configuration management tool for the purpose of auditing and lifecycle management. This will ensure that all hardware is fully supported and performs when required.

## Website

The Commission's website was improved with the deployment of new enhancements in early March 2015. The implementation timeframe was tight due to the large amount of content requiring transitioning and post-election activities.

Changes to the website include: update of the layout; review of the content; and recoding of interactive mapping to industry standards.

As at 30 June 2015, further improvements, such as mobile device compatibility; and a full content and user experience review are underway and scheduled for completion in the 2015-16 financial year.



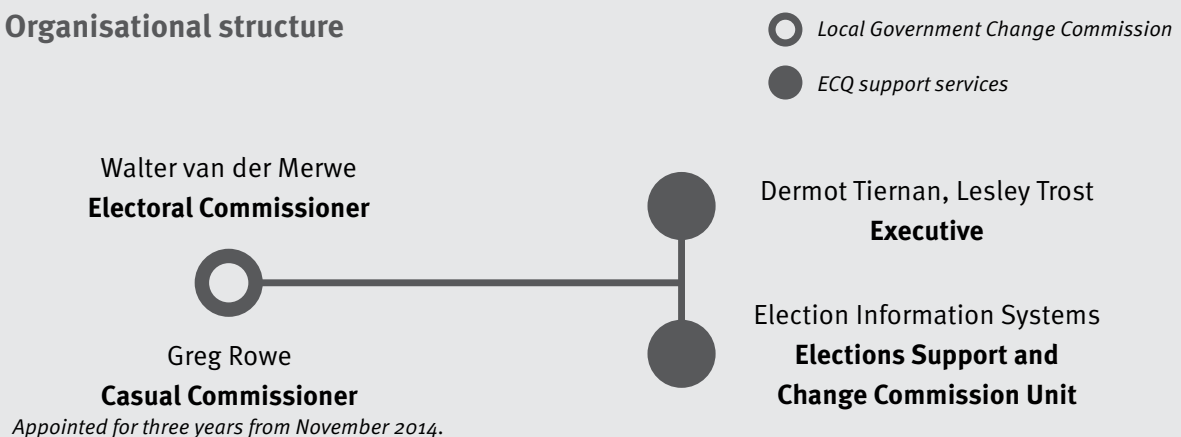
# Objective 4

## Managing a comprehensive process for the review of electoral boundaries

The Local Government Change Commission (Change Commission) is formed each time the Electoral Commission of Queensland receives a referral from the Minister responsible for Local Government for a local government change or boundary review in accordance with the *Local Government Act 2009* and the *City of Brisbane Act 2010*.

There were four reviews completed this financial year with 24 reviews in progress as at 30 June 2015.

### Organisational structure





# Managing a comprehensive process for the review of electoral boundaries

## Local Government Change Commission

The Change Commission's role is to conduct the assessment phase of the process associated with a local government change or boundary review. The aim of the assessment is to determine whether or not the proposed local government change is in the public interest.

A local government change refers to a change of:

- The boundaries of a local government area;
- Any divisions of a local government area;
- The number of councillors for a local government;
- The name of a local government area; or
- The classification of a local government area.

For the 2014-15 period, challenges impacting service delivery included: the delay in receiving the Brisbane City Council reference; the unavailability of Australian Standard Geographical Classification (ASGC) compliant roll products until mid-February 2015; the conduct of the State General election; a change in state government; the availability of key resources; and the volume of reviews to be completed within a tight timeframe.

### Completed reviews

The Commission completed four (4) reviews in 2014-15 financial year:

- Southern Downs Regional Council and Toowoomba Regional Council.
- Central Highlands Regional Council and Isaac Regional Council.
- Tablelands Regional Council – increase councillors from 5 to 6.
- Bundaberg Regional Council – remain divided.

Completed reports are placed on the Commission's website, and advertised in the gazette and local newspapers.

### In progress reviews

As at 30 June 2015 the Commission has 24 reviews in progress.

- 16 redivision reviews of divided councils: Brisbane City, Bundaberg Regional, Tablelands Regional, Banana Shire, Ipswich City, Moreton Bay Regional, Rockhampton Regional, Scenic Rim Regional, Sunshine Coast Regional, Townsville City, Fraser Coast Regional, Cairns Regional, Logan City, Isaac Regional, Redland City and Whitsunday Regional.
- Eight (8) external boundary reviews: Balonne-Maranoa-Western Downs, Barcoo-Bulloo-Paroo-Quilpie, Brisbane-Moreton Bay, Bundaberg, Cook-Lockhart River, Goondiwindi-Western Downs, Maranoa-Western Downs, Tablelands-Mareeba.

### Ethics

The Change Commission has adopted the Queensland Public Service's Code of Conduct and staff are subject to the Electoral Commission of Queensland's induction program, and education and training initiatives. Administrative procedures and management practices have proper regard to the ethics principles and values outlined by the Queensland Public Service's Code of Conduct.

# Financial Summary

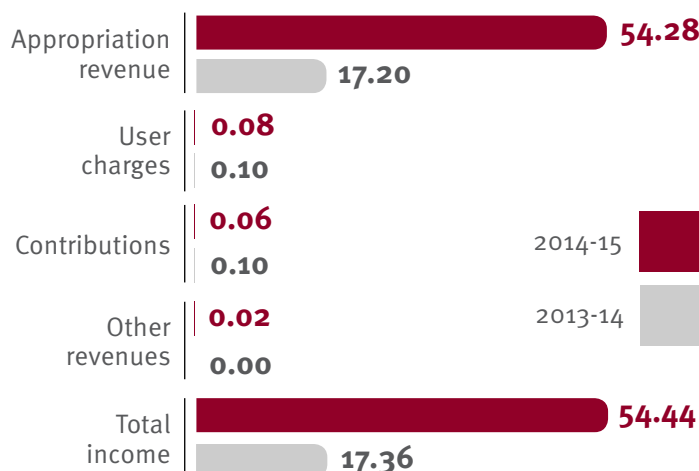
**An analysis of the Statement of Comprehensive Income  
and Statement of Financial Position**

# An analysis of the Statement of Comprehensive Income and Statement of Financial Position

## Income analysis

The Commission is primarily funded through appropriations from Queensland Treasury. The level of appropriations received during 2014-15 was significantly higher than the prior year as a result of the conduct of the State general election in January 2015. A breakdown of revenue by financial category is provided in **Figure 10**.

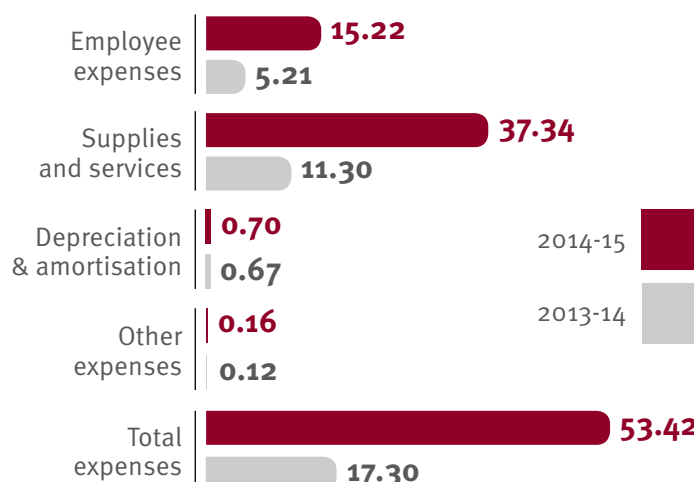
**Figure 10: Income analysis (\$m) by financial category.**



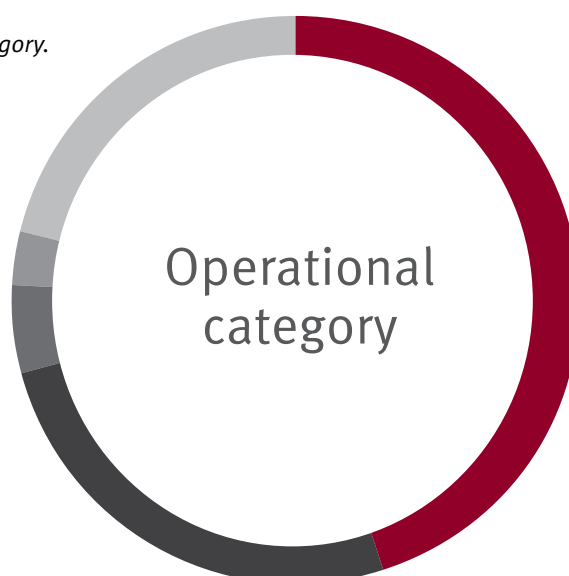
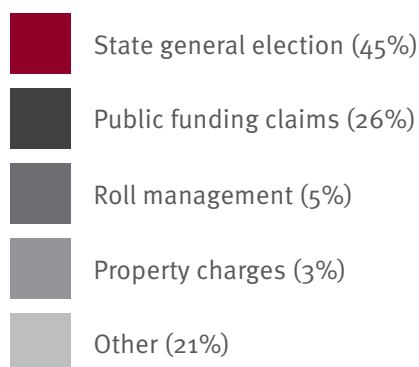
## Expense analysis

The total operating expenses for 2014-15 were \$53.4 million, an increase of \$36.1 million from the previous financial year. The significant increase is attributable to the conduct of the State general election in January 2015. A breakdown of expenditure by category is provided in **Figure 11** and **Figure 12**.

**Figure 11: Expense analysis (\$m) by financial category.**



**Figure 12: Expense analysis (\$m) by operational category.**



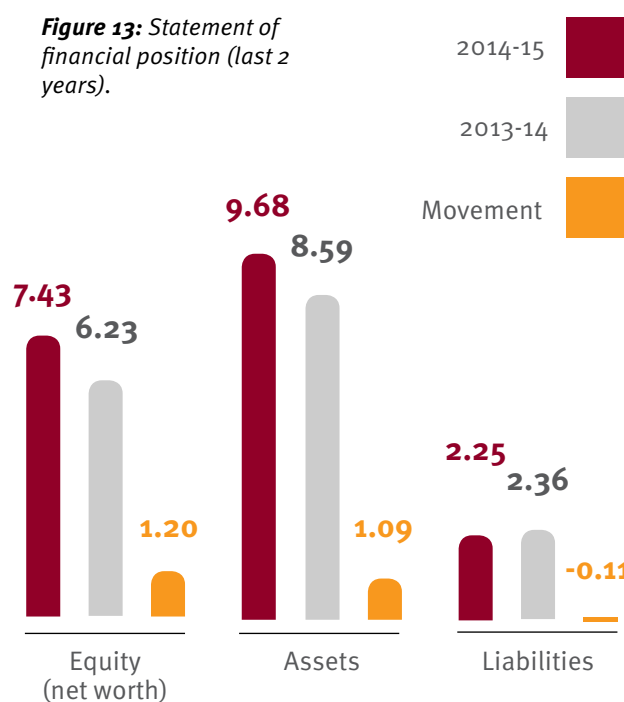
# “Our financial position is strong.”

- Richard Bosanquet (Chief Finance Officer)

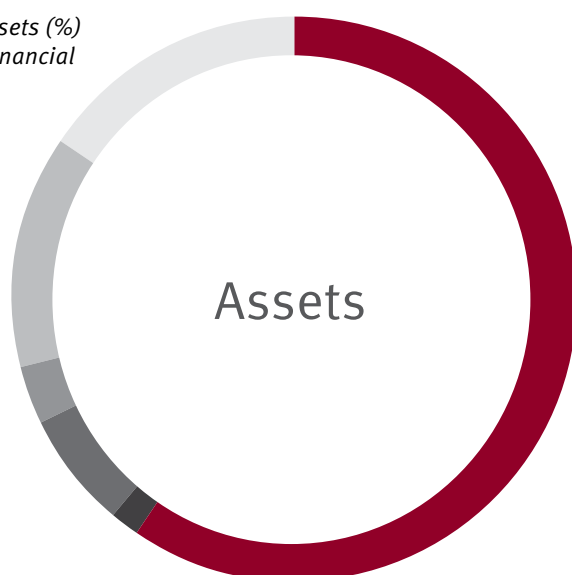
## Statement of financial position (last 2 years)

Our financial position is strong. At the end of the financial year, our total assets were \$9.7 million, an increase of \$1.1 million as compared to the previous year. This was primarily due to higher cash assets held at year end as a result of the delay in the submission of election funding claims by some political parties and candidates and the deferred commencement of post election projects such as non voters. Included within the current year trade creditors balance is a \$1 million accrual for election funding claims to eligible stakeholders.

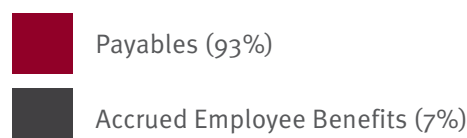
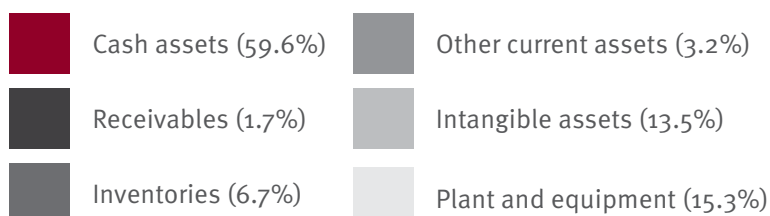
**Figure 13:** Statement of financial position (last 2 years).



**Figure 14:** Assets (%) for 2014-15 financial year.



**Figure 15:** Liabilities (%) for 2014-15 financial year.



# Financial Statements

**Certification of financial statements, Independent  
Auditor's report and remuneration disclosures**

## Electoral Commission of Queensland Financial Statements 2014-15

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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 8066, email [richard.bosanquet@ecq.qld.gov.au](mailto:richard.bosanquet@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.

# Financial statements

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## **ELECTORAL COMMISSION OF QUEENSLAND**

### **Statement of Comprehensive Income**

**for the year ended 30 June 2015**

	Notes	2015 \$'000	2014 \$'000
<b>Income from Continuing Operations</b>			
Appropriation revenue	2	54,277	17,226
User charges and fees		83	68
Contributions		60	60
Other revenues		15	6
<b>Total Revenue</b>		<b>54,435</b>	<b>17,360</b>
<b>Total Income from Continuing Operations</b>		<b>54,435</b>	<b>17,360</b>
<b>Expenses from Continuing Operations</b>			
Employee expenses	3	15,219	5,211
Supplies and services	5	37,341	11,303
Depreciation and amortisation	8 & 9	700	668
Other expenses	6	161	120
<b>Total Expenses from Continuing Operations</b>		<b>53,421</b>	<b>17,302</b>
<b>Operating Result from Continuing Operations</b>		<b>1,014</b>	<b>58</b>
<b>Other Comprehensive Income</b>		<b>-</b>	<b>-</b>
<b>Total Comprehensive Income</b>		<b>1,014</b>	<b>58</b>

*The accompanying notes form part of these statements.*



**ELECTORAL COMMISSION OF QUEENSLAND**  
**Statement of Financial Position**  
**as at 30 June 2015**

	Notes	2015 \$'000	2014 \$'000
<b>Current Assets</b>			
Cash and cash equivalents		5,772	3,859
Receivables	7	160	729
Inventories		646	799
Other current assets		312	157
<b>Total Current Assets</b>		<b>6,890</b>	<b>5,544</b>
<b>Non-Current Assets</b>			
Intangible assets	8	1,310	1,477
Plant and equipment	9	1,478	1,567
<b>Total Non-Current Assets</b>		<b>2,788</b>	<b>3,044</b>
<b>Total Assets</b>		<b>9,678</b>	<b>8,588</b>
<b>Current Liabilities</b>			
Payables	10	2,079	2,211
Accrued employee benefits		169	147
<b>Total Current Liabilities</b>		<b>2,248</b>	<b>2,358</b>
<b>Total Liabilities</b>		<b>2,248</b>	<b>2,358</b>
<b>Net Assets</b>		<b>7,430</b>	<b>6,230</b>
<b>Equity</b>			
Contributed equity		4,254	4,068
Accumulated surplus		3,176	2,162
<b>Total Equity</b>		<b>7,430</b>	<b>6,230</b>

*The accompanying notes form part of these statements.*

**ELECTORAL COMMISSION OF QUEENSLAND**  
**Statement of Changes in Equity**  
**for the year ended 30 June 2015**

	Accumulated Surplus \$'000	Contributed Equity \$'000	TOTAL \$'000
<b>Balance as at 1 July 2013</b>	2,104	3,381	5,485
Operating Result from Continuing Operations	58	-	58
<i>Transactions with Owners as Owners:</i>			
- Appropriated equity injections (Note 2)	-	763	763
- Appropriated equity withdrawals (Note 2)	-	(76)	(76)
<b>Balance as at 30 June 2014</b>	<b>2,162</b>	<b>4,068</b>	<b>6,230</b>
<b>Balance as at 1 July 2014</b>	2,162	4,068	6,230
Operating Result from Continuing Operations	1,014	-	1,014
<i>Transactions with Owners as Owners:</i>			
- Appropriated equity injections (Note 2)	-	262	262
- Appropriated equity withdrawals (Note 2)	-	(76)	(76)
<b>Balance as at 30 June 2015</b>	<b>3,176</b>	<b>4,254</b>	<b>7,430</b>

*The accompanying notes form part of these statements.*

**ELECTORAL COMMISSION OF QUEENSLAND****Statement of Cash Flows****for the year ended 30 June 2015**

	Notes	2015 \$'000	2014 \$'000
<b>Cash flows from operating activities</b>			
<i>Inflows:</i>			
Service appropriation receipts		54,788	16,794
User charges and fees		81	166
GST input tax credits from ATO		2,385	1,000
GST collected from customers		4	-
Other		15	6
<i>Outflows:</i>			
Employee expenses		(15,220)	(5,057)
Supplies and services		(37,475)	(10,007)
GST paid to suppliers		(2,302)	(1,069)
GST remitted to ATO		(4)	-
Other		(98)	(59)
<b>Net cash provided by (used in) operating activities</b>	11	<b>2,174</b>	<b>1,774</b>
<b>Cash flows from investing activities</b>			
<i>Outflows:</i>			
Payments for plant and equipment		(242)	(1,210)
Payments for intangibles		(205)	-
<b>Net cash provided by (used in) investing activities</b>		<b>(447)</b>	<b>(1,210)</b>
<b>Cash flows from financing activities</b>			
<i>Inflows:</i>			
Equity injections		262	763
<i>Outflows:</i>			
Equity withdrawals		(76)	(76)
<b>Net cash provided by (used in) financing activities</b>		<b>186</b>	<b>687</b>
Net increase (decrease) in cash and cash equivalents		1,913	1,251
Cash and cash equivalents at beginning of financial year		3,859	2,608
<b>Cash and cash equivalents at end of financial year</b>		<b>5,772</b>	<b>3,859</b>

The accompanying notes form part of these statements.

## ELECTORAL COMMISSION OF QUEENSLAND NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2014-15

	Objectives and Principal Activities of the Commission
Note 1:	Summary of Significant Accounting Policies
Note 2:	Reconciliation of Payments from Consolidated Fund to Appropriation Revenue Recognised in Statement of Comprehensive Income
	Reconciliation of Payments from Consolidated Fund to Equity Adjustment Recognised in Contributed Equity
Note 3:	Employee Expenses
Note 4:	Key Management Personnel and Remuneration Expenses
Note 5:	Supplies and Services
Note 6:	Other Expenses
Note 7:	Receivables
Note 8:	Intangible Assets
Note 9:	Plant and Equipment
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Note 11:	Reconciliation of Operating Surplus to Net Cash from Operating Activities
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Note 13:	Schedule of Administered Items
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## ELECTORAL COMMISSION OF QUEENSLAND

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2014-15

#### Objectives and Principal Activities of the Commission

The primary objective of the Electoral Commission of Queensland is to maintain the integrity of Queensland's 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 Queensland Treasury's Minimum Reporting Requirements for the year ending 30 June 2015, 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 income, 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 and balances are disclosed in Note 13. These transactions and balances are not significant in comparison to the commission's overall financial performance/financial position.

##### (d) Appropriation Revenue/Administered Revenue

Appropriations provided under the *Appropriation Act 2014* are recognised as revenue when received. Accrual is made for an appropriation receivable where Queensland Treasury approval has been obtained.

##### (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 13.

The commission recovers costs from Councils associated with the administration and conduct of Local Government elections. These recovered costs are shown as administered revenues and are to be returned to the government.

## ELECTORAL COMMISSION OF QUEENSLAND

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2014-15

#### (f) Contributions

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

Contributed assets are recognised at their fair value. The accounting treatment for contributions of services is explained in Note 1(u).

#### (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 receipted 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. All known bad debts were written-off as at 30 June.

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 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.

#### (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.

#### (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 Queensland Treasury's Non-Current Asset Policies.



## ELECTORAL COMMISSION OF QUEENSLAND

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2014-15

#### (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 are 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.

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.

#### (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 of each asset, less its estimated residual value, progressively over its estimated useful life to the commission.

Assets under construction (work-in-progress) are not depreciated until they reach service delivery capacity. Service delivery capacity relates to when construction is complete and the asset is first put to use or is installed ready for use in accordance with its intended application. These assets are then reclassified to the relevant class with plant and equipment.

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	17-33%
Office equipment	20-33%
Furniture	14%
Leasehold improvements	10-20%
Other	10-33%
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.

Where an impairment loss subsequently reverses, it is recognised as income.

## ELECTORAL COMMISSION OF QUEENSLAND NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2014-15

### (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.

### (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 or loss;
- Receivables - held at amortised cost - Note 7;
- Payables - held at amortised cost - Note 10.

The carrying amounts of trade receivables and payables approximate their fair value.

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 or loss.

### (r) Employee Benefits

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

Workers' compensation insurance is a consequence of employing employees, but is not counted in an employee's total remuneration package. It is not employee benefits and is 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.

As the commission expects such liabilities to be wholly settled within 12 months of reporting date, the liabilities are recognised at undiscounted amounts.

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.

#### *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*.

## ELECTORAL COMMISSION OF QUEENSLAND

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2014-15

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

##### *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 Management Personnel and Remuneration*

Key management personnel and remuneration disclosures are made in accordance with section 5 of the Financial Reporting Requirements for Queensland Government Agencies issued by Queensland Treasury. Refer to Note 4 for the disclosures on key 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 7(1)-(4) of the *Electoral Act 1992* (the Act) and section 8 of the *Local Government Election Act 2011* include: the conduct of Parliamentary and Local Government elections and by-elections; electoral redistributions; promotion of public awareness of electoral matters; 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 the registration of 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.

#### (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) 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 7).

## ELECTORAL COMMISSION OF QUEENSLAND NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2014-15

### (w) Issuance of Financial Statements

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

### (x) Accounting Estimates and Judgements

The preparation of financial statements necessarily requires the determination and use of certain critical accounting estimates, assumptions, and management judgements that have the 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.

Estimates and assumptions with the most significant effect on the financial statements are outlined in the following notes:

Plant and Equipment - Note 1(k) and Note 9; and  
Depreciation and Amortisation - Note 1(m), Notes 8 and 9.

Further, the matters covered in each of those notes (except for Depreciation and Amortisation) necessarily involve estimation uncertainty with the potential to materially impact on the carrying amount of the commission's assets and liabilities in the next reporting period. Reference should be made to the respective notes for more information.

### (y) Other Presentation Matters

*Currency and Rounding* - 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.

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

*Current/Non-Current Classification* - Assets and liabilities are classified as either 'current' or 'non-current' in the Statement of Financial Position and associated notes. Assets are classified as 'current' where their carrying amount is expected to be realised within 12 months after the reporting date. Liabilities are classified as 'current' when they are due to be settled within 12 months after the reporting date, or the Commission does not have an unconditional right to defer settlement to beyond 12 months after the reporting date. All other assets and liabilities are classified as non-current.

### (z) New and Revised Accounting Standards

The commission did not voluntarily change any of its accounting policies during 2014-15. The Australian Accounting Standards applicable for the first time as from 2014-15 that had the most significant impact on the commission's financial statements is AASB 1055 *Budgetary Reporting*.

AASB 1055 became effective from reporting periods beginning on or after 1 July 2014. In response to this new standard, the commission has included in these financial statements a comprehensive new note 'Budget vs Actual Comparison' (Note 14). This note discloses the commission's original published budgeted figures for 2014-15 compared to actual results, with explanations of major variances, in respect of the commission's Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flows. Note 14 also includes a comparison between the original published budgeted figures for 2014-15 compared to actual results, and explanations of major variances, in respect of the commission's major classes of administered income, expenses, assets and liabilities.

From reporting periods beginning on or after 1 July 2016, the commission will need to comply with the requirements of AASB 124 *Related Party Disclosures*. That accounting standard requires a range of disclosures about the remuneration of key management personnel, transactions with related parties/entities. The commission already discloses information about the remuneration expenses for key management personnel (refer to Note 4) in compliance with requirements from Queensland Treasury. Therefore, the most significant implications of AASB 124 for the commission's financial statements will be the disclosures to be made about transactions with related parties, including transactions with key management personnel or close members of their families.

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 Queensland Treasury. 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, the expected impacts of new or amended Australian Accounting Standards with future commencement dates have been considered and are either not applicable or do not have a material impact on the commission.

**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2014-15**

	2015 \$'000	2014 \$'000
<b>2. Reconciliation of Payments from Consolidated Fund to Appropriation Revenue Recognised in Statement of Comprehensive Income</b>		
Budgeted appropriation revenue	54,084	22,703
Transfers from equity to appropriation revenue	424	-
Lapsed appropriation revenue	-	(5,909)
Unforeseen expenditure	280	-
<b>Total Appropriation Receipts (cash)</b>	<b>54,788</b>	<b>16,794</b>
Less: Opening balance of appropriation revenue receivable	(511)	(79)
Plus: Closing balance of appropriation revenue receivable	-	511
<b>Net Appropriation Revenue</b>	<b>54,277</b>	<b>17,226</b>
<b>Appropriation Revenue recognised in Statement of Comprehensive Income</b>	<b>54,277</b>	<b>17,226</b>
 <b>Reconciliation of Payments from Consolidated Fund to Equity Adjustment Recognised in Contributed Equity</b>		
Budgeted equity adjustment appropriation	610	1,334
Transfers from equity to appropriation revenue	(424)	-
Lapsed equity adjustment	-	(647)
<b>Equity adjustment recognised in Contributed Equity</b>	<b>186</b>	<b>687</b>
 <b>3. Employee Expenses</b>		
<b>Employee Benefits</b>		
Wages and salaries	4,920	3,534
Election wages, polling officials and returning officers fees and allowance	8,022	475
Employer superannuation contributions*	1,186	479
Long service leave levy*	111	82
Annual leave levy*	453	382
Other employee benefits	23	8
<b>Employee Related Expenses</b>		
Workers' compensation premium*	42	5
Payroll tax*	-	208
Other employee related expenses	462	38
<b>Total</b>	<b>15,219</b>	<b>5,211</b>

\* Refer Note 1(r).

Total employee expenses incurred for the 2015 State general election were \$9.709 million.

The number of employees as at 30 June, including both full-time employees and part-time employees, measured on a full-time equivalent basis (reflecting Minimum Obligatory Human Resource Information (MOHRI)) was:

	2015	2014
Number of Employees:	52	45

The commission engages casual employees on an "as need basis" and during the 2014-15 financial year the number of casual employees engaged was 65 (2014:12).

## ELECTORAL COMMISSION OF QUEENSLAND NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2014-15

### 4. Key Management Personnel and Remuneration Expenses

#### (a) Key Management Personnel

The following details for key management personnel include those positions that had authority and responsibility for planning, directing and controlling the activities of the commission during 2014-15. 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
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	11th April 2014
Assistant Commissioner	To assist the Electoral Commissioner with the day-to-day running of the Electoral Commission of Queensland.	SES2/Public Service Act 2008	29th November 2014
Director Business Services	To lead the Business Services Unit in the management and coordination of all finance, human resources and records management activities 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	14th August 2013
Director, Chief Technology Officer	To lead the Information Technology Unit by ensuring all technology related decisions are aligned to the Commission's key strategic goals and objectives.	s.122 contract SO/Public Service Act 2008	6th April 2015
Director Funding, Disclosure and Regulation (formerly Director Elections Management)	To lead the Funding, Disclosure and Regulation Unit by ensuring the Electoral Commission of Queensland complies with the responsibilities and obligations relating to the electoral funding and disclosure matters prescribed in the <i>Electoral Act 1992</i> and the <i>Local Government Electoral Act 2011</i> , as well as perform the legislated responsibilities of Head of Internal Audit for the Commission.	SO/Public Service Act 2008	28th July 2011
Director Elections, Operation and Planning	To lead the Elections Operations and Planning Unit by providing quality electoral services to key stakeholders throughout Queensland.	SO/Public Service Act 2008	Acting from 29th September 2014
Director Electoral Management and Change Commission	To lead the Electoral Management and Change Commission Unit by providing specialised advice in areas such as enrolment and ensuring electoral boundary reviews are performed in accordance with relevant legislation and within prescribed timeframes.	SO/Public Service Act 2008	Acting from 29th September 2014

#### (b) Remuneration Expenses

Remuneration policy for the commission's key 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 (including motor vehicle entitlements) for the key management personnel are specified in employment contracts. The contracts provide for the provision of benefits including motor vehicles.

For the 2014-15 year, remuneration packages of key management personnel increased by 2.2% in accordance with government policy for SES and SO officers.

The following disclosures focus on the expenses incurred by the commission during the respective reporting periods, that is attributable to key management positions. Therefore, the amounts disclosed reflect expenses recognised in the Statement of Comprehensive Income.

Remuneration expenses for key management personnel comprise the following components:

- Short term employee expenses which include:
    - salaries, allowances and leave entitlements earned and expensed for the entire year or for that part of the year during which the employee occupied the specified position;
    - performance payments recognised as an expense during the year;
    - non-monetary benefits - consisting of provision of vehicle together with fringe benefits tax applicable to the benefit.
  - Long term employee expenses include amounts expensed in respect of long service leave entitlements earned.
  - Post-employment expenses include amounts expensed in respect of employer superannuation obligations.
  - Termination benefits 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.
- Performance bonuses are not paid under the contracts in place.



**ELECTORAL COMMISSION OF QUEENSLAND  
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2014-15**

**4. Key Management Personnel and Remuneration Expenses (cont'd)**

**1 July 2014 - 30 June 2015**

Position	Short Term Employee Expenses		Long Term Employee Expenses	Post-Employment Expenses	Termination Benefits	Total Expenses
	Monetary Expenses \$'000	Non-Monetary Benefits \$'000				
Electoral Commissioner - 01 Jul 14 to 30 Jun 15	255	3	5	29	-	292
Assistant Commissioner - 29 Nov 14 to 30 Jun 15	117	1	2	12	-	132
Acting Assistant Commissioner - 21 Jul 14 to 31 Oct 14	39	-	1	4	-	44
Director Business Services - 01 Jul 14 to 21 Sep 14 - 01 Nov 14 to 30 Jun 15	127	3	2	15	-	147
Director, Chief Technology Officer - 06 Apr 15 to 30 Jun 15	33	-	1	3	-	37
Director Funding, Disclosure and Regulation - 01 Jul 14 to 20 Jul 14 - 22 Sep 14 to 30 Jun 15	94	1	2	9	-	106
Acting Director Elections, Operation and Planning - 29 Sep 14 to 30 Jun 15	84	-	2	9	-	95
Acting Director Electoral Management and Change Commission - 29 Sep 14 to 30 Jun 15	85	-	2	8	-	95

**1 July 2013 - 30 June 2014**

Position	Short Term Employee Expenses		Long Term Employee Expenses	Post-Employment Expenses	Termination Benefits	Total Expenses
	Monetary Expenses \$'000	Non-Monetary Benefits \$'000				
Electoral Commissioner - 11 Apr 14 to 30 Jun 14	73	1	1	5	-	80
Acting Electoral Commissioner - 01 Jul 13 to 10 Apr 14	206	2	4	18	-	230
Acting Assistant Commissioner - 29 Jul 13 to 30 Jun 14	154	2	3	15	-	174
Director Elections Management - 14 Aug 13 to 29 Sep 13, - 05 Dec 13 to 30 Jun 14	83	1	2	10	-	96
Director Business Services - 29 Jul 13 to 13 Aug 13, - 28 Sep 13 to 01 Dec 13	23	-	1	3	-	27
Acting Director Business Services - 1 Jul 13 to 28 Jul 13	10	-	-	1	-	11

## ELECTORAL COMMISSION OF QUEENSLAND NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2014-15

	2015	2014
	\$'000	\$'000
<b>5. Supplies and Services</b>		
Computer processing costs	1,309	2,102
Consultants and contractors	5,065	1,028
Public funding to political parties and candidates	13,801	1,617
Freight & Cartage	815	48
Advertising and promotion	2,196	285
Joint roll arrangement	2,598	2,437
Legal fees	200	247
Motor vehicle	296	54
Portable & Attractive Equipment	5	113
Printing and postage	3,547	212
Property tenancy and maintenance	4,321	1,527
Telephone	649	330
Travel	167	132
Shared services agency charges	403	302
Accommodation fitout repairs	30	148
Other	1,939	721
<b>Total</b>	<b>37,341</b>	<b>11,303</b>

Total supplies and services incurred for the 2015 State general election were \$14.367 million. Payments for election funding claims of \$10.801 million and payments for policy development of \$3.0 million were also made.

### 6. Other Expenses

Insurance - QGIF	40	17
External audit fees *	35	34
Losses from disposal of plant and equipment	3	1
Inventory written off	23	8
Services received at below fair value	60	60
<b>Total</b>	<b>161</b>	<b>120</b>

\* Total audit fees paid to the Queensland Audit Office relating to the 2014-15 financial statements are estimated to be \$29,800 (2014: \$34,000). There are no non-audit services included in this amount.

**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2014-15**

	2015 \$'000	2014 \$'000
<b>7. Receivables</b>		
Trade debtors	-	1
	-	1
GST receivable	52	135
Annual leave reimbursements	99	40
Long service leave reimbursements	4	40
Appropriation revenue receivable	-	511
Other	5	2
<b>Total</b>	<b>160</b>	<b>729</b>

**8. Intangible Assets**

Software internally generated:		
At cost	3,178	3,036
Less: Accumulated amortisation	(1,868)	(1,559)
<b>Total</b>	<b>1,310</b>	<b>1,477</b>

**Intangibles Reconciliation**

	Software Internally Generated		Software WIP		Total	
	2015 \$'000	2014 \$'000	2015 \$'000	2014 \$'000	2015 \$'000	2014 \$'000
Carrying amount at 1 July	1,477	1,125	-	653	1,477	1,778
Acquisitions	142	-	63	-	205	-
Transfers between classes	-	653	(63)	(653)	(63)	-
Amortisation	(309)	(301)	-	-	(309)	(301)
<b>Carrying amount at 30 June</b>	<b>1,310</b>	<b>1,477</b>	<b>-</b>	<b>-</b>	<b>1,310</b>	<b>1,477</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 2014-15

	2015	2014
	\$'000	\$'000

### 9. Plant and Equipment

Plant and equipment: At cost

Gross	3,331	2,505
Less: Accumulated depreciation	(1,853)	(1,518)
	1,478	987

Work in progress: At cost

	-	580
<b>Total</b>	<b>1,478</b>	<b>1,567</b>

The commission has leasehold improvements with an original cost of \$229,702 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 \$506,598 that has been written down to a residual value of \$25,329 still being used in the provision of services. These assets are still in good condition and are anticipated to be replaced in the coming years.

### Plant and Equipment Reconciliation

	Plant and Equipment		Work in Progress		Total	
	2015	2014	2015	2014	2015	2014
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Carrying amount at 1 July	987	725	580	-	1,567	725
Acquisitions	205	630	37	580	242	1,210
Disposals	(3)	(1)	-	-	(3)	(1)
Transfers between classes	680	-	(617)	-	63	-
Depreciation	(391)	(367)	-	-	(391)	(367)
<b>Carrying amount at 30 June</b>	<b>1,478</b>	<b>987</b>	<b>-</b>	<b>580</b>	<b>1,478</b>	<b>1,567</b>

	2015	2014
	\$'000	\$'000

### 10. Payables

Trade creditors	2,012	2,125
Refunds to candidates	33	32
Other	34	54
<b>Total</b>	<b>2,079</b>	<b>2,211</b>

**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2014-15**

	2015 \$'000	2014 \$'000
<b>11. Reconciliation of Operating Surplus to Net Cash from Operating Activities</b>		
Operating surplus/(deficit)	1,014	58
Depreciation and amortisation expense	700	668
Loss on disposal of plant and equipment	3	1
Change in assets and liabilities:		
(Increase)/decrease in appropriation revenue receivable	511	(432)
(Increase)/decrease in trade receivables	1	95
(Increase)/decrease in GST input tax credits receivable	83	(68)
(Increase)/decrease in LSL reimbursement receivables	36	58
(Increase)/decrease in annual leave reimbursement receivables	(59)	58
(Increase)/decrease in other receivables	(3)	2
(Increase)/decrease in inventories	153	9
(Increase)/decrease in prepayments	(155)	(155)
Increase/(decrease) in accounts payable	(132)	1,442
Increase/(decrease) in accrued employee benefits	22	38
<b>Net cash from operating activities</b>	<b>2,174</b>	<b>1,774</b>

**12. 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	1,425	1,435
Later than one year and not later than five years	2,872	4,147
Later than five years	34	355
<b>Total</b>	<b>4,331</b>	<b>5,937</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 2014-15

#### 13. Schedule of Administered Items

	2015 \$'000	2014 \$'000
<b>Administered Income</b>		
Revenue from local councils	533	1,044
Fines and forfeitures	375	127
<b>Total Administered Income</b>	<b>908</b>	<b>1,171</b>
<b>Administered Expenses</b>		
Transfers of Administered Income to Government	908	1,171
<b>Total Administered Expenses</b>	<b>908</b>	<b>1,171</b>
<b>Administered Assets</b>		
<i>Current</i>		
Cash	33	26
Receivables	33	107
<b>Total Current Assets</b>	<b>66</b>	<b>133</b>
<b>Administered Liabilities</b>		
<i>Current</i>		
Trade Creditors	1	-
Unclaimed monies to remit to Queensland Treasury	-	11
Payable to Government	65	122
<b>Total Current Liabilities</b>	<b>66</b>	<b>133</b>

#### 14. Budget vs Actual Comparison

##### Statement of Comprehensive Income

	Variance Notes	Original Budget 2015 \$'000	Actual 2015 \$'000	Variance \$'000	Variance % of Budget
<b>Income from Continuing Operations</b>					
Appropriation revenue	1	54,084	54,277	193	0%
User charges and fees	2	40	83	43	108%
Contributions		-	60	60	
Other revenues		-	15	15	
<b>Total Revenue</b>		<b>54,124</b>	<b>54,435</b>	<b>311</b>	<b>1%</b>
<b>Total Income from Continuing Operations</b>		<b>54,124</b>	<b>54,435</b>	<b>311</b>	<b>1%</b>
<b>Expenses from Continuing Operations</b>					
Employee expenses	3	17,739	15,219	(2,520)	(14%)
Supplies and services	4	36,221	37,341	1,120	3%
Depreciation and amortisation	5	125	700	575	460%
Other expenses	6	39	161	122	313%
<b>Total Expenses from Continuing Operations</b>		<b>54,124</b>	<b>53,421</b>	<b>(703)</b>	<b>(1%)</b>
<b>Operating Result from Continuing Operations</b>		<b>-</b>	<b>1,014</b>	<b>1,014</b>	
<b>Other Comprehensive Income</b>		<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Comprehensive Income</b>		<b>-</b>	<b>1,014</b>	<b>1,014</b>	



**ELECTORAL COMMISSION OF QUEENSLAND**  
**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2014-15**

**14. Budget vs Actual Comparison (cont'd)**

**Statement of Financial Position**

	Variance Notes	Original Budget 2015 \$'000	Actual 2015 \$'000	Variance \$'000	Variance % of Budget
<b>Current Assets</b>					
Cash and cash equivalents	7	2,690	5,772	3,082	115%
Receivables		326	160	(166)	(51%)
Inventories		808	646	(162)	(20%)
Other current assets	8	3	312	309	10,300%
<b>Total Current Assets</b>		<b>3,827</b>	<b>6,890</b>	<b>3,063</b>	<b>80%</b>
<b>Non-Current Assets</b>					
Intangible assets	9	3,083	1,310	(1,773)	(58%)
Plant and equipment	10	699	1,478	779	111%
<b>Total Non-Current Assets</b>		<b>3,782</b>	<b>2,788</b>	<b>(994)</b>	<b>(26%)</b>
<b>Total Assets</b>		<b>7,609</b>	<b>9,678</b>	<b>2,069</b>	<b>27%</b>
<b>Current Liabilities</b>					
Payables	11	718	2,079	1,361	190%
Accrued employee benefits		109	169	60	55%
<b>Total Current Liabilities</b>		<b>827</b>	<b>2,248</b>	<b>1,421</b>	<b>172%</b>
<b>Total Liabilities</b>		<b>827</b>	<b>2,248</b>	<b>1,421</b>	<b>172%</b>
<b>Net Assets</b>		<b>6,782</b>	<b>7,430</b>	<b>648</b>	<b>10%</b>
<b>Total Equity</b>	12	<b>6,782</b>	<b>7,430</b>	<b>648</b>	<b>10%</b>



## ELECTORAL COMMISSION OF QUEENSLAND NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2014-15

### 14. Budget vs Actual Comparison (cont'd)

#### Statement of Cash Flows

	Variance Notes	Original Budget 2015 \$'000	Actual 2015 \$'000	Variance \$'000	Variance % of Budget
<b>Cash flows from operating activities</b>					
<i>Inflows:</i>					
Service appropriation receipts	13	54,084	54,788	704	1%
User charges and fees	2	40	81	41	103%
GST input tax credits from ATO		890	2,385	1,495	168%
GST collected from customers		2	4	2	100%
Other		-	15	15	
<i>Outflows:</i>					
Employee expenses	3	(17,739)	(15,220)	2,519	(14%)
Supplies and services	4	(36,271)	(37,475)	(1,204)	3%
GST paid to suppliers		(840)	(2,302)	(1,462)	174%
GST remitted to ATO		(2)	(4)	(2)	100%
Other	6	(39)	(98)	(59)	151%
<b>Net cash provided by (used in) operating activities</b>		<b>125</b>	<b>2,174</b>	<b>2,049</b>	<b>1,639%</b>
<b>Cash flows from investing activities</b>					
<i>Outflows:</i>					
Payments for plant and equipment	14	(726)	(242)	484	(67%)
Payments for intangibles		-	(205)	(205)	
<b>Net cash provided by (used in) investing activities</b>		<b>(726)</b>	<b>(447)</b>	<b>279</b>	<b>(38%)</b>
<b>Cash flows from financing activities</b>					
<i>Inflows:</i>					
Equity injections	15	686	262	(424)	(62%)
<i>Outflows:</i>					
Equity withdrawals		(76)	(76)	-	0%
<b>Net cash provided by (used in) financing activities</b>		<b>610</b>	<b>186</b>	<b>(424)</b>	<b>(70%)</b>
<b>Net increase (decrease) in cash and cash equivalents</b>		<b>9</b>	<b>1,913</b>	<b>1,904</b>	<b>21,156%</b>
Cash and cash equivalents at beginning of financial year		2,681	3,859	1,178	44%
<b>Cash and cash equivalents at end of financial year</b>	<b>7</b>	<b>2,690</b>	<b>5,772</b>	<b>3,082</b>	<b>115%</b>

# **ELECTORAL COMMISSION OF QUEENSLAND** **NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2014-15**

## **14. Budget vs Actual Comparison (cont'd)**

### **Administered Items**

	Variance Notes	Original Budget 2015 \$'000	Actual 2015 \$'000	Variance \$'000	Variance % of Budget
<b>Administered Income</b>					
Revenue from local councils	16	3,900	533	(3,367)	(86%)
Fines and forfeitures	17	1,000	375	(625)	(63%)
<b>Total Administered Income</b>		<b>4,900</b>	<b>908</b>	<b>(3,992)</b>	<b>(81%)</b>
<b>Administered Expenses</b>					
Transfers of Administered Income to Government		4,900	908	(3,992)	(81%)
<b>Total Administered Expenses</b>		<b>4,900</b>	<b>908</b>	<b>(3,992)</b>	<b>(81%)</b>
<b>Administered Assets</b>					
<i>Current</i>					
Cash	18	1	33	32	3,200%
Receivables		43	33	(10)	(23%)
<b>Total Current Assets</b>		<b>44</b>	<b>66</b>	<b>22</b>	<b>50%</b>
<b>Administered Liabilities</b>					
<i>Current</i>					
Trade Creditors		-	1	1	
Payable to Government		44	65	21	48%
<b>Total Current Liabilities</b>		<b>44</b>	<b>66</b>	<b>22</b>	<b>50%</b>

### **Explanations of Major Variances**

#### **Statement of Comprehensive Income**

- The actual figure is higher than budget due to the deferral of funds from the previous financial year to 2014-15.
- The level of user charges was higher than budget due to the sale of more electoral rolls than was originally forecast.
- Employee expenses were lower than the budgeted figure due to a number of factors - vacant positions being offset by casual employees sporadically throughout the year and lower polling booth and ancillary staff employee expenses resulting from lower than anticipated by-election activity.
- Supplies and services were higher than budget due to the expansion of the pilot of electronic certified lists for the 2015 State general election and election funding claims paid/payable to eligible political parties and candidates being higher than originally forecast.
- The original annualised budget for depreciation and amortisation budget was incorrect. The actual depreciation and amortisation expense was in accordance with expectations and comparable with the prior year.
- The original annualised budget for other expenses was incorrect. The actual other expenses was in accordance with expectations and comparable with the prior year (see Note 6).

#### **Statement of Financial Position**

- The variation in cash assets is due to lower levels of expenditure than forecast due to the delay in the submission of election funding claims by some political parties and candidates and the late commencement of the non voter project for the State general election.
- The actual figure is higher than budget due to software related services paid in advance, which were not included in the forecast.
- The lower level of intangibles than forecast is due to a number of factors - a reclassification of capital works in progress to rectify a prior year error in the budget, less enhancements to core IT systems in readiness for the State general election than originally anticipated and higher level of amortisation expense (see note 5).
- The higher level of plant and equipment than budget relates to a reclassification of capital works in progress to rectify a prior year error in the budget.
- Payables are higher than budget due to the receipts of the Election Funding claims close to the balance date.
- Savings in employee expenses have led to a departmental operating surplus and a corresponding increase in equity.

## ELECTORAL COMMISSION OF QUEENSLAND NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS 2014-15

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### Statement of Cash Flows

13. The actual figure is higher than budget due to the deferral of funds from the previous financial year to 2014-15.
14. The decrease in cash outflows for plant and equipment was the result of less than anticipated expenditure required to complete the development of the commission's ICT disaster recovery facility.
15. The actual figure is lower than budget as a result of a reduction to the capital program in 2014-15 than was originally forecast.

### Administered Items

16. Revenue from councils was lower than budget due to local government by-election activity being less than originally forecast.
17. Fines and forfeitures were primarily lower than budget due to the late commencement of the non voter project for the State general election.
18. The higher level of cash assets held in 2014-15 relates to non voter fines collected that have not yet been remitted to the Consolidated Fund.

## 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), section 42 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;
- (b) the financial 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 2015 and of the financial position of the commission at the end of that year; and
- (c) these assertions are based on an appropriate system of internal controls and risk management processes being effective, in all material respects, with respect to financial reporting throughout the reporting period.



**Richard Bosanquet** CPA  
Director, Business Services



**Walter van der Merwe**  
Electoral Commissioner

Date 20 August 2015

Date 20 August 2015

## INDEPENDENT AUDITOR'S REPORT

To the Electoral Commissioner

### 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 2015, 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 certificates given by the Electoral Commissioner and Director, Business Services.

#### *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 gives a true and fair view and 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 be removed only 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.

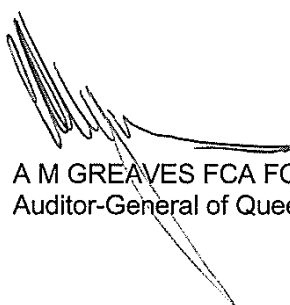
### *Opinion*

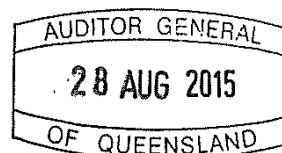
In accordance with s.40 of the *Auditor-General Act 2009*:

- (a) I have received all the information and explanations which I have required
- (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
  - (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 2014 to 30 June 2015 and of the financial position as at the end of that year.

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

Those viewing an electronic presentation of these financial statements should note that audit does not provide assurance on the integrity of the information presented electronically and does not provide an opinion on any information which may be hyperlinked to or from the financial statements. If users of the financial statements are concerned with the inherent risks arising from electronic presentation of information, they are advised to refer to the printed copy of the audited financial statements to confirm the accuracy of this electronically presented information.

  
A M GREAVES FCA FCPA  
Auditor-General of Queensland



Queensland Audit Office  
Brisbane



# Appendix

## **Electoral Commission of Queensland Milestones and Glossary**



## Electoral Commission of Queensland Milestones

Year	Milestone
1992	Referendum held on 22 February on Daylight Saving (proposal defeated on 54.50% No vote).
	Establishment of an independent electoral authority the Electoral Commission of Queensland (ECQ).
	47 <sup>th</sup> General Election for Queensland Parliament (19 September).
1995	48 <sup>th</sup> General Election for Queensland Parliament (15 July).
1996	By-election for Queensland Parliament - Mundingburra (3 February).
1998	49 <sup>th</sup> General Election for Queensland Parliament (13 June).
2001	50 <sup>th</sup> General Election for Queensland Parliament (17 February).
2004	51 <sup>st</sup> General Election for Queensland Parliament (7 February).
	Mayoral and Councillor Election for Local Government - Brisbane City Council (27 March).
2006	By-election for Queensland Parliament - Gaven (1 April).
	52 <sup>nd</sup> General Election for Queensland Parliament (9 September).
	Councillor By-election for Local Government - Brisbane City Council Hamilton (28 October).
2007	By-election for Queensland Parliament - Brisbane Central (13 October).
2008	1 <sup>st</sup> Quadrennial Elections for Local Government (15 March).
	Councillor By-election for a Local Government - Townsville (22 November).
2009	53 <sup>rd</sup> General Election for Queensland Parliament (21 March).
2010	Councillor By-election for Local Government - Brisbane City Council Walter Taylor (23 October).
2012	54 <sup>th</sup> General Election for Queensland Parliament (24 March).
	2 <sup>nd</sup> Quadrennial Elections for Local Government (28 April).
	By-election for Queensland Parliament - South Brisbane (28 April).
	Mayoral By-election for Local Government - Aurukun Shire Council (16 June).
	Councillor By-election for Local Government - Torres Strait Island Regional Council Division 13 (29 September).
	Councillor By-election for Local Government - Torres Strait Island Regional Council Division 15 (27 October).

# Appendix

Foreword

Objective 1

Objective 2

Objective 3

Objective 4

Financial Summary

Financial Statements

Appendix

Year	Milestone
2013	Councillor By-election for Local Government - Mornington Shire Council (9 March).
	Councillor By-election for Local Government - Napranum Aboriginal Shire Council (9 March).
	De-amalgamation polls held on 9 March on de-amalgamation of Mareeba, Livingstone, Douglas and Noosa from Tablelands, Rockhampton, Cairns and Sunshine Coast Regional Councils, respectively (polls resolved in the affirmative).
	Councillor By-election for Local Government - Boulia Shire Council (4 May).
	Councillor By-election for Local Government - Lockhart River Council (11 May).
	Councillor By-election for Local Government - Northern Peninsula Aboriginal Regional Council Division 5 (6 July).
	Councillor By-election for Local Government - South Burnett Regional Council Division 6 (14 September).
	New Local Government Elections for de-amalgamated local government areas (9 November).
	Councillor By-election for Local Government - Cherbourg Aboriginal Shire Council (9 November).
	Councillor By-election for Local Government - Croydon Shire Council (9 November).
2014	Councillor By-election for Local Government - Doomadgee Aboriginal Shire Council (9 November).
	By-election for Queensland Parliament - Redcliffe (22 February).
	Councillor By-election for Local Government - Torres Strait Island Regional Council Division 10 (1 March).
	Councillor By-election for Local Government - Cherbourg Aboriginal Shire Council (12 April).
	Councillor By-election for Local Government - Napranum Aboriginal Shire Council (3 May).
	Councillor By-election for Local Government - Whitsunday Regional Council Division 2 (3 May).
	Councillor By-election for Local Government - Carpentaria Shire Council (12 July).
	Councillor By-election for Local Government - Boulia Shire Council (19 July).
	By-election for Queensland Parliament - Stafford (19 July).
	Councillor By-election for Local Government - Murweh Shire Council (6 September).
2015	55 <sup>th</sup> General Election for Queensland Parliament (31 January).
	Mayoral By-election for Local Government - Gympie Regional Council (7 February).

## Glossary

<b>ADC</b> - All District Centre	<b>FTE</b> - Full-Time Equivalent
<b>AEC</b> - Australian Electoral Commission	<b>GIS</b> - Geographic Information System
<b>ALP</b> - Australian Labor Party (State of Queensland)	<b>ICT</b> - Information, Communication and Technology
<b>AO</b> - Administration Officer	<b>IND</b> - Independent
<b>ARMC</b> - Audit and Risk Management Committee	<b>IS</b> - Information Standard
<b>BLV</b> - Blind Low Vision	<b>ITIL</b> - Information Technology Infrastructure Library
<b>BYOD</b> - Bring Your Own Device	<b>IVR</b> - Interactive Voice Response
<b>CAB</b> - Change Advisory Board	<b>KAP</b> - Katter's Australia Party
<b>CALD</b> - Culturally and Linguistically Diverse	<b>LCAD</b> - Leaders Capability Assessment and Development
<b>CBRC</b> - Cabinet and Budget Review Committee	<b>LMS</b> - Learning Management System
<b>CEO</b> - Chief Executive Officer (Commissioner)	<b>LNP</b> - Liberal National Party of Queensland
<b>Change Commission</b> - Local Government Change Commission	<b>OES</b> - Online Enrolment Services
<b>CMS</b> - Complaints Management System	<b>PAB</b> - Protected Action Ballot
<b>Commission</b> - Electoral Commission of Queensland	<b>PABO</b> - Protected Action Ballot Order
<b>CPA</b> - Certified Practising Accountants	<b>POI</b> - Proof of Identity
<b>CPE</b> - Cost Per Elector	<b>PSC</b> - Public Service Commission
<b>CPV</b> - Central Postal Voting	<b>PVA</b> - Postal Vote Application
<b>Cth</b> - Commonwealth	<b>QAO</b> - Queensland Audit Office
<b>DITC</b> - Democracy in the Community	<b>QCAT</b> - Queensland Civil and Administrative Tribunal
<b>DL</b> - Driver Licence	<b>QIRC</b> - Queensland Industrial Relations Commission
<b>ECL</b> - Electronic Certified List	<b>Qld</b> - Queensland
<b>ECQ</b> - Electoral Commission of Queensland	<b>SEMS</b> - Strategic Elections Management System
<b>EIS</b> - Election Information Systems	<b>SES</b> - Senior Executive Service (Assistant Commissioner)
<b>EOI</b> - Expression of Interest	<b>SO</b> - Senior Officer (Directors)
<b>Est.</b> - Estimated	<b>VIL</b> - Voter Information Letter
<b>FDEU</b> - Federal Direct Enrolment Update	



# Feedback Form

The Electoral Commission of Queensland's 2014-15 Annual Report provides an account of its financial and non-financial performance for the 2014-15 financial year.

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

## Response return details:



ecq@ecq.qld.gov.au



GPO Box 1393, BRISBANE QLD 4001

## Content Please tick (✓)

### Presentation and Design

☐

Excellent

☐

Good

☐

Satisfactory

☐

Poor

### Ease of Navigation

☐

Excellent

☐

Good

☐

Satisfactory

☐

Poor

### Ease of Readability

☐

Excellent

☐

Good

☐

Satisfactory

☐

Poor

### Value of Information

☐

Excellent

☐

Good

☐

Satisfactory

☐

Poor

### Level of Detail Provided

☐

Excellent

☐

Good

☐

Satisfactory

☐

Poor

## Suggestions for improvement


## Category of reader Please tick (✓)

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Industry Organisation

☐

Community Organisation

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Government Dept.

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**Thank you for completing this survey!**



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