

2021-2022 ANNUAL REPORT



**Electoral
Commission**
QUEENSLAND

Acknowledgment of country

The Electoral Commission of Queensland acknowledges Aboriginal and Torres Strait Islander peoples as the First Australians and recognises their culture, history, diversity and their deep connection to the land, waters and seas of Queensland and the Torres Strait. We acknowledge the traditional custodians of the land on which we operate and wish to pay our respects to their Elders past, present and emerging.

Interpreter statement

The Electoral Commission of Queensland is committed to providing accessible services to Queenslanders from all culturally and linguistically diverse backgrounds. If you have difficulty in understanding the annual report, you can contact us on telephone 1300 881 665 and we will arrange an interpreter to effectively communicate the document to you.



Copyright

© *Electoral Commission of Queensland 2022*

Licence

This annual report is licensed by the Electoral Commission of Queensland under a Creative Commons Attribution (CC BY) 4.0 International licence.



In essence, you are free to copy, communicate and adapt this document, as long as you attribute the work to the Electoral Commission of Queensland. To view a copy of this licence, visit <http://creativecommons.org/licenses/by/4.0/>

Content from this document should be attributed as the Electoral Commission of Queensland Annual Report 2021-2022. This report is available to download from the ECQ website www.ecq.qld.gov.au.

Enquiries and requests for a paper copy of this document may be directed to:

Electoral Commission of Queensland

Telephone: 1300 881 665
Website: www.ecq.qld.gov.au
Email: ecq@ecq.qld.gov.au
Post: GPO Box 1393
BRISBANE QLD 4001

Annual Report 2021-2022
Electoral Commission of Queensland

ISSN: 2208-5173 (Print)
ISSN: 2208-5181 (Online)

Contents

Electoral Commissioner’s Foreword.....	1
About Us.....	3
Who we are.....	3
ECQ’s 30-year anniversary.....	4
Strategic Plan 2021-2025.....	5
Operating environment.....	7
Election Delivery.....	8
Key achievements.....	8
Stretton by-election.....	9
Callide by-election.....	10
Local government by-elections.....	11
Voter compliance.....	12
Election evaluation.....	12
2024 election planning.....	13
Local government engagement.....	13
Electoral Council of Australia and New Zealand.....	14
Industrial elections.....	15
Funding, Disclosure and Compliance	18
Key achievements.....	18
Implementation of political donation caps legislation.....	19
Donor education program.....	19
Compliance.....	20
Prohibited donors.....	21
Policy development payments.....	21

Election funding claims.....	22
Register of political parties.....	23
Electronic Disclosure System.....	24
Local Government Change Commission	25
Key achievements.....	25
Review process.....	26
2021-22 reviews.....	26
2023 divisional boundary reviews.....	28
Change Commission membership.....	29
Corporate Governance	30
Executive management.....	30
Organisational structure	31
Governance committees	33
Public sector ethics.....	35
Human rights	36
Risk management.....	36
Audit and Risk Committee.....	37
Internal audit.....	38
Information systems and recordkeeping.....	38
Strategic workforce planning.....	39
Early retirement, redundancy and retrenchment.....	41
Open data.....	41
Financial Performance	42
ECQ's financial position.....	42
Service Areas.....	43
Electoral services.....	43
Financial Statements.....	44
Glossary.....	80
Compliance Checklist.....	81

List of Tables and Figures

Local government by-elections held in 2021-22.....	11
Industrial elections held in 2021-22.....	16
Policy development payments.....	21
Election funding claims.....	22
Register of political parties.....	23
Local Government Change Commission reviews.....	27
Local Government Change Commission meetings and remuneration.....	29
Audit and Risk Committee.....	37
ECQ workforce profile.....	40
Financial performance.....	42
Service standards.....	43

15 September 2022



The Honourable Shannon Fentiman MP
Attorney-General and Minister for Justice
Minister for Women and Minister for the Prevention of Domestic and Family Violence
1 William Street
BRISBANE QLD 4000

Dear Attorney-General

I am pleased to submit for presentation to the Queensland Parliament the 2021-22 Annual Report and Financial Statements for the Electoral Commission of Queensland.

I certify this Annual Report complies with:

- the prescribed requirements of the *Electoral Act 1992*, the *Local Government Act 2009*, the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2019*; and
- the detailed requirements set out in the *Annual report requirements for Queensland Government agencies (2021-22 reporting period)*.

A checklist outlining the annual reporting requirements is provided at page 81 of this Annual Report.

Yours sincerely

A handwritten signature in black ink, appearing to be "PV", written over a light grey background.

Pat Vidgen PSM FGIA
Electoral Commissioner

GPO Box 1393 Brisbane Queensland 4001 Australia | Level 20, 1 Eagle Street Brisbane 4000
Telephone 1300 881 665 | Facsimile (07) 3036 5776 | Email ecq@ecq.qld.gov.au | Website www.ecq.qld.gov.au



Electoral Commissioner's Foreword

In June 2022, the Electoral Commission of Queensland (ECQ) marked a significant milestone, celebrating 30 years since the commencement of the *Electoral Act 1992*. The ECQ was created during a period of significant transformation and reform in Queensland's public administration following the Fitzgerald Inquiry.

From the beginning, the mission of the ECQ has been to maintain the integrity of Queensland's electoral system. It aims to conduct elections honestly and efficiently, administer electoral laws impartially, and promote public awareness, confidence and participation in the electoral system.

For the past three decades the ECQ has delivered democracy to all corners of Queensland and ensured an open and transparent process to provide equitable representation across electoral boundaries.

Through the joint roll partnership with the Australian Electoral Commission, enrolment across Queensland increased from 1.95 million people in 1992 to more than 3.5 million in 2022. This means more than 96 per cent of eligible Queensland citizens are currently enrolled to vote. This is the highest rate of enrolment to date in Queensland.

Since its establishment the ECQ has taken on new responsibilities such as expanded funding and disclosure requirements, delivering local government elections and assessing changes to local government boundaries.

As we reflect on the past 30 years, we also consider the future and the challenges facing election management bodies all over Australia. The nature of these challenges is very different to those in 1992.

Advances in technology allow the ECQ to efficiently manage the processes and work elections entail. It also means we can provide more services to remote and regional communities and disseminate election information and results quickly.

However, the use of some technology also increases the likelihood of threats to the security and integrity of the electoral system and requires increased expertise and resources to ensure these systems are protected. Cooperation with numerous security and election agencies is necessary to protect our systems from cyber security attacks and the unfettered dissemination of disinformation and misinformation.

Additionally, the behaviour and preferences of electors in how they cast their votes has changed dramatically over the last 30 years. At the 1992 State general election, almost 93 per cent of votes were cast on election day. However, by the 2020 State general election this had fallen to a little under 32 per cent, with 43 per cent of votes cast at early voting centres before election day. This represents a dramatic change in how elections are delivered and resourced as well as impacting the ability to count ballots and declare results in a timely fashion.

While the nature of elections has changed, the need for an independent and impartial electoral commission remains. This is crucial to safeguard elections and give Queensland voters confidence that their representatives are elected through an independent process. I look forward to seeing the next 30 years of the ECQ and how it embraces future challenges.

Despite there being no state-wide elections in 2021-22, the year remained busy for the ECQ. We delivered 11 local government by-elections in some of the most remote areas of Queensland, as well as two State by-elections in the electorates of Stretton and Callide.

We continued to ensure the delivery of COVID-safe elections to protect the health and safety of voters, staff and campaign volunteers, while still enabling people to have their say.

In the past year, the ECQ moved into the planning phase for the 2024 State and local government elections following a detailed evaluation of the conduct of the 2020 elections. This has included developing a two-year roadmap to drive the actions required for the successful planning and preparation for election delivery.

The ECQ has prepared for the commencement of political donation caps on 1 July 2022 legislated through the *Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020*. We worked closely with all relevant stakeholders to ensure these new requirements were introduced as smoothly as possible and ensured adequate information was provided for parties and candidates to comply. The ECQ will monitor compliance with the caps through an ongoing program.

It was also a busy year for the Local Government Change Commission in assessing proposed boundary changes in various local government areas. The largest review is assessing the proposed transfer of three suburbs from Livingstone Shire Council to Rockhampton Regional Council. This is a substantial body of work, which required the commissioning of a financial impact assessment by the Queensland Treasury Corporation.

We also received written public submissions and conducted a voluntary survey of the 85,501 enrolled voters across the two local government areas. The Local Government Change Commission will consider all the information to make its assessment and provide a recommendation during the 2022-23 financial year.

It has been a big year for the ECQ. My gratitude goes to the staff, past and present, for their commitment and tireless effort to deliver fair, accessible and transparent elections.



Pat Vidgen PSM FGIA

Electoral Commissioner of Queensland

About Us

WHO WE ARE

The Electoral Commission of Queensland (ECQ) is an independent statutory authority responsible for the impartial conduct of Queensland elections. The ECQ performs functions under its enabling legislation, the *Electoral Act 1992*, as well as the *Local Government Electoral Act 2011*, *Referendums Act 1997*, *Local Government Act 2009*, *City of Brisbane Act 2010* and *Industrial Relations Act 2016*.

The ECQ's main functions encompass several areas – delivering elections, administering electoral funding and disclosure laws, and reviewing electoral boundaries.

The ECQ plans, prepares and delivers accessible, fair and transparent elections, including State elections, local government elections and industrial elections.

During 2021-22, the ECQ delivered State by-elections for the electorates of Stretton and Callide. Additionally, the ECQ held 11 local government by-elections to fill vacancies in the offices of mayor and councillor in various local governments across Queensland, and industrial elections to fill almost 600 positions.

The ECQ is responsible for regulating and promoting compliance with electoral funding and disclosure obligations by political parties, candidates, third parties and donors.

During 2021-22, the ECQ undertook various compliance and enforcement actions in relation to State and local government electoral participants, to ensure they adhered to funding and disclosure requirements. Additionally, the ECQ delivered activities to support the introduction of caps on political donations from 1 July 2022. This included preparing information material and providing stakeholder education and advice to support compliance with the regulations.

The ECQ also supports independent reviews of electoral boundaries to maintain equitable representation. The Queensland Redistribution Commission undertakes periodic reviews of Queensland's electoral districts, and the Local Government Change Commission assesses proposals for changes to local government boundaries and electoral arrangements.

During 2021-22, the Local Government Change Commission began assessments of various local government boundaries referred by the Minister responsible for Local Government. This included a review of the external boundary between Livingstone Shire Council and Rockhampton Regional Council.

There was no requirement for the Queensland Redistribution Commission to undertake a review during 2021-22.

ECQ'S 30-YEAR ANNIVERSARY

In June 2022, the ECQ marked 30 years of operation following the commencement of the *Electoral Act 1992* on 19 June 1992.

Over the past three decades the ECQ has been an important institution responsible for upholding democratic electoral processes in Queensland. It has ensured the impartial conduct of Queensland elections, as well as equitable representation across Queensland's electoral boundaries, and transparency of electoral funding and political donations.

In total, the ECQ has conducted 11 State general elections, 21 State by-elections, four local government quadrennial elections and an ongoing series of local government by-elections and industrial elections.

As an organisation, the ECQ has grown significantly, expanding in size and taking on new responsibilities. In its first year, the ECQ had 23 full-time staff in addition to a statutory appointee, the inaugural Electoral Commissioner, Desmond O'Shea. During the 1992 State general election, the ECQ employed an additional 89 Returning Officers and around 7,000 temporary election staff. At this election, 323 candidates nominated with 237 endorsed by the three registered political parties.

Now in 2022, the ECQ has an equivalent of around 62 full-time staff, including the Electoral Commissioner Pat Vidgen and Assistant Electoral Commissioner Wade Lewis. During the 2020 State general election, there were 93 Returning Officers and more than 10,000 temporary election staff. Additionally, the number of candidates and registered political parties increased significantly compared to 1992, with 597 nominations, of which 528 were endorsed by the 12 registered political parties.

The range of responsibilities has also expanded in scope and complexity since the ECQ's establishment. The ECQ is now responsible for the delivery of local government elections for all 77 Queensland councils, each of various size, remoteness, and electoral systems. Additionally, the ECQ regulates electoral funding and disclosure obligations for both State and local government candidates, political parties, associated entities and third parties. These obligations now include real-time disclosure, prohibitions on political donations from property developers and caps on political donations and electoral expenditure.

For 30 years the ECQ and its staff have proudly served Queensland by delivering quality, transparent and accessible electoral services with innovation, integrity and independence.

STRATEGIC PLAN 2021-2025

The ECQ Strategic Plan outlines the ECQ’s objectives, the strategies to implement those objectives, and the performance indicators to measure how well these objectives are achieved. Below is the ECQ Strategic Plan for 2021-25.

In 2021-22, the ECQ performed well against its performance indicators, noting increasing turnout in some elections and ensuring candidate compliance with funding and disclosure obligations remain an ongoing challenge. More information is available in the following sections.

Our purpose

To deliver accessible, fair and transparent electoral services to all Queenslanders.

Our vision

Electoral excellence with integrity for Queensland.

Our Values



Customers first

- Know your customer
- Deliver what matters
- Make decisions with empathy



Ideas into action

- Challenge the norm and suggest solutions
- Encourage and embrace new ideas
- Work across boundaries



Unleash potential

- Expect greatness
- Lead and set clear expectations
- Seek, provide and act on feedback



Be courageous

- Own your actions, successes and mistakes
- Take calculated risks
- Act with transparency



Empower people

- Lead, empower and trust
- Play to everyone’s strengths
- Develop yourself and those around you

Strategic objectives and key performance indicators

Deliver fair and transparent Queensland elections

Strategies

- Deliver all State, local government and industrial elections in accordance with legislated requirements and in a way that maximises opportunities for electoral participation by all Queensland voters.
- Build a skilled, diverse and empowered workforce that meets current and future service delivery needs.
- Ensure transparency of the electoral process through key electoral information and data being publicly reported in a timely and accessible manner, including information regarding political donations, electoral expenditure, election results and reports on the conduct of elections.
- Ensure Queensland maintains balanced electoral representation by undertaking regular reviews of electoral boundaries and arrangements.

Key performance indicators

- Improved satisfaction of electors and other stakeholders with the conduct of elections.
- Improved timeliness in publication of electoral information and data on the ECQ website, including through the Electronic Disclosure System, and the Open Data portal.
- Confidence in the integrity of the conduct of elections and the election results with minimal number of challenges lodged with the Court of Disputed Returns.

OBJECTIVE 1

Increase electoral awareness and participation

Strategies

- Deliver multi-channel communication campaigns that promote understanding of electoral matters and raise awareness of the conduct, voting options and how to cast a formal vote for election events.
- Deliver programs that inform and educate students, voters, political parties and candidates on their electoral rights, responsibilities and the correct voting methods for each election.
- Administer an effective non-voter compliance program that promotes participation in future elections.

Key performance indicators

- Increased voter participation rates in elections, including in communities with identified low turnout rates.
- Decrease in informal votes in elections, including in communities with identified high informality rates.
- Improved reach of the ECQ’s communication campaigns.

OBJECTIVE 2

OBJECTIVE 3	<p>Continual improvement in electoral services</p> <p>Strategies</p> <ul style="list-style-type: none"> Undertake formal evaluations of the conduct of elections, including consultation with key stakeholders, to identify key areas for improvement in delivery of electoral services. Enhance research and data analysis capability to conduct and promote research into electoral and other matters and to inform innovation. Strengthen the internal control environment for major projects. Continue to foster leadership behaviours and workforce planning capability to design and deliver better electoral services. Ensure critical election systems are secure, fit-for-purpose and contemporary and are able to respond to changing business, legislative and cyber security requirements. Continued implementation and refinement of the ECQ's Cyber Security Strategy and action plans under the guidance of the ECQ Information Security Steering Committee to address the contemporary threat environment and promote future use of technology while protecting capabilities of critical infrastructure. <p>Key performance indicators</p> <ul style="list-style-type: none"> Improved satisfaction of electors and other stakeholders with the conduct of elections. Demonstrated success of measures to prevent any cyber security breaches of critical election systems. Demonstrated performance of critical election systems to support the conduct of election events.
OBJECTIVE 4	<p>Ensure compliance with electoral funding and disclosure laws</p> <p>Strategies</p> <ul style="list-style-type: none"> Promote public awareness of funding and disclosure requirements by candidates, political parties and other political participants through the provision of information, education and support. Undertake targeted audits of disclosure returns to provide public assurance that political entities are complying with their obligations and to take enforcement action when in the public interest to do so. Develop risk assessment approaches to assess non-compliance during the 2020 local government quadrennial elections and the 2020 State general election. <p>Key Performance Indicators</p> <ul style="list-style-type: none"> Increased proportion of disclosure returns for State and local government elections submitted on time. Increased detection of significant non-compliance through the audit program.
OPPORTUNITIES	<ul style="list-style-type: none"> Undertaking evaluations and using data from the major election events conducted in 2020 will inform improvements to the ECQ's future operations, identify efficiencies and ensure service delivery standards are maintained. Increasing transparency in the electoral process by ensuring obligations for reporting of donations and electoral expenditure by candidates, political parties and other political participants contributes are met. Responding to COVID-19 has required the ECQ to be a more flexible, agile and collaborative organisation, which if fostered, can become the standard for future elections.
RISKS	<ul style="list-style-type: none"> The emergence of the COVID-19 global pandemic has created uncertainty in the service delivery model for State and local government by-elections, requiring revision of planning activities and consideration of additional measures to protect public safety. The ECQ must ensure appropriate systems, business continuity planning and processes are implemented so that it is always election ready and can guarantee the continuation of public administration in unforeseen circumstances. Increased reliance on technology creates additional service delivery and cybersecurity risks including the possibility of external entities seeking to undermine the integrity of the electoral process or otherwise disrupt the operation of electoral technology and systems.

Queensland Government objectives for the community

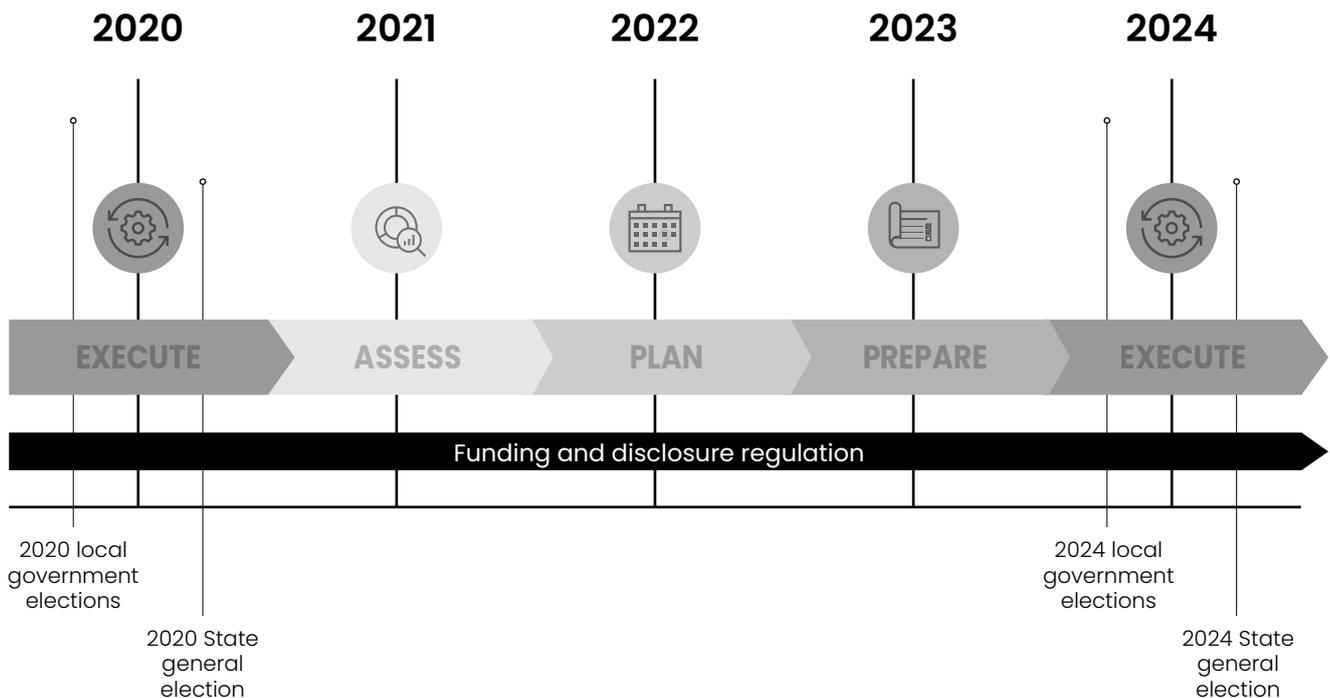
The ECQ contributes to the Queensland Government's Objectives for the Community, Unite and Recover by safeguarding our health, supporting jobs, and backing our frontline services.

In 2021-22, the ECQ achieved this by delivering COVID-safe State and local government by-elections, providing employment for many Queenslanders, regulating compliance with electoral laws, and enabling the participation of voters in Queensland elections.

OPERATING ENVIRONMENT

The ECQ must remain election-ready so it can undertake any State and local government by-elections which arise. However, major election events operate under a cyclical assess, plan, prepare and execute process.

The diagram below demonstrates these four phases.



At the beginning of 2022, the ECQ completed an assessment of its election performance at the 2020 elections, and through this evaluation process identified opportunities for election service improvements. The ECQ has begun the planning phase of the election cycle, which is informed by the improvements identified in the evaluation process.

In 2021-22, COVID-19 remained a defining feature of Queensland elections and those in other jurisdictions, including the federal election held in May 2022.

The ECQ delivered numerous by-elections in accordance with the directions issued by Queensland’s Chief Health Officer. Elections continue to be delivered with COVID-safe plans and practices in place and election services are provided to accommodate individuals diagnosed with COVID-19 and required to isolate during an election period. The ECQ

works closely with other electoral commissions to monitor and adopt best practice in COVID-safe election delivery.

The ECQ is also responsible for implementing amendments to electoral legislation as they arise. During 2021-22, the ECQ prepared for the introduction of caps on political donations legislated through the *Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020*. These caps began on 1 July 2022 and limited political donations to:

- \$4,000 to a registered political party
- \$6,000 to an independent candidate, and
- \$6,000 in total to all candidates endorsed by the same registered political party.

During 2022-23, the ECQ will continue work with electoral participants to promote, support and regulate compliance with these caps.

Election Delivery

The ECQ is responsible for the planning, preparation and delivery of Queensland's elections. This includes State general elections, local government quadrennial elections, any referenda submitted to electors, by-elections to fill vacancies at the State and local government level and industrial elections referred to the ECQ by the Queensland Industrial Relations Commission.

Planning for and delivering elections requires the coordination of a complex range of logistical requirements as well as the deployment of effective secure technology, comprehensive

communication and engagement strategies and the recruitment and training of temporary election staff.

This section highlights the ECQ's achievements supporting the following strategic objectives:

- Objective 1 – Deliver fair and transparent elections
- Objective 2 – Increase electoral awareness and participation, and
- Objective 3 – Continual improvement in electoral services.

KEY ACHIEVEMENTS

- Delivered State by-elections for the electorates of Stretton and Callide.
- Conducted 11 local government by-elections to fill vacancies in the office of mayor and councillor in various local governments across Queensland.
- Completed a detailed evaluation of the 2020 State and local government elections and prepared a two-year planning road map for the 2024 State and local government elections.
- Conducted 10 industrial elections for positions of office within employee and employer organisations registered in Queensland.

STRETTON BY-ELECTION

On Saturday 24 July 2021, the ECQ conducted a by-election for the State electoral district of Stretton.

On 10 June 2021, a vacancy arose in the Legislative Assembly after the passing of the sitting Member for Stretton, Duncan Pegg MP. The Honourable Paul de Jersey AC CVO, the then Governor of Queensland, issued a writ for a by-election to fill the vacancy on Tuesday 29 June 2021. Under section 83(1)(b) of the *Electoral Act 1992*, the Governor is required to issue the writ to fill a vacancy that arises when the Legislative Assembly is not sitting.

This was the first State by-election held during the term of the 57th Parliament of Queensland. Based on previous experience delivering COVID-safe elections, the ECQ planned for and implemented a range of measures to protect the health and safety of voters, staff, candidates and volunteers, to ensure it could respond to any emerging public health risks.

This was especially pertinent as the Brisbane local government area was subject to a lockdown between 29 June 2021 and 3 July 2021 and mask wearing was mandated throughout the election period. Despite ongoing health restrictions, the ECQ delivered a COVID-safe attendance election.

For the by-election, there were two early voting centres in operation for the two-week early

voting period and five polling booths on election day, with 102 staff engaged. Telephone voting was available for eligible electors and 330 telephone votes were taken. The ECQ received approximately 8,500 postal vote applications during the by-election.

Due to the ongoing pandemic, mobile polling in declared institutions, such as hospitals and aged care facilities, was unable to be delivered, however residents were supported by assistance with the postal voting process.

Overall, 26,275 votes were cast over the election period, which represents a turnout of 77.37 per cent. Declines in by-election turnout compared to a general election are not uncommon and this was the case in Stretton where turnout at the 2020 State general election was 87.80 per cent.

On Tuesday 27 July 2021, the ECQ declared James Martin of the Australian Labor Party the successful candidate based on first preference votes and returned the writ to the Governor of Queensland.

A report on the conduct of the Stretton by-election was prepared in accordance with the *Electoral Act 1992* which was tabled in Parliament on 17 December 2021 and is available on the ECQ website.

CALLIDE BY-ELECTION

On Saturday 18 June 2022, the ECQ held a by-election for the State electoral district of Callide.

On 29 March 2022, a vacancy arose in the Legislative Assembly following the resignation of the sitting member for Callide, Colin Boyce MP, to run as a candidate in the 2022 federal election. The Speaker of the Legislative Assembly, the Honourable Curtis Pitt MP issued a writ on Monday 23 May 2022 for a by-election to fill the vacancy. Under section 83(1)(b) of the *Electoral Act 1992*, the Speaker is required to issue the writ to fill a vacancy that arises when the Legislative Assembly is sitting.

While there were fewer COVID-19 restrictions during this by-election, COVID-19 was still a factor in the ECQ's planning and delivery. The ECQ continued to implement COVID-safe election practices to minimise risks at polling places.

There were four early voting centres in operation for the two-week early voting period and 31 booths on election day. Telephone voting was available for eligible electors and 836 telephone votes were taken. The ECQ received around 6,600 postal vote applications.

The ECQ also offered to deliver mobile polling for residents in declared institutions, such as hospitals and aged care facilities, especially voters in high care settings who could not otherwise attend a polling place. Due to the ongoing pandemic, mobile polling was only conducted at one declared institution, with residents primarily opting to postal or telephone vote.

Overall, 26,447 votes were cast over the election period, which represents a turnout of 75.81 per cent. In Callide, turnout at the 2020 State general election was 88.24 per cent.

On Thursday 23 June 2022, the ECQ declared Bryson Head of the Liberal National Party as the successful candidate based on first preference votes, and returned the writ to the Speaker of the Legislative Assembly.

A report on the conduct of Callide by-election is being prepared in accordance with the *Electoral Act 1992*.

LOCAL GOVERNMENT BY-ELECTIONS

During 2021-22, the ECQ commenced by-elections to fill two mayoral vacancies and nine councillor vacancies, of which two were uncontested.

As at 30 June 2022, there was a vacancy in the office of Mayor in the

Whitsunday Regional Council and the ECQ was conducting a by-election to fill the vacancy with election day on 13 August 2022.

The table below provides key information on each of the by-elections conducted during 2021-22.

Local government by-elections held in 2021-22

Council	Position	Election type	Election date	Successful candidate	Turnout	Informality
Isaac Regional Council	Division 6 Councillor	Uncontested election	N/A – uncontested election	Carolyn Therese MORIARTY	N/A	N/A
Mapoon Aboriginal Shire Council	Councillor	Uncontested election	N/A – uncontested election	Kiri Jayde TABUAI	N/A	N/A
Northern Peninsula Area Regional Council	Division 5 Councillor	Attendance ballot	4 December 2021	Mabelene Nancy WHAP	77.5%	0.81%
Moreton Bay Regional Council	Division 7 Councillor	Attendance ballot	4 December 2021	Yvonne Margaret BARLOW	64.62%	4.93%
Kowanyama Aboriginal Shire Council	Councillor	Attendance ballot	15 January 2022	David JACK	50.54%	0.62%
North Burnett Regional Council	Mayor	Full postal ballot	22 January 2022	Leslie David HOTZ	69.80%	1.45%
Napranum Aboriginal Shire Council	Councillor	Attendance ballot	19 February 2022	Roy Kevin CHEVATHEN	32.29%	1.71%
Richmond Shire Council	Councillor	Full postal ballot	12 March 2022	Sherreen Allison LANSKEY	72.40%	0.25%
North Burnett Regional Council	Division 2 Councillor	Full postal ballot	26 March 2022	Kingsley Jason MESNER	73.18%	8.14%
South Burnett Regional Council	Division 1 Councillor	Attendance ballot	30 April 2022	Jane ERKENS	72.18%	2.99%
Torres Shire Council	Mayor	Attendance ballot	28 May 2022	Yen Norman LOBAN	53.49%	0.59%

VOTER COMPLIANCE

Voting in Queensland State and local government elections is compulsory and it is an offence for an elector to fail to cast a vote without a valid and sufficient reason. Following elections, the ECQ undertakes compliance programs for electors who appear not to have voted, aimed at reinforcing the need to vote and encouraging future compliance.

The ECQ acknowledges COVID-19 continues to have ongoing impacts on individuals' movements and, by extension, on voter participation in elections. As a result, the ECQ has applied proportionate responses for apparent non-voters at elections conducted in 2021-22.

Depending on their individual circumstances, some electors who appear not to have voted were sent a warning letter reminding them voting is compulsory and they must vote at future elections.

The ECQ also issued apparent failure to vote notices to other electors requiring them to either pay half a penalty unit or contact the ECQ and provide a valid and sufficient excuse for not

voting. If the elector does not respond to the initial notice, they may be issued a penalty infringement notice of one penalty unit. If the elector does not finalise the matter in a timely manner, the ECQ may refer the matter to the State Penalties Enforcement Registry.

In 2021-22, the ECQ undertook non-voter compliance activities for the following by-elections:

- Rockhampton Regional Council mayoral by-election
- Townsville City Council Division 10 councillor by-election
- Winton Shire Council councillor by-election
- Rockhampton Regional Council Division 3 councillor by-election
- Richmond Shire Council councillor by-election
- Stretton State by-election, and
- Cassowary Coast Regional Council Division 6 councillor by-election.

ELECTION EVALUATION

During 2021-22, the ECQ completed a detailed evaluation of the conduct of the 2020 State and local government elections. The 12-month evaluation project reflected on each aspect of the delivery of those elections and captured successes and improvements to be implemented ahead of the 2024 elections.

Subject matter experts from across the ECQ provided valuable input through each phase of the evaluation and are responsible for implementing outcomes under the guidance of relevant internal governance committees.

Overall, a total of 39 topics were considered during the evaluation. Project managers and subject matter experts recommended over 130 business improvements be considered when

planning and preparing for major elections in 2024. The broad range of topics discussed as part of the evaluation project included voter services, deployed technology, community awareness, materials and logistics and candidate communications.

Approved recommendations are progressively implemented through a coordinated business improvement process and will be incorporated in project planning for the major elections in 2024.

2024 ELECTION PLANNING

With the evaluation of the 2020 elections finalised, the ECQ has begun the planning phase of the four-year electoral cycle. A two-year roadmap was developed to drive actions required for the successful planning and preparation for election delivery in 2024.

Election readiness actions underway include the business process mapping of election-related processes and procedures and development of a strategic project management approach.

The ECQ finalised the development of strategic approaches to financial management, procurement of election materials and suppliers and recruitment of the around 10,000 to 12,000 temporary staff required to deliver state-wide elections.

The ECQ's next steps towards 2024 election readiness include the development of project plans to outline each stage of election delivery. This is from the earliest milestones such as recruitment and training of returning officers, through to the projects that commence after the delivery of electoral events such as compliance activities and election evaluation projects.

Project plans will be developed in accordance with early strategic service design to meet the needs of communities across the state, and inform the ECQ's requirements for various resources including people, technology and critical partnerships.

LOCAL GOVERNMENT ENGAGEMENT

The ECQ has developed a Local Government Engagement Strategy to guide engagement with local governments and assist in improving service design and delivery of the 2024 local government elections. The objective is to establish and maintain productive relationships with the local government sector so the ECQ can better understand local contexts and the challenges and opportunities involved in serving local communities across Queensland.

The delivery of local government elections is inherently complex, given the diversity

in size, geography and composition of the 77 local governments across Queensland. During 2021-22, the ECQ has delivered this strategy, including visiting local governments to discuss 2020 election feedback and provide opportunities for input into the ECQ's 2024 election planning process. In 2021-22, the ECQ met with 17 local governments.

The ECQ will continue and expand this program of engagement during planning for the next local government quadrennial elections in March 2024.

ELECTORAL COUNCIL OF AUSTRALIA AND NEW ZEALAND

The Electoral Council of Australia and New Zealand (ECANZ) is a consultative forum of Electoral Commissioners from the electoral management bodies of the Commonwealth, states and territories of Australia and New Zealand. These meetings provide an opportunity to discuss all aspects of election administration and consider shared challenges to improving access and equity for all eligible electors.

In 2021-22, the Electoral Commissioner of Queensland (or Acting Electoral Commissioner) attended two ECANZ meetings.

The ECANZ is operationally supported by a Deputy Electoral Commissioners' sub-group, which in 2021-22 was chaired by the ECQ's Assistant Electoral Commissioner.

Additionally, ECANZ holds forums across all electoral management bodies at officer level to discuss topics such as temporary election staff, electoral participation of Aboriginal and Torres Strait Islander peoples, and improving accessibility for people living with disability.

INDUSTRIAL ELECTIONS

The ECQ is the only entity permitted to conduct elections for employer and employee organisations registered in Queensland under the *Industrial Relations Act 2016*. The Queensland Industrial Relations Commission (QIRC) initiates industrial elections by instructing the ECQ to conduct elections for positions of office within an organisation.

Each registered organisation has rules outlining how elections should be conducted. This includes the timetable, method of voting, whether it is an attendance or postal ballot and the publication of election notices.

In 2021-22, the ECQ conducted industrial elections for the following organisations:

- Registered and Licensed Clubs Association of Queensland, Union of Employers
- Queensland Teachers' Union of Employees
- Master Painters, Decorators and Signwriters' Association of Queensland, Union of Employers
- Master Electricians Association, Queensland Industrial Organisation of Employers
- Queensland Fire and Rescue – Senior Officers Union of Employers
- UNiTAB Agents Association, Union of Employers Queensland
- Shop Distributive and Allied Employees' Association (Queensland Branch) Union of Employees
- Association of Professional Engineers, Scientists and Managers, Australia, Queensland Branch, Union of Employees, and
- Baking Industry Association of Queensland, Union of Employers.

In 2021-22, the ECQ received 41 decisions from the QIRC to conduct industrial elections for a total of 597 available positions. The ECQ received 275 nominations for these positions, and in 10 instances the ECQ received more nominations than there were positions available, thereby proceeding to a ballot as a contested election.

In several instances not all available positions were able to be filled due to an inadequate number of nominations being received. Where there is no nomination received for a position that must be filled, the organisation is required to seek a further decision from the QIRC to re-run that election. In some instances, this occurred several times until the position is filled.

Generally, where the required number of candidates equals the number of vacancies, the position is uncontested and is filled without a ballot.

A total of 3,773 ballot papers were produced and distributed to eligible voters, with 412 returned and counted by the ECQ.

Industrial elections held in 2021-22

Organisation	QIRC decision	Positions of office	Available positions	Number of nominations	Required ballots	Ballots produced	Ballots returned
Registered and Licensed Clubs Association of Queensland, Union of Employers	RIO 2021/ 176	1	1	1	0	0	0
Queensland Teachers' Union of Employees	RIO 2021/ 204	1	1	1	0	0	0
Master Painters, Decorators and Signwriters' Association of Queensland, Union of Employers	2021/ 199	5	16	10	0	0	0
Queensland Teachers' Union of Employees	RIO 2021/ 197-198 and 215-216	145	248	133	1	512	80
Master Electricians Association, Queensland Industrial Organisation of Employers	RIO 2021/ 217	2	2	4	1	2,221	121
Registered and Licensed Clubs Association of Queensland, Union of Employers	RIO 2021/ 219	1	1	3	1	38	9
Registered and Licensed Clubs Association of Queensland, Union of Employers	RIO 2021/ 224 and 238	4	4	4	1	64	14
Queensland Fire and Rescue – Senior Officers Union of Employers	RIO 2021/ 231	1	1	0	0	0	0
Queensland Fire and Rescue – Senior Officers Union of Employers	RIO 2022/ 4	1	1	1	0	0	0
Queensland Teachers Union of Employees	RIO 2022/ 2 and 5-7	92	122	61	3	887	137

UNiTAB Agents Association, Union of Employers Queensland *	RIO 2022/ 46	11	14				
Shop Distributive and Allied Employees' Association (Queensland Branch) Union of Employees	RIO 2022/ 51	8	14	14	0	0	0
Queensland Teachers' Union of Employees	RIO 2022/ 17 and 35	18	18	19	3	51	51
Queensland Teachers' Union of Employees	RIO 2022/ 66-69	62	75	21	0	0	0
Registered and Licensed Clubs Association of Queensland, Union of Employers	RIO 2022/ 76	1	1	1	0	0	0
Registered and Licensed Clubs Association of Queensland, Union of Employers	2022/ 81	1	1	1	0	0	0
Queensland Teachers' Union of Employees	RIO 2022 / 95-97	4	4	1	0	0	0
Queensland Teachers' Union of Employees*	RIO 2022/ 112-115	47	54				
Association of Professional Engineers, Scientists and Managers, Australia, Queensland Branch, Union of Employees *	RIO 2022/ 121	1	1				
Baking Industry Association of Queensland, Union of Employers *	RIO 2022/ 122	6	12				
Queensland Teachers' Union of Employees*	RIO 2022/ 171-175	6	6				
Total		418	597	275	10	3773	412

*Elections in progress as at 30 June 2022

Funding, Disclosure and Compliance

The ECQ is empowered under section 7 of the *Electoral Act 1992* to administer and promote compliance with political funding and financial disclosure requirements in Queensland. This is achieved through enforcement activities and real-time reporting of gifts and expenditure, supported by stakeholder engagement to promote compliance.

The ECQ supports registered political parties, candidates and third parties to comply with Queensland's electoral finance laws, in order to facilitate the delivery of transparent and accountable elections.

The ECQ also maintains the Electronic Disclosure System where gifts and expenditure are declared and published. It also provides user support to electoral participants in

declaring gifts and expenditure, maintains the Queensland register of political parties, and distributes policy development payments and election funding to eligible political parties and candidates.

This section highlights the ECQ's achievements supporting the following strategic objectives:

- Objective 1 – Deliver fair and transparent Queensland elections
- Objective 2 – Increase electoral awareness and participation
- Objective 3 – Continual improvement in electoral services, and
- Objective 4 – Ensure compliance with electoral funding and disclosure laws.

KEY ACHIEVEMENTS

- Developed and delivered extensive educational material for registered political parties and other electoral participants regarding new political donation cap regulations.
- Completed the preselection ballot audit report for the 2020 State general election.
- Implemented compliance review plans for the 2020 State general election and 2020 local government elections.
- Successfully completed the first prosecution of an electoral participant for failing to comply with their funding and disclosure obligations in relation to a local government election.
- Successfully transitioned the Electronic Disclosure System from an external provider to internal management by the ECQ.

IMPLEMENTATION OF POLITICAL DONATION CAPS LEGISLATION

In June 2020, the Queensland Parliament passed the *Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020*, which included amendments to introduce political donation caps for registered political parties and State election candidates. The political donation cap amendments commenced on 1 July 2022 and cap a donor's political donations for the relevant period at:

- \$4,000 to a registered political party
- \$6,000 to an independent candidate, and
- \$6,000 in total to all candidates endorsed by the same registered political party.

Further amendments to the disclosure provisions of the *Electoral Act 1992* were passed by the Parliament in June 2022. These improve the ECQ's ability to monitor and enforce compliance with political donation cap requirements.

The ECQ published significant educational material for stakeholders during 2022 to assist with compliance with the new requirements, as well as a refresh of existing obligations. This included the delivery of two webinars, publication of 25 fact sheets, web content updates and individual meetings with political party representatives.

The introduction of political donation caps follows a range of other electoral reforms, including the introduction of electoral expenditure caps, State campaign account requirements and third-party registration requirements.

DONOR EDUCATION PROGRAM

The ECQ has engaged with frequent and/or high-value donors to educate them about their obligations to disclose donations to registered political parties and State and local government election candidates. This is an important measure aimed at reducing the risk of undisclosed political donations, as well as effecting increased voluntary compliance by donors.

As a result of this education program, the gross value of unreconciled returns in the Electronic Disclosure System decreased by \$1,860,725. The greatest challenge in delivering this work was the 2022 federal election, which resulted in approximately \$2,674,000 (gross) in donations being disclosed over a three-month period.

COMPLIANCE

Preselection ballot report

In October 2021, the ECQ completed its preselection ballot audit report for the 2020 State general election, as required under the *Electoral Act 1992*. The report was tabled in the Legislative Assembly by the Attorney-General and the Minister for Justice, Minister for Women and Minister for the Prevention of Domestic and Family Violence, the Honourable Shannon Fentiman MP, on 17 November 2021.

The ECQ audited 10 preselection ballots, which were randomly selected across three registered political parties to identify whether they were conducted in accordance with the model procedures prescribed in the *Electoral Regulation 2013* and the parties' constitutions. The audit found all audited preselection ballots contravened the model procedures, or the party's constitution.

The report noted the model procedures have not undergone significant review in almost 20 years, and as such, do not reflect contemporary practices used by registered political parties. The ECQ has provided recommendations to government about how the model procedures can be improved.

The results of the audits do not invalidate the results of the 2020 State general election.

No registered political party completed a preselection ballot for the 2021 Stretton by-election, meaning no preselection ballot audit was required. A preselection ballot audit for the 2022 Callide by-election is underway.

State general election compliance plan

The 2020 State general election compliance plan was approved in December 2021. The ECQ is currently implementing this plan, along with the local government election compliance plan (approved in December 2020) and ad-hoc compliance matters as they arise.

As a result of investigations, compliance reviews and other compliance activities between 1 July 2021 and 30 June 2022, the ECQ issued 378 penalty infringement notices to election participants. Offences include failure to lodge necessary disclosure returns by the due date (including incomplete returns) and failure to properly authorise election material.

Additionally, between the same period, the ECQ recovered \$4,200 from a third-party electoral participant as they exceeded the cap on electoral expenditure.

Between 1 July 2021 and 30 June 2022, 123 compliance reviews resulted in a penalty infringement notice (or multiple penalty infringement notices) or warning letters, 13 resulted in a candidate rectifying a discrepancy in their disclosures (without a warning letter or penalty being issued) and 33 resulted in no further action being taken. No further action may be required when the electoral participant provides an adequate explanation for discrepancies or apparent non-compliance.

Prosecution

In July 2021, the ECQ began prosecution against a local government candidate who had failed to comply with funding and disclosure obligations during the 2020 local government quadrennial elections. Offences included failure to operate a dedicated bank account for the election (instead, choosing to use cash to pay for electoral expenditure), and failure to disclose electoral expenditure or complete an election summary return.

The Magistrate found in favour of the ECQ and said candidates must not take a casual attitude towards their disclosure and other obligations. The candidate was ordered to pay a fine of \$1,200, plus \$1,200 for the ECQ's legal costs.

PROHIBITED DONORS

The ECQ continues to work directly with stakeholders to ensure compliance with the prohibited donor laws which have been in place since October 2018. Between 1 July 2021 and 30 June 2022, the ECQ recovered \$3,380 in prohibited donations. This represents a significant decline compared to the previous financial year where the ECQ recovered \$30,945 in prohibited donations. This decrease coincides with amendments to the Commonwealth funding and disclosure legislation, which allows registered political parties to accept donations from property developers, provided they are used only for federal election purposes.

The ECQ is currently party to legal proceedings in the Supreme Court of Queensland regarding the interpretation of one aspect of the prohibited donor laws.

Determinations

As part of the prohibited donors scheme, entities may apply to the ECQ for a determination they are not a prohibited donor. Throughout 2021-22, the ECQ made 14 determinations that certain entities were not prohibited donors. One further matter was processed by the ECQ, resulting in no determination being made. As of 30 June 2022, one application for a determination was being considered.

POLICY DEVELOPMENT PAYMENTS

The ECQ is responsible for the distribution of policy development payments to political parties. The total pool of policy development funding for the 2021-22 financial year was \$3 million, as prescribed by section 8 of the *Electoral Regulation 2013*.

During the 2021-22 financial year, policy development payments were paid for the

2020-21 financial year to five eligible registered political parties in two equal instalments. The amounts paid to each eligible registered political party, as detailed in the table below, were calculated using the formal first preference vote counts at the 2020 State general election, in accordance with section 240 of the *Electoral Act 1992*.

Policy development payments

Eligible registered political party	First instalment amount	Second instalment amount	Total amount paid
Australian Labor Party (State of Queensland)	\$647,199	\$647,199	\$1,294,398
Liberal National Party of Queensland	\$587,024	\$587,024	\$1,174,048
Queensland Greens	\$136,981	\$136,981	\$273,962
Pauline Hanson's One Nation (Qld Division)	\$89,061	\$89,061	\$178,122
Katter's Australian Party (KAP)	\$39,735	\$39,735	\$79,470
Total amounts	\$1,500,000	\$1,500,000	\$3,000,000

ELECTION FUNDING CLAIMS

After the Stretton State by-election, eligible candidates and registered political parties could make claims for election funding. Candidates and parties are eligible for election funding if they received more than six per cent of the formal first preference vote and are entitled to receive a payment of the lesser of the following amounts:

- the amount of electoral expenditure claimed and accepted by the ECQ, or
- the amount calculated by multiplying the dollar-per-vote amount by each formal first preference vote for each eligible candidate.

For registered political parties the dollar-per-vote amount was \$3.361 (for each formal first preference vote given to a candidate who received six per cent or more of the vote). For candidates the dollar-per-vote amount was \$1.679.

As at 30 June 2022, the amounts below had been paid to each registered political party and candidate for the Stretton by-election.

Election funding claims for the Callide State by-election will be determined and paid in the 2022-23 financial year.

Election funding claims

Stretton State by-election participant		Election finding amount paid
Australian Labor Party (State of Queensland)	Party	\$48,109.35
	Candidate	\$24,033.21
Liberal National Party of Queensland	Party	\$27,970.24
	Candidate	No claim submitted
Queensland Greens	Party	No claim submitted
	Candidate	\$1,009.09

REGISTER OF POLITICAL PARTIES

The ECQ maintains the register of political parties. During 2021-22, the ECQ processed the following changes to the register of political parties:

- changed the registered officer of the Katter's Australian Party (KAP) (27 July 2021)
- changed the registered officer of the Liberal National Party of Queensland (27 July 2021)
- changed the registered name of "Clive Palmer's United Australia Party" to "United Australia Party" (10 August 2021)
- changed the registered abbreviation of United Australia Party from "Clive Palmer's UAP" to "UAP" (10 August 2021)
- cancelled the registration of the United Australia Party (24 September 2021)
- changed the registered officer's address for the Animal Justice Party (Queensland) (14 January 2022)
- changed the registered officer of the Queensland Greens (18 February 2022), and
- changed the registered officer of the Liberal National Party of Queensland (20 May 2022).

The register of political parties as at 30 June 2022 is below. At this time, there was one amendment to the register being processed.

Register of political parties

Party name	Abbreviation	Date registered
Australian Labor Party (State of Queensland)	Australian Labor Party	14 August 1992
Queensland Greens	The Greens	6 May 1994
Liberal National Party of Queensland	LNP	9 September 2008
Pauline Hanson's One Nation Queensland Division	Pauline Hanson's One Nation	12 August 2011
Katter's Australia Party (KAP)	KAP	22 September 2011
Civil Liberties & Motorists Party	No abbreviation registered	23 October 2015
Shooters, Fishers and Farmers Party (QLD)	No abbreviation registered	5 November 2018
Animal Justice Party (Queensland)	Animal Justice Party	2 January 2020
Informed Medial Options Party (IMOP)	No abbreviation registered	16 July 2020
Legalise Cannabis QLD (Party)	No abbreviation registered	9 September 2002

ELECTRONIC DISCLOSURE SYSTEM

The Electronic Disclosure System provides the public a transparent and near real-time account of electoral disclosures lodged by donors, registered political parties, candidates, and other electoral participants. The Electronic Disclosure System was custom-built for the ECQ in 2016-17 and had been supported by an external provider, which included ongoing maintenance and new development work. In 2021, the ECQ negotiated the purchase of the Electronic Disclosure System source code from the external provider, taking possession in April 2022.

Owning the Electronic Disclosure System source code is expected to provide the ECQ with cost efficiencies over the coming financial years, as well as greater strategic control over this critical election system and function. The ongoing support and maintenance of the Electronic Disclosure System is now fully integrated into the ECQ's business and will continue to be provided through a hybrid model of existing ECQ staff supported by external contractors.

Local Government Change Commission

The Local Government Change Commission (Change Commission) is an independent body established under the *Local Government Act 2009* to review local government boundaries and electoral arrangements.

It consists of the Electoral Commissioner of Queensland, or any combination of the following persons nominated by the Electoral Commissioner: the Deputy Electoral Commissioner; or one or more casual commissioners appointed by the Governor in Council. A casual commissioner is not required to participate in every review or assessment the Change Commission undertakes. The Change Commission is supported by administrative and spatial experts within the ECQ.

As required by section 25 of the *Local Government Act 2009*, the Change Commission must prepare a report about its operations during each financial year. The current chapter constitutes this report.

This section highlights the ECQ's achievements supporting the following strategic objectives:

- Objective 1 – Deliver fair and transparent Queensland elections.
 - Ensure Queensland maintains balanced electoral representation by undertaking regular reviews of electoral boundaries and arrangements.

KEY ACHIEVEMENTS

- Commenced the external boundary review of the Livingstone Shire Council and Rockhampton Regional Council including commissioning an independent financial assessment and preparing for and conducting community consultation.
- Finalised the external boundary review of the Toowoomba Regional Council and Western Downs Regional Council.
- Continued work on the external boundary review of the Barcaldine Regional Council and surrounding councils.

REVIEW PROCESS

Under the *Local Government Act 2009* and the *City of Brisbane Act 2010*, the Change Commission assesses whether proposed changes to Queensland's local governments are in the public interest. Its assessments include:

- divisional boundary reviews – periodically reviewing the internal boundaries of divided councils to ensure each division or ward has relatively the same number of electors
- external boundary reviews – assessing proposed changes to the common or shared boundaries between councils, or
- electoral arrangement reviews – reviewing proposed changes such as whether a council is divided or undivided, the number of councillors, the council's name or the council's classification (i.e. shire, region or city).

The Minister responsible for Local Government is the only person who can refer a proposed change to the Change Commission, except in the case of the Brisbane City Council which may have a change referred by the Minister, the ECQ, or the council itself.

A local government change can only be implemented by the Governor in Council under a regulation.

2021-22 REVIEWS

In 2021-22, the Change Commission continued assessing referrals received in 2019, deferred during delivery of the 2020 major elections, and commenced assessment of an additional referral received in early 2021.

The external boundary review of the Toowoomba Regional Council and Western Downs Regional Council was finalised and an external boundary review of Barcaldine Regional Council and surrounding councils commenced through consultation with affected landholders and councils.

The Change Commission also began a major review of the external boundary between Livingstone Shire Council and Rockhampton Regional Council. This involved the proposed transfer of the three suburbs of Glenlee, Glendale and Rockyview from Livingstone to Rockhampton.

During 2021-22 and in accordance with Ministerial directions on how the review is to be conducted, the Change Commission engaged the Queensland Treasury Corporation to undertake an independent financial assessment of the proposed change.

A public consultation period commenced in June 2022, where public submissions were invited from anyone interested in the proposed change and a voluntary survey of the 85,501 residents of Livingstone Shire Council and the Rockhampton Regional Council was conducted.

The status of the Change Commission's reviews as at 30 June 2022 is detailed on the next page.

Local Government Change Commission reviews

Local government area	Date referred to Change Commission	Status	Final determination report published
Cook Shire Council	30 May 2019 Updated instructions: 1 June 2021	Withdrawn	Not applicable
Toowoomba Regional Council and Western Downs Regional Council	20 November 2019	Finalised	21 September 2021
Barcaldine Regional Council and Blackall-Tambo Regional Council, Charters Towers Regional Council, Central Highlands Regional Council, Flinders Shire Council, Isaac Regional Council and Longreach Regional Council	12 March 2021	Close to completion	Not applicable
Livingstone Shire Council and Rockhampton Regional Council	31 January 2019 Updated instructions: 1 June 2021	Underway - financial assessment completed, voluntary survey and public consultation commenced	Not applicable

Cook Shire Council – electoral arrangements review

Proposed change: Assessment of whether the Cook Shire Council should remain undivided or become a multi-member divided council.

Following the 2020 local government elections, the Change Commission consulted the newly constituted Cook Shire Council to confirm its position on the proposed change to inform its assessment.

On 1 June 2021 and following advice that the council no longer supported the proposed change to electoral arrangements, the Deputy Premier, Minister for State Development, Infrastructure, Local Government and Planning wrote to the Change Commission to formally withdraw the referral.

Toowoomba Regional Council and Western Downs Regional Council – external boundary review

Proposed change: Review of the placement of two lots split between the Toowoomba Regional Council and the Western Downs Regional Council.

In 2021-22, the Change Commission finalised its assessment of the proposed change, following consultation with affected landholders and councils and consideration of the communities of interest provisions of the *Local Government Regulation 2012*.

The Change Commission released its final determination report on the proposed change on 21 September 2021 and both councils and affected landholders were advised of the Change Commission's recommendation.

Barcaldine Regional Council and surrounding Councils - external boundary review

Proposed change: Review of the placement of lots split between the Barcaldine Regional Council and the neighbouring Blackall-Tambo Regional Council, Charters Towers Regional Council, Central Highlands Regional Council, Flinders Shire Council, Isaac Regional Council and Longreach Regional Council.

During 2021-22, the Change Commission consulted with affected landholders and councils on the proposed changes and reviewed the proposed changes having regard to the communities of interest provisions of the *Local Government Regulation 2012*.

As at 1 July 2022, the Change Commission was close to completing its final determination report on the proposed change.

Livingstone Shire Council and Rockhampton Regional Council - external boundary review

Proposed change: Review of the external boundary between Livingstone Shire Council and Rockhampton Regional Council to determine whether the Glenlee, Glendale and Rockyview suburbs should be transferred

from Livingstone to Rockhampton. The Deputy Premier, Minister for State Development, Infrastructure, Local Government and Planning provided additional detailed instructions on the conduct of the review on 1 June 2021.

During 2021-22, in accordance with Ministerial directions, the Change Commission:

- engaged the Queensland Treasury Corporation to undertake an independent financial assessment of the impacts associated with the proposed change
- commenced a voluntary survey of electors in both local government areas from 20 June to 4 July 2022. Survey responses were submitted through either an online or postal response. Written submissions were also invited from anyone wishing to provide their view on the proposed boundary changes from 13 June to 4 July 2022, and
- consulted with both councils and other relevant stakeholders to seek input into the review.

As at 1 July 2022, the Change Commission was considering the range of factors relevant to the review to reach a recommendation and complete its final determination report on the proposed change. This included the financial assessment, results of community consultation and other matters.

2023 DIVISIONAL BOUNDARY REVIEWS

To ensure divided councils have balanced enrolment across their divisions for the elections, divisional boundary reviews are required to be completed in the year preceding local government quadrennial elections, to ensure divided councils have balanced enrolment across their divisions for the elections.

The next divisional boundary review process will begin from 1 October 2022 when Brisbane City Council is required to review its enrolment in accordance with the *City of Brisbane Act 2010*.

All other divided councils are required to review their enrolment prior to 1 March 2023 in accordance with the *Local Government Act 2009*.

All required divisional boundary reviews are expected to be completed by November 2023 to allow any boundary changes to be implemented prior to the March 2024 local government elections.

CHANGE COMMISSION MEMBERSHIP

The Change Commission is constituted by the Electoral Commissioner of Queensland, Pat Vidgen, and the following casual commissioners appointed by the Governor in Council for a term to 31 October 2024:

- Assistant Electoral Commissioner of Queensland, Wade Lewis
- Manager, Election Operations, Electoral Commission of Queensland, Peter McGraw, and
- Deputy Director-General, Justice Services, Department of Justice and Attorney-General, Jennifer Lang.

Local Government Change Commission meetings and remuneration

Act or instrument	<i>Local Government Act 2009, City of Brisbane Act 2010</i>
Functions	<i>See overview above</i>
Achievements	<i>See 2021-22 reviews above</i>
Financial reporting	<i>Transactions of the entity are accounted for in the financial statements</i>

Remuneration					
Position	Name	Meetings attendance	Approved annual, sessional or daily fee	Approved sub-committee fees if applicable	Actual fees received
Chair	Pat Vidgen	13	Not applicable	Not applicable	Not applicable
Casual Commissioner	Wade Lewis	13	Not applicable	Not applicable	Not applicable
Casual Commissioner	Peter McGraw	11	Not applicable	Not applicable	Not applicable
Casual Commissioner	Jennifer Lang	0*	Not applicable	Not applicable	Not applicable
No. scheduled meetings					13
Total out of pocket expenses					\$0

*Not required to participate in any Change Commission reviews during 2021-22.

Corporate Governance

EXECUTIVE MANAGEMENT

Electoral Commissioner

The Electoral Commissioner is Queensland's senior electoral officer and the ECQ's chief executive officer. The Commissioner has powers and responsibilities conferred by the *Electoral Act 1992*, the *Local Government Electoral Act 2011*, the *Referendums Act 1997*, the *City of Brisbane Act 2010*, the *Local Government Act 2009* and the *Financial Accountability Act 2009*.

The Electoral Commissioner, appointed under the *Electoral Act 1992* by the Governor in Council, is responsible for upholding the integrity of Queensland's elections and ensuring Queenslanders have equal representation through the Queensland Redistribution Commission and the Local Government Change Commission.

Pat Vidgen PSM has been the Electoral Commissioner since September 2018.

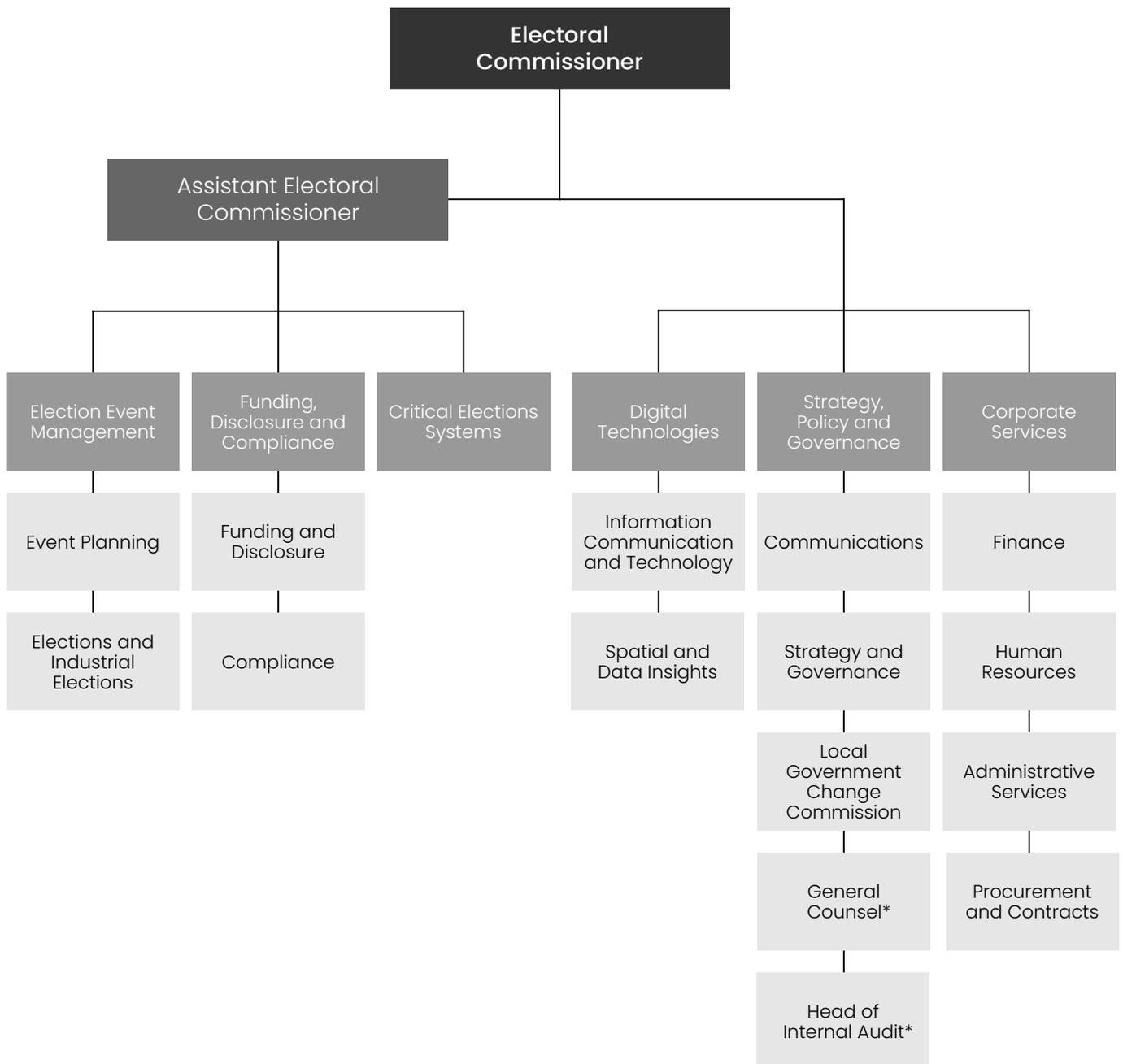
Assistant Electoral Commissioner

The Assistant Electoral Commissioner supports the Electoral Commissioner with the day-to-day management of the ECQ. The Assistant Electoral Commissioner has direct oversight of election event management, critical election systems and regulation of political funding, disclosure and compliance activities. In the absence of the Electoral Commissioner the Assistant Electoral Commissioner has been appointed by the Governor in Council to act in that role.

Wade Lewis GAICD has been the Assistant Electoral Commissioner since May 2019.

ORGANISATIONAL STRUCTURE

The ECQ is comprised of six divisions, each with specific roles and responsibilities. The following sections outline the functions of each division and how they support the successful delivery of the ECQ's objectives.



*Roles are operationally independent.

Election Event Management

Election Event Management is responsible for planning and delivering State and local government elections including provision of in-person voter services. This includes identifying, leasing and resourcing suitable venues to be used as early voting centres and election day polling booths.

The division is responsible for the procurement of election materials and for logistics arrangements across Queensland and manages the enrolment functions in collaboration with the Australian Electoral Commission.

The division also plans and delivers telephone voting and postal voting as well as mobile polling in residential aged care facilities and remote Aboriginal and Torres Strait Islander communities, which enables eligible residents to enrol and vote. Following an election, the Election Event Management division coordinates the declaration of results and any non-voter compliance activities.

The division is also responsible for the administration and the delivery of industrial elections.

Funding, Disclosure and Compliance

Funding, Disclosure and Compliance regulates political funding and financial disclosure in Queensland through enforcement activities and real-time disclosure and is supported by stakeholder engagement to promote compliance. The ECQ also maintains the Electronic Disclosure System and provides user support for the reporting of gifts, loans and electoral expenditure.

The division provides support to candidates, third parties, registered political parties, and donors to comply with Queensland's electoral donation laws, which supports the delivery of transparent and accountable elections. Where breaches are identified, the division is responsible for undertaking proportionate enforcement activities which could include:

- rectifying the breach
- issuing warnings or penalty infringement notices

- recovery of money as debts to the State, and
- prosecution.

The division is also responsible for registering new political parties and maintaining Queensland's register of political parties.

Critical Election Systems Unit

The Critical Election Systems Unit maintains the integrity and reliability of the ECQ's critical election systems to ensure they remain fit-for-purpose to deliver the ECQ's core functions through the professional application of risk, change and project management. The division provides expert advice to the Election Systems Quality Board to ensure systems are election ready, integrated, and aligned with the ECQ's strategic objectives.

Digital Technologies

Digital Technologies plans and delivers the ECQ's ICT services and infrastructure. The division provides the necessary networking, computing, storage, desktop and business solutions to enable the ECQ to deliver election services across Queensland.

The division is also responsible for digital innovation and transformation activities, creating new technology services that align with the ECQ's strategic priorities and the provision of election maps and data, spatial and mapping analysis through its data and spatial functions.

Strategy, Policy and Governance

Strategy, Policy and Governance comprises the communications, strategy and governance, internal audit and in-house legal functions within the ECQ.

The Communications unit delivers corporate communications and stakeholder engagement functions through strategic communications, media management, social media activities, graphic design services, advertising campaigns and stakeholder engagement activities.

The Strategy and Governance unit oversees corporate governance responsibilities, preparing key documents such as the ECQ's strategic plans and annual reports, as well as managing policy and research to support the ECQ's strategic objectives. The unit also coordinates ongoing Local Government Change Commission assessments and delivers election projects and evaluation activities.

Internal Audit provides independent auditing and assurance activities to improve the ECQ's operations. The General Counsel provides in-house legal services on a range of matters

including the interpretation and application of electoral laws and performance of the ECQ's regulatory responsibilities.

Corporate Services

Corporate Services is a multidisciplinary division working across the ECQ to enable performance and compliance with legislative requirements. Key functions of the division include finance, procurement, human resources, learning and development, and administrative services.

GOVERNANCE COMMITTEES

In 2021-22, the ECQ formalised a corporate governance framework, which outlines the arrangements put in place to ensure the organisation operates systematically, appropriately and effectively. The following committees are a core part of the ECQ's corporate governance framework designed to support decision making, manage risks, and monitor performance and assurance. Their description, activities and responsibilities are provided below.

Senior Management Team

The Senior Management Team is a consultative body which enables the Electoral Commissioner to make informed decisions through:

- supporting the ECQ's corporate vision and strategic direction
- building organisational capability
- ensuring the ECQ is supporting the Queensland Government's objectives for the community, and
- being responsible for general governance duties including risk management.

The Senior Management Team members are:

- Electoral Commissioner (Chair)
- Assistant Electoral Commissioner (Deputy Chair)
- Executive Director, Election Event Management, and
- Executive Director, Digital Technologies.

The following positions are regular attendees at Senior Management Team meetings:

- Director, Funding, Disclosure and Compliance
- Director, Strategy, Policy and Governance
- Director, Corporate Services
- Director, Critical Election System Unit, and
- Chief Finance Officer.

Due to the Executive Director, Digital Technologies being on secondment since January 2022, the Acting Senior Director, Digital Technologies has been a regular attendee at Senior Management Team meetings.

The Senior Management Team meets on a weekly basis and held 52 meetings during 2021-22.

Election Delivery Board

The Election Delivery Board is responsible for overseeing the assurance framework for the successful delivery of all elections. Election Delivery Board activities include:

- governance of each election and the provision of strategic guidance to election program and project managers
- monitoring risks to the delivery of elections and approving treatment plans
- management and treatment of major issues requiring attention or decisions, and
- project assurance activities including financial, resource and capability monitoring and reporting.

The Election Delivery Board comprises:

- Executive Director, Election Event Management (Chair)
- Electoral Commissioner
- Assistant Electoral Commissioner
- Director, Strategy, Policy and Governance
- Chief Finance Officer, and
- Manager, Election Operations.

The Election Delivery Board meets fortnightly and held 30 meetings during 2021-22. Meetings are conducted weekly during local and State elections, with daily meetings focussing on current activities and providing an avenue for cross-team communication during election delivery periods.

Information Management and Security Committee

The Information Management and Security Committee (previously the Information Security Steering Committee) provides strategic management of the ECQ's information security risks. The chair is the Assistant Electoral Commissioner who also is the ECQ's Information Security Senior Executive.

The activities of the Information Management and Security Committee include:

- providing assurance on the ECQ's information security risk to the Electoral Commissioner through the Assistant Electoral Commissioner
- providing management oversight of the ECQ's Information Security Management System to ensure it achieves the intended objectives
- being responsible for making informed decisions that set the direction for information security, balancing business requirements with information confidentiality, integrity and availability considerations
- deciding risk tolerance, risk acceptance and risk treatment for enterprise information security and information management risks

- providing recommendations to the Electoral Commissioner on the information security aspects of strategic decisions and projects, and
- supporting the ECQ to develop and implement contemporary and effective information management governance and an Information Management Policy Framework to direct and control its information, consistent with the Queensland Government Enterprise Architecture.

The Information Management and Security Committee members are:

- Assistant Electoral Commissioner (Chair and ECQ Information Security Management System Executive and Information Management Sponsor)
- Executive Director, Digital Technologies
- Manager, IT Operations
- Director, Corporate Services, and
- Director, Strategy, Policy and Governance.

The following positions are regular attendees:

- Executive Director, Election Event Management
- Director, Critical Election Systems Unit
- Director, Funding, Disclosure and Compliance
- Head of Internal Audit
- Solution Architect, Digital Technologies
- Team Leader, Data and Spatial, and
- Project Officer (Risk and Governance), Corporate Services.

Due to the Executive Director, Digital Technologies being on secondment since January 2022, the Acting Senior Director, Digital Technologies is a regular attendee.

The Information Management and Security Committee meets on a six-weekly basis and held nine meetings during 2021-22.

Election Systems Quality Board

The Election Systems Quality Board ensures all critical election systems continue to be fit for their intended purpose, and provide assurance of their continued election readiness. In particular, the Board manages changes to critical election systems, driven by regulatory reform or business improvement to ensure they remain integrated and align with the ECQ's strategic goals and objectives.

The activities of the Election Systems Quality Board include:

- ensuring all critical election systems are continually election-ready and aligned with maturing business processes and strategies
- the establishment, maintenance, and governance of strategies for critical election systems ensure each remains fit for purpose and election ready while meeting contemporary requirements
- coordinating and forecasting funding required for ongoing maintenance, new developments and system improvements

- being the Change Advisory Board for critical election systems and other systems and processes not governed by other boards or committees
- overseeing the business improvement pipeline for critical election systems
- providing contract management support for nominated critical election systems
- developing and overseeing strategies and plans for critical election systems, which provide assurance to the Electoral Commissioner election systems are election ready and secure
- overseeing minor projects or major activities related to critical election systems, as part of the change management process, when requested by the Executive, and
- providing strategic guidance and input to the procurement and ongoing management of critical election systems and associated services.

The Election Systems Quality Board meets fortnightly and held 24 meetings during 2021-22.

PUBLIC SECTOR ETHICS

The ECQ is committed to ensuring staff act ethically and are accountable for their actions and decisions. The ECQ considers the conduct and performance of employees central to achieving its objectives and continues to support the principles identified under the *Public Sector Ethics Act 1994* by:

- providing annual Code of Conduct training to ECQ staff, which is also part of the induction program for all new employees, including contractors
- providing training in people management and complaints management
- ensuring all staff have performance and development agreements in place that set out key performance indicators and behavioural expectations in line with the Code of Conduct

- promoting an ethical culture and ethical decision-making processes
- communicating zero tolerance for fraud and corrupt conduct supported through training, internal controls and policies and procedures, and
- building on and refining the ECQ's integrity framework, which consists of resource management policies, practices, protocols and fact sheets to guide employees and managers in their day-to-day duties and clarify expected conduct.

The ECQ has a team of human resource practitioners to advise and assist all employees about ethical behaviour in the public sector context.

HUMAN RIGHTS

The ECQ works to uphold human rights through its decisions and has implemented several actions to further the objectives of the *Human Rights Act 2019*. Systems and processes were implemented to ensure rigorous human rights assessments are part of the ECQ's decision-making processes. These assessments are documented and reviewed by the ECQ's General Counsel. During 2021-22, training on human rights assessments was delivered to staff.

Information on other initiatives being undertaken to advance human rights are provided below.

Reconciliation Working Group

The ECQ's Reconciliation Working Group oversees the ECQ's activities promoting reconciliation. During 2021-22, the ECQ completed its first *Reflect* Reconciliation Action Plan, under the working group's oversight, to improve its capacity and capability to deliver culturally appropriate electoral services. These activities support Aboriginal and Torres Strait Islander peoples as they exercise their right to participate in public life.

In the coming year, the Reconciliation Working Group will oversee the development of a new Reconciliation Action Plan for public release.

Through the working group, the ECQ also commissioned the development of a First Nations artwork, which will be released in 2022-23.

RISK MANAGEMENT

In 2021-22, the ECQ evaluated its risk management approach to ensure it maintains a practical and robust risk management system as part of its corporate governance arrangements. This approach aligns with requirements outlined in the *Financial and Performance Management Standard 2019*, the Queensland Government's *A Guide to Risk Management*, and the international risk management standard AS/NZS ISO 31000:2018.

White Ribbon Working Group

The ECQ's White Ribbon Working Group was formed to take active steps towards the ECQ gaining White Ribbon accreditation within the 2022-23 financial year. The White Ribbon accreditation process demonstrates the ECQ's commitment to the prevention of domestic and family violence, gender equality and the ongoing development of positive workplace cultures that are safe and inclusive.

The role of the White Ribbon Working Group includes:

- identifying key milestones to achieve accreditation using the White Ribbon self-audit guide to identify gaps in policy and process
- implementing strategies to fill identified gaps
- gathering evidence of compliance
- engaging with ECQ staff to raise awareness of domestic and family violence prevention and the process of White Ribbon accreditation, and
- designing risk mitigation plans.

Human rights complaints

All complaints made to the ECQ are reviewed with consideration of rights protected under the *Human Rights Act 2019*. In 2021-22, the ECQ received no complaints specifically referencing human rights considerations.

Operating within a new corporate governance framework, the ECQ risk guide is designed to assist staff in managing risks. While the ECQ's key risks are influenced by the election cycle for major election events delivered on fixed dates, much of the ECQ's work is also responsive, including the management of by-elections which can occur at any time, often with limited lead-time.

The ECQ's overarching approach to risk management is based on the following principles:

- managing risk in accordance with an articulated risk appetite, cognisant of the ECQ's organisational values
- adopting a pragmatic approach to managing risk, ensuring risk treatments are realistic, practical, and value adding
- addressing risk at all levels of the organisation covering enterprise-, operational- and project-level risks
- developing threat-specific plans and strategies to address identified enterprise-level risks
- having clearly defined and assigned responsibilities for managing risk
- incorporating risk management approaches in plans and decision-making processes
- fostering a risk-aware culture by engaging staff in risk identification and treatment and including risk management in organisational dialogue
- regularly monitoring the risk context to ensure continued relevance of identified risks and risk treatments, and
- continually reviewing and improving the risk management system (arrangements and practices) to ensure its continued efficacy.

AUDIT AND RISK COMMITTEE

The Audit and Risk Committee provides independent advice to support the ECQ's operations and the Electoral Commissioner. The committee has oversight of risk and controls, as well as the compliance frameworks and fiscal responsibilities underpinning the ECQ's corporate governance arrangements. The committee reviews all reports and recommendations for improvements put forward by internal audit and the Queensland Audit Office.

The committee comprises two external independent members and two ECQ staff members. A representative of the Queensland Audit Office also has a standing invitation to attend meetings along with the ECQ's Head of Internal Audit, Chief Risk Officer, and Chief Finance Officer.

In 2021-22, the committee operated under the terms of its charter and met on four occasions. The membership, meeting attendance and remuneration for the committee are detailed as follows.

Audit and Risk Committee

Member	Term	Meeting attendance	Remuneration for meeting attendance*
Debra-Lee Best (External Member and Chair)	12 months	Four out of four	\$5750
Sue Ryan (External Member)	12 months	Four out of four	\$4000
Pat Vidgen (Electoral Commissioner)	12 months	Four out of four	Not applicable
Wade Lewis (Assistant Electoral Commissioner)	12 months	Four out of four	Not applicable

*All amounts exclude GST and do not include reimbursement of out-of-pocket expenses.

INTERNAL AUDIT

The ECQ's internal audit function operates in accordance with the requirements of the *Financial Accountability Act 2009* and *Financial and Performance Management Standard 2019*.

Internal audit:

- provides independent, objective and risk-based assurance and advice to the Electoral Commissioner regarding the efficacy of the ECQ's governance, risk management and control processes
- operates under an approved charter in accordance with all applicable guidelines, and

- employs a Head of Internal Audit who is responsible for developing an annual and strategic three-year audit program for approval by the Audit and Risk Committee.

In 2021-22, six internal audits were undertaken to provide an independent assessment on financial, operational, governance, compliance, and risk management audit objectives. The reports identified areas of potential improvement and recommendations for change and were provided to the Electoral Commissioner for consideration.

INFORMATION SYSTEMS AND RECORDKEEPING

Recordkeeping

The ECQ continues to utilise RecFind, JIRA, SharePoint, and the Election Management System to manage records in accordance with relevant retention and disposal schedules and legislative requirements. These and other critical systems are continually reviewed and improved to ensure the ECQ operates with optimal efficiency.

In 2021-22, the ECQ assessed its current state, strategic drivers, risks, and priorities to develop an information management and records strategy based on the Queensland Government records management maturity assessment tool. In 2022-23, the ECQ will begin the implementation of this information management and records strategy to improve the ECQ's future approach to records and information management.

This strategy proposes a tiered approach to achieving the desired level of maturity. The ECQ will implement a series of work programs to improve records management practices build a future state framework that integrates efficiently with the delivery of business services, and enable efficient capture and management of records through their lifecycle.

Information systems

The ECQ has various critical election systems that support election delivery and takes a proactive approach to managing these systems to ensure they continue to meet current and operational needs and provide a robust and secure platform for the ECQ's ongoing operations. These systems include:

- the Election Management System, which provides an integrated system for the majority of the ECQ's election delivery process
- the Electronic Disclosure System, which enables real-time disclosure for candidates, political parties, donors and other third parties, and
- other supporting systems necessary for election delivery including learning management, payroll and results display.

The ECQ undertakes numerous assurance activities to ensure all systems are secure. It continues to implement key aspects of the ECQ Cyber Security Strategy for 2019-2022, further enhancing its Information Security Management System as per the Queensland Government's Information Standard IS18:2018 and Information Security Policy (ISO 27001).

In 2022-23, the ECQ will review its Cyber Security Strategy to ensure it is reflective of all activities underway to improve cyber security capability, including furthering compliance with the 'Essential 8' cyber security requirements.

The ECQ has voluntarily participated in the Information Security Annual Return and Attestation Statement process facilitated by the Queensland Government Cyber Security Unit. This process measures the ECQ's posture compared to other Queensland Government agencies and informed areas for increased focus to uplift capability and security.

The ECQ continues to strengthen its working relationships with other electoral commissions as well as key State and Federal Government agencies on matters relating to cyber security and information integrity. These include the Electoral Integrity Assurance Taskforce, Australian Cyber Security Centre, Queensland Government Customer and Digital Group, Queensland Government Cyber Security Unit and Queensland Police Service.

STRATEGIC WORKFORCE PLANNING

Aligning with the Public Service Commission's three-year human capital strategic roadmap, and in consultation with employees and key stakeholders, the ECQ developed key workforce management strategies within the Strategic Workforce Plan for 2021-2024 as per the following critical levers for change and transformation:

- **Leadership capability:** The ECQ's leadership team is comprised of professional public servants who demonstrate leadership at all levels, equipped with the critical capabilities to deliver quality, accessible and valuable services into the future.
- **Talent management:** The ECQ is working towards a workforce that is capable, engaged and motivated to achieve the organisation's vision in ensuring that the ECQ is delivering accessible, fair, and transparent electoral services to all Queenslanders.
- **Culture:** The ECQ is to have an inclusive workplace culture that embodies professionalism, transparency, flexibility, and leverages strengths from people's diverse capabilities, knowledge and experience to continuously improve the ECQ's performance.

- **New ways of working:** The ECQ is to have an adaptable, innovative, and collaborative workforce which delivers integrated services that meet customer and community needs.

In 2021-22, a Memorandum of Understanding (MOU) with other Australian electoral commissions on the sharing of election staff between jurisdictions was used for the first time in multiple elections, including the federal election in May 2022.

The first of its kind, the MOU simplified the sharing of election staff across jurisdictions in a mutually cooperative and supportive process, bolstering staffing capacity and expertise in critical areas. With more time, it will also assist electoral jurisdictions to share knowledge, skills and innovations outside of election periods and encourage opportunities for long-term workforce partnerships.

Workforce profile

The ECQ workforce profile and target group data, as at the last reporting period for 2021-22¹, is presented below.

ECQ workforce profile

Workforce profile data	FTE*
Total FTE for 2021-2022	62.20 (75 headcount)

*Full time equivalent

Gender	Number (Out of 75 headcount)	Percentage of total workforce (Calculated on 75 headcount)
Man	32	42.6%
Woman	43	57.3%
Non-binary	0	0%
Diversity groups*	Number (Out of 75 headcount)	Percentage of total workforce (Calculated on 75 headcount)
Women	43	57.3%
Aboriginal and Torres Strait Islander peoples	<5	1.3%
People with disability	<5	2.6%
Culturally and linguistically diverse people – born overseas	<5	4.0%
Culturally and linguistically diverse people – Speak a language at home other than English (including Aboriginal and/or Torres Strait Islander languages or Australian South Sea Islander languages)	<5	4.0%
	Number	Percentage of total Leadership Cohort
Women in leadership roles [^]	<5	33.3%

*To ensure privacy, in tables where there are fewer than five respondents in a category, specific numbers are replaced with <5.

[^]Women in leadership roles are considered those in positions that are Senior Officer and equivalent and above.

¹ MOHRI FTE data for fortnight ending 17 June 2022.

Staff health and wellbeing

The ECQ actively pursues a positive culture and a working environment that advocates zero harm to all employees. All staff have access to a range of existing health and wellbeing services, which are underpinned by the annual Working for Queensland Survey Committee's actions. These include:

- free annual influenza vaccinations to all employees
- Lifeworks Employee Assistance Program service
- monthly Lifeworks newsletter distribution
- multiple seminars from financial service providers, such as QSuper and Remserv
- Steps Challenge every July
- R U OK? Day every September, and
- annual blood donation drive participation.

EARLY RETIREMENT, REDUNDANCY AND RETRENCHMENT

No redundancy/early retirement/retrenchment packages were paid during the period.

OPEN DATA

Information concerning the ECQ's consultancies and language services is available through the Queensland Government Open Data website at data.qld.gov.au.

An overseas travel expenditure report for the 2021-22 reporting year was not required as overseas travel was not undertaken by any officers of the ECQ.

Financial Performance

ECQ'S FINANCIAL POSITION

The ECQ's assets as at 30 June 2022 were \$34.701 million and liabilities were \$7.674 million, resulting in net positive equity of \$27.027 million. The ECQ is primarily funded through appropriations from Queensland Treasury.

A breakdown of revenue and expenditure by category is presented below.

Financial performance

	Actual	Actual	Budget
REVENUE	2020-21 (\$'000)	2021-22 (\$'000)	2022-23 (\$'000)
Appropriation revenue	78,766	30,132	44,653
User charges and fees	101	101	30
Contributions	48	51	-
Other revenue	1,452	33	-
Total Income from Continuing Operations	80,367	30,317	44,683
	Actual	Actual	Budget
EXPENDITURE	2020-21 (\$'000)	2021-22 (\$'000)	2022-23 (\$'000)
Employee expenses	24,659	8,688	12,358
Supplies and services	51,712	17,894	31,403
Depreciation and amortisation	3,123	3,602	860
Finance/borrowing costs	13	8	-33
Other expenses	302	96	95
Total Expenses from Continuing Operations	79,809	30,288	44,683

Service Areas

As part of the Queensland Government budget process, the ECQ reports its non-financial performance in the Department of Justice and Attorney-General's Service Delivery Statement.

The ECQ's performance is reported under the Service Area "Electoral Services".

ELECTORAL SERVICES

Service Area Objective

Deliver fair, accessible, transparent and COVID-19 safe elections for all Queensland electors that maximise voter participation in adherence to electoral law.

Service standards	2021-22 Target/Est.	2021-22 Est. Actual	2022-23 Target/Est.
<i>Effectiveness measures</i>			
Level of informal voting - State general election ¹
Level of informal voting - Local government quadrennial elections (Mayoral) ¹
Level of stakeholder satisfaction with the voting experience – State general election ^{1,2}
Level of stakeholder satisfaction with the voting experience – Local government quadrennial elections ^{1,2}
Proportion of disclosure returns audited that are deemed compliant with electoral law	70%	89.22%	80%
<i>Efficiency measures</i>			
Cost of State general election per elector ¹
Cost of local government quadrennial elections per elector ¹

Notes:

- As major State and local government elections do not occur each year, figures are only presented as required for the relevant year when the election is held.
- The level of stakeholder satisfaction measure for State general elections, and local government quadrennial elections has been reworded to contain 'overall' in order to reflect it to be a proxy measure of effectiveness. The calculation methodology has remained the same.

Financial Statements





**Electoral
Commission**
QUEENSLAND

**Financial Statements
for the financial year ended
30 June 2022**

**Electoral Commission of Queensland Financial Statements
For the Year Ended 30 June 2022**

TABLE OF CONTENTS

Financial Statements	Statement of Comprehensive Income		Page 3	
	Statement of Financial Position		Page 4	
	Statement of Changes in Equity		Page 5	
	Statement of Cash Flows (including Notes to the Statement of Cash Flows)		Page 6-7	
Notes to the Financial Statements	Section 1	A1. Basis of Financial Statement Preparation	Page 8	
	About the Electoral Commission of Queensland and this Financial Report	A1-1	General Information	Page 8
		A1-2	Compliance with Prescribed Requirements	Page 8
		A1-3	Presentation	Page 8
		A1-4	Authorisation of Financial Statements for Issue	Page 8
		A1-5	Basis of Measurement	Page 9
		A1-6	The Reporting Entity	Page 9
		A2.	ECQ's Objectives	Page 9
	Section 2	B1.	Revenue	Page 10
	Notes about our Financial Performance	B1-1	Appropriation Revenue	Page 10
		B1-2	User Charges and Fees	Page 10
		B1-3	Contributions	Page 11
		B1-4	Other Revenue	Page 11
		B2.	Expenses	Page 11
		B2-1	Employee Expenses	Page 12-13
		B2-2	Supplies and Services	Page 13
		B2-3	Depreciation and Amortisation	Page 14
		B2-4	Finance/Borrowing Costs	Page 14
		B2-5	Other Expenses	Page 14
	Section 3	C1.	Cash and Cash Equivalents	Page 15
	Notes about our Financial Position	C2.	Receivables	Page 15
		C3.	Inventories	Page 15
		C4.	Other Current Assets	Page 16
		C5.	Plant and Equipment and Depreciation Expense	Page 16
		C5-1	Closing Balances and Reconciliation of Carrying Amount	Page 16
		C5-2	Recognition and Acquisition	Page 16
		C5-3	Measurement using Historical Cost	Page 16
C5-4		Depreciation Expense	Page 17	
C5-5		Impairment	Page 17	
C6.		Intangibles and Amortisation Expense	Page 17	
C6-1		Closing Balances and Reconciliation of Carrying Amount	Page 17	
C6-2		Recognition and Measurement	Page 18	
C6-3		Amortisation Expense	Page 18	
C6-4		Impairment	Page 18	
C6-5		Other Disclosures	Page 18	
C7.		Leases	Page 18	
C7-1		Leases as Lessee	Page 18-20	
C8.		Payables	Page 20	
C9.		Accrued Employee Benefits	Page 20	
C10.		Equity	Page 21	
C10-1	Contributed Equity	Page 21		
C10-2	Appropriations Recognised in Equity	Page 21		
Section 4	D1.	Financial Risk Disclosures	Page 22	
Notes about Risks and Other Accounting Uncertainties	D2.	Commitments	Page 22	
	D3.	Future Impact of Accounting Standards Not Yet Effective	Page 22	

**Electoral Commission of Queensland Financial Statements
For the Year Ended 30 June 2022**

TABLE OF CONTENTS (continued)

Notes to the Financial Statements (continued)	Section 5	E1. Budgetary Reporting Disclosures	Page 23
	Notes on our Performance compared to Budget	E2. Budget to Actual Comparison – Statement of Comprehensive Income	Page 23
		E2-1 Explanation of Major Variances – Statement of Comprehensive Income	Page 23
		E3. Budget to Actual Comparison – Statement of Financial Position	Page 24
		E3-1 Explanation of Major Variances – Statement of Financial Position	Page 24
		E4. Budget to Actual Comparison – Statement of Cash Flows	Page 25
		E4-1 Explanation of Major Variances – Statement of Cash Flows	Page 25
	Section 6	F1. Administered Items	Page 26
	What we look after on behalf of whole-of-Government and third parties	F1-1 Schedule of Administered Income and Expenditure	Page 26
		F1-2 Schedule of Administered Assets and Liabilities	Page 26
		F1-3 Administered Activities - Budget to Actual Comparison and Variance Analysis	Page 27
	Section 7	G1. Key Management Personnel (KMP) Disclosures	Page 28-29
	Other Information	G2. Related Party Transactions	Page 30
		G3. First Year Application of New Accounting Standards or Change in Accounting Policy	Page 30
		G4. Taxation	Page 30
		G5. Climate Risk Disclosure	Page 30
	Certification	Management Certificate	Page 31

Electoral Commission of Queensland Statement of Comprehensive Income

For the Year Ended 30 June 2022

OPERATING RESULT	Note	2022 \$'000	2021 \$'000
Income from continuing operations			
Appropriation revenue	B1-1	30,132	78,766
User charges and fees	B1-2	101	101
Contributions	B1-3	51	48
Other revenue	B1-4	33	1,452
Total revenue		<u>30,317</u>	<u>80,367</u>
Total income from continuing operations		<u>30,317</u>	<u>80,367</u>
Expenses from continuing operations			
Employee expenses	B2-1	8,688	24,659
Supplies and services	B2-2	17,894	51,712
Depreciation and amortisation	B2-3	3,602	3,123
Finance / borrowing costs	B2-4	8	13
Other expenses	B2-5	96	302
Total expenses from continuing operations		<u>30,288</u>	<u>79,809</u>
Operating result for the year		<u>29</u>	<u>558</u>
OTHER COMPREHENSIVE INCOME		-	-
TOTAL COMPREHENSIVE INCOME		<u>29</u>	<u>558</u>

The accompanying notes form part of these statements.

Electoral Commission of Queensland
Statement of Financial Position

For the Year Ended 30 June 2022

	Note	2022 \$'000	2021 \$'000
Current assets			
Cash and cash equivalents	C1	10,761	13,545
Receivables	C2	3,526	271
Inventories	C3	186	203
Other current assets	C4	2,264	2,108
Total current assets		16,737	16,127
Non-current assets			
Plant and equipment	C5-1	134	535
Right-of-use assets	C7-1	359	683
Intangible assets	C6-1	17,471	18,156
Total non-current assets		17,964	19,374
Total assets		34,701	35,501
Current liabilities			
Payables	C8	7,059	7,847
Lease liabilities	C7-1	319	306
Accrued employee benefits	C9	259	236
Total current liabilities		7,637	8,389
Non-current liabilities			
Lease liabilities	C7-1	37	382
Total non-current liabilities		37	382
Total liabilities		7,674	8,771
Net assets		27,027	26,730
Equity			
Contributed equity	C10-1	21,282	21,014
Accumulated surplus		5,745	5,716
Total equity		27,027	26,730

The accompanying notes form part of these statements.

Electoral Commission of Queensland
Statement of Changes in Equity

For the Year Ended 30 June 2022

	Contributed Equity \$'000	Accumulated Surplus \$'000	TOTAL \$'000
Balance as at 1 July 2020	21,703	5,158	26,861
Operating result			
Operating result for the year	-	558	558
Transactions with owners as owners:			
- Appropriated equity withdrawals (Note C10-2)	(689)	-	(689)
Balance as at 30 June 2021	21,014	5,716	26,730
Balance as at 1 July 2021	21,014	5,716	26,730
Operating result			
Operating result for the year	-	29	29
Transactions with owners as owners:			
- Appropriated equity injections (Note C10-2)	268	-	268
Balance as at 30 June 2022	21,282	5,745	27,027

The accompanying notes form part of these statements.

Electoral Commission of Queensland
Statement of Cash Flows

For the Year Ended 30 June 2022

	Note	2022 \$'000	2021 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES			
<i>Inflows:</i>			
Service appropriation receipts		22,708	83,052
User charges and fees		54	87
GST input tax credits from ATO		1,262	4,358
GST collected from customers		32	142
Other		33	1,442
<i>Outflows:</i>			
Employee expenses		(8,691)	(24,867)
Supplies and services		(12,808)	(53,386)
GST paid to suppliers		(1,447)	(4,084)
GST remitted to ATO		(35)	(139)
Other		(1,627)	(63)
Net cash provided by (used in) operating activities	CF-1	<u>(519)</u>	<u>6,542</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
<i>Inflows:</i>			
<i>Outflows:</i>			
Payments for intangibles		(2,193)	(3,655)
Net cash used in investing activities		<u>(2,193)</u>	<u>(3,655)</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
<i>Inflows:</i>			
Equity injections		268	-
<i>Outflows:</i>			
Equity withdrawals		-	(689)
Lease payments	CF-2	(340)	(331)
Net cash used in financing activities		<u>(72)</u>	<u>(1,020)</u>
Net increase (decrease) in cash and cash equivalents		(2,784)	1,867
Cash and cash equivalents - opening balance		<u>13,545</u>	<u>11,678</u>
Cash and cash equivalents - closing balance	C1	<u>10,761</u>	<u>13,545</u>

The accompanying notes form part of these statements.

Electoral Commission of Queensland
Statement of Cash Flows

For the Year Ended 30 June 2022

NOTES TO THE STATEMENT OF CASH FLOWS

CF-1 Reconciliation of operating result to net cash provided by operating activities

	2022	2021
	\$'000	\$'000
Operating surplus	29	558
<i>Non-cash items included in operating result:</i>		
Depreciation and amortisation expense	3,602	3,123
Lease interest	8	13
Post capitalised assets	-	(10)
<i>Change in assets and liabilities:</i>		
(Increase)/decrease in appropriation revenue receivable	(3,000)	555
(Decrease)/increase in deferred appropriation payable to Consolidated Fund	(5,924)	3,731
(Increase) in trade receivables	(47)	(3)
(Increase)/decrease in GST input tax credits receivable	(188)	277
(Increase)/decrease in LSL reimbursement receivables	(2)	5
(Increase)/decrease in annual leave reimbursement receivables	18	(147)
(Increase)/decrease in other receivables	(35)	(3)
Decrease in inventories	17	291
(Increase)/decrease in prepayments/other	(114)	665
Increase/(decrease) in accounts payable	5,136	(2,461)
(Decrease) in accrued employee benefits	(19)	(52)
Net cash used in operating activities	(519)	6,542

CF-2 Changes in liabilities arising from financing activities

	-----Non-cash changes -----			Cash flows	Closing balance \$'000
	Opening balance \$'000	Lease interest \$'000	Other adjustments \$'000	Cash repayments \$'000	
2022					
Lease liabilities	(688)	(8)	-	340	(356)
Total	(688)	(8)	-	340	(356)
2021					
Lease liabilities	(1,003)	(13)	(3)	331	(688)
Total	(1,003)	(13)	(3)	331	(688)

Electoral Commission of Queensland Notes to the Financial Statements

For the Year Ended 30 June 2022

SECTION 1 ABOUT THE ELECTORAL COMMISSION OF QUEENSLAND AND THIS FINANCIAL REPORT

A1 BASIS OF FINANCIAL STATEMENT PREPARATION

A1-1 GENERAL INFORMATION

The Electoral Commission of Queensland (ECQ) is an independent statutory authority established on proclamation of the *Electoral Act 1992*. The ECQ 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 councils.

The ECQ is a Public Service Office of the Queensland Government established under the *Public Service Act 2008* and controlled by the State of Queensland, which is the ultimate parent. For the purpose of the *Financial Accountability Act 2009*, the ECQ is a Department.

The head office and principal place of business of the ECQ is Level 20, 1 Eagle Street, Brisbane Qld 4000.

A1-2 COMPLIANCE WITH PRESCRIBED REQUIREMENTS

The ECQ has prepared these financial statements in compliance with section 38 of the *Financial and Performance Management Standard 2019*. The financial statements comply with Queensland Treasury's Minimum Reporting Requirements for the reporting periods beginning on or after 1 July 2021.

The ECQ is a not-for-profit entity and these general purpose financial statements are prepared on an accrual basis (except for the Statement of Cash Flows which is prepared on a cash basis) in accordance with Australian Accounting Standards and Interpretations applicable to not-for-profit entities.

New accounting standards early adopted and/or applied for the first time in these financial statements are outlined in Note G3.

A1-3 PRESENTATION

Currency and rounding

Amounts included in the financial statements are in Australian dollars and 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 reflects the audited 2020-21 financial statements.

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 ECQ 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.

A1-4 AUTHORISATION OF FINANCIAL STATEMENTS FOR ISSUE

The financial statements are authorised for issue by the Electoral Commissioner and the Chief Finance Officer at the date of signing the Management Certificate.

Electoral Commission of Queensland Notes to the Financial Statements

For the Year Ended 30 June 2022

A1 BASIS OF FINANCIAL STATEMENT PREPARATION (continued)

A1-5 BASIS OF MEASUREMENT

Historical cost is used as the measurement basis in this financial report except for inventories which are measured at the lower of cost and net realisable value.

Historical cost

Under historical cost, assets are recorded at the amount of cash or cash equivalents paid or the fair value of the consideration given to acquire assets at the time of their acquisition. Liabilities are recorded at the amount of proceeds received in exchange for the obligation or at the amounts of cash or cash equivalents expected to be paid to satisfy the liability in the normal course of business.

Net realisable value

Net realisable value represents the amount of cash or cash equivalents that could currently be obtained by selling an asset in an orderly disposal.

A1-6 THE REPORTING ENTITY

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

A2 ECQ's OBJECTIVES

The primary objective of the ECQ is to promote awareness of and participation in electoral matters to deliver fair elections and to drive improvements to election services and to ensure equitable representation across Queensland electoral boundaries.

The ECQ is responsible for the impartial conduct of parliamentary, local government and industrial elections in Queensland. The ECQ is also responsible for administration of the periodic review of electoral boundaries for the State and local governments. The ECQ performs its functions in accordance with requirements of the *Electoral Act 1992*, the *Local Government Electoral Act 2011*, the *Referendums Act 1997*, the *Industrial Relations Act 1999*, the *Local Government Act 2009* and the *City of Brisbane Act 2010*.

The ECQ is funded for the services it delivers principally by parliamentary appropriations. It also provides sale of electoral products and materials on a fee for service basis.

Electoral Commission of Queensland Notes to the Financial Statements

For the Year Ended 30 June 2022

SECTION 2 NOTES ABOUT OUR FINANCIAL PERFORMANCE

B1 REVENUE

B1-1 APPROPRIATION REVENUE

Reconciliation of payments from Consolidated Fund to appropriated revenue recognised in operating result	2022	2021
	\$'000	\$'000
Original budgeted appropriation revenue	28,895	92,812
Supplementary amounts:		
Transfers from appropriation revenue to equity	-	-
Lapsed appropriation revenue	(6,187)	(9,760)
Unforeseen expenditure	-	-
Total appropriation received (cash)	22,708	83,052
Less: Opening balance of appropriation revenue receivable	-	(555)
Plus: Closing balance of appropriation revenue receivable	3,000	-
Plus: Opening balance of deferred appropriation payable to Consolidated Fund	7,539	3,808
Less: Closing balance of deferred appropriation payable to Consolidated Fund	(1,615)	(7,539)
Net appropriation revenue	31,632	78,766
Plus: Deferred appropriation payable to Consolidated Fund (expense)	(1,500)	-
Appropriation revenue recognised in Statement of Comprehensive Income	30,132	78,766
Variance between original budgeted and actual appropriation revenue	1,237	(14,046)

Accounting policy – Appropriation revenue

Appropriations provided under the *Appropriation Act 2021* are recognised as revenue when received. Where the ECQ has an obligation to return unspent (or unapplied) appropriation receipts to Consolidated Fund at year end (a deferred appropriation repayable to Consolidated Fund), a liability is recognised with a corresponding reduction to appropriation revenue, reflecting the net appropriation revenue position with Consolidated Fund for the reporting period. Capital appropriations are recognised as adjustments to equity, refer to Note C10-2.

Disclosure - Variance analysis

- *Budget to actual appropriation revenue* – Refer to Note E2-1, Variance note 1.

B1-2 USER CHARGES AND FEES

	2022	2021
	\$'000	\$'000
Other user charges and fees		
Electoral services and materials	101	101
Total	101	101

Accounting policy – User charges and fees

In accordance with the *Electoral Act 1992* s.61(1), the ECQ provides information, in electronic form, on electoral rolls to Local Governments or registered parties on request at a price fixed or decided under a regulation or which reasonably reflects the cost of producing that information. Revenue is recognised upon delivery of the requested information at which time the invoice is raised. The adoption of AASB 1058 *Income of Not-for-Profit Entities* and AASB 15 *Revenue from contracts with customers* in 2019-20 did not change the timing of revenue recognition.

Fines and forfeitures collected, but not controlled, by the ECQ are reported as administered revenue. The ECQ 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. Refer to Note F1-1.

Electoral Commission of Queensland
Notes to the Financial Statements

For the Year Ended 30 June 2022

B1-3 CONTRIBUTIONS

	2022	2021
	\$'000	\$'000
Services received at below fair value	51	48
Total	51	48

Accounting Policy – Donations of assets

Contributed assets are recognised at their fair value.

Accounting policy – Services received below fair 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.

B1-4 OTHER REVENUE

	2022	2021
	\$'000	\$'000
Sundry Revenue	33	1,452
Total	33	1,452

Electoral Commission of Queensland
Notes to the Financial Statements

For the Year Ended 30 June 2022

B2 EXPENSES

B2-1 EMPLOYEE EXPENSES

	2022	2021
	\$'000	\$'000
Employee benefits		
Wages and salaries	6,458	7,089
Election wages, polling officials and returning officers fees and allowance	385	15,192
Annual leave levy	725	644
Employer superannuation contributions	883	887
Long service leave levy	171	173
Termination benefits	-	63
Other employee benefits	28	28
Employee related expenses		
Workers' compensation premium	10	69
Other employee related expenses	28	514
Total	8,688	24,659

Disclosure – Employee expenses

In 2020-21, total employee expenses of \$15.192 million was incurred for the 2020 State general election.

Disclosure – Full-time equivalent employees

	2022	2021
	No.	No.
Full-Time Equivalent Employees:	62	61

FTE data reported as at 30 June 2022 (based upon the fortnight ending 1 July 2022). The ECQ engages casual employees on an as needed basis and during the 2021-22 financial year the number of casual employees engaged was nil, in comparison to prior year (2021: 19 casuals).

Accounting policy - Wages and salaries

Wages and salaries due but unpaid at reporting date are recognised in the Statement of Financial Position at the current salary rates. As the ECQ expects such liabilities to be wholly settled within 12 months of reporting date, the liabilities are recognised at undiscounted amounts.

Accounting policy - Sick leave

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.

Accounting policy - Annual leave

Under this scheme, a levy is made on the ECQ 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.

Accounting policy - Long service leave

Under the Queensland Government's long service leave scheme, a levy is made on the ECQ 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.

Electoral Commission of Queensland Notes to the Financial Statements

For the Year Ended 30 June 2022

B2 EXPENSES (continued)

B2-1 EMPLOYEE EXPENSES (continued)

Accounting policy - Superannuation

Post-employment benefits for superannuation are provided through defined contribution (accumulation) plans or the Queensland Government's QSuper defined benefit plan as determined by the employee's conditions of employment.

Defined Contribution Plans - Contributions are made to eligible complying superannuation funds based on the rates specified in the relevant EBA or other conditions of employment. Contributions are expensed when they are paid or become payable following completion of the employee's service each pay period.

Defined Benefit Plan - 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*. The amount of contributions for defined benefit plan obligations is based upon the rates determined on the advice of the State Actuary. Contributions are paid by the ECQ at the specified rate following completion of the employee's service each pay period. The ECQ's obligations are limited to those contributions paid.

Accounting policy - Workers' compensation premiums

The ECQ pays premiums to WorkCover Queensland in respect of its obligations for employee compensation. 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.

Key management personnel and remuneration disclosures are detailed in Note G1.

B2-2 SUPPLIES AND SERVICES

	2022	2021
	\$'000	\$'000
Computer processing costs	4,304	4,242
Consultants and contractors	2,161	10,767
Public funding to political parties and candidates	4,601	15,922
Freight and cartage	88	1,094
Advertising and promotion	78	1,353
Joint roll arrangement	3,087	2,893
Printing and postage	431	6,413
Office accommodation	1,272	1,399
Lease expenses	31	3,615
Telephone	125	515
Traditional Owner - Supplies and Services	12	-
Portable and attractive equipment	309	17
Other	1,395	3,482
Total	17,894	51,712

Disclosure – Supplies and services expenses

The ECQ incurred supplies and services expenditure of \$17.894 million in 2021-22.

Payments for non-specialised commercial office accommodation under the Queensland Government Accommodation Office (QGAO) framework arise from non-lease arrangements with the Department of Energy and Public Works (DEPW), who has substantive substitution rights over the assets used within these schemes. Payments are expensed as incurred and categorised within the office accommodation line item.

Disclosure - Lease expenses

The ECQ had multiple short-term leases for 12 months or less to provide office accommodation for returning and polling officers for the 2020 local government election and 2020 State general election. Refer to Note C7 for breakdown of lease expenses and other lease disclosures.

Electoral Commission of Queensland
Notes to the Financial Statements

For the Year Ended 30 June 2022

B2 EXPENSES (continued)

B2-3 DEPRECIATION AND AMORTISATION

	2022	2021
	\$'000	\$'000
Depreciation - plant and equipment (Note C5-1)	401	402
Depreciation - right-of-use assets (Note C7-1)	324	325
Amortisation - intangibles (Note C6-1)	2,877	2,396
Total	3,602	3,123

B2-4 FINANCE / BORROWING COSTS

	2022	2021
	\$'000	\$'000
Interest on lease liabilities	8	13
Total	8	13

B2-5 OTHER EXPENSES

	2022	2021
	\$'000	\$'000
Insurance - QGIF	22	29
External audit fees *	57	48
Bad debts	-	11
Inventory written off	17	214
Total	96	302

Audit fees

* Total audit fees quoted by the Queensland Audit Office relating to the 2021-22 financial statements are \$44,000 (2021: \$47,500). There are no non-audit services included in this amount.

Electoral Commission of Queensland
Notes to the Financial Statements

For the Year Ended 30 June 2022

SECTION 3
NOTES ABOUT OUR FINANCIAL POSITION

C1 CASH AND CASH EQUIVALENTS

	2022	2021
	\$'000	\$'000
Imprest accounts	1	1
Cash at bank	10,760	13,544
Total	<u>10,761</u>	<u>13,545</u>

Accounting policy - 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.

ECQ's bank accounts grouped within the whole-of-Government set-off arrangement with the Queensland Treasury Corporation do not earn interest on surplus funds. Interest earned on the aggregate set-off arrangement balance accrues to the Consolidated Fund.

C2 RECEIVABLES

	2022	2021
	\$'000	\$'000
Trade debtors	50	3
Less: Allowance for impairment loss	-	-
GST receivable	262	73
GST payable	-	-
Annual leave reimbursements	169	187
Long service leave reimbursements	7	5
Appropriation revenue receivable	3,000	-
Other	38	3
Total	<u>3,526</u>	<u>271</u>

Accounting policy – Receivables

Receivables are measured at amortised cost which approximates their fair value at reporting date.

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.

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

Closing balance of trade debtors does not contain any debts in excess of 90 days outstanding and are not considered high risk. Therefore no impairment of debtors has been performed for 2021-22.

C3 INVENTORIES

	2022	2021
	\$'000	\$'000
Inventories held for distribution - at cost	186	203
Total	<u>186</u>	<u>203</u>

Accounting policy - Inventories

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

Electoral Commission of Queensland
Notes to the Financial Statements

For the Year Ended 30 June 2022

C4 OTHER CURRENT ASSETS

	2022	2021
	\$'000	\$'000
Prepayments	2,250	2,081
Deposits	14	27
Total	2,264	2,108

Disclosure – Prepayments

The prepayments as at 30 June 2022 include \$1.766 million for Election Management System (EMS) annual licence fees for 2022-23, compared to \$1.706 million as at the end of 2020-21.

C5 PLANT AND EQUIPMENT AND DEPRECIATION EXPENSE

C5-1 CLOSING BALANCES AND RECONCILIATION OF CARRYING AMOUNT

	Plant and equipment	
	2022	2021
	\$'000	\$'000
Gross	2,223	2,230
Less: Accumulated depreciation	(2,089)	(1,695)
Carrying amount at 30 June	134	535
<i>Represented by movements in carrying amount:</i>		
Carrying amount at 1 July	535	927
Acquisitions	-	10
Depreciation expense	(401)	(402)
Carrying amount at 30 June	134	535

C5-2 RECOGNITION AND ACQUISITION

Accounting policy – Recognition thresholds

Items of plant and equipment with a historical 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.

Accounting policy – Cost of acquisition

Historical cost is used for the initial recording of all plant and equipment acquisitions. Historical cost is determined as the value given as consideration and costs incidental to the acquisition, plus all other costs incurred in getting the assets ready for use.

C5-3 MEASUREMENT USING HISTORICAL COST

Accounting policy

Plant and equipment is measured at historical cost in accordance with Queensland Treasury's Non-Current Asset Policies. The carrying amounts for such plant and equipment at cost is not materially different from their fair value.

Electoral Commission of Queensland Notes to the Financial Statements

For the Year Ended 30 June 2022

C5 PLANT AND EQUIPMENT AND DEPRECIATION EXPENSE (continued)

C5-4 DEPRECIATION EXPENSE

Accounting policy

Plant and equipment is depreciated on a straight-line basis so as to allocate the net cost of each asset progressively over its estimated useful life to the ECQ.

Key judgement: Straight line depreciation is used as that is consistent with the even consumption of service potential of these assets over their useful life to the ECQ.

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 ECQ.

Assets under construction (work-in-progress) are not depreciated until construction is complete and the asset is put to use or is ready for its intended use, whichever is the earlier. These assets are then reclassified to the relevant class within plant and equipment.

For the ECQ's depreciable assets, the estimated amount to be received on disposal at the end of their useful life (residual value) is determined to be zero.

Depreciation rates

Key estimate: For each class of depreciable asset the following depreciation rates are used:

Class	Useful life
Plant and equipment:	
Computer equipment	4-8 years
Office equipment	3-10 years
Leasehold improvements	4-5 years
Other equipment	4-7 years

C5-5 IMPAIRMENT

Accounting policy

All non-current physical assets are assessed for indicators of impairment on an annual basis. If an indicator of possible impairment exists, the ECQ 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.

Recoverable amount is determined as the higher of the asset's fair value less costs to sell and its value-in-use.

An impairment loss is recognised immediately in the Statement of Comprehensive Income.

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

C6 INTANGIBLES AND AMORTISATION EXPENSE

C6-1 CLOSING BALANCES AND RECONCILIATION OF CARRYING AMOUNT

	Software internally generated: at cost		Software: work in progress		Total	
	2022 \$'000	2021 \$'000	2022 \$'000	2021 \$'000	2022 \$'000	2021 \$'000
Gross	22,231	22,460	2,352	141	24,583	22,601
Less: Accumulated amortisation	(7,112)	(4,445)	-	-	(7,112)	(4,445)
Carrying amount at 30 June	15,119	18,015	2,352	141	17,471	18,156
<i>Represented by movements in carrying amount:</i>						
Carrying amount at 1 July	18,015	14,715	141	2,182	18,156	16,897
Acquisitions	-	-	2,212	3,655	2,212	3,655
Disposals	(19)	-	-	-	(19)	-
Transfers between classes	-	5,696	-	(5,696)	-	-
Amortisation	(2,877)	(2,396)	-	-	(2,877)	(2,396)
Carrying amount at 30 June	15,119	18,015	2,352	141	17,471	18,156

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

Electoral Commission of Queensland Notes to the Financial Statements

For the Year Ended 30 June 2022

C6 INTANGIBLES AND AMORTISATION EXPENSE (continued)

C6-2 RECOGNITION AND MEASUREMENT

Accounting policy

Intangible assets of the ECQ comprise internally developed software. Intangible assets with a historical cost or other value equal to or greater than \$100,000 are recognised in the financial statements. Items with a lesser value are expensed. Any training costs are expensed as incurred.

There is no active market for any of the ECQ's intangible assets. As such, the assets are recognised and carried at historical cost less accumulated amortisation and accumulated impairment losses.

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 internal development of computer software are capitalised and amortised under the amortisation accounting policy below.

Please refer to note: G3 for impact to ECQ on IFRIC's agenda decision on Configuration or Customisation in a Cloud Computing Arrangement.

C6-3 AMORTISATION EXPENSE

Accounting policy

All intangible assets of the ECQ have finite useful lives and are amortised on a straight line basis over their estimated useful life to the ECQ. Straight line amortisation is used reflecting the expected consumption of economic benefits on a progressive basis over the intangible's useful life.

Amortisation rates

Key estimate: For each class of intangible asset the following amortisation rates are used:

Intangible asset	Useful life
Software internally generated	3-10 years

C6-4 IMPAIRMENT

Accounting policy

All intangible assets are assessed for indicators of impairment on an annual basis. If an indicator of possible impairment exists, the ECQ 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.

Intangible assets are principally assessed for impairment by reference to the actual and expected continuing use of the asset by the ECQ, including discontinuing the use of the software or patent. Recoverable amount is determined as the higher of the asset's fair value less costs to sell and its value-in-use.

C6-5 OTHER DISCLOSURES

Individually significant intangible assets

At 30 June 2022, the ECQ holds Election Management System (EMS), which has a carrying amount of \$12.106 million and a remaining amortisation period of 5.8 years, and Electronic Disclosure System (EDS), which has a carrying amount of \$2.937 million and a remaining amortisation period of 4.7 years.

In comparison, as at 30 June 2021 the Election Management System (EMS) had a carrying amount of \$13.912 million and a remaining amortisation period of 6.8 years, and Electronic Disclosure System (EDS) had a carrying amount of \$3.566 million and a remaining amortisation period of 5.7 years.

C7 LEASES

C7-1 LEASES AS LESSEE

Right-of-use assets	----- Buildings -----	
	2022 \$'000	2021 \$'000
Opening balance at 1 July	683	1,005
Depreciation charge	(324)	(325)
Other adjustments	-	3
Closing balance at 30 June	359	683

Electoral Commission of Queensland
Notes to the Financial Statements

For the Year Ended 30 June 2022

C7 LEASES (continued)

C7-1 LEASES AS LESSEE (continued)

Lease liabilities	2022	2021
	\$'000	\$'000
Current		
Lease liabilities	319	306
Total	319	306
Non-current		
Lease liabilities	37	382
Total	37	382

Accounting policies – Leases as lessee

Right-of-use assets

Right-of-use assets are initially recognised at cost comprising the following:

- the amount of the initial measurement of the lease liability;
- lease payments made at or before the commencement date, less any lease incentives received;
- initial direct costs incurred; and
- the initial estimate of restoration costs.

Right-of-use assets are subsequently depreciated over the lease term and are subject to impairment testing on an annual basis.

The carrying amount of right-of-use assets are adjusted for any remeasurement of the lease liability in the financial year following a change in discount rate, a reduction in lease payments payable, changes in variable lease payments that depend upon variable indexes/rates or a change in lease term.

The ECQ has elected not to recognise right-of-use assets and lease liabilities arising from short-term leases and leases of low value assets. The lease payments are recognised as expenses on a straight-line basis over the lease term. An asset is considered low value where it is expected to cost less than \$10,000 when new.

Where a contract contains both a lease and non-lease components such as asset maintenance services, the ECQ allocates the contractual payments to each component on the basis of their stand-alone prices.

Lease liabilities

Lease liabilities are initially recognised at the present value of lease payments over the lease term that are not yet paid. The lease term includes any extension or renewal options that the ECQ is reasonably certain to exercise. The future lease payments included in the calculation of the lease liability comprise the following:

- fixed payments (including in-substance fixed payments), less any lease incentives receivable;
- variable lease payments that depend on an index or rate, initially measured using the index or rate as at the commencement date;
- amounts expected to be payable by the ECQ under residual value guarantees;
- the exercise price of a purchase option that the ECQ is reasonably certain to exercise; and
- payments for termination penalties, if the lease term reflects the early termination.

When measuring the lease liability, the ECQ uses its incremental borrowing rate as the discount rate where the interest rate implicit in the lease cannot be readily determined, which is the case for all of the ECQ's leases. To determine the incremental borrowing rate, the ECQ uses loan rates provided by Queensland Treasury Corporation that correspond to the commencement date and term of the lease.

Subsequent to initial recognition, the lease liabilities are increased by the interest charge and reduced by the amount of lease payments. Lease liabilities are also remeasured in certain situations such as a change in variable lease payments that depend on an index or rate (e.g. a market rent review), or a change in the lease term.

Electoral Commission of Queensland
Notes to the Financial Statements

For the Year Ended 30 June 2022

C7 LEASES (continued)

C7-1 LEASES AS LESSEE (continued)

Disclosures - Leases as lessee

(i) Details of leasing arrangements as lessee

Storage facility #1	The ECQ has a lease agreement to rent a storage facility in Brisbane until 2023-24. Lease payments are indexed annually at a specified fixed rate.
Storage facility #2	The ECQ has a lease agreement to rent a second storage facility in Brisbane until 2023-24.
Short-term leases	The ECQ entered into multiple short-term leases for 12 months or less at various locations across the State in order to deliver by-elections and provide office accommodation for returning and polling officers. In accordance with AASB 16, the ECQ elected to recognise the lease payments as an expense on a straight-line basis.

(ii) Office accommodation and motor vehicles

The DEPW provides the ECQ with access to office accommodation and motor vehicles under government-wide frameworks. These arrangements are categorised as procurement of services rather than as leases because DEPW has substantive substitution rights over the assets. The related service expenses are included in Note B2-2.

	2022	2021
	\$'000	\$'000
<i>(iii) Amounts recognised in profit or loss</i>		
Interest expense on lease liabilities	8	13
Expenses relating to short-term leases (included in Note B2-2)	31	3,615
<i>(iv) Total cash outflow for leases</i>		
Storage facility #1	(310)	(302)
Storage facility #2	(29)	(29)
Short-term leases	(35)	(2,074)
	(374)	(2,405)

C8 PAYABLES

	2022	2021
	\$'000	\$'000
Current		
Trade creditors	5,385	237
Deferred appropriation payable to Consolidated Fund	1,615	7,539
Other	59	71
Total	7,059	7,847

Accounting policy – 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.

Electoral Commission of Queensland
Notes to the Financial Statements

For the Year Ended 30 June 2022

C9 ACCRUED EMPLOYEE BENEFITS

	2022	2021
	\$'000	\$'000
Wages outstanding	-	38
Annual leave levy payable	210	160
Long service leave levy payable	49	38
Total	<u>259</u>	<u>236</u>

Accounting policy – Accrued employee benefits

No provision for annual leave or long service leave is recognised in the ECQ'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*.

C10 EQUITY

C10-1 CONTRIBUTED EQUITY

Interpretation 1038 *Contributions by Owners Made to Wholly-Owned Public Sector Entities* specifies the principles for recognising contributed equity by the ECQ. The following item is recognised as contributed equity by the ECQ during the reporting and comparative years:

- Appropriations for equity adjustments (refer Note C10-2).

C10-2 APPROPRIATIONS RECOGNISED IN EQUITY

Reconciliation of payments from Consolidated Fund to equity adjustment

	2022	2021
	\$'000	\$'000
Original budgeted equity adjustment appropriation	615	(37)
Supplementary amounts:		
Lapsed equity adjustment	(347)	(652)
Equity adjustment receipts	<u>268</u>	<u>(689)</u>
Equity adjustment recognised in contributed equity	<u>268</u>	<u>(689)</u>
Variance between original budgeted and actual equity adjustment appropriation	(347)	(652)

(1) - *Unforeseen expenditure* – refer to Note E2-1, Variance note 1.

**Electoral Commission of Queensland
Notes to the Financial Statements**

For the Year Ended 30 June 2022

**SECTION 4
NOTES ABOUT RISKS AND OTHER ACCOUNTING UNCERTAINTIES**

D1 FINANCIAL RISK DISCLOSURES

Financial assets and financial liabilities are recognised in the Statement of Financial Position when the ECQ becomes party to the contractual provisions of the financial instrument. The ECQ has the following categories of financial assets and financial liabilities:

- Cash and cash equivalents - Note C1;
- Receivables at amortised cost - Note C2;
- Payables at amortised cost - Note C8.

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

The ECQ does not enter into transactions for speculative purposes, nor for hedging. No financial assets and liabilities are classified at fair value through profit or loss.

D2 COMMITMENTS

Capital expenditure commitments

Commitments for capital expenditure at reporting date (inclusive of non-recoverable GST input tax credits) are payable:

	2022	2021
<i>Intangibles</i>	\$'000	\$'000
Not later than 1 year	318	652
Later than 1 year and not later than 5 years	-	-
Total	<u>318</u>	<u>652</u>

D3 FUTURE IMPACT OF ACCOUNTING STANDARDS NOT YET EFFECTIVE

At the date of authorisation of the financial report, the Australian accounting standards and interpretations with future effective dates are either not applicable to the ECQ's activities, or have no material impact on the ECQ.

**Electoral Commission of Queensland
Notes to the Financial Statements**

For the Year Ended 30 June 2022

**SECTION 5
NOTES ON OUR PERFORMANCE COMPARED TO BUDGET**

E1 BUDGETARY REPORTING DISCLOSURES

This section discloses the ECQ's original published budgeted figures for 2021-22 compared to actual results, with explanations of major variances, in respect of the ECQ's Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flows.

**E2 BUDGET TO ACTUAL COMPARISON - STATEMENT OF COMPREHENSIVE INCOME
(Controlled Activities)**

	Variance note	2022 Original budget \$'000	2022 Actual result \$'000	Budget variance \$'000
Income from continuing operations				
Appropriation revenue	1	28,895	30,132	1,237
User charges and fees		30	101	71
Contributions		-	51	51
Other revenue		-	33	33
Total revenue		28,925	30,317	1,392
Gains on disposal		-	-	-
Total income from continuing operations		28,925	30,317	1,392
Expenses from continuing operations				
Employee expenses	2	11,565	8,688	(2,877)
Supplies and services	3	16,438	17,894	1,456
Depreciation and amortisation	4	1,136	3,602	2,466
Finance / borrowing costs		(309)	8	317
Other expenses		95	96	1
Total expenses from continuing operations		28,925	30,288	1,363
Operating result for the year		-	29	29
Other comprehensive income		-	-	-
Total comprehensive income		-	29	29

E2-1 EXPLANATION OF MAJOR VARIANCES – STATEMENT OF COMPREHENSIVE INCOME

- The variance between budgeted appropriation received and actual appropriation received of \$1.237 million is due to the difference between the balance of Deferred appropriation payable of (\$6.439 million) and Lapsed appropriation revenue of \$6.187 million. This has been offset by the adjustment of \$1.500 million for PDP payments accrued in 2021-22.
- The variance is driven from tight labour market realised across Queensland and is being offset against supplies and services expenditure.
- The overspend against supplies and services is a result of third party suppliers and contractors engaged to assist ECQ in delivering its functions.
- Higher depreciation cost is mostly due to the new Election Management System that is to be used to deliver election

Electoral Commission of Queensland
Notes to the Financial Statements

For the Year Ended 30 June 2022

E3 BUDGET TO ACTUAL COMPARISON - STATEMENT OF FINANCIAL POSITION

	Variance note	2022 Original budget \$'000	2022 Actual result \$'000	Budget variance \$'000
Current assets				
Cash and cash equivalents	5	5,236	10,761	5,525
Receivables		399	3,526	3,127
Inventories		494	186	(308)
Other current assets	6	2,759	2,264	(495)
Total current assets		8,888	16,737	7,849
Non-current assets				
Plant and equipment		930	134	(796)
Right-of-use assets		380	359	(21)
Intangible assets	7	18,872	17,471	(1,401)
Other non-current assets	8	24	-	(24)
Total non-current assets		20,206	17,964	(2,242)
Total assets		29,094	34,701	5,607
Current liabilities				
Payables	9	1,618	7,059	5,441
Lease liabilities		(308)	319	627
Accrued employee benefits		287	259	(28)
Total current liabilities		1,597	7,637	6,040
Non-current liabilities				
Lease liabilities		710	37	(673)
Total non-current liabilities		710	37	(673)
Total liabilities		2,307	7,674	5,367
Net assets / Total equity		26,787	27,027	240

E3-1 EXPLANATION OF MAJOR VARIANCES – STATEMENT OF FINANCIAL POSITION

5. The higher actual cash balance is primarily due to the deferral of operating expenditure for the EMS.
6. The decrease against other current assets is mainly the result of lower than expected prepayments for office accommodation and software licences/maintenance for 2021-22.
7. The lower amount of actual intangible assets is mainly due to lower than expected capital expenditure relating to the EMS project.
8. The variance is due to lower than expected purchases of other non-current assets.
9. The increase in payables is primarily attributable to the higher than expected amount of accrued invoices.

Electoral Commission of Queensland
Notes to the Financial Statements

For the Year Ended 30 June 2022

E4 BUDGET TO ACTUAL COMPARISON – STATEMENT OF CASH FLOWS

	Variance note	2022 Original budget \$'000	2022 Actual result \$'000	Budget variance \$'000
Cash flows from operating activities				
<i>Inflows:</i>				
Service appropriation receipts	10	28,895	22,708	(6,187)
User charges and fees		30	54	24
GST input tax credits from ATO		890	1,262	372
GST collected from customers		2	32	30
Other		-	33	33
<i>Outflows:</i>				
Employee expenses	2	(11,565)	(8,691)	2,874
Supplies and services	3	(16,488)	(12,808)	3,680
GST paid to suppliers		(840)	(1,447)	(607)
GST remitted to ATO		(2)	(35)	(33)
Borrowing costs		309	-	(309)
Other		(95)	(1,627)	(1,532)
Net cash provided by (used in) operating activities		1,136	(519)	(1,655)
Cash flows from investing activities				
<i>Outflows:</i>				
Payments for plant and equipment		(79)	-	79
Payments for intangibles	6	(652)	(2,193)	(1,541)
Net cash provided by (used in) investing activities		(731)	(2,193)	(1,462)
Cash flows from financing activities				
<i>Inflows:</i>				
Equity injections	11	691	268	(423)
<i>Outflows:</i>				
Equity withdrawals		(76)	-	76
Lease payments		(309)	(340)	(31)
Net cash provided by (used in) financing activities		306	(72)	(378)
Net increase (decrease) in cash and cash equivalents		711	(2,784)	(3,495)
Cash and cash equivalents - opening balance		4,525	13,545	9,020
Cash and cash equivalents - closing balance		5,236	10,761	5,525

E4-1 EXPLANATION OF MAJOR VARIANCES – STATEMENT OF CASH FLOWS

10. The reduction in service appropriation receipts is caused by lapsed appropriation revenue of \$6.187 million.

11. The variance in equity injections is due to a reduction in additional capital expenditure for the EMS project for 2021-22.

Electoral Commission of Queensland
Notes to the Financial Statements

For the Year Ended 30 June 2022

SECTION 6
WHAT WE LOOK AFTER ON BEHALF OF WHOLE-OF-GOVERNMENT AND THIRD PARTIES

F1 ADMINISTERED ITEMS

The ECQ administers, but does not control, certain activities on behalf of the Government. In doing so, it has responsibility for administering those activities (and related transactions and balances) efficiently and effectively, but does not have the discretion to deploy those resources for the achievement of the ECQ's own objectives.

These transactions and balances are not significant in comparison to the ECQ's overall financial performance/ financial position.

Accounting policies applicable to administered items are consistent with the equivalent policies for controlled items, unless stated otherwise.

F1-1 SCHEDULE OF ADMINISTERED INCOME AND EXPENDITURE

	2022	2021
	\$'000	\$'000
Administered income		
Revenue from local councils	337	640
Fines and forfeitures	169	845
Total Administered income	506	1,485
Administered expenses		
Transfers of administered income to Government	506	1,478
Other expenses	-	7
Total Administered expenses	506	1,485

F1-2 SCHEDULE OF ADMINISTERED ASSETS AND LIABILITIES

	2022	2021
	\$'000	\$'000
Administered assets		
<i>Current</i>		
Cash	111	224
Receivables	14	33
Total current assets	125	257
Administered liabilities		
<i>Current</i>		
Trade Creditors	-	3
GST payable	2	-
Payable to Government	123	254
Total current liabilities	125	257

Electoral Commission of Queensland
Notes to the Financial Statements

For the Year Ended 30 June 2022

F1 ADMINISTERED ITEMS (continued)

F1-3 ADMINISTERED ACTIVITIES - BUDGET TO ACTUAL COMPARISON AND VARIANCE ANALYSIS

This note compares the original published budgeted figures for 2021-22 to actual results in respect of the ECQ's major classes of administered assets and liabilities, income and expenses. An explanation of major variances is also included.

	Variance note	2022 Original budget \$'000	2022 Actual result \$'000	Budget variance \$'000
INCOME AND EXPENDITURE				
Administered income				
Revenue from local councils	12	3,769	337	(3,432)
Fines and forfeitures		660	169	(491)
Total Administered income		4,429	506	(3,923)
Administered expenses				
Transfers of administered income to Government		4,429	506	(3,923)
Total Administered expenses		4,429	506	(3,923)
ASSETS AND LIABILITIES				
Administered assets				
<i>Current</i>				
Cash		2,089	111	(1,978)
Receivables		946	14	(932)
Other		1	125	124
Total current assets		3,035	125	(2,910)
Administered liabilities				
<i>Current</i>				
Payables		2,407	2	(2,405)
Payable to Government		629	123	(506)
Total current liabilities		3,036	125	(2,911)

Notes explaining major variances for administered activities

12. The revenue for 2021-22 is lower than was budgeted because lower than anticipated costs were recovered from by-elections conducted in 2021-22.

Electoral Commission of Queensland Notes to the Financial Statements

For the Year Ended 30 June 2022

SECTION 7 OTHER INFORMATION

G1 KEY MANAGEMENT PERSONNEL (KMP) DISCLOSURES

Details of key management personnel

The ECQ's responsible Minister is identified as part of the ECQ's KMP, consistent with additional guidance included in the revised version of AASB 124 *Related Party Disclosures*. That Minister is the Attorney-General and Minister for Justice, Minister for Women and Minister for the Prevention of Domestic and Family Violence.

The following details for non-Ministerial KMP reflect those ECQ positions that had authority and responsibility for planning, directing and controlling the activities of the ECQ during 2021-22 and 2020-21. Further information about these positions can be found in the body of the Annual Report under the section relating to Executive Management.

Position	Position Responsibility
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.
Assistant Electoral Commissioner	To provide direct support to the Electoral Commissioner in preparing for, conducting and reporting on elections in Queensland.
Executive Director, Election Event Management	To provide direct support to the Assistant Electoral Commissioner in ensuring the successful administration of election events. The position is responsible for contributing to the overall strategic direction and success of the Electoral Commission of Queensland in building reputation while creating confidence with a diverse range of stakeholders.
Executive Director, Digital Technology	To provide direct support to the Electoral Commissioner and be responsible for the digital transformation of the commission aligned with the overall strategic priorities.

KMP remuneration policies

Ministerial remuneration entitlements are outlined in the Legislative Assembly of Queensland's Members' Remuneration Handbook. The ECQ does not bear any cost of remuneration of Ministers. The majority of Ministerial entitlements are paid by the Legislative Assembly, with the remaining entitlements being provided by Ministerial Services Branch within the Department of the Premier and Cabinet. As all Ministers are reported as KMP of the Queensland Government, aggregate remuneration expenses for all Ministers are disclosed in the Queensland General Government and Whole of Government Consolidated Financial Statements for the 2021-22 financial year, which are published as part of Queensland Treasury's Report on State Finances.

Remuneration policy for the ECQ's other KMP 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*. Individual remuneration and other terms of employment (including motor vehicle entitlements) are specified in employment contracts.

Remuneration expenses for those key management personnel comprise the following components:

Short term employee expenses, including:

- salaries, allowances and leave entitlements earned and expensed for the entire year, or for that part of the year during which the employee occupied a KMP position; and
- 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 include payments in lieu of notice on termination and other lump sum separation entitlements (excluding annual and long service leave entitlements) payable on termination of employment or acceptance of an offer of termination of employment.

Performance bonuses are not paid under the contracts in place.

Electoral Commission of Queensland
Notes to the Financial Statements
For the Year Ended 30 June 2022

G1 KEY MANAGEMENT PERSONNEL (KMP) DISCLOSURES (continued)**Remuneration Expenses**

The following disclosures focus on the expenses incurred by the commission that are attributable to non-Ministerial KMP during the respective reporting periods. The amounts disclosed are determined on the same basis as expenses recognised in the Statement of Comprehensive Income.

2021-22

Position	Short Term Employee Expenses		Long Term Employee Expenses	Post-Employment Expenses	Termination Benefits	Total Expenses
	Monetary Expenses \$'000	Non-Monetary Benefits \$'000	\$'000	\$'000	\$'000	\$'000
Electoral Commissioner	366	2	9	41	-	420
Assistant Electoral Commissioner	223	2	5	24	-	254
Executive Director, Election Event Management	191	2	5	20	-	218
Executive Director, Digital Technology*	176	1	4	18	-	199

* for the period January-June 2022, the KMP was seconded to Qld Health and salary recoveries amounted to \$84k.

2020-21

Position	Short Term Employee Expenses		Long Term Employee Expenses	Post-Employment Expenses	Termination Benefits	Total Expenses
	Monetary Expenses \$'000	Non-Monetary Benefits \$'000	\$'000	\$'000	\$'000	\$'000
Electoral Commissioner	369	1	8	42	-	420
Assistant Electoral Commissioner	215	1	5	24	-	245
Executive Director, Election Event Management	183	1	4	19	-	207
Executive Director, Digital Technology	171	1	4	19	-	195

Electoral Commission of Queensland Notes to the Financial Statements

For the Year Ended 30 June 2022

G2 RELATED PARTY TRANSACTIONS

Transactions with people/entities related to KMP

Based upon KMP declarations, there have been no transactions with related parties that have materially affected the ECQ's operating result and/or financial position.

Transactions with other Queensland Government-controlled entities

The ECQ's primary ongoing sources of funding from the Government for its services are appropriation revenue (Note B1-1) and equity injections (Note C10-1 and C10-2), both of which are provided in cash via Queensland Treasury.

The ECQ makes payments to Queensland Government-controlled entities for general operating expenditure. Examples of this expenditure include payments for accounting services provided and workers compensation premiums. These payments are based on agreed terms and are consistent with the terms provided to other government entities.

The ECQ receives property tenancy and maintenance services from the DEPW.

G3 FIRST YEAR APPLICATION OF NEW ACCOUNTING STANDARDS OR CHANGE IN ACCOUNTING POLICY

Accounting standards applied for the first time

No new Australian Accounting Standards or interpretations have been applied for the first time in 2021-22.

Following the issuance of IFRIC's agenda decision on Configuration or Customisation Costs in a Cloud Computing Arrangement in April 2021, the ECQ has changed its accounting policy for certain cloud computing and software-as-a-service (SaaS) costs.

With respect to cloud computing and SaaS arrangements, the ECQ's new accounting policy now considers where the software code resides, whether it is identifiable, that is a distinct service and whether the ECQ has the power to both obtain economic benefits from the software and restrict the access of others to those benefits. Configuration or customisation costs that do not qualify for recognition as an intangible asset are to be expensed.

The ECQ is required to apply the change in accounting policy retrospectively. Only one asset of immaterial value was identified as meeting the definition of SaaS. Prior to 30 June 2022, this asset was reclassified and fully expensed.

Accounting standards early adopted

All other Australian Accounting Standards and interpretations with future commencement dates are either not applicable to the ECQ's activities, or have no material impact on the ECQ.

G4 TAXATION

The ECQ 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 ECQ. GST credits receivable from, and GST payable to the ATO, are recognised (refer to Note C2).

G5 CLIMATE RISK DISCLOSURE

Climate Risk Assessment

The ECQ addresses the financial impacts of climate related risks by identifying and monitoring the accounting judgements and estimates that will potentially be affected, including asset useful lives, fair value of assets, provisions or contingent liabilities and changes to future expenses and revenue.

The ECQ has not identified any material climate related risks relevant to the financial report at the reporting date, however constantly monitors the emergence of such risks under the Queensland Government's Climate Transition Strategy.

Current Year Impacts

No adjustments to the carrying value of recorded assets or other adjustments to the amounts recorded in the financial statements were recognised during the financial year.

Electoral Commission of Queensland Management Certificate

For the Year Ended 30 June 2022

These general purpose financial statements have been prepared pursuant to s.62(1) of the *Financial Accountability Act 2009* (the Act), s.38 of the *Financial and Performance Management Standard 2019* and other prescribed requirements. In accordance with s.62(1)(b) of the Act we certify that in our opinion:

- (a) the prescribed requirements for establishing and keeping the accounts have been complied with in all material respects; and
- (b) the 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 2022 and of the financial position of the ECQ at the end of that year.

The Electoral Commissioner, as the Accountable Officer of the ECQ, acknowledges responsibility under s.7 and s.11 of the *Financial and Performance Management Standard 2019* for the establishment and maintenance, in all material respects, of an appropriate and effective system of internal controls and risk management processes with respect to financial reporting throughout the reporting period.



Maya Marpudin
Chief Finance Officer

Date 17/08/22



Pat Vidgen
Electoral Commissioner

Date 17/8/22.



INDEPENDENT AUDITOR'S REPORT

To the Accountable Officer of the Electoral Commission of Queensland

Report on the audit of the financial report

Opinion

I have audited the accompanying financial report of the Electoral Commission of Queensland.

In my opinion, the financial report:

- a) gives a true and fair view of the Electoral Commission of Queensland's financial position as at 30 June 2022, and its financial performance and cash flows for the year then ended
- b) complies with the *Financial Accountability Act 2009*, the *Financial and Performance Management Standard 2019* and Australian Accounting Standards.

The financial report comprises the statement of financial position as at 30 June 2022, the statement of comprehensive income, statement of changes in equity, statement of cash flows for the year then ended, notes to the financial statements including summaries of significant accounting policies and other explanatory information, and the management certificate.

Basis for opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report.

I am independent of the Electoral Commission of Queensland in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

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

Other information

Other information comprises financial and non-financial information (other than the audited financial report) in the Electoral Commission of Queensland's annual report. Those charged with governance are responsible for the other information.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.

I have nothing to report in this regard.



Responsibilities of the Accountable Officer 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 the *Financial Accountability Act 2009*, the *Financial and Performance Management Standard 2019* and Australian Accounting Standards, and for such internal control as the Accountable Officer determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The Accountable Officer is also responsible for assessing the Electoral Commission of Queensland's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the Electoral Commission of Queensland or to otherwise cease operations.

Auditor's responsibilities for the audit of the financial report

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

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

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances. This is not done for the purpose of expressing an opinion on the effectiveness of the Electoral Commission of Queensland's internal controls, but allows me to express an opinion on compliance with prescribed requirements.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Electoral Commission of Queensland.
- Conclude on the appropriateness of the Electoral Commission of Queensland's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Electoral Commission of Queensland's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Electoral Commission of Queensland to cease to continue as a going concern.



- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

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

Report on other legal and regulatory requirements

Statement

In accordance with s.40 of the *Auditor-General Act 2009*, for the year ended 30 June 2022:

- I received all the information and explanations I required.
- I consider that, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.

Prescribed requirements scope

The prescribed requirements for the establishment and keeping of accounts are contained in the *Financial Accountability Act 2009*, any other Act and the *Financial and Performance Management Standard 2019*. The applicable requirements include those for keeping financial records that correctly record and explain the Electoral Commission of Queensland's transactions and account balances to enable the preparation of a true and fair financial report.

Carolyn Dougherty
as delegate of the Auditor-General

19 August 2022

Queensland Audit Office
Brisbane

Glossary

By-election	An election held to fill a vacancy during the term of an elected official, such as a councillor, mayor or member of the Legislative Assembly, for the remainder of the term.
Change Commission	Local Government Change Commission
ECQ	Electoral Commission of Queensland
Elector	Individual who is on the Queensland electoral roll and is eligible to vote in their respective electorate or local government at State and local government elections and by-elections.
Electronic Disclosure System	The ECQ's system for the electronic lodgement of financial disclosures by registered political parties, candidates, third parties, associated entities and donors, including real-time reporting and post-election summary returns.
ICT	Information and Communication Technology
Informality	A ballot paper that has not been marked in accordance with the relevant legislation for the election and therefore cannot be included in the count.
Local government quadrennial elections	Elections for all councillors and mayors in Queensland held every four years on the last Saturday in March.
Registered political party	A political party that can endorse and nominate candidates for elections in Queensland. These political parties have met specific eligibility criteria to be registered and must maintain compliance with legislative obligations under the <i>Electoral Act 1992</i> and the <i>Local Government Act 2011</i> .
State general election	Election for all members of the Legislative Assembly held every four years on the last Saturday of October.
Voter	An elector who has cast a ballot at an election.
Writ	A written order from the Governor of Queensland, or the Speaker of the Legislative Assembly, requiring the ECQ to conduct an election for a member or members of the Legislative Assembly. The writ provides instructions for the conduct of the election, which the ECQ must follow.

Compliance Checklist

Summary of requirement		Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> A letter of compliance from the accountable officer or statutory body to the relevant Minister/s 	ARRs – section 7	vi
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 9.1	iii 80
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2	Inside front cover
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	Inside front cover
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 9.4	Inside front cover
	<ul style="list-style-type: none"> Information Licensing 	<i>QGEA – Information Licensing</i> ARRs – section 9.5	Inside front cover
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 10	1
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community and whole-of-government plans/specific initiatives 	ARRs – section 11.1	6
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.2	5
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.3	43
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	42

Summary of requirement		Basis for requirement	Annual report reference
Governance – management and structure	▪ Organisational structure	ARRs – section 13.1	31
	▪ Executive management	ARRs – section 13.2	30
	▪ Government bodies (statutory bodies and other entities)	ARRs – section 13.3	29
	▪ Public Sector Ethics	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	35
	▪ Human Rights	<i>Human Rights Act 2019</i> ARRs – section 13.5	36
	▪ Queensland public service values	ARRs – section 13.6	5
Governance – risk management and accountability	▪ Risk management	ARRs – section 14.1	36
	▪ Audit committee	ARRs – section 14.2	37
	▪ Internal audit	ARRs – section 14.3	38
	▪ External scrutiny	ARRs – section 14.4	Not applicable
	▪ Information systems and recordkeeping	ARRs – section 14.5	38
	▪ Information Security attestation	ARRs – section 14.6	Not applicable
Governance – human resources	▪ Strategic workforce planning and performance	ARRs – section 15.1	39
	▪ Early retirement, redundancy and retrenchment	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	41

Summary of requirement		Basis for requirement	Annual report reference
Open Data	▪ Statement advising publication of information	ARRs – section 16	41
	▪ Consultancies	ARRs – section 31.1	data.qld.gov.au
	▪ Overseas travel	ARRs – section 31.2	41
	▪ Queensland Language Services Policy	ARRs – section 31.3	data.qld.gov.au
Financial statements	▪ Certification of financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	76
	▪ Independent Auditor's Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2	77

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*

ARRs *Annual report requirements for Queensland Government agencies*

W: www.ecq.qld.gov.au

E: ecq@ecq.qld.gov.au

T: 1300 881 665

P: GPO Box 1393
BRISBANE QLD 4001

