



Queensland
Government

Electoral Commission of Queensland

Departmental overview

The Electoral Commission of Queensland (the Commission) is an independent statutory authority, established under the *Electoral Act 1992* (the Act) with functions specified in that Act and in other legislation such as the *Local Government Electoral Act 2011* and the *Referendums Act 1997*. The Commission is a department for the purposes of the *Financial Accountability Act 2009*.

The Commission's vision is to be an evolving commission, trusted and respected by the community.

The Commission is required to carry out the functions prescribed under the Act. These functions include but are not limited to:

- conducting parliamentary elections, by-elections and fresh elections as they arise
- undertaking reviews of the number of electoral districts
- promoting public awareness of electoral matters
- making appropriate administrative arrangements for the conduct of referendums
- encouraging persons to enrol as electors and maintain the integrity of electoral rolls in collaboration with the Australian Electoral Commission.

Key environmental factors impacting on the performance of these functions include:

- the timing and duration of state, local government and industrial elections (including by-elections)
- working with political parties candidates, third parties and others (e.g. publishers, broadcasters) to ensure compliance with funding and disclosure requirements
- population growth and patterns of population distribution which affect local demand for Commission services as well as requiring the periodic review of electoral boundaries.

The key strategic objectives of the Commission are to:

- deliver fair and just Queensland elections
- ensure equitable representation across Queensland's electoral boundaries
- promote awareness of and participation in electoral matters
- drive improvements to electoral services.

Key initiatives of the Commission for 2017-18 will include:

- continuation of the Strategic Elections Management System (SEMS) replacement project
- completion of the state electoral boundary redistribution
- continued delivery of the Electronic Disclosure System and development of associated procedures
- ensuring registered political parties, candidates and third parties comply with funding and disclosure requirements
- planning for the delivery of the next state general election.

The Commission provides effective delivery of electoral and spatial services through supporting democratic electoral process by preparing for, conducting and reporting on elections in Queensland. This contributes to the Queensland Government's objective for the community - delivering quality front line services.

Service performance

Performance statement

Electoral Services

Service area objective

Promote awareness of and participation in electoral matters to deliver fair elections and to drive improvements to election services.

Service area description

The Commission is responsible for the impartial conduct of parliamentary, local government and industrial elections in Queensland. These responsibilities interface directly with the Commission's legislative functions as established under the *Electoral Act 1992*, the *Local Government Electoral Act 2011*, the *Referendums Act 1997* and the *Industrial Relations Act 1999*.

2017-18 service area highlights

The major activities for 2017-18 will include:

- providing increased funding of \$1.3 million to inform affected electors of the redistribution process that has taken place, any changes affecting the electors and a map of their electoral district
- preparation for the conduct of the election for Queensland's 56th Parliament, and state and local government by-elections
- management of Queensland's electoral roll in collaboration with the Australian Electoral Commission (AEC)
- continuation of the SEMS replacement project
- continued delivery of the Electronic Disclosure System, including associated procedures
- continued delivery of the Commission's community and awareness program to increase electors' awareness of how to enrol and the mandatory requirement to vote
- conduct of industrial elections and protected action ballots as required under the *Industrial Relations Act 1999*
- continued administration of political party registration, policy development payments, election funding, and financial disclosure requirements
- continued delivery of voting systems and processes to enable vision and mobility impaired electors and remote electors to cast their vote in secret.

Electoral Commission of Queensland	Notes	2016-17 Target/Est.	2016-17 Est. Actual	2017-18 Target/Est.
Service area: Electoral Services				
Service standards				
<i>Effectiveness measures</i>				
Level of informal voting state general election	1	8%	3.3%	4%
Level of informal voting in local government elections	2	2.5%	0.23%	...
Level of stakeholder satisfaction with the overall state general election process	3	85%
Level of stakeholder satisfaction with the overall local government elections process	4

Electoral Commission of Queensland	Notes	2016-17 Target/Est.	2016-17 Est. Actual	2017-18 Target/Est.
Level of eligible electors not on the electoral roll	5	2%	6.2%	6%
Level of manual electoral forms/materials not required due to innovation	6	5%	5%	5%
<i>Efficiency measures</i>				
Cost of State general election per elector	7	\$8.00	\$7.69	\$8.00
Cost of Local government elections per elector	8	\$12.00	\$43.38	...
Cost of public information and awareness campaigns per elector for the State general election	7	\$0.35	\$0.33	\$0.59
Cost of public information and awareness campaigns per elector for the Local government election	8	\$0.33	\$26.05	...

Notes:

1. The 2016-17 Target/Estimate and Estimated Actual pertain to by-election activity. State general elections prior to the introduction of Full Preferential Voting (FPV) in April 2016 had a range of informality of 2 to 4 per cent. The Toowoomba South by-election was the first state by-election held with FPV during 2016-17 with informality rate of 3.24 per cent.
2. The 2016-17 Target/Estimate and Estimated Actual pertain to Local Government by-elections only. There were 3 Local Government by-elections held in the 2016-17 year with an average informality rate of 0.23 per cent. Moving forward it will be a quadrennial measure only.
3. This measure was introduced in the 2015-16 *Service Delivery Statement*, after the last State general election in January 2015. The target of 85 per cent has been formulated from data based on the by-election activity in 2016-17.
4. The next Local Government elections are scheduled during 2019–20 year, this is a quadrennial measure.
5. The Commission through its communications actively engages with key demographic bodies within the community to increase the participation of eligible voters in the Queensland electoral system. This is a joint responsibility of the Commission with the Australian Electoral Commission (AEC).
6. Recent innovation through the development and implementation of electronic roll look up and mark off has delivered and will further deliver this target through a reduction in aggregate volumes of electoral forms/materials required to conduct an election. The introduction of an Electronic Disclosure System has also decreased the amount of paper based forms, noting that these are still available for a limited group of people who have no other current means of participating in the Electronic Disclosure System.
7. The 2016-17 Estimated Actual pertains to South Toowoomba by-election. The 2017-18 Target/Estimate pertains to the upcoming State General Election.
8. The next Quadrennial Local Government Elections are scheduled during the 2019-20 financial year. There were three remote Local Government by-elections held in the 2016-17 year. The cost per elector is significantly higher in comparison to a major election due to fixed costs that must be incurred for any electoral events being allocated amongst a smaller number of electors. The target estimate for 2016-17 is based on major LG electoral events. Due to unknown variables in conducting a by-election, moving forward the Commission will only be reporting measures against major electoral event. Costs of information and awareness are based on statutory advertising requirements mandated by the Acts.

Spatial Services

Service area objective

Ensure equitable representation across Queensland electoral boundaries

Service area description

The Commission is responsible for administration of 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* and in accordance with the *Local Government Act 2009* and the *City of Brisbane Act 2010*.

2017-18 service area highlights

The major activities for 2017-18 will include:

- administration of the Queensland state electoral boundary redistribution
- monitoring the electoral roll to determine acceptable quotas for electoral boundaries
- administrative conduct of local government electoral boundary reviews as requested or legislatively required.

Electoral Commission of Queensland	Notes	2016-17 Target/Est.	2016-17 Est. Actual	2017-18 Target/Est.
Service area: Spatial Services				
Service standards				
<i>Effectiveness measure</i>				
Level of polling booths taking less than 100 votes	1	2%	...	2%
<i>Efficiency measures</i>				
Cost of Local Government boundary review per elector	2	\$0.10	...	\$0.10
Cost of the State redistribution per elector	3	\$0.50	\$0.40	\$0.51

Notes:

1. 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. As there were no major electoral events 2016-17 there is no result to report in 2016-17.
2. The Local Government 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*. The Commission did not receive any referrals in 2016-17 there is no result to report in 2016-17.
3. The Queensland Redistribution Commission is required to undertake an electoral redistribution if one of sections 37-39 of the *Electoral Act 1992* is triggered. A State redistribution was conducted in 2016-17 and no redistribution is considered to be triggered in 2017-18. Some of the more significant costs that will need to be incurred in 2017-18 are production of materials and community and engagement awareness of electorate changes.

Administered items

The Electoral Commission of Queensland administers funds on behalf of the State which include:

- fines levied against enrolled electors for failure to vote at Parliamentary and local government elections
- forfeiture of nomination deposits paid by or on behalf of candidates for Parliamentary and local government elections where the candidate does not attain the required number of first preference votes in the election for the electoral district
- recovery costs from local governments for the operation of the Commission's local government elections branch as well as for the conduct of local government electoral events.

During 2016-17 the Commission collected administered revenue which included:

- non-voter fines from the 2016 local government quadrennial elections and by-elections events during the financial year
- recovery of the annual costs of the local government elections branch
- forfeiture of candidate nomination deposits where the required number of first preference votes was not obtained.

During 2017-18 the Commission will:

- recover the annual costs of the local government elections branch and the costs of any by-elections held on behalf of local governments
- continue administration of the non-voter process for the upcoming State general election
- collect forfeited candidate nomination deposits where the required number of first preference votes was not obtained.

Departmental budget summary

The table below shows the total resources available in 2017-18 from all sources and summarises how resources will be applied by service area and by controlled and administered classifications.

Electoral Commission of Queensland	2016-17 Budget \$'000	2016-17 Est. Actual \$'000	2017-18 Budget \$'000
CONTROLLED			
Income			
Appropriation revenue ¹			
Deferred from previous year/s	2,500	..	4,400
Balance of service appropriation	22,197	28,692	50,847
Other revenue	30	30	30
Total income	24,727	28,722	55,277
Expenses			
Electoral Services	23,527	27,522	53,727
Spatial Services	1,200	1,200	1,550
Total expenses	24,727	28,722	55,277
Operating surplus/deficit
Net assets	13,662	10,302	16,571
ADMINISTERED			
Revenue			
Commonwealth revenue
Appropriation revenue
Other administered revenue	4,429	4,429	1,980
Total revenue	4,429	4,429	1,980
Expenses			
Transfers to government	4,429	4,429	1,980
Administered expenses
Total expenses	4,429	4,429	1,980
Net assets

Note:

1. Includes State and Commonwealth funding.

Budget measures summary

This table shows a summary of budget measures relating to the department since the 2016-17 State Budget. Further details are contained in *Budget Measures (Budget Paper 4)*.

Electoral Commission of Queensland	2016-17 \$'000	2017-18 \$'000	2018-19 \$'000	2019-20 \$'000	2020-21 \$'000
Revenue measures					
Administered
Departmental
Expense measures					
Administered
Departmental	..	1,250
Capital measures					
Administered
Departmental	2,700

Departmental capital program

An amount of \$6.3 million has been deferred from 2016-17 to 2017-18 to replace the Commission's elections management system. A further \$79,000 has been allocated for the ongoing replacement of plant and equipment.

Capital budget

Electoral Commission of Queensland	Notes	2016-17 Budget \$'000	2016-17 Est. Actual \$'000	2017-18 Budget \$'000
Capital purchases¹				
Total land, buildings and infrastructure	
Total plant and equipment		6,385	2,779	6,385
Total other capital	
Total capital purchases		6,385	2,779	6,385

Note:

- For more detail on the agency's capital acquisitions please refer to *Capital Statement (Budget Paper 3)*.

Staffing¹

Electoral Commission of Queensland	Notes	2016-17 Budget	2016-17 Est. Actual	2017-18 Budget
Electoral Services		55	51	52
Spatial Services			4	4
TOTAL		55	55	56

Note:

1. Full-time equivalents (FTEs) as at 30 June 2017.

Controlled income statement

Electoral Commission of Queensland	Notes	2016-17 Budget \$'000	2016-17 Est. Act. \$'000	2017-18 Budget \$'000
INCOME				
Appropriation revenue	1,3	24,697	28,692	55,247
Taxes	
User charges and fees		30	30	30
Royalties and land rents	
Grants and other contributions	
Interest	
Other revenue	
Gains on sale/revaluation of assets	
Total income		24,727	28,722	55,277
EXPENSES				
Employee expenses	4	8,370	8,370	16,342
Supplies and services	2,5	15,445	19,440	38,033
Grants and subsidies	
Depreciation and amortisation		827	827	827
Finance/borrowing costs	
Other expenses		85	85	75
Losses on sale/revaluation of assets	
Total expenses		24,727	28,722	55,277
OPERATING SURPLUS/(DEFICIT)	

Controlled balance sheet

Electoral Commission of Queensland	Notes	2016-17 Budget \$'000	2016-17 Est. Act. \$'000	2017-18 Budget \$'000
CURRENT ASSETS				
Cash assets	6,10	7,194	2,227	2,938
Receivables	7	126	4,215	4,215
Other financial assets	
Inventories		646	743	743
Other		312	325	325
Non-financial assets held for sale	
Total current assets		8,278	7,510	8,221
NON-CURRENT ASSETS				
Receivables	
Other financial assets	
Property, plant and equipment	11	880	784	83
Intangibles	8,12	6,719	3,123	9,382
Other	
Total non-current assets		7,599	3,907	9,465
TOTAL ASSETS		15,877	11,417	17,686
CURRENT LIABILITIES				
Payables	9	2,045	872	872
Accrued employee benefits		170	243	243
Interest bearing liabilities and derivatives	
Provisions	
Other	
Total current liabilities		2,215	1,115	1,115
NON-CURRENT LIABILITIES				
Payables	
Accrued employee benefits	
Interest bearing liabilities and derivatives	
Provisions	
Other	
Total non-current liabilities	
TOTAL LIABILITIES		2,215	1,115	1,115
NET ASSETS/(LIABILITIES)		13,662	10,302	16,571
EQUITY				
TOTAL EQUITY		13,662	10,302	16,571

Controlled cash flow statement

Electoral Commission of Queensland	Notes	2016-17 Budget \$'000	2016-17 Est. Act. \$'000	2017-18 Budget \$'000
CASH FLOWS FROM OPERATING ACTIVITIES				
Inflows:				
Appropriation receipts	13	24,697	24,642	55,247
User charges and fees		32	32	32
Royalties and land rent receipts	
Grants and other contributions	
Interest received	
Taxes	
Other		890	890	890
Outflows:				
Employee costs	14	(8,370)	(8,370)	(16,342)
Supplies and services	14	(16,335)	(20,330)	(38,923)
Grants and subsidies	
Borrowing costs	
Other		(87)	(87)	(77)
Net cash provided by or used in operating activities		827	(3,223)	827
CASH FLOWS FROM INVESTING ACTIVITIES				
Inflows:				
Sales of non-financial assets	
Investments redeemed	
Loans and advances redeemed	
Outflows:				
Payments for non-financial assets	15	(6,385)	(2,779)	(6,385)
Payments for investments	
Loans and advances made	
Net cash provided by or used in investing activities		(6,385)	(2,779)	(6,385)
CASH FLOWS FROM FINANCING ACTIVITIES				
Inflows:				
Borrowings	
Equity injections	15	6,345	2,739	6,345
Outflows:				
Borrowing redemptions	
Finance lease payments	
Equity withdrawals		(76)	(76)	(76)
Net cash provided by or used in financing activities		6,269	2,663	6,269
Net increase/(decrease) in cash held		711	(3,339)	711
Cash at the beginning of financial year		6,483	5,566	2,227
Cash transfers from restructure	
Cash at the end of financial year		7,194	2,227	2,938

Administered income statement

Electoral Commission of Queensland	Notes	2016-17 Budget \$'000	2016-17 Est. Act. \$'000	2017-18 Budget \$'000
INCOME				
Appropriation revenue	
Taxes	
User charges and fees	16	3,769	3,769	580
Royalties and land rents	
Grants and other contributions	
Interest	
Other revenue	17	660	660	1,400
Gains on sale/revaluation of assets	
Total income		4,429	4,429	1,980
EXPENSES				
Employee expenses	
Supplies and services	
Grants and subsidies	
Depreciation and amortisation	
Finance/borrowing costs	
Other expenses	
Losses on sale/revaluation of assets	
Transfers of Administered Revenue to Government		4,429	4,429	1,980
Total expenses		4,429	4,429	1,980
OPERATING SURPLUS/(DEFICIT)	

Administered balance sheet

Electoral Commission of Queensland	Notes	2016-17 Budget \$'000	2016-17 Est. Act. \$'000	2017-18 Budget \$'000
CURRENT ASSETS				
Cash assets		33	60	60
Receivables		32	32	32
Other financial assets	
Inventories	
Other	
Non-financial assets held for sale	
Total current assets		65	92	92
NON-CURRENT ASSETS				
Receivables	
Other financial assets	
Property, plant and equipment	
Intangibles	
Other	
Total non-current assets	
TOTAL ASSETS		65	92	92
CURRENT LIABILITIES				
Payables	
Transfers to Government payable		65	92	92
Accrued employee benefits	
Interest bearing liabilities and derivatives	
Provisions	
Other	
Total current liabilities		65	92	92
NON-CURRENT LIABILITIES				
Payables	
Accrued employee benefits	
Interest bearing liabilities and derivatives	
Provisions	
Other	
Total non-current liabilities	
TOTAL LIABILITIES		65	92	92
NET ASSETS/(LIABILITIES)	
EQUITY				
TOTAL EQUITY	

Administered cash flow statement

Electoral Commission of Queensland	Notes	2016-17 Budget \$'000	2016-17 Est. Act. \$'000	2017-18 Budget \$'000
CASH FLOWS FROM OPERATING ACTIVITIES				
Inflows:				
Appropriation receipts	
User charges and fees	18,20	3,769	15,056	580
Royalties and land rent receipts	
Grants and other contributions	
Interest received	
Taxes	
Other	21	660	660	1,400
Outflows:				
Employee costs	
Supplies and services	19	..	(1,852)	..
Grants and subsidies	
Borrowing costs	
Other	
Transfers to Government	18,22	(4,429)	(13,864)	(1,980)
Net cash provided by or used in operating activities	
CASH FLOWS FROM INVESTING ACTIVITIES				
Inflows:				
Sales of non-financial assets	
Investments redeemed	
Loans and advances redeemed	
Outflows:				
Payments for non-financial assets	
Payments for investments	
Loans and advances made	
Net cash provided by or used in investing activities	
CASH FLOWS FROM FINANCING ACTIVITIES				
Inflows:				
Borrowings	
Equity injections	
Outflows:				
Borrowing redemptions	
Finance lease payments	
Equity withdrawals	
Net cash provided by or used in financing activities	
Net increase/(decrease) in cash held	
Cash at the beginning of financial year		33	60	60
Cash transfers from restructure	
Cash at the end of financial year		33	60	60

Explanation of variances in the financial statements

Income statement

Major variations between 2016-17 Budget and 2016-17 Estimated Actual include:

1. The higher level of appropriation revenue in 2016-17 is primarily due to the preparation and planning for the upcoming State General Election.
2. Supplies and services expenditure in 2016-17 is higher than originally planned as the Commission brought forward preparation activities leading up to the upcoming State General Election.

Major variations between 2016-17 Estimated Actual and the 2017-18 Budget include:

3. A higher level of appropriation revenue in 2017-18 is a result of the conduct of the next State General Election. In 2016-17 financial year the Commission conducted only four by-elections.
4. Employee expenses in 2017-18 are significantly higher in comparison to 2016-17 as the Commission will be required to engage temporary and casual officers to deliver a successful upcoming State General Election.
5. The higher level of supplies and services in 2017-18 is based on the expected expenditures that will be incurred for the upcoming State General Election. In 2016-17 financial year the Commission conducted only four by-elections.

Balance sheet

Major variations between 2016-17 Budget and 2016-17 Estimated Actual include:

6. The cash assets are lower than anticipated as the Commission increased expenditure for the conduct of the next State General Election.
7. Higher level of receivables opening balance as a result of appropriation deferrals in 2016-17.
8. The decrease in intangibles in 2016-17 is as a result of project delays in replacing the Commission's current election management system.
9. The decrease in payables is a result of deferring some planning and preparation activities.

Major variations between 2016-17 Estimated Actual and the 2017-18 Budget include:

10. The Commission is expecting a higher cash balance in 2017-18 as a result of appropriation deferrals due to project delays.
11. The lower level of property, plant and equipment in 2017-18 is due to write-down of Commission's assets reaching end of useful life.
12. The higher level of intangibles in 2017-18 is primarily due to the replacement of election management system project.

Cash flow statement

Major variations between 2016-17 Estimated Actual and the 2017-18 Budget include:

13. The higher level of appropriation receipts are driven from the conduct of the next State General Election.
14. The higher level of cash outflows for employee costs and supplies and services are due to higher level of activities that will need to be conducted for a major electoral event.
15. The variances in payments for non-financial assets and equity are mainly related to delays in the elections management system replacement project.

Administered income statement

Major variations between 2016-17 Estimated Actual and the 2017-18 Budget include:

16. The lower level of user charges and fees in 2017-18 are due to lower level of local government elections cost recovery. Based on previous statistical data the Commission is estimating six local government by-elections in 2017-18.

17. The higher level of other revenue in 2017-18 is primarily driven from the anticipated non voter fines that may be collected from the upcoming State General Election. In 2016-17 financial year the Commission conducted only four by-elections.

Administered cash flow statement

Major variations between 2016-17 Budget and 2016-17 Estimated Actual include:

18. The higher level of user charges and fees in 2016-17 is mainly driven from costs recovered as a result of the 2016 local government Quadrennial elections. The full amount collected will be remitted to Queensland Treasury.
19. This is a result of an incorrect posting. The amount reported should be included below in Transfers to Government. The full amount collected will be remitted to Queensland Treasury.

Major variations between 2016-17 Estimated Actual and the 2017-18 Budget include:

20. The lower level in user charges and fees in 2017-18 is due to lower level of costs that will be recovered for local government by-elections and local government unit. Based on previous data the Commission is anticipating six local government by-elections in 2017-18.
21. The higher level of other revenue in 2017-18 is mainly driven from the anticipated collection of non-voter fines following the upcoming State General Election.
22. The full amount expected for remittance to Queensland Treasury in 2017-18 is lower due to lower collection of administered revenue for the year (local government by-elections and State General Election non-voter fines).