

ACT  
ELECTORAL  
COMMISSION  
**ANNUAL  
REPORT**  
2018/2019

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PO Box 272, Civic Square ACT 2608

Phone 02 6205 0033

Web [www.elections.act.gov.au](http://www.elections.act.gov.au)

Email [elections@act.gov.au](mailto:elections@act.gov.au)

Publication No 19/1135

<http://www.act.gov.au>

Phone Canberra 132 281

Mrs Joy Burch MLA  
Speaker  
Legislative Assembly for the ACT  
London Circuit  
CANBERRA ACT 2601

Dear Madam Speaker

**Part A: ACT Electoral Commission Annual Report 2018/2019 Transmittal Certificate**

This annual report has been prepared under section 6 of the *Annual Reports (Government Agencies) Act 2004*. It includes an account of the operation and the management of the ACT Electoral Commission during the 2018/2019 financial year.

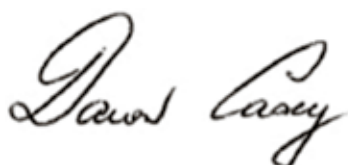
Section 8(2) of the *Annual Reports (Government Agencies) Act* provides that the Chief Minister's Annual Report Directions do not apply to officers of the Legislative Assembly, including the ACT Electoral Commission. Nevertheless, the Commission has endeavoured to comply with the Chief Minister's Annual Report Directions insofar as they are relevant to the operations of the Commission.

This annual report is a joint report covering the operations of the ACT Electoral Commission and the operations of the Electoral Commissioner and the staff employed to assist the Commissioner. Under the *Electoral Act 1992* and other relevant legislation, the Commissioner exercises some functions independently of the Commission. For simplicity, references in this report to Elections ACT are to be taken to refer to the Electoral Commissioner and his staff.

We certify that the attached annual report is an honest and accurate account and that all material information on the operations of the ACT Electoral Commission has been included for the period 1 July 2018 to 30 June 2019.

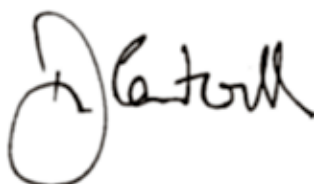
The Electoral Commissioner hereby certifies that fraud prevention has been managed in accordance with Public Sector Management Standards, Part 2.

Section 15 of the *Annual Reports (Government Agencies) Act* requires that you cause a copy of the report to be laid before the Legislative Assembly within 15 weeks after the end of the financial year.



**Dawn Casey**  
CHAIRPERSON

30 September 2019



**Damian Cantwell AM**  
ELECTORAL COMMISSIONER

30 September 2019



**Philip Moss AM**  
MEMBER

30 September 2019



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# Glossary

<b>ACT</b>	Australian Capital Territory
<b>ACTPS</b>	Australian Capital Territory Public Service
<b>AEC</b>	Australian Electoral Commission
<b>ALP</b>	Australian Labor Party (ACT Branch)
<b>ANU</b>	Australian National University
<b>CMTEDD</b>	Chief Minister, Treasury and Economic Development Directorate
<b>Commission</b>	ACT Electoral Commission
<b>Commissioner</b>	Electoral Commissioner
<b>CPI</b>	Consumer Price Index
<b>ECANZ</b>	Electoral Council of Australia and New Zealand
<b>EDRMS</b>	Electronic Digital Record Management System
<b>Elections ACT</b>	The office of the Electoral Commissioner and the staff appointed to assist the Commissioner
<b>Electoral Act</b>	<i>Electoral Act 1992</i>
<b>ESP</b>	Enterprise Sustainability Platform
<b>FOI</b>	Freedom of Information
<b>FAQ's</b>	Frequently Asked Questions
<b>FTE</b>	Full-time Equivalent
<b>Greens</b>	The ACT Greens
<b>Hare-Clark</b>	The proportional representation electoral system used in the ACT
<b>HPE</b>	Hewlett Packard Enterprise
<b>ICT</b>	Information/Communication Technology
<b>JACSD</b>	Justice and Community Safety Directorate
<b>Joint roll</b>	The common ACT and Commonwealth electoral roll maintained under a formal government-to-government arrangement
<b>LP</b>	Liberal Party of Australia (A.C.T. Division)
<b>MLA</b>	Member of the ACT Legislative Assembly
<b>MOU</b>	Memorandum Of Understanding
<b>Party</b>	A political party registered under the Electoral Act
<b>Redistribution</b>	A redistribution of electoral boundaries
<b>SERBIR</b>	Senior Executive Responsible For Business Integrity Risk
<b>Shared Services ICT</b>	The ACT Government information/communication technology management agency
<b>WHS</b>	Workplace Health and Safety





# PART B

## ORGANISATION OVERVIEW AND PERFORMANCE

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## B.1 Organisation overview

### Introduction

The ACT Electoral Commission is an independent statutory authority established under the *Electoral Act 1992* comprising a Chairperson (part-time), the Electoral Commissioner and a Member (part-time), with responsibility for the conduct of elections and referendums for the ACT Legislative Assembly and for the provision of electoral advice and services.

From 1 July 2014, the members of the Commission became officers of the Legislative Assembly, following the commencement of the *Officers of the Assembly Legislation Amendment Act 2013*. This change in the status of the Commission reinforced the Commission's statutory independence from the Executive. In particular, it altered the reporting lines set out in the Electoral Act.

In accordance with the changes made by the Amendment Act, the Commission's annual reports from 2013/2014 are now presented to the Speaker of the ACT Legislative Assembly. Previous annual reports were submitted to the Minister responsible for the Electoral Act.

This annual report is a joint report covering the operations of the ACT Electoral Commission and the operations of the Electoral Commissioner and the staff employed to assist the Commissioner, working under the operating title of Elections ACT. Under the Electoral Act and other relevant legislation, the Commissioner exercises some functions independently of the Commission. It is important to distinguish between the functions of the Commission and the office of the Electoral Commissioner.

Key activities undertaken in 2018/2019 are described in **Performance highlights**.

### Roles, functions and services

The most important function undertaken by the Commission and Elections ACT is to conduct elections for the ACT Legislative Assembly. An election for the Assembly was last held on 15 October 2016. The next Assembly election is due to be held on 17 October 2020.

The Commission is responsible under the Electoral Act for key overarching electoral functions. These functions include providing information and advice to the Assembly, the Speaker, the Minister responsible for electoral matters (the Attorney General), the Executive, agencies, political parties, Members of the Legislative Assembly (MLAs) and candidates; conducting education and information programs; conducting research; publishing electoral material; providing fee-for-service electoral goods and services; and conducting ballots for prescribed organisations. The Commission is also responsible for undertaking key electoral roles, such as taking part in the electoral boundaries redistribution process; and sitting as a review body where appeals are made challenging decisions made by the Commissioner or the Commissioner's delegates.

The Electoral Commissioner serves in a dual capacity as both a member of the Commission and as a statutory officer holder with independent powers and functions. The Commissioner is the chief executive officer of the Commission. In that role, the Commissioner manages the operations of the Commission under the guidance and direction of the full Commission and undertakes some of the Commission's functions as the Commission's delegate. The Commissioner also has specific functions under the Electoral Act and other legislation that are given solely to the Commissioner. These include responsibility for most of the procedures related to the conduct of ACT Legislative Assembly elections and (in conjunction with the Australian Electoral Commission (AEC)) the maintenance of the ACT electoral roll, as well as registration of political parties and administering the election funding, expenditure and financial disclosure scheme.

The Commissioner is assisted by staff employed under the *Public Sector Management Act 1994* and under the Electoral Act. For simplicity, the office of the Commissioner and the Commissioner's staff are referred to under the operating title of Elections ACT. The Commissioner and the staff of Elections ACT perform functions that are the responsibility of the Commissioner and perform some functions on behalf of the Commission.

## Legislative framework

The Commission and the Commissioner are responsible for the conduct of elections and referendums and for the provision of electoral advice and services under the following legislation:

- *Aboriginal and Torres Strait Islander Elected Body Act 2008*;
- *Australian Capital Territory (Legislative Assembly) Act 2014*;
- *Electoral Act 1992*;
- *Electoral Regulation 1993*;
- *Magistrates Court (Electoral Infringement Notices) Regulation 2012*;
- *Proportional Representation (Hare-Clark) Entrenchment Act 1994*; and
- *Referendum (Machinery Provisions) Act 1994*.

## Organisational structure

The ACT Electoral Commission consists of a Chairperson, the Electoral Commissioner and a Member.

TABLE 1 — **Members of the ACT Electoral Commission**

<b>Ms Dawn Casey</b>	<i>Chairperson</i>	Appointed on 20 April 2017 until 19 April 2022
<b>Mr Damian Cantwell AM</b>	<i>Electoral Commissioner</i>	Appointed on 1 November 2017 until 31 October 2022
<b>Mr Philip Moss AM</b>	<i>Member</i>	Appointed on 7 June 2017 until 6 June 2022

From 1 July 2014, the Speaker became responsible for appointing commission members as officers of the Legislative Assembly. The Electoral Commissioner was appointed by the Speaker under the Electoral Act on 1 November 2017. The current Chairperson was appointed by the Speaker in April 2017 and the Member of the Commission was appointed by the Speaker in June 2017.

As chief executive officer of the Commission, the Electoral Commissioner is remunerated as a full-time office holder. The Chairperson and the other Member of the Commission are remunerated as part-time office holders. Remuneration for the Members is determined by the ACT Remuneration Tribunal.

The Electoral Commissioner has head of service and director-general powers under the Public Sector Management Act in relation to staff employed to assist the Commissioner. These staff, acting under the direction of the Commissioner, have been brought together under the operating title Elections ACT.

The Commissioner may also employ casual staff and engage consultants under the Electoral Act, on terms and conditions determined by the Commission.

The Commissioner was assisted in 2018/2019 by ten permanent officers employed under the Public Sector Management Act, together with a number of other staff employed under the Public Sector Management Act and the Electoral Act, and officers seconded from other organisations and directorates, on a temporary or casual basis to undertake tasks associated with preparations for the 2020 ACT Legislative Assembly election, or to assist the Commissioner as necessary.

For more information on the Elections ACT staff positions see **Staffing Profile**.

## Elections ACT's Corporate Plan, purpose, vision and values

Elections ACT's purpose is:

*To deliver independent, innovative and accessible electoral services to the ACT community.*

Elections ACT provides services to a wide and diverse range of clients, including ACT electors, the Speaker, the Attorney General, Members of the Legislative Assembly, political parties, election candidates, ACT Government agencies, the media and special interest groups.

Elections ACT's most important function is to conduct elections for the Legislative Assembly. An election for the Assembly was held on 15 October 2016. The next election will be held on 17 October 2020.

Other tasks carried out by Elections ACT include electoral education, maintaining the register of political parties and the election funding, expenditure and financial disclosure scheme, assisting with redistributions of electoral boundaries, working with other electoral authorities to improve the accuracy of the electoral roll and providing electoral services to other organisations on a fee-for-service basis.

The Elections ACT 2018-2022 corporate plan includes a vision statement as well as a statement of values. The vision articulates Elections ACT's longstanding commitment to enabling a strong, inclusive and trusted democracy in the ACT.

The values statement formally adopts and expands upon the ACTPS values and behaviours of respect, integrity, collaboration and innovation.

The values statement also recognises the special nature of Elections ACT's role as an independent electoral authority, by including transparency, accountability, inclusiveness, high quality service delivery and impartiality.

The corporate plan is set out below. The **Performance analysis** section of this annual report follows the structure of goals and key result areas set out in the corporate plan for reporting purposes.

# Elections ACT Corporate Plan 2018-2022

TABLE 2 — Elections ACT Corporate Plan 2018-2022

<b>OUR VISION</b>	An ACT community actively engaged in a strong, inclusive and trusted democracy.
<b>OUR PURPOSE</b>	To deliver independent, innovative and accessible electoral services to the ACT community.
<b>OUR VALUES</b>	Respect Integrity Collaboration Innovation Transparency Accountability Inclusiveness High quality service delivery Impartiality
<b>OBJECTIVE 1</b>	Conduct fair and open elections and referendums
<b>Key result areas:</b>	1.1 Elections and referendum services for the ACT Legislative Assembly 1.2 Elections and referendum services for other agencies
<b>OBJECTIVE 2</b>	Provide high quality electoral information, education, advice and services
<b>Key result areas:</b>	2.1 Electoral information and advice 2.2 Electoral enrolment 2.3 Electoral education 2.4 Electoral boundaries 2.5 Party registration 2.6 Election funding, expenditure and financial disclosure
<b>OBJECTIVE 3</b>	Employ efficient and accountable governance and business support systems
<b>Key result areas:</b>	3.1 Financial management 3.2 Records management 3.3 Information/communication technology management
<b>OBJECTIVE 4</b>	Foster a strong and positive values based culture for our workforce
<b>Key result areas:</b>	4.1 Human resources management

The *Corporate Plan 2018-2022* is underpinned by more detailed operational plans.

## Performance indicators

### Formal budget paper performance indicators

As a result of the establishment of the Commission members as officers of the Legislative Assembly under amendments made by the *Officers of the Assembly Legislation Amendment Act 2013*, from 1 July 2014, the Commission was no longer required to include performance indicators in the budget papers.

For the purpose of its annual reports, the Commission has adopted the range of performance indicators listed below.

### Agency performance indicators

The Commission maintains the following performance indicators for reporting purposes. Further discussion of the Commission's performance against these measures is included in **Performance analysis**.

TABLE 3 — Performance indicators

<b>OBJECTIVE 1</b> <b>Conduct fair and open elections and referendums</b>			
<b>Goals</b>	<b>Measures</b>	<b>Target</b>	<b>Outcomes</b>
Timely finalisation of election result of Legislative Assembly election <sup>1</sup>	Date of announcement of election result	<14 days from polling day in an election year	The result was finalised seven days after polling day 2016
High level of voter turnout at ACT Legislative Assembly elections <sup>1</sup>	Turnout as a percentage of eligible elector population <sup>2</sup>	>88% of eligible elector population in an election year <sup>3</sup>	Turnout 2016 election was 88.3% of eligible elector population
Increase voter turnout at Legislative Assembly elections <sup>1</sup>	Participation rates (% voter turnout to eligible elector population)	Increase over time	Turnout 2016 election: 88.3% Turnout 2012 election: 83.9% Turnout 2008 election: 87.7% Turnout 2004 election: 86.7%
	Participation rates (% voter turnout to number enrolled)	Increase over time	Turnout 2016 election: 88.5% Turnout 2012 election: 89.3% Turnout 2008 election: 90.4% Turnout 2004 election: 92.8%
Increase formal voting at Legislative Assembly elections	Formal voting rates	Increase over time	Formal voting 2016 election: 97.5% Formal voting 2012 election: 96.5% Formal voting 2008 election: 96.2% Formal voting 2004 election: 97.4%
Deliver service within timeline targets	Timelines met <sup>4</sup>	All timelines met	All timelines met as per footnote 4 below

**OBJECTIVE 2****Provide high quality electoral information, education, advice and services**

Goals	Measures	Target	Outcomes
High level of electoral enrolment	Enrolment rate	>95% of eligible population	Enrolment as at 30 June 2019 was 99.0% of eligible population
Maintain high client satisfaction	Feedback from clients/electors	All clients express satisfaction	98% of voters surveyed expressed satisfaction with their overall voting experience; feedback from teachers and adult participants regarding electoral education services was positive; all fee-for-service election clients expressed satisfaction
Manage registration of political parties	Statutory requirements met	All statutory requirements met	All statutory requirements met
Redraw electoral boundaries for each election	Statutory requirements met	All statutory requirements met	Consideration of a redistribution of electoral boundaries (required every four years) was commenced in October 2018 and continued throughout the reporting period, with all relevant statutory requirements being met

**OBJECTIVE 3****Employ efficient and accountable governance and business support systems**

Goals	Measures	Target	Outcomes
Manage costs within budget allocations	Budget met	Expenditure within allocation	Operating result was a surplus of \$0.167m for 2018/2019
Manage and improve ICT business systems	Absence of ICT business systems failures	No ICT business systems failures	No ICT business systems failures were identified

**OBJECTIVE 4****Foster a strong and positive values based culture for our workplace**

Goals	Measures	Target	Outcomes
Maintain high staff satisfaction	Performance management feedback	High staff satisfaction	Staff satisfaction not formally measured in 2018/2019 <sup>5</sup>

NOTE 1 These measures only apply in a Legislative Assembly election year.

NOTE 2 Eligible elector population (EEP) is calculated every quarter by the Australian Electoral Commission, using base data provided by the Australian Bureau of Statistics and applying a method developed by the AEC in conjunction with the Australian Bureau of Statistics. The EEP is an estimate of the number of persons who are eligible to be enrolled at any point in time, and is calculated using estimates based on the latest census data updated by birth and death registrations, and estimated interstate and overseas migration. The estimate is recalculated after each census.

NOTE 3 The performance measure for turnout as a percentage of eligible elector population will be increased to 90% for the 2020 election. The measure in place for the 2016 election was 88%.

NOTE 4 Elections ACT's timeline targets are:

- All statutory deadlines will be met.
- Election results will be finalised for:
  - General elections and referendums for the ACT Legislative Assembly (where a recount is not needed): within 14 days from polling day;
  - General elections and referendums for the ACT Legislative Assembly (where a recount is needed): within 21 days from polling day;
  - A count back to fill a casual vacancy in the Legislative Assembly: within 1 week from the date applications to contest the vacancy close; and
  - Other elections and referendums where the ACT Electoral Commission is responsible for providing election results: within one week from the close of the poll.

NOTE 5 Due to the small number of staff permanently employed at Elections ACT, to maintain anonymity the Commission only engages in formal staff satisfaction surveys in election years when the number of staff increases.

## Performance highlights

While not an ACT Legislative Assembly election year, 2018/2019 has been a key period of preparation for the October 2020 elections. Notable aspects of the year included:

- Successful conduct of the redistribution of the ACT Legislative Assembly electoral boundaries, with the tabling of the redistribution report scheduled for early in the new reporting period;
- Continuing upgrades of Elections ACT ICT election systems in preparation for the 2020 elections;
- Fee-for-service elections for:
  - ANU Union Board of Directors;
  - Enterprise Agreement: ACT Health - Nursing and Midwifery;
  - Enterprise Agreement: ACTPS Administrative and related classifications;
  - Enterprise Agreement: ACTPS Infrastructure Services;
  - Enterprise Agreement: ACT Legal Aid Commission;
  - Enterprise Agreement: ACT Legislative Assembly Members' Staff;
  - Enterprise Agreement: Technical and Other Professionals;
  - Enterprise Agreement: Cultural Facilities Corporation;
  - Enterprise Agreement: ACTPS Support Services;
  - Enterprise Agreement: Transport Canberra Operations (ACTION); and
  - Enterprise Agreement: Health Professionals.
- Delivery by Elections ACT's Education and Information Officers of 22 mock elections to schools and community groups, with over 1300 participants.
- Reciprocal early voting services for State and Territory elections:
  - New South Wales State by-election for Wagga Wagga in September 2018;
  - Victorian State General Election 2018;
  - New South Wales State General Election 2019;
  - Tasmanian Legislative Council Election 2019;
  - South Australian state by-election 2019 (Enfield); and
  - South Australian state by-election 2019 (Cheltenham).

Other activities during the year included:

- The conduct of three internal audits on Records Management, Risk Management and Financial Controls, with recommendations from these audits ongoing in the 2019/2020 financial year.
- Elections ACT being accredited as an ACT Smart Business for recycling.



## Outlook

The principal focus of the Commission and Elections ACT in 2019/2020 will continue to be on the planning and preparations for the 2020 Legislative Assembly election, including tabling of the redistribution of the electoral boundaries conducted throughout the reporting period.

One of the key activities to be continued in 2019/2020 will be the upgrade of Elections ACT's ICT election systems. Work will continue to upgrade the electronic voting system eVACS®, including adding touch screen functionality; the election management database system known as TIGER; and the polling place management system LAPPERDS. Improvements to security, functionality, and accessibility of the online fee-for-service voting system netVote concluded during the reporting period with very good outcomes.

The Commission will continue its work investigating a limited electronic voting option for electors who are overseas through engagement with other jurisdictions and the Australian Cyber Security Centre (ACSC). The Commission will report back to the Assembly on this matter during the forward reporting period.

The Commission will continue to implement the recommendations made by the ACT Auditor General in the performance audit report into the conduct of the 2016 ACT election.

Elections ACT will commence work on implementing strategies to foster an increase in electronic voting in the ACT as part of the ongoing planning for the 2020 elections.

Work to secure suitable permanent office accommodation for Elections ACT to facilitate the proposed legislation relating to the prohibition of political donations by property developers will continue through ACT Property Group. This will also address the risk as identified by the ACT Auditor-General of being unable to secure office space every election cycle and avoid unforeseen costs and disruption to electoral preparations through periodic relocation. Temporary office space for the preparation for and conduct of the 2020 election has been secured through Property Group outside of the reporting period, with an intended occupation date of October 2019 through to November 2020.

In cooperation with Department of Home Affairs and the ACSC, the results of a cyber security maturity review coordinated across all Australian electoral jurisdictions will be examined and implemented as appropriate, to strengthen the ICT systems underpinning the conduct of the 2020 elections.

The Commission will continue to provide advice on recommendations emanating from the Assembly's Select Committee inquiry into the conduct of the 2016 election and the Electoral Act. This will include advice on a range of likely amendments to the Electoral Act in preparation for the October 2020 election.

The Commission will continue to provide advice to the Speaker, the Government and Members of the Legislative Assembly on electoral matters as required. Elections ACT will also continue its usual program of conducting fee-for-service elections, conducting audits of compliance with the election financial disclosure scheme and provision of electoral education and information services to the ACT schools and community.

The Commission will continue to play an active role within the Electoral Council of Australia and New Zealand (ECANZ), with a focus on initiatives to strengthen the physical and cyber security of Australia's electoral systems, data and processes during the 2019/2020 reporting period. Collaboration in approaches to further raise participation of Aboriginal and Torres Strait Islander peoples will also continue as a priority.

## Internal accountability

As a very small agency, the Commission does not have complex internal accountability structures and processes.

The full Commission, consisting of the Chairperson, the Electoral Commissioner and the Member, oversees the operation of the Commission, sets strategic directions and approves reports to the Legislative Assembly.

Under the Electoral Act, the Commission is also responsible for undertaking internal reviews of a range of decisions that can be made in the first instance by the Commissioner or by his or her delegate.

The Electoral Commissioner chairs a four-person redistribution committee, with responsibility for taking public submissions and proposing electoral boundaries. The full Commission forms part of the Augmented Electoral Commission, together with the other members of the redistribution committee. The Augmented Electoral Commission considers objections to proposed electoral boundaries and makes final determinations of electorate names and boundaries.

The Electoral Commissioner performs the statutory role of chief executive officer of the Commission. The Commissioner is empowered to make a wide range of decisions under the Electoral Act and the Public Sector Management Act. The Commissioner generally approves all major projects undertaken by Elections ACT staff, including contracts, legislative instruments, publications and memorandums of understanding for fee-for-service elections. The Commissioner also carries full director-general functions under the *Financial Management Act 1996*. The Commission has delegated a range of its functions to the Commissioner and the staff of the Commissioner, subject to the Commission's overall strategic direction.

The Deputy Electoral Commissioner performs a range of management functions in support of the Commissioner, including registrar of political parties, executive secretary to the Commission and senior executive responsible for business integrity risk (SERBIR). The Deputy Electoral Commissioner carries a standing delegation to perform the Commissioner's functions should the Commissioner be unavailable.

After consulting with the Speaker, the Electoral Commissioner has made an instrument under the Electoral Act appointing the Deputy Electoral Commissioner to act as the Electoral Commissioner during any period when the Electoral Commissioner is absent on approved leave of absence for longer than five working days.

The Commission's management structure is described under Figure 1, Organisational Structure. Details of the Commission's corporate and operational plans can be found at Table 2, Elections ACT Corporate Plan 2018-2022. Details of the Commission's performance reporting arrangements can be found at Table 3, Performance indicators.

Remuneration of the Commission members is determined by the ACT Remuneration Tribunal.

The Elections ACT ICT steering committee serves as the primary means of coordinating ICT related actions between Elections ACT and ACT Shared Services ICT to enable the Legislative Assembly and other elections. It oversees and provides guidance to ICT related projects in preparation for each election. It consists of the Electoral Commissioner, the Deputy Electoral Commissioner, the Elections ACT elections operations manager and senior representatives from ACT Shared Services ICT. Specialist advisors may be invited to assist the committee in its work. Terms of Reference for this committee have been updated outside of the reporting period to ensure ICT related preparations are in place for the 2020 elections.

In accordance with previous determinations by the Electoral Commission, internal audit functions continue to be undertaken by contracted professional audit service providers. These internal audits are overseen by the full Commission at a strategic level and implemented by the Electoral Commissioner with the assistance of the Deputy Electoral Commissioner, the chief finance officer and the finance manager.

As scheduled in the Strategic Internal Audit Plan (SIAP) established in the previous reporting period, internal audits were commenced in 2018/2019 on the priority areas of Records Management, Risk Management and Financial Controls. Outcomes from these internal audits will be reported to the full Commission and recommendations considered for implementation in the forward reporting period.

## Contact officer

For further information about the ACT Electoral Commission and any matters raised in this annual report, contact:

### **ACT Electoral Commission**

*From 1 July 2019 to 3 October 2019*

Ground Floor, North Building  
Civic Square, London Circuit  
Canberra City ACT 2601

*From 4 October 2019*

Level 6, 221 London Circuit  
Canberra City ACT 2601

TELEPHONE (02) 6205 0033

FAX (02) 6205 0382

OR WRITE TO PO Box 272, Civic Square ACT 2608

OR EMAIL **[elections@act.gov.au](mailto:elections@act.gov.au)**

WEBSITE **[www.elections.act.gov.au](http://www.elections.act.gov.au)**

## B.2 Performance analysis

This section reports on activities undertaken in each key result area in 2018/2019 to achieve the Commission's goals.

### **OBJECTIVE 1** Conduct fair and open elections and referendums

#### KEY RESULT AREA 1.1

#### **Elections and referendum services for the ACT Legislative Assembly**

---

### The conduct of the 2016 ACT Legislative Assembly election

As noted in the 2017/2018 Annual Report, the Commission produces a formal report on the conduct of each ACT Legislative Assembly election and the operation of electoral legislation. The Commission's report on the 2016 elections is available at the Elections ACT website at [www.elections.act.gov.au/publications/election\\_specific\\_publications](http://www.elections.act.gov.au/publications/election_specific_publications).

A report by the Legislative Assembly Select Committee on the 2016 ACT Election and Electoral Act can be viewed at [www.elections.act.gov.au/\\_\\_data/assets/pdf\\_file/0020/1205057/Final-report-by-Select-Committee-on-the-2016-ACT-Election-and-Electoral-Act.pdf](http://www.elections.act.gov.au/__data/assets/pdf_file/0020/1205057/Final-report-by-Select-Committee-on-the-2016-ACT-Election-and-Electoral-Act.pdf).

The Government's response to the Select Committee report can be viewed at [www.elections.act.gov.au/\\_\\_data/assets/pdf\\_file/0015/1205421/Governments-response-to-Select-Committee-on-the-2016-ACT-Election-and-El....pdf](http://www.elections.act.gov.au/__data/assets/pdf_file/0015/1205421/Governments-response-to-Select-Committee-on-the-2016-ACT-Election-and-El....pdf).

The Electoral Commission's response to the Select Committee report can be found at [www.elections.act.gov.au/\\_\\_data/assets/pdf\\_file/0003/1205058/ACT-Electoral-Commission-Response-to-Select-Committee-2016-Elections-Inquiry-Report.pdf](http://www.elections.act.gov.au/__data/assets/pdf_file/0003/1205058/ACT-Electoral-Commission-Response-to-Select-Committee-2016-Elections-Inquiry-Report.pdf).

Work to consider implementation of the recommendations contained in the Select Committee report continued throughout the reporting period, including provision of comment on proposed amendments to electoral legislation when requested by JACSD legal staff. Elections ACT remains engaged with JACSD, the ACT Government Solicitor's office and the ACT Attorney General's office on these matters outside of the reporting period, in preparation for the 2020 elections.

### Casual vacancy in the ACT Legislative Assembly

There were no casual vacancies in the ACT Legislative Assembly during the reporting period.

## KEY RESULT AREA 1.2

### Election and referendum services to other agencies

#### Interstate elections

Elections ACT provided over-the-counter pre-poll voting, postal vote applications, postal ballot papers and enquiry services for interstate electoral authorities in 2018/2019. Details of these elections are shown in Table 4.

Issuing votes and handling enquiries for other electoral jurisdictions at election times provides valuable opportunities for training and benchmarking between jurisdictions.

TABLE 4 — **Interstate elections**

Election	Assistance provided	Polling services provided	Polling day	Votes
New South Wales state by-election (Wagga Wagga)	iVOTE leaflets	27/08/2018 – 07/09/2018	08/09/2018	0
Victorian state general election	Postal and Pre-poll voting	12/11/2018 – 23/11/2018	24/11/2018	567
South Australian state by-election 2019 (Enfield)	Pre-poll voting	29/01/2019 – 08/02/2019	09/02/2019	3
South Australian state by-election 2019 (Cheltenham)	Pre-poll voting	29/01/2019 – 08/02/2019	09/02/2019	4
New South Wales state general election	iVOTE leaflets + website to register and/or telephone contact number	11/03/2019 – 22/03/2019	23/03/2019	0
Tasmanian Legislative Council election (Montgomery, Nelson, Pembroke)	pre-poll voting	15/04/2019 – 03/05/2019	04/05/2019	14
<b>Total</b>				<b>588</b>

#### Statutory elections

In addition to elections for the ACT Legislative Assembly, the Electoral Commissioner is required to conduct elections for the specified statutory body: the Aboriginal and Torres Strait Islander Elected Body.

#### Aboriginal and Torres Strait Islander Elected Body election

The *Aboriginal and Torres Strait Islander Elected Body Act 2008* provides for the conduct of elections for the Aboriginal and Torres Strait Islander Elected Body every three years. The first election for the Elected Body was held in 2008. Further elections have been held in 2011, 2014 and 2017. The next Aboriginal and Torres Strait Islander Elected Body election will be held in July 2020.

#### Aboriginal and Torres Strait Islander Elected Body casual vacancy

There were no casual vacancies in the Aboriginal and Torres Strait Islander Elected Body during the reporting period.

## Fee-for-service electoral services

Elections ACT conducts elections and provides other electoral services for other organisations under the ACT Electoral Commission's power to provide services for determined fees.

### Australian National University Union Board of Directors election

Elections ACT assisted with the annual election of the Australian National University Union (ANU Union) Board of Directors in 2018/2019.

Polling for the ANU Union Board of Directors election was conducted from 18 to 21 March 2019. Scrutiny was conducted and final results were determined on 22 March 2019.

For the 2019 election, Elections ACT provided assistance with the preparation of a Memorandum of Understanding and quote for services, timeline and task list for the conduct of the election, preparation of nomination and group ticket registration forms, receipt and verification of nomination and registration forms, preparation and printing of ballot papers, operation of polling places at the ANU, conduct of count, publication of the election results and preparation and submission of the final report.

Details of this election are shown in Table 5.

TABLE 5 — Australian National University Union Board of Directors election

Election	Vacancies	Candidates	Votes
ANU Union Board of Directors Election	4	10	357

### Enterprise agreement ballots

Elections ACT conducted ten enterprise agreement ballots for ACT government agencies in 2018/2019.

Two ballots were conducted using only the postal system, one ballot was an attendance ballot and seven ballots were conducted using both netVote and postal system.

Details of these enterprise agreement ballots are shown in Table 6.

TABLE 6 — Enterprise agreement ballots

Election	netVote election	Polls Closed	Result provided	Votes
ACT Health – Nursing and Midwifery	No	31/10/2018	31/10/2018	1095
Administrative and Related	Yes	26/11/2018	26/11/2018	3547
Infrastructure Services	Yes	11/12/2018	11/12/2018	239
ACT Legal Aid Commission	No	27/02/2019	27/02/2019	53
Technical and Other professionals	Yes	19/03/2019	20/03/2019	1067
ACT Legislative Assembly Members' staff	Yes	19/03/2019	19/03/2019	88
Cultural Facilities Corporation	Yes	18/04/2019	23/04/2019	78
Support Services	Yes	18/04/2019	18/04/2019	255
Transport Canberra Operations (ACTION)	No	24/04/2019	24/04/2019	708
ACT Health - Health Professionals Enterprise Agreement 2018-2021 Ballot	Yes	30/04/2019	30/04/2019	642
<b>Total</b>				<b>7772</b>

## Other elections

Elections ACT assisted with the scrutiny of the National Press Club Board of Directors election. Details of this election are shown in Table 7.

TABLE 7 — Other elections

Election	Vacancies	Candidates	Polls Closed	Result provided	Votes
National Press Club of Australia	5	7	28/11/2018	29/11/2018	216
<b>Total</b>	5	7			216

## Internet resources for the conduct of elections

A series of documents to guide organisations through their own elections is available on the Elections ACT website, including:

- Principles for conducting elections;
- Sample electoral regulations;
- Pro-forma ballot papers; and
- A scrutiny spreadsheet to facilitate the count process.

### **OBJECTIVE 2** Provide high quality electoral information, education, advice and services

#### KEY RESULT AREA 2.1

#### **Electoral information and advice**

### Information service

Elections ACT provides an ongoing information service to the general public through:

- Publishing a range of information booklets and pamphlets in paper and electronic format;
- Providing information in person over the counter, by telephone, email and social media;
- Answering written correspondence; and
- Maintaining a comprehensive website.

### **Publications**

The following items were published and/or updated in 2018/2019:

- *ACT Electoral Commission Annual Report 2017/2018*;
- *Election funding, expenditure and financial disclosure 2018/2019 handbook* and related forms;
- *Electoral Compendium 1989–2017*
- *ACT Legislative Assembly Electoral Boundaries Redistribution 2019: Guidelines for submissions*; and
- *ACT Legislative Assembly Electoral Boundaries Redistribution 2019: Proposed redistribution of the ACT into electorates for the ACT Legislative Assembly*.

In addition, the following are available from the Commission:

- ACT Electoral Commission Annual Reports since 1992/1993;
- Election statistics for the 1989, 1992, 1995, 1998, 2001, 2004, 2008, 2012 and 2016 elections;
- Reports on the conduct of the election and the operation of the Electoral Act for the 1995, 1998, 2001, 2004, 2008, 2012 and 2016 elections;
- The *2001 ACT Legislative Assembly Election: Electronic Voting and Counting System Review*;
- The *2004 ACT Legislative Assembly Election: Electronic Voting and Counting System Review*;
- Election guides and Information for voters pamphlets for the 2004, 2008, 2012 and 2016 elections;
- Scrutineer Information handbooks for the 2004, 2008, 2012 and 2016 elections;
- Candidate Information handbooks for the 2004, 2008, 2012 and 2016 elections;
- Redistribution reports, public submissions and statistics for the 1993, 1996, 2000, 2003, 2007, 2011 and 2015 redistributions;
- Information brochure on voting in the ACT for new citizens;
- Maps of ACT electorates;
- Various electoral enrolment and voting forms;
- Information factsheets;
- A series of factsheets for primary students;
- Customer commitment statement;
- Freedom of information statement; and
- Electronic voting and counting data from the 2001, 2004, 2008, 2012 and 2016 ACT elections available for free download from the Elections ACT website.

## Internet

The Elections ACT website address is [www.elections.act.gov.au](http://www.elections.act.gov.au).

Information and services provided on the website in 2018/2019 included:

- General information about the Commission and Elections ACT;
- Information on the process of redistribution of the electoral boundaries for the October 2020 ACT Legislative Assembly elections;
- Details of past ACT Legislative Assembly elections, casual vacancies, referendums and redistributions;
- Media releases;
- The party register, including details on the registration of political parties;
- Information on the election funding, expenditure and financial disclosure scheme, including compliance review information;
- Financial disclosure returns including gift returns, election returns and annual returns;
- General electoral information in languages other than English and a facility to translate all website content into other languages;
- Information for organisations wishing to run their own elections;
- Information for schools wishing to run their own elections;
- A link to the AEC electoral enrolment forms, and other enrolment information;
- Printable copies of the Commission's publications; and
- Links to electoral legislation, other electoral bodies and ACT agencies.



Elections ACT is committed to making its website accessible to as many people as possible. To this end, Elections ACT endeavours to meet AA accessibility checkpoints as defined in the W3C Web Content Accessibility Guidelines 2.0.

## Advice

Providing advice to the Speaker, the Attorney General, Legislative Assembly Committees and other MLAs is one of the Commission's most significant responsibilities. The Commission also provides advice to visiting delegations from other jurisdictions and other countries, makes submissions to Commonwealth parliamentary inquiries and gives presentations at conferences.

Examples of advice provided during the year include:

- Advising the Government and Legislative Assembly Members on electoral matters, and in particular the Electoral Amendment Bill 2018;
- Consulting the Speaker and the Standing Committee on Justice and Community Safety on the Commission's 2018/2019 budget;
- Appearing before the Standing Committee on Justice and Community Safety in relation to the Commission's 2017/2018 annual report;
- Appearing before the Select Committee on Estimates 2019/2020; and
- Advice to political parties and MLAs on the requirements of the electoral expenditure, funding and disclosure scheme.

For more information on Assembly Committee inquiries held during the year, see **Scrutiny**.

## Electoral legislation

No significant amendments to the Electoral Act were made in 2018/2019. However, on 27 November 2018, the Commonwealth Parliament enacted the *Electoral Legislation Amendment (Electoral Funding and Disclosures Reform) Act 2018* (Cth) (Commonwealth Amending Act) to amend the Commonwealth Electoral Act. These amendments, commenced on 1 January 2019, have had significant effect on the ACT's funding and disclosure provisions contained within the Electoral Act.

The Commonwealth Amending Act states that a gift recipient, or person acting on behalf of a gift recipient, need not disclose any amount or information relating to a gift or loan if the amount is, or may be, used for federal electoral purposes and has not been used for Territory electoral purposes before the end of the period during which the amount is required to be disclosed under Territory law.

While the amended Commonwealth law limits the requirement for gift disclosure transparency as intended and legislated for in the ACT, should a party voluntarily submit returns in accordance with the ACT financial disclosure scheme as it was intended prior to the commencement of the Commonwealth Amending Act on 1 January 2019, the Commission has undertaken to process and publish those returns in accordance with previous legislation. The Commission considers that this will provide the ACT community with continued open access to information in relation to the sources of funding of ACT registered political parties, as intended by the ACT Electoral Act.

At the close of the reporting period, the Commission remains engaged with JACSD and the ACT Attorney-General's office in provision of advice on proposed legislative amendments to address the limitations of the amended Commonwealth law on funding and disclosure provisions of the ACT Electoral Act.

## Freedom of information

Section 24 of the *Freedom of Information Act 2016* (the FOI Act) requires agencies to make open access information publicly available unless the information is contrary to the public interest information.

A list of available publications is included on the Elections ACT website at [www.elections.act.gov.au/about\\_us/freedom\\_of\\_information](http://www.elections.act.gov.au/about_us/freedom_of_information).

The Commission did not receive any FOI requests in 2018/2019, nor were there any FOI matters outstanding at 1 July 2018.

### KEY RESULT AREA 2.2

#### **Electoral enrolment**

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## Joint roll arrangement

Under the ACT/Commonwealth joint roll arrangement the Australian Electoral Commission (AEC) maintains a joint electoral roll for Commonwealth and ACT purposes. The ACT Electoral Commissioner and the Australian Electoral Officer for New South Wales constitute a Joint Management Committee, which oversees the operation of the Joint Roll Arrangement.

The Commission pays the AEC a yearly fee for maintaining the joint roll, based on a national per elector rate. This rate is adjusted yearly for CPI and is reviewed every three years.

The fee set for 2018/2019 was \$0.857 per elector (up from \$0.839 per elector in 2017/2018). The Commission sought and received additional ongoing funding to cover the increase in the cost of the joint roll in the 2016/2017 budget.

Joint roll payments for the year totalled \$249,096 (excluding GST).

## Completeness and accuracy of the ACT electoral roll

The maintenance of the electoral roll to a high level of completeness and accuracy is one of the key tasks undertaken by all Australian electoral authorities. The importance of this task for the ACT Electoral Commission is indicated by the ongoing performance indicator aimed at demonstrating that the ACT has secured a high level of electoral enrolments. The proportion of electoral enrolments as a percentage of estimated eligible population is known as the enrolment rate. The ACT target enrolment rate is greater than 95%. As at 30 June 2019, the ACT enrolment rate was 99.0%, up from 98.5% at 30 June 2018.

Enrolment activity is summarised in the tables which follow in this section. The information in these tables shows that the level of enrolment in the ACT has historically fluctuated according to the ACT and federal election cycles.

The ACT, by comparison with all other Australian States and the Northern Territory, has historically outperformed the other jurisdictions in elector enrolment rate. This trend has continued in 2018/2019. Throughout 2018/2019 the ACT had the highest elector enrolment rate of all the States and Territories. As at 30 June 2019, it is estimated that the elector enrolment rate in the ACT was 99.0%, compared to a national rate of 97.1%, which itself is up from 96.3% at the same time in the previous year. The next highest enrolment rate was 98.4% in New South Wales, while the lowest was 84.3 % in the Northern Territory.

Following the passing of legislative amendments to the Commonwealth Electoral Act in June 2012, the AEC is now able to directly enrol new electors and update the enrolment of existing electors using trusted data sources. While electors are still able, and indeed encouraged, to commence enrolment transactions on their own behalf, the new provisions allow for the completeness and accuracy of the roll to be maintained without electors being required to take direct action.<sup>1</sup> This has significantly altered the way in which the electoral roll is maintained throughout Australia and appears to have led to significant improvements in the accuracy and completeness of the roll in the ACT and across Australia.

While Table 9 below continues to indicate comparatively low enrolment rates for 18-19 year olds in comparison to higher age brackets, it also demonstrates the effect that periodic electoral events have on increasing enrolment rates among newly eligible young Australians. At the 2016 ACT election, enrolment rates for 18-19 year olds materially matched that of all other age groups, to the point where enrolment rates were approaching 100%. However, by June 2017 the enrolment rate of 18 year olds had dropped down to 62%. This was in part explained by the exclusion of the ACT from the first two direct enrolment events scheduled by the AEC for 2016/2017. The ACT was excluded by the AEC from these events due to the proximity of the direct enrolment activities to the roll close for the 2016 ACT election. Based on this reasoning, the ACT Electoral Commission noted in the 2016/2017 Annual Report that it expected the elector enrolment rate for 18 year olds to improve following the re-commencement of direct enrolment activities in the ACT during the 2017/2018 reporting period. However, as at 30 June 2018, the enrolment rate for 18 year olds stood at 55.3%, while enrolments for 19 year olds showed an 88.8% rate. During this year's reporting period, a period in which a federal election was held, the corresponding enrolment rates have once again reached enrolment rates approaching rates shown in the higher age brackets.

The enrolment rate for 18 year olds, as at 30 June 2019 shows an increase in enrolment participation of 23.7%, bringing the enrolment rate up from 55.3% to 79.0%, while 19 year old enrolment increased by 3.8%, bringing its corresponding figure up to 92.5%. While the fact that the youth enrolment rates are below the rest of the population is concerning, particularly in election out-years, these figures continue to demonstrate that the most effective motivation for 18 and 19 years old enrolment is an impending electoral event, either in the Territory or federally. Accordingly, ensuring that ACT electors

<sup>1</sup> Details of the AEC's direct enrolment and update strategy are available at [www.aec.gov.au/Enrolling\\_to\\_vote/About\\_Electoral\\_Roll/direct.htm](http://www.aec.gov.au/Enrolling_to_vote/About_Electoral_Roll/direct.htm)

are enrolled in time for each ACT Legislative Assembly and federal election remains the key goal for both the ACT Electoral Commission and the AEC.

While the ACT continues to display relatively high enrolment rates, estimated eligible population figures must be treated with caution as they are based on various assumptions about residency and eligibility.

The estimates shown are post censal estimates based on 2011 and 2016 census data updated by birth and death registrations, and estimated interstate and overseas migration. The fact that some age groups show rates in excess of 100%, particularly in earlier reported years, is likely to be due to the aging nature of the census data on which the estimates are based.

TABLE 8 — Enrolment activity – ACT electoral roll

	2016/ 2017	2016/ 2017	2017/ 2018	2017/ 2018	2018/ 2019	2018/ 2019
<b>Enrolment at 1 July</b>		<b>281,778</b>		<b>283,644</b>		<b>289,396</b>
<b>Additions</b>		<b>+17,279</b>		<b>+21,199</b>		<b>+23,156</b>
New enrolment	5,855		5,718		7,431	
Re-enrolment	1,592		1,192		1,119	
Re-instatement	43		15		10	
Transfer into the ACT	9,789		14,274		14,596	
<b>Movements within the ACT</b>						
Transfers between electorates	10,433		13,879		12,923	
Changes within electorates	13,910		18,761		17,166	
No change enrolment <sup>1</sup>	3,682		10,426		10,285	
<b>Adjustments<sup>2</sup></b>		<b>-47</b>		<b>-106</b>		<b>-91</b>
Previous federal only	+20		+33			+39
Voters to provisional	0		-1			0
Now federal only	-67		-138			-130
Other (+/-)						
<b>Deletions</b>		<b>-15,366</b>		<b>-15,341</b>		<b>17,264</b>
Objections <sup>3</sup>	-2,935		-793			-789
Deaths	-1,855		-1,803			-1,645
Duplications	-289		-85			-36
Cancellations	0		-1			-4
Transfers out of the ACT	10,287		-12,659			-14,790
<b>Enrolment at 30 June</b>		<b>283,644</b>		<b>289,396</b>		<b>295,197</b>
<b>Enrolment rate at 30 June</b>		<b>99.1%</b>		<b>98.5%</b>		<b>99.0%</b>

NOTE 1 **No change enrolment** refers to the number of applications for enrolment received where the elector is already enrolled and the elector details (name, address etc) on the new application are the same as the details under which the elector is enrolled.

NOTE 2 **Adjustments:** Residents of Norfolk Island, Jervis Bay and Wreck Bay are eligible to enrol for the ACT at the federal level but not at the territory level. "Previous federal only" includes electors who were on the federal roll in the ACT but not on the ACT Legislative Assembly roll and have since moved to the ACT. "Voters to provisional" are those electors who were incorrectly enrolled as being at least 18 years of age, but on checking were under 18 years of age. "Now federal only" includes electors who were on the joint ACT and federal roll but are now not on the ACT roll. "Other" represents adjustments made as a result of the direct enrolment in New South Wales of electors previously enrolled in the ACT.

NOTE 3 **Objections** primarily refers to those electors removed from the roll because they have left their enrolled address without re-enrolling elsewhere.

Table 9 shows enrolment by age group.

TABLE 9 — Enrolment by age group

	30/6/2017	30/06/2017	30/6/2018	30/06/2018	30/06/2019	30/06/2019
Age group	Number enrolled and entitled to vote	Enrolment rate	Number enrolled and entitled to vote	Enrolment rate	Number enrolled and entitled to vote	Enrolment rate
18	2,702	62.0%	2,523	55.3%	3,618	79.0%
19	4,630	104.3%	4,356	88.7%	4,423	92.5%
20-24	24,985	102.1%	25,872	96.0%	25,608	95.8%
25-29	27,135	92.4%	27,505	100.2%	27,558	101.9%
30-34	29,018	96.1%	29,231	99.1%	29,010	98.4%
35-39	28,070	100.1%	29,173	99.4%	30,248	99.2%
40-44	26,394	102.0%	26,590	100.2%	27,212	100.3%
45-49	25,963	100.3%	26,767	99.2%	27,278	99.6%
50-54	23,273	100.1%	23,371	98.7%	23,608	98.2%
55-59	22,232	99.3%	22,432	98.6%	22,563	98.4%
60-64	18,931	100.9%	19,057	99.4%	19,384	98.9%
65-69	17,205	104.9%	17,407	101.5%	17,467	101.7%
70+	33,106	100.9%	35,112	100.6%	37,220	101.4%
<b>Total</b>	<b>283,644</b>	<b>99.1%</b>	<b>289,396</b>	<b>98.5%</b>	<b>295,197</b>	<b>99.0%</b>

NOTE The estimates of the proportion of electors who are actually enrolled compared to the estimated number of people eligible to enrol needs to be treated with caution, as the latter is based on various assumptions about residency and eligibility. The estimates for the dates shown are post-censal estimates based on census data updated by birth and death registrations, and estimated interstate and overseas migration. The fact that some age groups show enrolment rates greater than 100% is likely to be due to the nature of the estimates, and because there is a delay in removing people from the roll by the AEC, where it has information that people may have left their enrolled address, pending further investigation of these enrolments.

Table 10 shows enrolment by age group by electorate.

TABLE 10 — Enrolment by age group by electorate as at 30 June 2019

Age group	Brindabella	Ginninderra	Kurrajong	Murrumbidgee	Yerrabi	Total ACT
18	725	600	792	649	852	3,618
19	870	745	1,089	785	934	4,423
20-24	4,919	4,569	6,403	4,226	5,491	25,608
25-29	4,915	5,060	6,994	4,450	6,139	27,558
30-34	4,954	5,372	6,261	4,913	7,510	29,010
35-39	4,878	5,666	5,569	5,401	8,734	30,248
40-44	4,373	5,287	4,869	5,341	7,342	27,212
45-49	4,920	4,973	5,010	5,610	6,765	27,278
50-54	4,848	4,038	4,674	4,970	5,078	23,608
55-59	5,298	3,742	4,611	4,619	4,293	22,563
60-64	4,608	3,484	3,829	3,967	3,496	19,384
65-69	3,533	3,307	3,450	3,980	3,197	17,467
70+	5,801	8,055	7,857	10,623	4,884	37,219
<b>Total</b>	<b>54,642</b>	<b>54,898</b>	<b>61,408</b>	<b>59,534</b>	<b>64,715</b>	<b>295,197</b>

## Electoral Council of Australia and New Zealand

The Electoral Council of Australia and New Zealand (ECANZ) is a consultative council of Electoral Commissioners from the electoral authorities of the Commonwealth, States and Territories and the Chief Electoral Officer of New Zealand.

The ECANZ considers issues related to the maintenance of the electoral rolls, the operation of electoral legislation, best practice in the management of elections and other matters of common interest. The ACT Electoral Commissioner attended four ECANZ meetings held in 2018/2019, including a professional development seminar on risk management in significant public events.

Key issues considered by ECANZ in 2018/2019 included:

- The potential for internet-based voting in the future, with a focus on cyber security related risks;
- Individual jurisdiction and whole of nation electoral cyber security maturity reviews, including consideration of recommendations to reduce the overall risk of cyber security incidents;
- Lessons learnt from the Victorian, NSW and federal election, all of which occurred in the reporting period;
- Initiatives to further enhance participation in the electoral processes by Aboriginal and Torres Strait Island peoples; and
- Implementation of strategies to further support people with disabilities to enrol and vote.

An important and timely focus area of ECANZ throughout the reporting period has been contributing to the Inter-jurisdictional Working Group on Electoral Integrity and Security, in determining ways to strengthen the cyber and physical security of Australia's electoral systems, data and processes. This senior level working group brings together ECANZ and relevant federal government security agencies, with reporting responsibilities directly to the Deputy Senior Official Meeting (DSOM) and to the Council of Australian Governments (COAG). ECANZ work to collectively enhance the resilience of Australia's electoral systems will continue throughout the forward reporting periods. Elections ACT will also continue to directly benefit from ongoing engagements with and assistance from federal cyber security agencies in the procurement and implementation of upgrades to ACT election ICT systems.

### KEY RESULT AREA 2.3

#### **Electoral education**

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## Electoral education program

The key objectives of the Commission's electoral education program are to:

- Ensure that the voters of the ACT are aware at election time when the election is to be held, where and when they can vote, how to vote and when a timely, accurate and transparent result is expected; and
- Facilitate school and community programs that place elections within a civics and citizenship framework, illustrate the process of the Hare-Clark electoral system and encourage enrolment.

Elections ACT has adopted the following education and communication strategies to:

- Increase the reach of adult voter education in order to achieve improved electoral knowledge in relation to ACT Legislative Assembly elections;
- Become an integral part of the teaching of civics and citizenship to young people in the ACT; and
- Develop students' understanding of ACT elections and electoral engagement, with specific reference to the Hare-Clark system, in the context of the "Australian Curriculum: Civics & Citizenship", thereby assisting the formation of habits of informed, engaged citizenship.

Elections ACT staff provide electoral education services to school, community and professional groups. Elections ACT employs two dedicated electoral education/information officers, including one officer with formal teaching qualifications and experience. The school-based facet of the education program is directed towards Year 5 through to senior secondary-aged students and is designed to increase knowledge of the ACT's electoral system and the compulsory nature of enrolment and voting in Australia.

Conducted in cooperation with the Legislative Assembly Education Office, school-based sessions take place in the Legislative Assembly building. Participants at these sessions experience a mock Hare-Clark election, as used for the ACT Legislative Assembly elections, from voting through to the count of the vote.

The Commission's education program is promoted, in conjunction with that of the Legislative Assembly, by direct mail-out to schools and by referral from other organisations. Outreach education sessions are also offered to schools and community groups. Elections ACT promote outreach sessions to schools and community groups via direct mail out.

In May 2019 Elections ACT, in collaboration with the ACT Legislative Assembly, received accreditation from the Teacher Quality Institute for a professional development program for primary, secondary and college teachers. Facilitated by Legislative Assembly and Elections ACT staff the program aims to increase participants' knowledge and provide a useful teaching tool for teachers who are engaged in teaching Civics and Citizenship programs. Teachers will be able to use the knowledge gained about the Hare-Clark system to conduct classroom or SRC elections.

Table 11 lists electoral education sessions conducted by Elections ACT staff in 2017/2018 and 2018/2019.

**TABLE 11 — Electoral education sessions**

<b>Organisation type</b>	<b>Number of participants 2017/2018</b>	<b>Number of participants 2018/2019</b>
Colleges	24	298
Community Groups	71	77
High Schools	129	140
Primary Schools	885	791
Professional Groups	0	35
Migrant English Program	45	20
<b>Total</b>	<b>1,154</b>	<b>1,361</b>

The Commission maintains a range of materials aimed at empowering teachers and students to conduct their own electoral projects without direct facilitation by Commission staff. The Commission offers schools assistance ranging from loaning electoral equipment to assisting with the election and scrutiny. In offering this assistance, the Commission aims to build skills within schools and contribute to students' experience of the democratic process.

Table 12 indicates the number of schools that borrowed equipment from Elections ACT and requested professional assistance and advice in running their own school elections in 2017/2018 and 2018/2019. It also shows the number of participants.

TABLE 12 — **Equipment loans and professional advice**

Organisation type	Number of participants 2017/2018	Number of participants 2018/2019
Colleges	320	162
High Schools	121	110
Primary Schools	131	381
<b>Total</b>	<b>572</b>	<b>653</b>

Electoral education materials made available on the Elections ACT website include:

- Detailed fact sheets covering a variety of topics – in response to the Australian curriculum focus on electoral education in the upper primary years, a range of fact sheets has been developed specifically for this age group in addition to those aimed at the general population;
- A series of documents to guide teachers through the electoral process enabling them to run their own school elections, including: instructions on the election process, the voting system, election day and counting the votes; templates for the nomination form and ballot papers; and a scrutiny sheet with built-in formulae to perform the calculations necessary under the Hare-Clark system;
- A ten-minute, modular video covering active citizenship, voting in the ACT, how to make your vote count and the Hare-Clark electoral system. The video is available on the Elections ACT website and via Elections ACT social media channels for easy access by teachers and students using the internet in their classrooms;
- Two short videos that illustrate the casting of a formal vote and voting electronically. Developed to be played in polling places during the 2016 election, these videos are also of value to classroom teachers. In particular, the video on casting a formal vote is a useful tool in assisting students during school/class elections;
- A package of interactive activities suitable for both primary and secondary students – the activities include an interactive voting activity illustrating the correct way to fill in a ballot paper, a polling place labelling activity for familiarisation purposes, a sorting activity to encourage discussion of compulsory voting, an interactive quiz, a find-a-word and a crossword;
- An Easy English booklet titled *Vote in the ACT election*. This booklet is designed to help people who have difficulty reading and understanding English. It provides information about enrolment and voting in an ACT Legislative Assembly election. The guide is intended to help with making choices and actively participating in the electoral process.

Elections ACT participates in community events and welcomes opportunities to partner with other organisations to introduce students and members of the community to the ACT electoral system.

- In July 2018 Elections ACT joined with the Legislative Assembly, the Museum of Australian Democracy, the National Archives of Australia, the Australian Electoral Commission and the ANU College of Law to host the ACT Schools' Constitutional Convention for interested Year 11 students.
- At the 2019 Council of the Ageing expo, over 300 visitors were provided information and advice by Elections ACT staff.
- In June 2019 Year 8-12 students were provided information on enrolment and voting at the ACT UP! Student Fringe festival.

Elections ACT has an active social media presence on both Facebook and Twitter. Elections ACT staff post news and information items in addition to online education resources including videos and games.



## Redistribution of electoral boundaries

The Electoral Act requires a redistribution of ACT Legislative Assembly electoral boundaries to commence as soon as practicable after the start of the period two years before each scheduled general election for the Assembly.

The redistribution of boundaries in preparation for the October 2020 ACT Legislative Assembly election commenced on 26 October 2018 with the appointment by the Commission of the Redistribution Committee. The redistribution concluded with the tabling in the Legislative Assembly of the formal report on the redistribution in August 2019, after the current reporting period.

On 5 February 2019 the Redistribution Committee published a call for public suggestions, and for comments on those suggestions, on what the electorate boundaries and names should be for the 2020 ACT Legislative Assembly election.

One key requirement for an ACT redistribution is ensuring as far as practicable that electoral enrolments in the five electorates be within +/- 5% of the quota at the time of the next election. This requirement is aimed at ensuring 'one vote, one value' within practical tolerances. The quota for this redistribution was 1/5 of the ACT total enrolment.

Statistical information prepared with the assistance of the Australian Bureau of Statistics was used by the Redistribution Committee to estimate the enrolment in each suburb and district at the time of the October 2020 election. This information was incorporated into an online redistribution mapping tool that was provided to the public to assist with making suggestions and comments.

The mapping tool enabled persons making submissions to the Legislative Assembly redistribution process to draw and name proposed electoral boundaries and to ensure that the boundaries were within the permitted numerical tolerances permitted by the Electoral Act.

In total, 15 public suggestions were received from organisations and members of the public by the closing date of 4 March 2019. Seven comments on those suggestions were received by the closing date of 18 March 2019.

The Redistribution Committee (comprising the Electoral Commissioner, the planning and land authority, the ACT Surveyor-General and the Director of Demography, Australian Bureau of Statistics) published a proposed redistribution on 7 May 2019.

The proposal of the Redistribution Committee attracted seven objections by the closing date of 3 June 2019. The Augmented Electoral Commission (comprising the members of the Redistribution Committee, the Commission Chairperson and the other member of the Commission) considered these objections in detail.

The Augmented Committee noted that no objections had been raised in relation to the Redistribution Committee's proposal to retain the existing electorate names. Of note, the Augmented Electoral Commission concluded that no new or substantive arguments had been made as part of the objection period and decided that convening a public hearing into the objections was not required in accordance with Section 49 of the Electoral Act.

On 2 July 2019 the Augmented Electoral Commission announced that it had accepted the names and boundaries proposed by the Redistribution Committee without any changes. In accordance with Section 51(2)(c) of the Electoral Act, there were no further opportunities for public objections to the proposed boundaries.

The Augmented Electoral Commission made its formal determination of the electoral boundaries for the ACT Legislative Assembly in a notifiable instrument that took effect from 9 July 2019.

The Chairperson of the Augmented Electoral Commission submitted the final report of the redistribution process to the Speaker on 13 July 2019, after the 2018/2019 reporting period. The report was tabled in the Legislative Assembly on 13 August 2019.

A copy of the final redistribution report can be obtained from the Elections ACT website at [www.elections.act.gov.au/electoral\\_boundaries/redistributions/2018-2019-redistribution](http://www.elections.act.gov.au/electoral_boundaries/redistributions/2018-2019-redistribution).

## KEY RESULT AREA 2.5

### Party registration

## Register of political parties

The Electoral Commissioner maintains a register of political parties for the purposes of ACT Legislative Assembly elections.

As at 30 June 2019, there were 8 parties on the register of political parties.

At least once in the life of each Assembly, the Electoral Commissioner conducts a membership check of each registered political party in accordance with part 7 of the Electoral Act, in order to be satisfied that each party retains the right to be registered. Section 98 of the Electoral Act provides that the Commissioner must cancel the registration of a party if he or she is of the belief that the party does not have at least 100 members who are electors. Accordingly, the Commissioner wrote to all registered political parties requesting a list of at least 100 members who were on the ACT electoral roll in order to determine whether the parties continued to be eligible to be registered. As a result of this process the registration of Canberra Community Voters was cancelled upon request by the party secretary, taking effect on 9 May 2019.

The party registration eligibility check process was still ongoing at 30 June 2019.

Three applications to change the name of the registered officer of a registered political party were received during the reporting period. One application each was received from the Liberal Party of Australia (A.C.T. Division), the Animal Justice Party and The Flux Party – ACT.

One application to change the name of the party was received from the Community Alliance Party (ACT). Through this process the party changed its registered party name and abbreviation to The Community Action Party (ACT) and Community Action (previously Community Alliance) respectively.

Each of these applications were publicly notified, as required by the Electoral Act, inviting any objections to the proposed changes. As no objections were received against any of the applications, the register of political parties was amended accordingly.

There were no new political parties added to the register of political parties during the reporting year. As at 30 June 2019, the following eight parties were listed on the register of political parties.

TABLE 13 — **Registered political parties as at 30 June 2019**

Party name	Party abbreviation
Animal Justice Party	AJP
Australian Labor Party (ACT Branch)	ACT Labor
Liberal Democratic Party	Liberal Democrats
Liberal Party of Australia (A.C.T. Division)	Canberra Liberals
Sustainable Australia (ACT)	Sustainable Australia
The ACT Greens	The Greens
The Community Action Party (ACT)	Community Action
The Flux Party – ACT	The Flux Party (Flux the System)

## The ACT's election funding, expenditure and financial disclosure scheme

The ACT's election funding, expenditure and financial disclosure scheme consists of three main components:

- Public funding of election campaign expenditure and party/MLA administrative expenditure;
- Limits on the amount of electoral expenditure that may be incurred in an election year; and
- Disclosure of the financial transactions of registered political party groupings, MLAs, associated entities, candidates, third party campaigners, broadcasters and publishers.

No amendments to election funding, expenditure and financial disclosure legislation were made under the *Electoral Act 1992* in 2018/2019. The last changes took effect from 3 March 2015. However, as noted in the above section on electoral legislation, amendments to *Commonwealth Electoral Act 1918* have had a significant effect on the operation of the ACT's funding and disclosure scheme since taking effect from January 2019.

While the ACT's *Electoral Act 1992* funding and disclosure provisions remain unchanged, the Commonwealth reform laws mean that, for a gift or gifts that have been provided to an ACT political entity such as a political party, MLA or associated entity, without the express designation by the donor that it can be used for a Territory electoral purpose, or it has not been kept or identified separately by the political entity for a Territory electoral purpose, the recipient of the gift is not required under ACT electoral law to disclose the gift particulars.

Elections ACT has written to the ACT political entities advising the effect of the amendment to Commonwealth electoral laws, including that they must continue to comply with ACT's disclosure scheme, where the gift recipient keeps or identifies the gift separately in order for it to be used only for a Territory electoral purpose, or it is used within the relevant disclosure period for Territory electoral purposes, or it has been donated with the express designation that it be used for Territory electoral purposes. Elections ACT has also updated the relevant funding and disclosure factsheets and FAQs on the Elections ACT's website to reflect the effects of the Commonwealth legislation changes.

## Education strategies

Elections ACT undertakes a range of education strategies to ensure that political participants are aware of their obligations under the ACT's election funding, expenditure and financial disclosure scheme and any effect from other jurisdictions legislation sources.

The election funding and disclosure section on the Commission's website includes a range of detailed information intended to assist political entities to understand the requirements. Funding and disclosures publications such as manuals, FAQs, policies and factsheets were available in 2018/2019.

Elections ACT publishes a table on its website briefly detailing the nature of any issues arising from reviews of compliance with the disclosure provisions, including the findings of the Commissioner and the reasoning behind any decision regarding sanctions. The compliance review findings can be accessed on the Elections ACT website at [www.elections.act.gov.au/funding\\_and\\_disclosure/monitor\\_and\\_compliance2](http://www.elections.act.gov.au/funding_and_disclosure/monitor_and_compliance2). In November 2018, the Commission also published a compliance review report, publishing the detailed findings of the compliance review process into the April/September 2018 gifts reporting and 2017/2018 annual returns. The Commission intends to continue to publish detailed reports following each compliance review process.

Elections ACT publishes its electoral expenditure, funding and financial disclosure 2018 to 2021 compliance review program, including the review policy and review schedule and published the documents on its website. The purpose of publishing the compliance review program and the compliance policies is to provide political entities with an overview of the proposed compliance review timetable, and to remind political entities that their financial records and documents will be examined on a regular basis. The compliance reviews are intended to ensure that disclosure obligations under the Electoral Act are being met.

The Compliance Review Schedule 2018 to 2021 and other compliance policies can be accessed on the Elections ACT website at [www.elections.act.gov.au/funding\\_and\\_disclosure/monitor\\_and\\_compliance2](http://www.elections.act.gov.au/funding_and_disclosure/monitor_and_compliance2).

## Disclosure mechanisms

Approved electronic pro-forma forms are provided to political entities for preparation and submission of the regular disclosure of gifts totalling \$1,000 or more, annual returns, and election returns.

The approved pro-forma forms for relevant disclosure periods can be accessed on the Elections ACT website at [www.elections.act.gov.au/funding\\_and\\_disclosure/funding\\_and\\_disclosure\\_forms](http://www.elections.act.gov.au/funding_and_disclosure/funding_and_disclosure_forms).

## Election funding

The ACT scheme for election funding is a formula-based direct-entitlement scheme, involving automatic payments to parties and candidates calculated by multiplying the total number of first preference votes received by a prescribed amount, adjusted each 6 months by the *All groups consumer price index* (CPI) issued by the Australian Bureau of Statistics.

The *Electoral Amendment Act 2015*, passed by the Legislative Assembly on 19 February 2015, increased the amount that applied at the 2016 ACT election from \$2 at the time of the 2012 election to \$8 per vote at the 2016 election. This amount will be indexed by CPI for future elections.

The election funding amounts for each 6 months applies for 2019 can be viewed on the Elections ACT website at [www.elections.act.gov.au/funding\\_and\\_disclosure/election\\_funding](http://www.elections.act.gov.au/funding_and_disclosure/election_funding).

## Administrative funding

Registered political parties with Legislative Assembly representation and non-party MLAs (if any) are entitled to receive administrative funding payments under the Electoral Act. The provision of administrative funding commenced from 1 July 2012.

These payments are intended to help registered political parties and non-party MLAs (if any) meet the administrative cost of running their offices and complying with the disclosure requirements of the Electoral Act. Administrative funding cannot be used to incur expenditure for an ACT, federal, state or local government election.

Payment is made on a quarterly basis in arrears and at commencement amounted to \$5,000 per MLA per quarter. Where an MLA is an MLA for only a part of a quarter, the payment is adjusted on a pro rata basis. The administrative funding payment amount is indexed by CPI.

The amount set for the 2018 calendar year was \$5,581.16 per MLA per quarter. The quarterly amount set for 2019 was \$5,686.37 per MLA.

A summary of the payments made from 2012/2013 to 2018/2019 are shown in table below.

TABLE 14 — **Payment of administrative funding 2012/2013 – 2018/2019**

Party	Australian Labor Party (ACT Branch)	Liberal Party of Australia (A.C.T. Division)	The ACT Greens	Total /per year
2012/2013	\$154,321	\$147,393	\$38,461	\$340,175
2013/2014	\$164,970	\$164,970	\$20,621	\$350,561
2014/2015	\$167,257	\$168,657	\$21,082	\$356,996
2015/2016	\$170,853	\$171,864	\$21,483	\$364,200
2016/2017	\$231,702	\$217,388	\$36,627	\$485,717
2017/2018	\$265,491	\$242,354	\$44,248	\$552,093
2018/2019	\$270,421	\$247,886	\$45,070	\$563,377
<b>Total per party</b>	<b>\$1,425,014</b>	<b>\$1,360,511</b>	<b>\$227,593</b>	<b>\$3,013,118</b>

NOTE Payments for each June quarter were made in the following July, but were accrued as an expense in the relevant financial year.

## Financial disclosure

### Annual returns

The 2017/2018 annual returns were published on the Commission's website on 7 September 2018. These returns included: 10 annual returns received from registered political parties, 25 annual returns from MLAs and two annual returns from associated entities. All required annual returns were submitted.

Details of the returns can be viewed at the Elections ACT website and copies of original returns are available for public viewing at Elections ACT's office.

The table below shows a summary of the receipts, payments and debts for the three parliamentary parties and the combined other parties for the 2016/2017 and 2017/2018 financial years.

TABLE 15 — **Summary of receipts, payments and debts of ACT registered parties from annual returns**

Party	2016/2017	2016/2017	2016/2017	2017/2018	2017/2018	2017/2018
Party	Receipts	Payments	Debts	Receipts	Payments	Debts
ALP	\$2,434,788	\$2,668,439	\$146,568	\$1,675,731	\$1,445,873	\$198,963
LP	\$1,997,602	\$1,790,105	\$11,217	\$752,627	\$525,501	\$13,615
Greens	\$668,193	\$535,944	\$26,207	\$192,820	\$215,153	\$7,678
Other	\$276,269	\$257,231	\$21,111	\$10,372	\$1,078	\$0
<b>Total</b>	<b>\$5,376,852</b>	<b>\$5,251,720</b>	<b>\$205,103</b>	<b>\$2,631,550</b>	<b>\$2,187,606</b>	<b>\$220,257</b>

## Public funding of parties compared to private funding

Table 16 below shows the sources of funding of the three ACT parliamentary parties represented in the Legislative Assembly for the 2016/2017 and 2017/2018 financial years, broken down into private and public funding, with private funding further broken down into those funds for which the donor is disclosed and the amount for which the donor is not disclosed.

TABLE 16 — Sources of funding received by the ACT Parliamentary parties

2016/2017	ALP - amount	ALP - % of total received	Liberal Party - amount	Liberal Party - % of total received	ACT Greens - amount	ACT Greens - % of total received
Total received	\$2,434,788		\$1,997,602		\$668,193 <sup>4</sup>	
Public <sup>1</sup>	\$971,955	39.92%	\$929,190	46.52%	\$447,548	66.98%
Private	\$1,462,833	60.08%	\$1,068,412	53.48%	\$220,644	33.02%
Private – disclosed <sup>2</sup>	\$1,197,851	81.89%	\$882,057	82.56%	\$87,368	39.60%
Private – undisclosed <sup>3</sup>	\$264,982	18.11%	\$186,356	17.44%	\$133,276	60.40%

2017/2018	ALP - amount	ALP - % of total received	Liberal Party - amount	Liberal Party - % of total received	ACT Greens - amount	ACT Greens - % of total received
Total received	\$1,675,731		\$752,627		\$192,820	
Public <sup>1</sup>	\$331,262	19.77%	\$241,252	32.05%	\$44,048	22.84%
Private	\$1,344,469	80.23%	\$511,375	67.95%	\$148,772	77.16%
Private – disclosed <sup>2</sup>	\$1,237,519	92.05%	\$383,016	74.90%	\$77,583	52.15%
Private – undisclosed <sup>3</sup>	\$106,949	7.95%	\$128,359	25.10%	\$71,189	47.85%

NOTE 1 **Public funding** is funding received from the ACT or Australian Electoral Commissions. In election years, parties can receive public funding payments and refunds of candidates' nomination deposits. Elections ACT paid administrative funding to the three ACT registered parliamentary parties in 2016/2017 and 2017/2018.

NOTE 2 **Private – disclosed** is the total amount declared where the identity of the person or organisation making the payment, and the amount, is disclosed.

NOTE 3 **Private – undisclosed** is the total amount declared where the identity of the person or organisation making the payment, and the amount, is not disclosed. These amounts may include payments from known sources under the disclosure threshold and/or anonymous donations.

NOTE 4 Figures rounded to the nearest dollar as exported from electoral management system.

Table 16 shows that a proportion of the funding received by the registered parties is from payers whose identity is not disclosed. Audits of party returns show that much of this funding is made up of small donations, parliamentary levies, membership fees and fundraising activities where the total amounts paid are less than the \$1,000 disclosure threshold.

## Returns of gifts received of \$1,000 or more

Where a registered party grouping, associated entity or a non-party candidate grouping receives a gift of \$1,000 or more, or a series of gifts that sum to \$1,000 or more, from the same person or organisation in a financial year, the receiver must lodge a disclosure return with the Commissioner within a statutory time period from the date of the receipt of the gift that exceeds the threshold.

One of the changes made by the *Electoral Amendment Act 2015* was to alter the timing of these gift disclosures. From 3 March 2015, the following disclosure periods applied:

- In an election year, if the value of the gift or gifts received from a person reaches \$1,000 in the financial year between 1 April and 30 June, the declaration must be made to the Electoral Commissioner by 7 July;

- In an election year, if the value of the gift or gifts received from a person reaches \$1,000 in the financial year after 30 June and before the end of polling day, the declaration must be made to the Electoral Commissioner seven days after the total amount received from the person reaches \$1,000; and
- In a non-election year, or in the first quarter (1 January until 31 March) of an election year, if the value of the gift or gifts received from a person reaches \$1,000 in the financial year, the declaration must be made to the Electoral Commissioner within 30 days of the end of the financial quarter in which the total amount received from the person reached \$1,000.

The Commissioner is required to publish these disclosure returns as soon as practicable after receipt. In practice, these returns have been published within 24 hours of lodgement.

Details of the disclosure of gifts received of \$1,000 or more are available on the Elections ACT website at [www.elections.act.gov.au/funding\\_and\\_disclosure/financial\\_disclosure\\_returns/financial-disclosure-returns-gift-returns](http://www.elections.act.gov.au/funding_and_disclosure/financial_disclosure_returns/financial-disclosure-returns-gift-returns).

## Review of compliance with financial disclosure provisions

Following the introduction of the campaign finance reforms from 1 July 2012, the Commissioner introduced a structured program of compliance reviews. The Commission reviewed and updated the compliance review policy and schedule in 2017/2018. The 2018 to 2021 compliance review schedule is published on Elections ACT's website at [www.elections.act.gov.au/funding\\_and\\_disclosure/monitor\\_and\\_compliance2](http://www.elections.act.gov.au/funding_and_disclosure/monitor_and_compliance2).

The findings from the 2017/2018 compliance review process were finalised by the end of the 2018/2019 reporting period. The results can be viewed in the *Compliance review report – April/September 2018 gifts reporting and 2017/2018 annual returns*, published on Elections ACT's website.

The one issue that was considered a significant matter of public interest during 2018/2019 and published on the Elections ACT monitor and compliance webpage is listed in Table 17 below.

TABLE 17 — **Disclosure of public interest**

Name of entity	Compliance issue	Legislation	Decision
<b>The 1973 Foundation</b>	May 2018 compliance review disclosure obligations	Under section 237B(1) of the Electoral Act a person commits an offence if the person fails to, without reasonable excuse, contravene an investigation notice.	<p>On 17 April 2018, as part of the rolling compliance review schedule, the Electoral Commissioner issued an investigation notice to the 1973 Foundation in relation to the Associated Entity's gift disclosure covering the period from 1 January 2017 to 31 March 2018 and the 2016/2017 annual return.</p> <p>The 1973 Foundation did not comply with the demands of the investigation notice by failing to meet on the specified date to review the associated financial documents. Subsequently, the review took place on 19 October 2018 at which point all relevant documentation was made available for review.</p> <p>The Commissioner considered that given the organisation's satisfactory past compliance review history, the lack of any financial advantage gained as a result of the non-compliance, and the organisation's assurance of future compliance, the issuing of a formal warning letter was sufficient in this instance.</p>



## OBJECTIVE 3 Deliver efficient and accountable governance and business support systems

### KEY RESULT AREA 3.1

#### Financial management

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### Financial management in the Commission

The members of the Commission were established as officers of the ACT Legislative Assembly from 1 July 2014, following the passage in November 2013 of the *Officers of the Assembly Legislation Amendment Act 2013*.

Key changes that flowed from this new status included the allocation of the electoral services budget directly to the Commission, and the granting of director-general powers to the Electoral Commissioner under the *Financial Management Act 1996*.

Previously, the electoral services budget was allocated to the Commission's portfolio Directorate, the Justice and Community Safety Directorate (JACSD), and the Commissioner exercised financial powers as a delegate of the director-general of that Directorate. Under this arrangement, the formal financial statements relating to the Electoral Commission was published in the JACSD annual report.

As a result of the changes the Commission became responsible for publishing its formal financial statements in its annual report.

To assist the Commissioner with the increased responsibilities for financial matters resulting from these changes, a part-time chief finance officer has been engaged on a contract basis since 2014/2015.

Reporting and analysis of the Commission's financial performance in 2018/2019 is included under **Financial management reporting**.

The financial statements of the Commission were audited by the office of the ACT Auditor General in July to August 2019. The Auditor General did not identify any significant matters during the audit of the financial statements and provided an unqualified audit report.

The Auditor General's **Independent audit report: ACT Electoral Commission** is included on page 54.

The Commission produces Controlled and Territorial financial statements. The Controlled financial statements include income, expenses, assets and liabilities over which the Commission has control. The Territorial financial statements include income, expenses, assets and liabilities that the Commission administers on behalf of the ACT Government, but does not control.

The total controlled operating result for the Commission for 2018/2019 was a surplus of \$0.167 million, noting that of the total appropriation amount of \$3.237 million, only \$3.188 million was drawn.

The Commission also reported Territorial financial statements. The total territorial operating result was nil as 2018/2019 is a non-election year and there were no significant revenues and expenses during the reporting period.



## KEY RESULT AREA 3.2

### Records management

#### Records management program

In compliance with the *Territory Records Act 2002*, the Commission has in place a records management program. The ACT Electoral Commission's records management program has been approved by the Electoral Commissioner as the entity's principal officer and submitted to the Director of Territory Records.

Elections ACT's office manager holds the dedicated role of records manager for the agency.

The records management program is available on the Elections ACT website: [www.elections.act.gov.au/publications/corporate\\_publications](http://www.elections.act.gov.au/publications/corporate_publications). The records management program was last reviewed in 2015/2016 and updated in December 2015. This program is due for review in the 2019/2020 financial year in preparation for the 2020 ACT Legislative Assembly election.

Elections ACT continues to use the Whole of Government HPE as their Electronic Digital Record Management System (EDRMS), with assistance provided by the ACT Record Services Office. Elections ACT is committed to moving towards a more digital environment and will continue to work with ACT Record Services to improve the streamlining of digital record keeping processes.

All staff in Elections ACT are responsible for records management in relation to their functions.

During 2017/2018 the Commission engaged an external provider to conduct an internal audit process to assess whether the records management framework, processes and controls of Elections ACT are aligned and comply with:

- Relevant legislative requirements;
- ACT Government (Territory Records Office) records management policies;
- Any specific record keeping requirements with reference to data held within ACTEC's ICT systems, for example data held in the election management system (TIGER);
- Accepted standards and record keeping principles; and
- Meeting the information needs of the ACTEC.

The internal audit review resulted in six categories of recommendations with 17 specific recommendations. The Commission agreed with the recommendations, and Elections ACT have commenced work on implementing these, including all staff attending two comprehensive training sessions with the Digital Records team. Elections ACT will continue to work on strategies to implement these recommendations through 2019/2020.

The Elections ACT Records Disposal Schedules applicable to 2018/2019 were listed on the ACT Legislation Register as follows:

TABLE 18 — Records Disposal Schedules used by the ACT Electoral Commission

Records disposal schedule name	Effective	Year and number
Territory Records (Records Disposal Schedule – Election and Referendum Services to Other Agencies Records) Approval 2014 (No 1)	1 July 2014	NI2014-289
Territory Records (Records Disposal Schedule – Elections and Referendums for the ACT Legislative Assembly Records) Approval 2014 (No 1)	1 July 2014	NI2014-288

Elections ACT does not create or hold records containing information that may allow people to establish links with their Aboriginal and Torres Strait Islander heritage.

Elections ACT has not completed a Recordkeeping Maturity Assessment in conjunction with the Territory Records Office during the reporting period, as recommended by the Territory Records Office. It is intended that this assessment be conducted in the upcoming reporting period.

### KEY RESULT AREA 3.3

#### **Information/communication technology management**

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## ICT applications

Since the conduct of the Commission's first election in 1995, Elections ACT has progressively introduced a range of information and communications technologies aimed at improving electoral services for the ACT community. Elections ACT has led Australia in the adoption of many electoral ICT innovations, notably the electronic voting and counting system introduced at the 2001 election, the ballot paper scanning introduced at the 2008 election and the electronic polling place management and roll mark-off system introduced at the 2012 election.

ICT systems and databases continue to play a large role in Elections ACT's operations and election preparations.

Preparations for the 2020 ACT election continued in 2018/2019 through the commencement of ICT business system procurement and development processes.

Work undertaken in relation to the Commission's ICT business systems during the 2018/2019 financial year included:

- eVACS® – the ACT's electronic voting and counting system. Following an independent review into electronic voting in the ACT in 2017/2018, the ACT Electoral Commission worked with the Australian Signals Directorate and Shared Services ICT to finalise a set of requirements for the upgrade of eVACS®. The upgrade project will ensure the underlying technology platform and security protocols associated with the eVACS® system are modernized along with a number of additional functionality improvements identified as necessary during the 2016 ACT election. Capital funding for the redevelopment and upgrade of the eVACS® system was confirmed by Treasury in the May 2018 budget announcement. Capital funding has been included in the Commission's budget to facilitate the upgrade to eVACS® across the 2018/2019 and 2019/2020 financial years.
- LAPPERDS – the Legislative Assembly Polling Place and Election Results Display System. A LAPPERDS upgrade project to address minor usability issues identified at the 2016 ACT election as well as improving functionality, commenced during 2017/2018 and continued during the 2018/2019 reporting period. The project was nearing completion by 30 June 2019.
- netVote – an online voting system used by the Commission to run fee-for-service elections. During 2017/2018, the system was reviewed with the aim of expanding the range of fee-for-service election types available to external organisations and government directorates. A netVote upgrade project was commenced in 2017/2018 to upgrade the security protocols and improve functionality to provide for online candidate-based fee-for-service elections. The project was completed during the 2018/2019 reporting period.
- TIGER – the Commission's election management database system. During the 2017/2018 reporting period, the Commission engaged an external independent reviewer to investigate and recommend the appropriate future technology platform for the Commission's critical election management system. The Commission received capital funding across the 2018/2019 and 2019/2020 financial years, along with recurrent funding to provide for a migration of the TIGER databases to a contemporary technology platform. An open tender was issued on 24 June 2019 and remained open at the conclusion of the 2018/2019 reporting period.

- Overseas e-voting system – A system to provide secure voting for electors who are overseas. As part of the TIGER modernisation project capital funding, the Commission received funding for the development of a limited electronic voting system to provide secure and fast voting services to electors who are based in a location overseas. Requirements for the development of this system were included as part of the TIGER modernisation project issued on 24 June 2019.

## ICT resources

Shared Services ICT, the ACT Government information technology management agency, continued to provide ICT resources and support to Elections ACT in 2018/2019.

## Internet

Elections ACT continued to maintain and update the Elections ACT website during 2018/2019. The Elections ACT website address is [www.elections.act.gov.au](http://www.elections.act.gov.au).

All ordinary updating and maintenance of the website is undertaken in-house. For more detail on the Elections ACT website see **Information service**.

### OBJECTIVE 4 – Foster a strong and positive values based culture for our workforce

#### KEY RESULT AREA 4.1

#### Human resources management

### Election staffing and human resource developments

Elections ACT is an agency with a small permanent workforce. At the commencement of this reporting period Elections ACT employed as its base staffing establishment a total of eight full time equivalent staff under the *Public Sector Management Act 1994*.

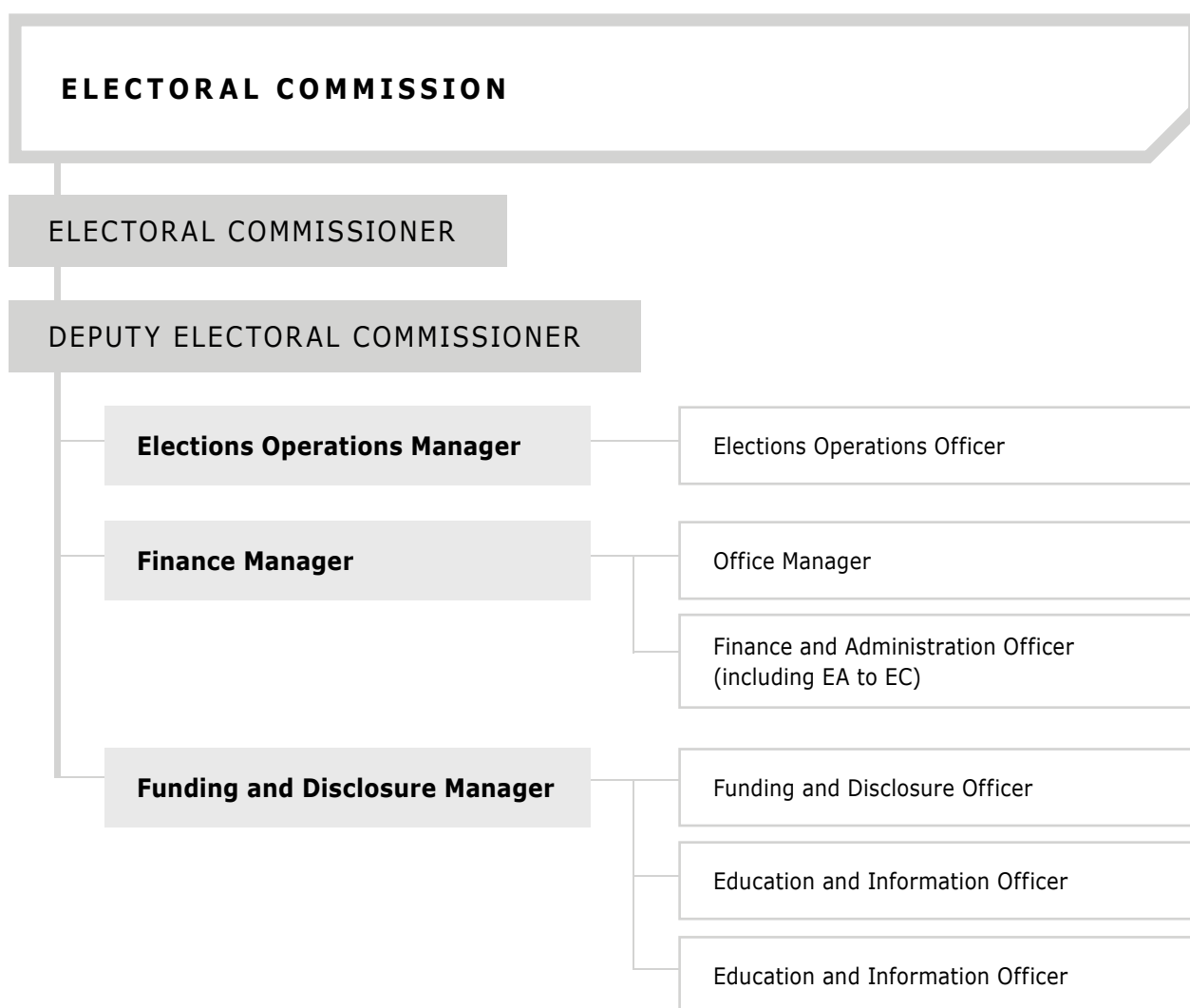
During this reporting period, four temporary contract staff were employed to assist with a range of Elections ACT requirements such as the administration of funding and disclosure, the provision of critical ICT support and the preparation of planning documents for the 2020 Legislative Assembly election.

Elections ACT undertook merit-based recruitment processes to secure two additional permanent staff employed under the *Public Sector Management Act 1994* during this reporting period in the areas of funding and disclosure and elections operations.

The Commissioner may also employ casual staff and engage consultants under the Electoral Act, on terms and conditions determined by the Commission. Elections ACT maintains an in-house database of applicants for casual and temporary employment. In 2018/2019 election casuals and senior casuals were employed under section 32 of the *Electoral Act 1992* as required to assist with projects.

The following graphic shows the organisation chart for Elections ACT as at 30 June 2019:

FIGURE 1 — Elections ACT organisational structure chart – permanent & temporary officers - 30 June 2019



Elections ACT purchases transactional human resource services, including recruitment and payroll support, from the ACT Government's Shared Services agency. Elections ACT negotiated to purchase additional strategic human resource services from the Shared Services Corporate team in 2015/2016.

These additional strategic HR services commenced on 1 July 2016. The current agreement is ongoing until 2021.

Elections ACT uses the Whole of ACT Government panel for the provision of and access to the Employee Assistance Provider, on a fee-for-service arrangement.

## Public interest disclosure

The *Public Interest Disclosure Act 2012* requires each public sector agency to establish and maintain procedures to facilitate the making of public interest disclosures. The Commissioner for Public Administration has published guidelines to explain and support the way in which public sector entities covered by the Act should handle disclosures. The Commission has adopted these whole of government procedures.

During 2018/2019 no public interest disclosures related to the Commission or Elections ACT were lodged.

## B.3 Scrutiny

### Standing Committee on Justice and Community Safety

The Electoral Commissioner and Deputy Electoral Commissioner represented the Commission at a hearing of the Standing Committee on Justice and Community Safety in relation to the Commission's 2017/2018 annual report on 14 November 2018.

The Committee tabled its findings in the Report on Annual and Financial reports 2017-2018 (Report Number 5 of March 2019) on 21 March 2019. See [www.parliament.act.gov.au/\\_\\_data/assets/pdf\\_file/0010/1334971/9th-JCS-05-Annual-Reports-2017-2018.pdf](http://www.parliament.act.gov.au/__data/assets/pdf_file/0010/1334971/9th-JCS-05-Annual-Reports-2017-2018.pdf).

The report noted that a range of matters had been discussed including: redistribution of electoral boundaries process and potential new name changes for electorates; members of the redistribution committee; preparation for the increased rate of electronic and early voting in 2020 and security issues with online voting; privacy concerns on using electronic voting systems for visually impaired people; register of political parties and the audit process taken before a registration is cancelled; forensics around property developers making donations in ACT; and application of the 100 metre rule.

The Committee made no recommendations with respect to electoral services.

The Speaker consulted the Standing Committee on Justice and Community Safety in relation to the development of the Commission's budget for 2019/2020, in accordance with the provisions of the Financial Management Act.

### Select Committee on Estimates 2018-2019

The Electoral Commissioner and Deputy Electoral Commissioner represented the Commission at a hearing of the Select Committee on Estimates 2018/2019 on 25 June 2018, as reported in the previous reporting period. The Select Committee tabled its report *Appropriation Bill 2018-2019 and Appropriation (Office of the Legislative Assembly) Bill 2018-2019* on 31 July 2018. See [www.parliament.act.gov.au/\\_\\_data/assets/pdf\\_file/0006/1227318/9th-Estimates-2018-2019-Appropriation-Bill-2018-2019-and-Appropriation-Office-of-the-Legislative-Assembly-Bill-2018-2019.pdf](http://www.parliament.act.gov.au/__data/assets/pdf_file/0006/1227318/9th-Estimates-2018-2019-Appropriation-Bill-2018-2019-and-Appropriation-Office-of-the-Legislative-Assembly-Bill-2018-2019.pdf).

The report noted that a range of matters had been considered relating to the evidence provided to the Committee by the Electoral Commissioner on 25 June 2018, during the previous reporting period. Matters considered included political donations and disallowing developers from making donations; potential interference with the constitution by restraining particular categories of political donations; ICT upgrades and electronic voting for the 2020 election; potential risks of interference in electronic voting; contingencies and potential budgetary review process; growing percentage of voters choosing to vote electronically; risks from third-party campaigners; resources to review threats and powers under the Electoral ACT 1992 to respond; budget submission for the Electoral Commission; and the electoral redistribution process.

The Select Committee made four recommendations with respect to electoral services:

- that the ACT Electoral Commission look into issues around how to track donations from companies, and their subsidiary companies, and seek advice from interstate Commissions who have found solutions for such issues;
- that the ACT Electoral Commission advise as to when electoral returns from third-party campaigners would be best due, in order to inform an improved process;
- that the ACT Electoral Commission urgently investigate the issue of external campaigners and undue influence in the social media landscape to identify: the risks of influence from parties outside the ACT, and how those risks could be mitigated; and report to the Assembly as soon as practicable; and
- that the ACT Electoral Commission pursue discussions with the Electoral Council of Australia and New Zealand (ECANZ) and the Australian Cyber Security Centre to ensure relationships with big social media operators can facilitate swift action against third-party campaigners if they are found to be operating maliciously via social media platforms.

The Commission agreed to these recommendations and submitted advice on 2 August 2018 to the Government response to the Select Committee report.

## Select Committee on Estimates 2019-2020

The Electoral Commissioner and Deputy Electoral Commissioner represented the Commission at a hearing of the Select Committee on Estimates 2019-2020 on 28 June 2019. The Committee reported outside of the 2018/2019 reporting period.

## Auditor-General reports

The ACT Auditor-General did not publish any reports or recommendations directly related to the Commission in 2018/2019.

## Ombudsman reports

The ACT Ombudsman did not publish any reports or recommendations directly related to the Commission in 2018/2019.

## B.4 Risk management

The Commission continued to manage identified risks through active regular review of the Electoral Commission risk register during 2018/2019. This register includes risk assessment and mitigation strategies for the following classes of risks:

- Reputation and image;
- Products and services;
- Operational;
- Environment;
- Assets;
- People;
- Strategic;
- Technology; and
- Fraud.

Under the direction of the Electoral Commissioner, Elections ACT also undertakes risk management assessments for all its major projects and contracts. The Commission takes a strategic interest in these assessments where they bear on its statutory duties.

Elections ACT conducted staff training and workshops on risk management in November 2018 and May 2019. The practical output from these activities was a refined strategic risk register for use by the Commission, and an operational/event risk register focused specifically on the October 2020 elections. As forecast in the 2017/2018 Annual Report and the Strategic Internal Audit Plan schedule for 2018/2019, the risk workshops included an experienced risk advisor from the internal auditor office who provided further specialist advice on enhancements to the Elections ACT risk framework and registers. The refined registers will be considered and implemented by the Commission in the 2019/2020 reporting period.

Related to risk management, Elections ACT staff also received training in fraud, ethics and governance; crowded places, dealing with difficult clients; emergency office drills; first aid; and cyber security throughout the reporting period. This type of training will continue throughout 2019/2020 to prepare for the October 2020 ACT elections.

## B.5 Internal audit

During 2018/2019 the Commission concluded an internal audit review into records management processes and systems and commenced two internal audit activities into Financial Control and Risk Management. These two internal audits were ongoing as at the end of the 2018/2019 reporting period.

The internal audit review into records management resulted in six categories of recommendations with 17 specific recommendations. The Commission agreed with the recommendations, Elections ACT have commenced work on implementing these, including all staff attending two comprehensive training sessions with the Digital Records team. Elections ACT will continue to work on strategies to implement these recommendations through 2019/2020.

## B.6 Fraud prevention

The Commission has a fraud and corruption prevention plan, which articulates the control measures in place to prevent fraud and corruption occurring within the Commission, and ensures these are appropriately managed when reported. The fraud and corruption prevention plan is a requirement of the *Public Sector Management Standards 2006* and is prepared according to ACT Government Guidelines and Australian Standard 8001.

In accordance with the ACTPS Integrity Policy, the Commission has a senior executive responsible for business integrity risk (SERBIR). This role is allocated to the Deputy Electoral Commissioner. The SERBIR is responsible for reporting to the Electoral Commissioner on the overall compliance of the Commission with the ACTPS Integrity Policy. The position has responsibility for taking direct reports of allegations of potential fraud and corruption from staff. The SERBIR also has responsibility for dealing with reports under the Public Interest Disclosure (PID) process.

There were no reports or allegations of fraud or corruption received in 2018/2019.

## B.7 Work health and safety

Elections ACT considers workplace health and safety (WHS) principles and practices in all its activities.

Elections ACT has adopted the whole of government WHS policy statement and had access to Chief Minister, Treasury and Economic Development Directorate (CMTEDD) WHS personnel in 2018/2019.

In 2017/2018, Elections ACT introduced a new internal Testing and Tagging Policy of electrical items. A member of staff completed the necessary training under AS/NZ 3760:2010 to test and tag electrical items in-house instead of engaging a contractor. An annual check of testing and tagging was conducted in this reporting year for the Elections ACT office. Testing and tagging of electrical items used for the conduct of the 2020 Legislative Assembly election, including over 600 laptops is planned for the 2019/2020 financial year.

In the 2018/2019 financial year Elections ACT received a Certificate of Recognition for its commitment to creating a healthier workplace through the Healthier Work Recognition Scheme. The current focus areas are:

- Encouraging physical activity;
- Promoting healthy diets; and
- Improving social and emotional wellbeing.

In conjunction with the healthier workplace initiative staff members attended mental health first training.

Elections ACT has two fire wardens, a health and safety representative and a designated first aid officer.

Incoming post is scanned by the ACT Government Registry before being opened by Elections ACT staff. There were no reportable WHS incidents in 2018/2019.

No workers compensation claims were made under the *Work Health and Safety Act 2011* during the reporting period.



## B.8 Human resources management

A summary of the Commission's human resources management can be found on page 35 under **Key result area 4.1 – Human resources management**.

### Enterprise Agreements

The *ACT Public Service Administrative and Related Classifications Enterprise Agreement 2018-2021* was approved by Fair Work Australia on 27 March 2019 and became operational 3 April 2019. This agreement covers Elections ACT staff employed under the Public Sector Management Act.

### Terms and conditions of temporary staff employed under the *Electoral Act 1992*

The terms and conditions of temporary staff employed under the *Electoral Act 1992* are determined by the Electoral Commission under section 32 of the Electoral Act. These terms and conditions were substantially reviewed and updated in 2015/2016, with effect from 1 July 2016. In line the new pay rates approved under the *ACT Public Service Administrative and Related Classifications Enterprise Agreement 2018-2021* Elections ACT submitted a new determination to the Electoral Commission for endorsement.

### Australian Workplace Agreements

No Elections ACT staff were employed under an Australian Workplace Agreement.

### Attraction and retention special employment arrangements

Reporting of attraction and retention incentives in 2018/2019 for Elections ACT has been provided to the State of the Service report.

### Continuous improvement

Elections ACT is committed to fostering an environment of continuous improvement and providing satisfying work and development opportunities to staff.

In 2018/2019, the Commissioner continued to implement a Staff Training, Education and Planning (STEP) program, with staff participating in STEP days to ensure Elections ACT is prepared individually and organisationally for the challenges and opportunities ahead.

Permanent staff are encouraged to pursue secondments to other agencies and to contribute to international, interstate and national electoral projects to develop new skills through on-the-job training and external training courses.

One Elections ACT staff member was seconded to Melbourne in 2018/2019 for the Victorian State General election. Two additional staff attended to observe the Victorian State General election. The experiences and observations from staff are included in the planning for the 2020 ACT election.

Elections ACT promotes collaboration with other directorates and electoral commissions through staff attendance at various national workshops and conferences throughout the year, including ECANZ meetings for the temporary employment staff working group and indigenous electoral participation working group.

Elections ACT staff were provided with the opportunity to undertake a range of learning and development activities in this reporting year (see **Learning and development**).

Elections ACT staff regularly participate in decision making forums and strategic planning workshops. Staff are invited to brief the Commission on subjects in which they hold expertise, to develop their skills and confidence.

## Learning and development

In 2018/2019, Elections ACT staff participated in a range of formal and informal learning and development activities. These activities covered a range of information technology, finance, WHS, communication and ACT Government-specific issues. The equivalent of \$2,000 per FTE is allocated within the Commission's budget in support of agreed corporate and individual learning requirements.

During 2018/2019, Elections ACT staff continued participation in the ACT Electoral Commissioner's STEP training initiative allowing staff to undertake group training on key corporate issues. In 2018/2019, STEP training covered fraud, ethics and governance; respect, equity and diversity; risk management; WHS and planning for the 2020 ACT Legislative Assembly election.

Table 19 provides a summary of learning and development opportunities completed during 2018/2019. The table also includes information about staff training approved under the ACTPS Studies Assistance Program.

TABLE 19 — Elections ACT learning and development activities

Initiative	No. of Participants
<b>Information Technology</b>	
Review the monday.com website	10
RMANS Training	5
Cyber Security	9
<b>Finance</b>	
CPA Congress	1
2018-2019 Financial Audit Seminar	1
Economics for Managers <sup>1</sup>	1
<b>Work Health and Safety</b>	
Health and Safety Representative	1
Mental Health First Aid	3
Mental Health in the Workplace Webinar	3
Emergency Procedures	6
RiskMan Poster	1
Lockdown and Bomb Threat Training	3
Crowded Places Forum	5
<b>Communication</b>	
Easy English	1
<b>Government Specific</b>	
Actsmart Business Sustainability Expo 2018	1
Fraud and Ethics	9
Respect, Equity and Diversity	9
Strategic Risk Register	9
Records Management	9
Risk Management	8
Whole of Government Training Panel	9
Building Recourses in Democracy, Governance and Elections (BRIDGE) training	3
Electoral - Homelessness and Voting Inclusion Seminar - ERRN South Australia	1
Electoral - Victoria state election - observer	2
Electoral - Victoria state election - staff secondment	1
Disability Inclusion and Electoral Processes	10
Electoral Campaign Finance regulation seminar	4
<b>Other</b>	
Dealing with difficult clients in person and on the phone	9
Cultural Competence Program	7
Disability Confident Workforces	3
Faith Bandler Lecture	1
Project Management Fundamentals	2
The Australian Women's Leadership Symposium	1
Global Security <sup>1</sup>	1
International Relations Theory <sup>1</sup>	1

NOTE 1 Approved under the ACTPS Study Assistance Program

## Workforce details

The following tables set out details of permanent and temporary staff employed during 2018/2019, including the Electoral Commissioner. As required by the annual report directions, the figures presented are as at 30 June 2019. The tables do not include the two part-time Commission Members or casual staff employed during the year who were not employed as at 30 June 2019.

TABLE 20 — Full Time Employees and headcount

	Female	Male	Total
FTE by gender	9.1	3.0	12.1
Headcount by gender	10.0	3.0	13.0
<b>% of workforce (headcount)</b>	<b>76.9</b>	<b>23.1</b>	<b>100.0</b>

TABLE 21 — Classifications

Classification group	Female	Male	Total
Administrative officers	7	1	8
Senior officers	3	1	4
Statutory office holders	0	1	1
<b>Total</b>	<b>10</b>	<b>3</b>	<b>13</b>

TABLE 22 — Employment category

Employment category	Female	Male	Total
Casual	0	0	0
Permanent full-time	8	2	10
Permanent part-time	1	0	1
Temporary full-time <sup>1</sup>	0	1	1
Temporary part-time	1	0	1
<b>Total</b>	<b>10</b>	<b>3</b>	<b>13</b>

NOTE 1 The Electoral Commissioner is classed as being a temporary full-time employee, as a statutory office holder employed for a fixed term.

TABLE 23 — Employee by age and gender

Age Group	Female	Male	Total
Under 25			
25-34			
35-44			
45-54			
55 and over			
<b>Total</b>	<b>10</b>	<b>3</b>	<b>13</b>

NOTE 1 This table does not show age details for individuals to protect their privacy, given the small number of staff employed by Elections ACT.

TABLE 24 — Average length of service by gender

Gender	Average length of service
Female	13.1
Male	6.5
<b>Total</b>	<b>11.6</b>

TABLE 25 — Agency profile

Agency	FTE	Headcount
ACT Electoral Commission	12.1	13
<b>Total</b>	<b>12.1</b>	<b>13</b>

TABLE 26 — Equity and workplace diversity

	A	B	C	
	Aboriginal and/or Torres Strait Islander employment	Culturally & linguistically diverse employment	Employment of people with a disability	Number of employees who identify in any of the equity & diversity categories
Headcount	0	6	0	6
<b>% of total staff</b>	<b>0</b>	<b>46.2</b>	<b>0</b>	<b>46.2</b>

The tables representing workforce recruitment and separation data are not supplied. Given the small number of staff employed by Elections ACT and due to the small sample size, the recruitment and separation data was not statistically valid or reliable and therefore these tables have been omitted from this annual report.

## B.9 Ecologically sustainable development

The ACT Electoral Commission is committed to the principles of ecologically sustainable development (ESD) as set out in the *Environment Protection Act 1997* and required by the *Climate Change and Greenhouse Gas Reduction Act 2010*.

The Commission was accredited as an Actsmart business for the seventh consecutive year as a result of demonstrating waste reduction and recycling practices with results reflected by audit. In addition to established practices to reduce energy consumption, limit paper use, divert waste from landfill and educate and inform staff, the Commission introduced the use of the container deposit scheme to direct funds to charitable enterprises.

Elections ACT was not asked to provide the Commissioner for the Environment with any assistance in the preparation of the State of the Environment Report, nor did the Commissioner carry out any investigations or make any recommendations in relation to the activities of the Commission.

In aligning with the ACT Government's commitment to achieving carbon neutrality by 2020, Elections ACT's operational consumption of resources for 2018/2019 is outlined below and compared with the data for 2017/2018.

TABLE 27 — Elections ACT staff and floor area

Agency staff and area	Unit	2018/2019	2017/2018	Percentage change
Agency staff	FTE	11.58	10.42	11.13
Workplace floor area	Area (m <sup>2</sup> )	160	160	0

Data is sourced from the monthly HR Summary Reports provided by ACT Government. Staffing figures do not include the two part-time Commission members appointed or casual staff employed under the Electoral Act during the year.

Elections ACT was located in permanent accommodation in North Building, occupying 160 square metres.

TABLE 28 — Stationary energy usage

Stationary energy usage	Unit	2018/2019	2017/2018	Percentage change
Electricity use	Kilowatt hours	33,030	31,787	3.90
Natural gas use	Megajoules	9,426	42,792	-77.97
Diesel	Kilolitres	N/A	N/A	N/A

Stationary energy usage data is sourced from the Enterprise Sustainability Platform (ESP), maintained by ACT Government. The ESP provides continuously updated, accurate and auditable water, energy (electricity and gas), and greenhouse gas emissions data and utility billing cost information.

ESP data is complete for both electricity and natural gas usage.

Elections ACT does not maintain a vehicle except in an election year.

TABLE 29 — Water use

Water usage	Unit	2018/2019	2017/2018	Percentage change
Water use	Kilolitres	83	123	-32.57

ESP data for 2018/2019 is incomplete. At the time of reporting, 90.8% of the data was available. The usage figure provided includes a pro-rata amount for the missing data, as recorded in the ESP. The 2018/2019 usage will be updated in next year's annual report.

TABLE 30 — Resource efficiency and waste

Resource efficiency and waste	Unit	2018/2019	2017/2018	Percentage change
Reams of paper purchased	Reams	78	89	-12.35
Recycled content of paper purchased	Percentage	100%	100%	0
Waste to landfill	Litres	433	1,560	-72.24
Co-mingled material recycled	Litres	1,267.14	1,267.14	0
Paper and cardboard recycled (incl. secure paper)	Litres	8,820	7,990	10.38
Organic material recycled	Litres	304	276	10.14

Paper purchased in 2017/2018 was inadvertently misreported in 2017/2018. This has been corrected in the table above.

Waste to landfill figure has previously been calculated as a percentage of the total waste collected for North Building, based on floor area occupied. Elections ACT occupies 2.2%. The figures obtained by this method are not an accurate reflection of actual waste to landfill based on periodic audits of waste

and recycling bins in its tenancy. Audits indicated the annual waste to landfill was approximately 433 litres for 2018/2019. The figure reported is the bin audit result hence the large percentage change.

Co-mingled material recycled was inadvertently misreported in 2017/2018. This has been corrected in the table above.

For both 2017/2018 and 2018/2019 an estimate was made based on the 2016/2017 sustainability report provided by the supplier as no data was forthcoming for these years. A conversion error was found in the report and a correction has been made to the reported organic material recycled in 2017/2018.

**TABLE 31 — Greenhouse gas emissions**

Greenhouse gas emissions	Unit	2018/2019	2017/2018	Percentage change
Emissions from stationary energy use	Tonnes CO <sub>2</sub> -e	9	18	-51.37
Emissions from transport	Tonnes CO <sub>2</sub> -e		N/A	0
Total emissions	Tonnes CO <sub>2</sub> -e	9	18	-51.37

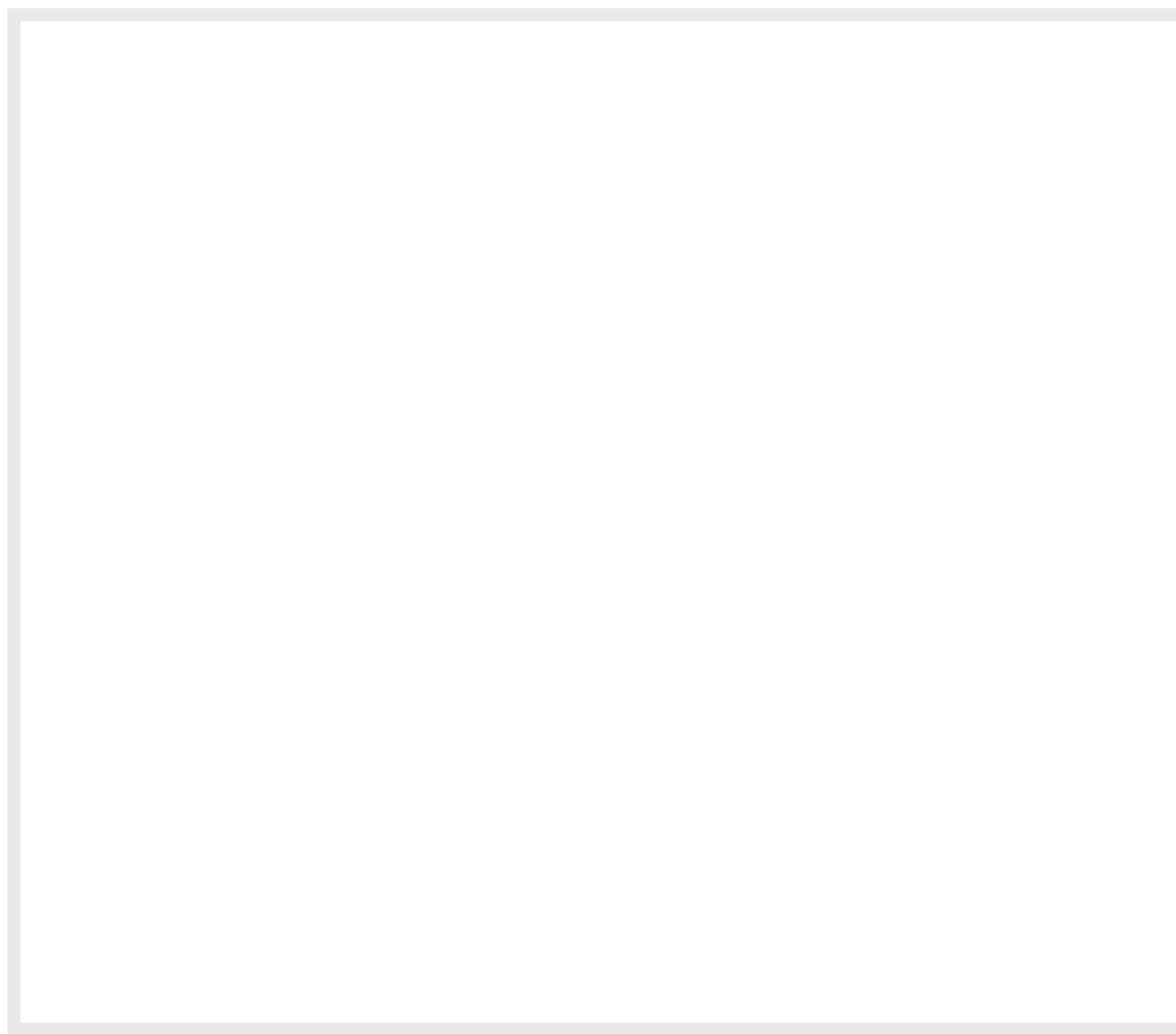
The following explanatory note has been provided by the Carbon Neutral Government Program team, Environment, Planning and Sustainable Development Directorate.

In relation to the tables above, differences between Enterprise Sustainability Platform sourced data included in the Previous FY (2017/2018) column and that in the 2017-18 Annual Report are due to changes such as updates to agency occupancy and historical consumption data, and annual adjustments to ACT specific electricity emissions factors. Where actual data is not available, the Enterprise Sustainability Platform provides estimations using an accruals function. Accruals are calculated from the average annual daily consumption of the most current 12 month period applied for the number of days of missing data.

Emissions reported for stationary energy and transport fuels include Scope 1 and Scope 2 emissions only. Scope 1 are direct emissions from sources owned and operated by the government including: emissions from fuel used by the government fleet; fugitive emissions from leaks; emissions from landfill. Scope 2 are indirect emissions from mains electricity used to power light, cool and heat government facilities and street lights.

Emission factors used to calculate natural gas and fleet fuel are based on the latest National Greenhouse Accounts factors. Greenhouse gas emissions for electricity consumption have been calculated using the following emissions factors based on the latest ACT Electricity Emissions Factor Report released in 2019:

- a factor of 0.507 kilogram (kg) CO<sub>2</sub>-e / kilowatt hour (kWh) or 0.507 tonne (t) CO<sub>2</sub>-e /megawatt hour (MWh) has been used to calculate electricity emissions (Scope 2) for the 2017/18 period. It is based on actual historical data and is a retrospective adjustment of the original 0.455 factor (Scope 2) used for 2017/2018 annual reporting; and
- a factor of 0.255 kilogram (kg) CO<sub>2</sub>-e / kilowatt hour (kWh) or 0.255 tonne (t) CO<sub>2</sub>-e /megawatt hour (MWh) has been used to calculate electricity emissions (Scope 2) for the 2018/19 period. (Explanatory note from ACT Govt Carbon Neutral Team).





# PART C

## FINANCIAL MANAGEMENT REPORTING

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## C.1 Financial management analysis

### General overview

#### Objectives

The ACT Electoral Commission (the Commission) is an independent statutory authority with responsibility for the:

- conduct of elections and referendums for the ACT Legislative Assembly;
- determination of electoral boundaries for the ACT; and
- provision of electoral advice and services to a wide range of clients.

The Commission comprises three statutory office holders – a part-time Chairperson, a fulltime Electoral Commissioner and a part-time member. The members of the Commission are independent officers of the ACT Legislative Assembly. The Commission reports to the Legislative Assembly through the Speaker.

The Electoral Commissioner is the Chief Executive Officer of the Commission. The Commissioner is assisted by officers employed under the *Public Sector Management Act 1994* and the *Electoral Act 1992*.

### Financial performance

The following financial information is based on audited Financial Statements for 2017-18 and 2018-19, and the forward estimates contained in the 2019-20 Budget Statements.

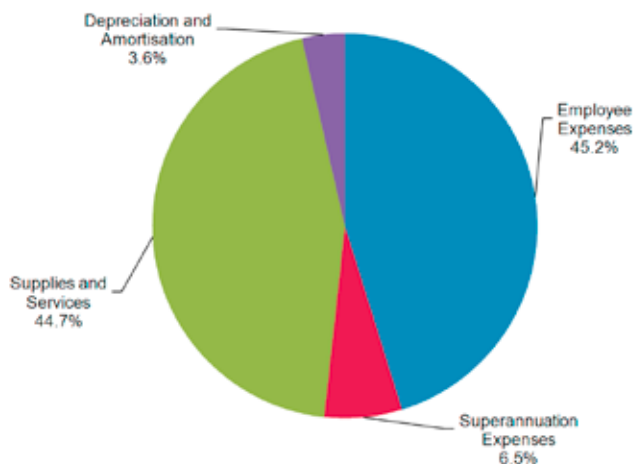
#### Expenses

##### *Components of expenses*

Figure 2 shows the components of the Commission's expenses for 2018-19. The Commission's expenses consisted of:

- employee expenses of **\$1.412 million** (45.2 percent);
- supplies and services of **\$1.399 million** (44.7 percent);
- superannuation expenses **\$0.204 million** (6.5 percent); and
- depreciation and amortisation of **\$0.112 million** (3.6 percent).

FIGURE 2 – Components of expenses 2018-19



### ***Comparison to budget***

Total expenses were **\$3.127 million** and were **\$0.228 million** (6.8 percent) lower than the budget amount of **\$3.355 million**. The lower than budgeted result primarily relates to supplies and services expenses being \$0.315 million lower than budget, due to costs associated with preparing for the 2020 ACT Legislative Assembly elections not being incurred as early as anticipated.

### ***Comparison to 2017-18 actuals***

Total expenses in 2018-19 were **\$3.127 million**, which was consistent with the total expense in 2017-18 (\$2.988 million).

### ***Future trends***

Expenses are expected to increase to **\$4.592 million** in 2019-20. The increase in expenses in 2019-20 corresponds with the four-year election cycle of the ACT Legislative Assembly, with the next election scheduled for October 2020.

## **Income**

### ***Components of income***

The Commission's main source of income is Controlled Recurrent Payments (CRP), which accounts for **\$3.188 million** (96.8 percent) of the Commission's total income (\$3.294 million).

### ***Comparison to budget***

Total income in 2018-19 was **\$3.294 million**, which was consistent with the budget of **\$3.276 million**.

### ***Comparison to 2017-18 actuals***

Total income was **\$3.294 million** and was **\$0.383 million** (13.2 percent) higher than the 2017-18 result of **\$2.911 million**. The increase in income relates to additional CRP received to cover costs associated with preparing for the 2020 ACT Legislative Assembly election.

### ***Future trends***

Income is expected to increase to **\$4.340 million** in 2019-20. The increase in income relates to additional CRP received to cover costs associated with preparing for the 2020 ACT Legislative Assembly election.

## **Financial position**

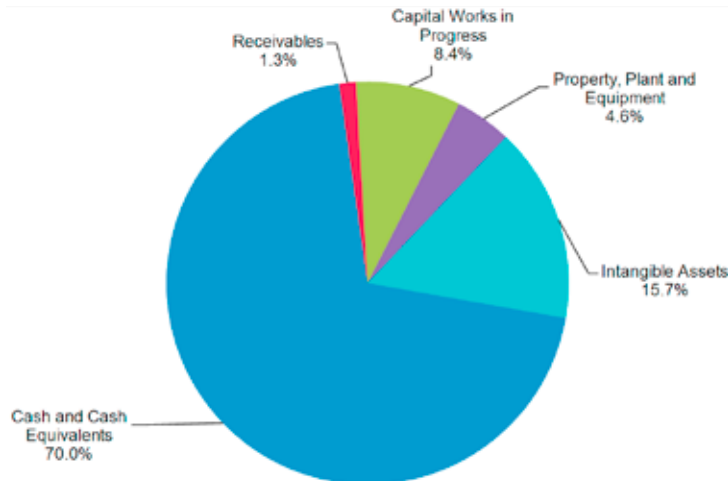
### **Assets**

#### ***Components of total assets***

Figure 3 shows the components of the Commission's total assets at 30 June 2019. The main components were:

- cash and cash equivalents of **\$1.253 million** (70.0 percent);
- intangible assets of **\$0.281 million** (15.7 percent); and
- capital works in progress **\$0.151 million** (8.4 percent).

FIGURE 3 – Total assets at 30 June 2019



### ***Comparison to budget***

At 30 June 2019 total assets were **\$1.789 million**, which was consistent with the budget of **\$1.717 million**.

### ***Comparison to 30 June 2018 actual***

At 30 June 2019 total assets were **\$1.789 million** and were **\$0.334 million** (23.0 percent) higher than at 30 June 2018. The variance is mainly due to the Commission's 2018-19 operating result (surplus) of **\$0.167 million**.

### ***Future trends***

Total assets held by the Commission are expected to increase to **\$2.049 million** in 2019-20 in line with budget estimates. The expected increase in assets mainly relates to upgrades of the Commission's information, communication and technology (ICT) systems.

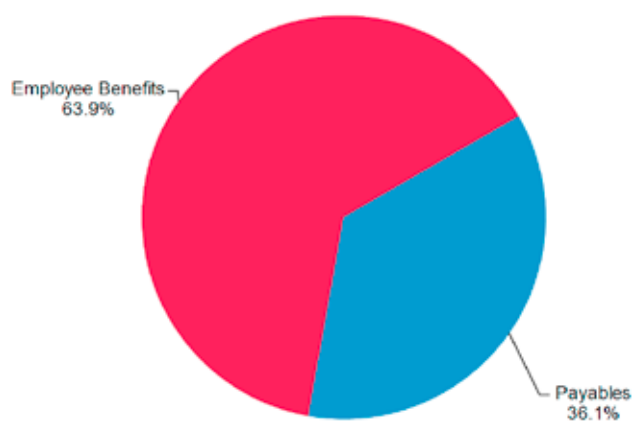
## **Liabilities**

### ***Components of liabilities***

Figure 4 shows the components of the Commission's liabilities at 30 June 2019. The components were:

- employee benefits of **\$0.417 million** (63.9 percent); and
- payables of **\$0.236 million** (36.1 percent).

FIGURE 4 – Total liabilities at 30 June 2019



#### ***Comparison to budget***

At 30 June 2019 the Commission's total liabilities were **\$0.653 million**, which was consistent with the budget of **\$0.696 million**.

#### ***Comparison to 30 June 2018 actual***

Total liabilities at 30 June 2019 were **\$0.653 million**, which was consistent with the 30 June 2018 actual of **\$0.584 million**.

#### ***Future trends***

Total liabilities are expected to reduce to **\$0.559 million** in 2019-20, with minimal fluctuations in the out-years.

## C.2 Financial statements



AUDITOR-GENERAL AN OFFICER  
OF THE ACT LEGISLATIVE ASSEMBLY 

### INDEPENDENT AUDITOR'S REPORT

To the Members of the ACT Legislative Assembly

#### Opinion

I have audited the financial statements of the ACT Electoral Commission (the Commission) for the year ended 30 June 2019 which comprises the following financial statements and accompanying notes:

- Controlled financial statements – operating statement, balance sheet, statement of changes in equity, cash flow statement and controlled statement of appropriation; and
- Territorial financial statements – statement of income and expenses on behalf of the Territory, statement of assets and liabilities on behalf of the Territory and cash flow statement on behalf of the Territory.

In my opinion, the financial statements:

- (i) present fairly, in all material respects, the Commission's financial position as at 30 June 2019, and its financial performance and cash flows for the year then ended; and
- (ii) are presented in accordance with the *Financial Management Act 1996* and comply with Australian Accounting Standards.

#### Basis for opinion

I conducted the audit in accordance with the Australian Auditing Standards. My responsibilities under the standards are further described in the 'Auditor's responsibilities for the audit of the financial statements' section of this report.

I am independent of the Commission 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). I have also fulfilled my other ethical responsibilities in accordance with the Code.

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

#### Responsibilities of the Commission for the financial statements

The Electoral Commissioner is responsible for:

- preparing and fairly presenting the financial statements in accordance with the *Financial Management Act 1996* and relevant Australian Accounting Standards;
- determining the internal controls necessary for the preparation and fair presentation of the financial statements so that they are free from material misstatements, whether due to error or fraud; and
- assessing the ability of the Commission to continue as a going concern and disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting in preparing the financial statements.

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Level 4, 11 Moore Street Canberra City ACT 2601 PO Box 275 Civic Square ACT 2608  
T 02 6207 0833 F 02 6207 0826 E [actauditorgeneral@act.gov.au](mailto:actauditorgeneral@act.gov.au) W [www.audit.act.gov.au](http://www.audit.act.gov.au)

### **Auditor's responsibilities for the audit of the financial statements**

Under the *Financial Management Act 1996*, the Auditor-General is responsible for issuing an audit report that includes an independent opinion on the financial statements of the Commission.

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with 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 the financial statements.

As part of an audit in accordance with 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 statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- obtain an understanding of internal controls relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of the Commission's internal controls;
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Commission;
- conclude on the appropriateness of the Commission's use of the going concern basis of accounting and, based on audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Commission's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in this report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of this report. However, future events or conditions may cause the Commission to cease to continue as a going concern; and
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether they represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Electoral Commissioner 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.

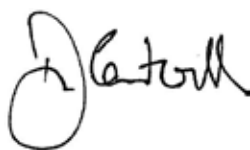


Ajay Sharma  
Assistant Auditor-General, Financial Audit  
16 August 2019

**ACT Electoral Commission  
Financial Statements  
For the Year Ended 30 June 2019**

**Statement of Responsibility**

In my opinion, the Financial Statements are in agreement with the ACT Electoral Commission's (the Commission's) accounts and records and fairly reflect the financial operations of the Commission for the year ended 30 June 2019 and the financial position of the Commission on that date.

A handwritten signature in black ink, appearing to read 'D Cantwell', with a large, stylized initial 'D'.

Damian Cantwell AM  
Electoral Commissioner  
ACT Electoral Commission  
24 July 2019



**ACT Electoral Commission  
Financial Statements  
For the Year Ended 30 June 2019**

**Statement by the Chief Finance Officer**

In my opinion, the Financial Statements have been prepared in accordance with the Australian Accounting Standards, and are in agreement with the Commission's accounts and records and fairly reflect the financial operations of the Commission for the year ended 30 June 2019 and the financial position of the Commission on that date.



Scott Hickey  
Chief Finance Officer  
ACT Electoral Commission  
24 July 2019

ACT Electoral Commission

## CONTROLLED FINANCIAL STATEMENTS

*For the year ended 30 June 2019*

**ACT Electoral Commission**  
**Operating Statement**  
**For the Year Ended 30 June 2019**

		Actual	Original	Actual
	Note	2019	Budget	2018
	No.	\$'000	\$'000	\$'000
<b>Income</b>				
Controlled Recurrent Payments	3	3,188	3,237	2,806
User Charges		65	23	69
Interest		21	16	17
Resources Received Free of Charge		20	-	19
<b>Total Income</b>		<b>3,294</b>	<b>3,276</b>	<b>2,911</b>
<b>Expenses</b>				
Employee Expenses	4	1,412	1,335	1,111
Superannuation Expenses	5	204	198	188
Supplies and Services	6	1,399	1,714	1,495
Depreciation and Amortisation	7	112	108	194
<b>Total Expenses</b>		<b>3,127</b>	<b>3,355</b>	<b>2,988</b>
<b>Operating Surplus/(Deficit)</b>		<b>167</b>	<b>(79)</b>	<b>(77)</b>
<b>Total Comprehensive Surplus/(Deficit)</b>		<b>167</b>	<b>(79)</b>	<b>(77)</b>

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

# ACT Electoral Commission

## Balance Sheet

### At 30 June 2019

		Actual	Original Budget	Actual
	Note	2019	2019	2018
	No.	\$'000	\$'000	\$'000
<b>Current Assets</b>				
Cash and Cash Equivalents	8	1,253	941	911
Receivables		23	68	14
<b>Total Current Assets</b>		<b>1,276</b>	<b>1,009</b>	<b>925</b>
<b>Non-Current Assets</b>				
Property, Plant and Equipment	9	81	86	106
Intangible Assets	10	281	191	280
Capital Works in Progress	11	151	431	144
<b>Total Non-Current Assets</b>		<b>513</b>	<b>708</b>	<b>530</b>
<b>Total Assets</b>		<b>1,789</b>	<b>1,717</b>	<b>1,455</b>
<b>Current Liabilities</b>				
Payables	12	236	251	250
Employee Benefits	13	396	436	320
<b>Total Current Liabilities</b>		<b>632</b>	<b>687</b>	<b>570</b>
<b>Non-Current Liabilities</b>				
Employee Benefits	13	21	9	14
<b>Total Non-Current Liabilities</b>		<b>21</b>	<b>9</b>	<b>14</b>
<b>Total Liabilities</b>		<b>653</b>	<b>696</b>	<b>584</b>
<b>Net Assets</b>		<b>1,136</b>	<b>1,021</b>	<b>871</b>
<b>Equity</b>				
Accumulated Funds		1,136	1,021	871
<b>Total Equity</b>		<b>1,136</b>	<b>1,021</b>	<b>871</b>

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

**ACT Electoral Commission**  
**Statement of Changes in Equity**  
**For the Year Ended 30 June 2019**

	Accumulated Funds Actual 2019 \$'000	Total Equity Actual 2019 \$'000	Original Budget 2019 \$'000
<b>Balance at 1 July 2018</b>	<b>871</b>	<b>871</b>	<b>897</b>
<b>Comprehensive Income</b>			
Operating Surplus/(Deficit)	167	167	(79)
<b>Total Comprehensive Surplus</b>	<b>167</b>	<b>167</b>	<b>(79)</b>
<b>Transactions Involving Owners Affecting Accumulated Funds</b>			
Capital Injections	98	98	203
<b>Total Transactions Involving Owners Affecting Accumulated Funds</b>	<b>98</b>	<b>98</b>	<b>203</b>
<b>Balance at 30 June 2019</b>	<b>1,136</b>	<b>1,136</b>	<b>1,021</b>

	Accumulated Funds Actual 2018 \$'000	Total Equity Actual 2018 \$'000
<b>Balance at 1 July 2017</b>	<b>805</b>	<b>805</b>
<b>Comprehensive Income</b>		
Operating (Deficit)	(77)	(77)
<b>Total Comprehensive (Deficit)</b>	<b>(77)</b>	<b>(77)</b>
<b>Transactions Involving Owners Affecting Accumulated Funds</b>		
Capital Injections	144	144
<b>Total Transactions Involving Owners Affecting Accumulated Funds</b>	<b>144</b>	<b>144</b>
<b>Balance at 30 June 2018</b>	<b>871</b>	<b>871</b>

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

# ACT Electoral Commission

## Cash Flow Statement

### For the Year Ended 30 June 2019

		Actual	Original Budget	Actual
	Note	2019	2019	2018
	No.	\$'000	\$'000	\$'000
<b>Cash Flows from Operating Activities</b>				
<b>Receipts</b>				
Controlled Recurrent Payments		3,188	3,237	2,806
User Charges		43	23	114
Interest Received		21	16	17
Goods and Services Tax Collected from Customers		7	-	-
Goods and Services Tax Input Tax Credits from the Australian Taxation Office (ATO)		100	-	112
<b>Total Receipts from Operating Activities</b>		<b>3,359</b>	<b>3,276</b>	<b>3,049</b>
<b>Payments</b>				
Employees		1,328	1,354	1,212
Superannuation		204	199	188
Supplies and Services		1,373	1,714	1,539
Goods and Services Tax Paid to Suppliers		94	-	111
<b>Total Payments from Operating Activities</b>		<b>2,999</b>	<b>3,267</b>	<b>3,050</b>
<b>Net Cash Inflows/(Outflows) from Operating Activities</b>	16	<b>360</b>	<b>9</b>	<b>(1)</b>
<b>Cash Flows from Investing Activities</b>				
<b>Payments</b>				
Purchase of Property, Plant and Equipment		89	196	-
Capital Works in Progress		27	-	115
<b>Total Payments from Investing Activities</b>		<b>116</b>	<b>196</b>	<b>115</b>
<b>Net Cash (Outflows) from Investing Activities</b>		<b>(116)</b>	<b>(196)</b>	<b>(115)</b>
<b>Cash Flows from Financing Activities</b>				
<b>Receipts</b>				
Capital Injections		98	203	144
<b>Total Receipts from Financing Activities</b>		<b>98</b>	<b>203</b>	<b>144</b>
<b>Payments</b>				
<b>Net Cash Inflows from Financing Activities</b>		<b>98</b>	<b>203</b>	<b>144</b>
<b>Net Increase in Cash and Cash Equivalents</b>		<b>342</b>	<b>16</b>	<b>28</b>
Cash and Cash Equivalents at the Beginning of the Reporting Period		911	925	883
<b>Cash and Cash Equivalents at the End of the Reporting Period</b>	16	<b>1,253</b>	<b>941</b>	<b>911</b>

The above Cash Flow Statement should be read in conjunction with the accompanying notes.

# ACT Electoral Commission

## Controlled Statement of Appropriation

### For the Year Ended 30 June 2019

	Original Budget 2019 \$'000	Total Appropriated 2019 \$'000	Appropriation Drawn 2019 \$'000	Appropriation Drawn 2018 \$'000
<b>Controlled</b>				
Controlled Recurrent Payments (CRP)	3,237	3,237	3,188	2,806
Capital Injections	203	294	98	144
<b>Total Controlled Appropriation</b>	<b>3,440</b>	<b>3,531</b>	<b>3,286</b>	<b>2,950</b>

The above Controlled Statement of Appropriation should be read in conjunction with the accompanying notes.

#### Column Heading Explanations

The *Original Budget* column shows the amounts that appear in the Cash Flow Statement in the Budget Papers. This amount also appears in the Cash Flow Statement.

The *Total Appropriated* column is inclusive of all appropriation variations occurring after the Original Budget.

The *Appropriation Drawn* is the total amount of appropriation received by the Commission during the year. This amount appears in the Cash Flow Statement.

Reconciliation of Appropriation for 2018-19	Controlled Recurrent Payments \$'000	Capital Injections \$'000
Original Appropriation for 2018-19	3,237	203
Rollover of Undispersed Appropriation (FMA s16B) <sup>1</sup>	-	91
Total Appropriated	3,237	294
Total Controlled Appropriation Drawn	3,188	98 <sup>2</sup>

<sup>1</sup> The total appropriated for Capital Injections was \$91,000 higher than the original budget due to the carryover funding from 2017-18 for the upgrade of Electoral ICT Systems.

<sup>2</sup> The total appropriation drawn for Capital Injections was \$196,000 less than the total appropriated due to unanticipated delays in the procurement for enhancements to the Commission's Electronic Voting and Counting System.

# ACT Electoral Commission

## Controlled Note Index

### For the Year Ended 30 June 2019

Note	1	Objectives of the ACT Electoral Commission
Note	2	Significant Accounting Policies <ul style="list-style-type: none"> <li>- Appendix A - Basis of Preparation of the Financial Statements</li> <li>- Appendix B - Significant Accounting Policies</li> </ul>

#### **Income Notes**

Note	3	Controlled Recurrent Payments
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#### **Expense Notes**

Note	4	Employee Expenses
Note	5	Superannuation Expenses
Note	6	Supplies and Services
Note	7	Depreciation and Amortisation

#### **Asset Notes**

Note	8	Cash and Cash Equivalents
Note	9	Property, Plant and Equipment
Note	10	Intangible Assets
Note	11	Capital Works in Progress

#### **Liability Notes**

Note	12	Payables
Note	13	Employee Benefits

#### **Other Notes**

Note	14	Financial Instruments
Note	15	Commitments
Note	16	Cash Flow Reconciliation
Note	17	Related Party Disclosures
Note	18	Budgetary Reporting



**ACT Electoral Commission**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2019**

**NOTE 1. OBJECTIVES OF THE ACT ELECTORAL COMMISSION**

**Operations and Principal Activities**

The ACT Electoral Commission (the Commission) is an independent statutory authority with responsibility for the:

- conduct of elections and referendums for the ACT Legislative Assembly;
- determination of electoral boundaries for the ACT; and
- provision of electoral advice and services to a wide range of clients.

The Commission comprises three statutory office holders – a part-time Chairperson, a full time Electoral Commissioner and another part-time member. The members of the Commission are independent officers of the ACT Legislative Assembly. The Commission reports to the Assembly through the Speaker.

The Electoral Commissioner is the chief executive officer of the Commission. The Electoral Commissioner is assisted by officers employed under the *Public Sector Management Act 1994* and the *Electoral Act 1992*.

**NOTE 2. SIGNIFICANT ACCOUNTING POLICIES**

Refer to the following appendices for the notes comprising significant accounting policies and other explanatory information:

Appendix A - Basis of Preparation of the Financial Statements

Appendix B - Significant Accounting Policies

# ACT Electoral Commission

## Notes to and Forming Part of the Financial Statements

### For the Year Ended 30 June 2019

#### NOTE 3. CONTROLLED RECURRENT PAYMENTS

Controlled Recurrent Payments is revenue received from the ACT Government to fund the costs of delivering outputs.

	2019 \$'000	2018 \$'000
<b>Revenue from the ACT Government</b>		
Controlled Recurrent Payments	3,188	2,806
<b>Total Controlled Recurrent Payments</b>	<b>3,188</b>	<b>2,806</b>

Total Controlled Recurrent Payments – The increase of \$382,000 mainly relates to the Commission's funding increasing to support increased activity in preparation for the 2020 ACT Legislative Assembly elections.

#### NOTE 4. EMPLOYEE EXPENSES

	2019 \$'000	2018 \$'000
<b>Employee Expenses</b>		
Wages and Salaries	1,302	1,211
Annual Leave	41	(55)
Long Service Leave	57	(54)
Workers' Compensation Insurance Premium	8	8
Other Employee Benefits and On-Costs	4	1
<b>Total Employee Expenses</b>	<b>1,412</b>	<b>1,111</b>

Total Employee Expenses – The increase of \$301,000 mainly relates to engaging additional staff to assist with preparations for the 2020 ACT Legislative Assembly election.

#### NOTE 5. SUPERANNUATION EXPENSES

	2019 \$'000	2018 \$'000
<b>Superannuation Expenses</b>		
Superannuation Contributions to the Territory Banking Account	110	110
Productivity Benefit	14	14
Superannuation to External Providers	80	64
<b>Total Superannuation Expenses</b>	<b>204</b>	<b>188</b>

# ACT Electoral Commission

## Notes to and Forming Part of the Financial Statements

### For the Year Ended 30 June 2019

#### NOTE 6. SUPPLIES AND SERVICES

	2019 \$'000	2018 \$'000
<b>Supplies and Services</b>		
Computing, Information Technology and Telecommunications	94	95
Accommodation, Rent, Hire and Utilities	96	102
Professional Services	172	297
Auditor's Remuneration <sup>1</sup>	34	33
Service Agreements	319	306
Office Supplies, Minor Equipment and Advertising	51	28
Administrative Expenditure Funding to Political Parties <sup>2</sup>	563	552
Other Expenses	70	82
<b>Total Supplies and Services</b>	<b>1,399</b>	<b>1,495</b>

Total Supplies and Services – The decrease of \$96,000 mainly relates to the reduction in Professional Services expenses due to the review of the Electoral Management System (EMS) that was completed in 2017-18.

<sup>1</sup>Auditor's Remuneration is paid to the ACT Audit Office for audit of the financial statements. No other services were provided.

<sup>2</sup>Administrative Expenditure Funding to Political Parties relates to payments made to Political Parties to assist them with compliance obligations under the *Electoral Act 1992*.

#### NOTE 7. DEPRECIATION AND AMORTISATION

	2019 \$'000	2018 \$'000
<b>Depreciation</b>		
Plant and Equipment	3	3
Leasehold Improvements	21	21
<b>Total Depreciation</b>	<b>24</b>	<b>24</b>
<b>Amortisation</b>		
Intangible Assets	88	170
<b>Total Amortisation</b>	<b>88</b>	<b>170</b>
<b>Total Depreciation and Amortisation</b>	<b>112</b>	<b>194</b>

Total Depreciation and Amortisation – The decrease of \$82,000 is due to some of the Commission's intangible assets having reached the end of their useful lives and being fully amortised, so no further amortisation is recognised for these assets (Refer Appendix B - Significant Accounting Policies, Note 7 – Depreciation and Amortisation).

**ACT Electoral Commission**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2019**

**NOTE 8. CASH AND CASH EQUIVALENTS**

	2019 \$'000	2018 \$'000
Cash at Bank	1,252	910
Cash on Hand	1	1
<b>Total Cash and Cash Equivalents</b>	<b>1,253</b>	<b>911</b>

Total Cash and Cash Equivalents – The increase of \$342,000 is mainly due to the Commission 2018-19 operating result (surplus) being higher than anticipated.

**NOTE 9. PROPERTY, PLANT AND EQUIPMENT**

*Property, plant and equipment* includes the following classes of assets – leasehold improvements and plant and equipment.

Leasehold improvements represent fit-outs in leased buildings.

Plant and equipment includes office and computer equipment, furniture and fittings, other mechanical and electronic equipment, and libraries.

	2019 \$'000	2018 \$'000
<b>Leasehold Improvements</b>		
Leasehold Improvements at Cost	170	170
Less: Accumulated Depreciation	(92)	(71)
<b>Total Written Down Value of Leasehold Improvements</b>	<b>78</b>	<b>99</b>
<b>Plant and Equipment</b>		
Plant and Equipment at Cost	22	22
Less: Accumulated Depreciation	(19)	(15)
<b>Total Written Down Value of Plant and Equipment</b>	<b>3</b>	<b>7</b>
<b>Total Written Down Value of Property, Plant and Equipment</b>	<b>81</b>	<b>106</b>

**Reconciliation of Property, Plant and Equipment 2018-19**

	Leasehold Improvements \$'000	Plant and Equipment \$'000	Total \$'000
Carrying Amount at the Beginning of the Reporting Period	99	7	106
Depreciation	(21)	(4)	(25)
<b>Carrying Amount at the End of the Reporting Period</b>	<b>78</b>	<b>3</b>	<b>81</b>

**Reconciliation of Property, Plant and Equipment 2017-18**

	Leasehold Improvements \$'000	Plant and Equipment \$'000	Total \$'000
Carrying Amount at the Beginning of the Reporting Period	120	10	130
Depreciation	(21)	(3)	(24)
<b>Carrying Amount at the End of the Reporting Period</b>	<b>99</b>	<b>7</b>	<b>106</b>

**ACT Electoral Commission**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2019**

**NOTE 10. INTANGIBLE ASSETS**

	2019 \$'000	2018 \$'000
<b>Internally Generated Software</b>		
Computer Software at Cost	1,309	1,221
Less: Accumulated Amortisation	(1,028)	(947)
<b>Total Internally Generated Software</b>	<b>281</b>	<b>274</b>
<b>Externally Purchased Software</b>		
Computer Software at Cost	79	79
Less: Accumulated Amortisation	(79)	(73)
<b>Total Externally Purchased Software</b>	<b>-</b>	<b>6</b>
<b>Total Intangible Assets</b>	<b>281</b>	<b>280</b>

**Reconciliation of Intangible Assets 2018-19**

	Internally Generated Software \$'000	Externally Purchased Software \$'000	Total \$'000
<b>Carrying Amount at the Beginning of the Reporting Period</b>	<b>274</b>	<b>6</b>	<b>280</b>
Additions	89	-	89
Amortisation	(82)	(6)	(88)
<b>Carrying Amount at the End of the Reporting Period</b>	<b>281</b>	<b>-</b>	<b>281</b>

**Reconciliation of Intangible Assets 2017-18**

	Internally Generated Software \$'000	Externally Purchased Software \$'000	Total \$'000
<b>Carrying Amount at the Beginning of the Reporting Period</b>	<b>425</b>	<b>25</b>	<b>450</b>
Amortisation	(151)	(19)	(170)
<b>Carrying Amount at the End of the Reporting Period</b>	<b>274</b>	<b>6</b>	<b>280</b>

**ACT Electoral Commission**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2019**

**NOTE 11. CAPITAL WORKS IN PROGRESS**

Capital Works in Progress are assets constructed over periods of time in excess of the present reporting period. These assets often require extensive installation work or integration with other assets, in contrast with simpler assets that are ready for use when acquired, such as motor vehicles and equipment. Capital Works in Progress are not depreciated as the Commission is not currently deriving any economic benefit from them.

Assets which are under construction may include plant and equipment, leasehold improvements and computer software.

	<b>2019</b>	<b>2018</b>
	<b>\$'000</b>	<b>\$'000</b>
Computer Software	151	144
<b>Total Capital Works in Progress</b>	<b>151</b>	<b>144</b>

**Reconciliation of Capital Works in Progress 2018-19**

	<b>Software Works in Progress \$'000</b>	<b>Total \$'000</b>
<b>Carrying Amount at the Beginning of the Reporting Period</b>	144	144
Additions	96	96
Capital Works in Progress Completed and Transferred to Property, Plant and Equipment	(89)	(89)
<b>Carrying Amount at the End of the Reporting Period</b>	<b>151</b>	<b>151</b>

**Reconciliation of Capital Works in Progress 2017-18**

	<b>Software Works in Progress \$'000</b>	<b>Total \$'000</b>
<b>Carrying Amount at the Beginning of the Reporting Period</b>	-	-
Additions	144	144
<b>Carrying Amount at the End of the Reporting Period</b>	<b>144</b>	<b>144</b>

**ACT Electoral Commission**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2019**

**NOTE 12. PAYABLES**

Payables are amounts payable for goods and services provided to the Commission prior to the end of the reporting period and are recognised at the amount to be paid for these goods and services when the liabilities are settled.

	<b>2019</b>	<b>2018</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Current Payables</b>		
Accrued Expenses	236	250
<b>Total Current Payables</b>	<b>236</b>	<b>250</b>

	<b>2019</b>	<b>2018</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Payables are aged as follows:</b>		
Not Overdue	236	250
<b>Total Payables</b>	<b>236</b>	<b>250</b>

**Classification of ACT Government/Non-ACT Government Payables**

**Payables with ACT Government Entities**

Accrued Expenses	42	62
<b>Total Payables with ACT Government Entities</b>	<b>42</b>	<b>62</b>

**Payables with Non-ACT Government Entities**

Accrued Expenses	194	188
<b>Total Payables with Non-ACT Government Entities</b>	<b>194</b>	<b>188</b>
<b>Total Payables</b>	<b>236</b>	<b>250</b>

# ACT Electoral Commission

## Notes to and Forming Part of the Financial Statements

### For the Year Ended 30 June 2019

#### NOTE 13. EMPLOYEE BENEFITS

At 30 June 2019, the Commission employed 12 Full Time Equivalent (FTE) staff (30 June 2018, 11 FTE staff).

Current Employee Benefits	2019 \$'000	2018 \$'000
Annual Leave	135	94
Long Service Leave	248	199
Accrued Salaries	13	27
<b>Total Current Employee Benefits</b>	<b>396</b>	<b>320</b>
<b>Non-Current Employee Benefits</b>		
Long Service Leave	21	14
<b>Total Non-Current Employee Benefits</b>	<b>21</b>	<b>14</b>
<b>Total Employee Benefits</b>	<b>417</b>	<b>334</b>

Total Employee Benefits – The increase of \$83,000 mainly relates to staff taking less leave as activities increase in preparation for the ACT Legislative Assembly election year.

#### Estimated Amount Payable within 12 months

Annual Leave	102	53
Long Service Leave	28	16
Accrued Salaries	12	26
<b>Total Employee Benefits Payable within 12 months</b>	<b>142</b>	<b>96</b>
Annual Leave	33	41
Long Service Leave	242	196
<b>Total Employee Benefits Payable after 12 months</b>	<b>275</b>	<b>237</b>
<b>Total Employee Benefits</b>	<b>417</b>	<b>334</b>



# ACT Electoral Commission

## Notes to and Forming Part of the Financial Statements

### For the Year Ended 30 June 2019

#### NOTE 14. FINANCIAL INSTRUMENTS

Details of the significant policies and methods adopted, including the criteria for recognition, the basis of measurement, and the basis on which income and expenses are recognised, with respect to each class of financial asset and financial liability are disclosed in Note 2 (see Appendix B) *Significant Accounting Policies*.

##### Credit Risk

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss. The Commission's credit risk is limited to the amount of the financial assets it holds net of any allowance for impairment. The Commission's credit risk is managed by investing surplus funds with a high credit quality financial institution (Westpac Bank).

Credit risk is therefore considered to be low.

There have been no significant changes in credit risk exposure since last reporting period.

##### Liquidity Risk

Liquidity risk is the risk that the Commission will encounter difficulties in meeting obligations associated with financial liabilities that are settled by delivering cash or another financial asset. The main source of cash to pay these obligations is appropriation from the ACT Government which is paid on a fortnightly basis during the year. The Commission manages its liquidity risk by forecasting appropriation drawdown requirements to enable payment of anticipated obligations.

##### Carrying Amount of Each Category of Financial Asset and Financial Liability

	Note No.	2019 \$'000	2018 \$'000
<b>Financial Assets</b>			
Financial Assets Measured at Amortised Cost		22	-
<b>Financial Liabilities</b>			
Financial Liabilities Measured at Amortised Cost	12	236	250

# ACT Electoral Commission

## Notes to and Forming Part of the Financial Statements

### For the Year Ended 30 June 2019

#### NOTE 15. COMMITMENTS

##### Capital Commitments

Capital commitments relate to enhancements to electoral ICT systems contracted at reporting date that have not been recognised as liabilities, are payable as follows:

	2019 \$'000	2018 \$'000
<b>Capital Commitments</b>		
Within one year	131	101
<b>Total Capital Commitments</b>	<b>131</b>	<b>101</b>

##### Other Commitments

Other commitments contracted at reporting date that have not been recognised as liabilities, are payable as follows:

	2019 \$'000	2018 \$'000
<b>Other Commitments</b>		
Within one year	967	962
Later than one year but not later than five years	1,426	2,060
<b>Total Other Commitments</b>	<b>2,393</b>	<b>3,022</b>

Total Other Commitments - The decrease of \$629,000 mainly relates to a decreased commitment for administrative expenditure funding to political parties, with Members of the Legislative Assembly (MLAs) elected for four year terms.

##### Operating Lease Commitments

All of the Commission's operating lease commitments are with Shared Services and relate to leased ICT equipment.

	2019 \$'000	2018 \$'000
<b>Operating Lease Commitments</b>		
Non-cancellable operating lease commitments are payable as follows:		
Within one year	8	7
Later than one year but not later than five years	11	18
<b>Total Operating Lease Commitments</b>	<b>19</b>	<b>25</b>

**ACT Electoral Commission**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2019**

**NOTE 16. CASH FLOW RECONCILIATION**

	<b>2019</b>	<b>2018</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>(a) Reconciliation of Cash and Cash Equivalents at the End of the Reporting Period in the Cash Flow Statement to the Equivalent Items in the Balance Sheet</b>		
Total Cash and Cash Equivalents Recorded in the Balance Sheet	1,253	911
<b>Cash and Cash Equivalents at the End of the Reporting Period as Recorded in the Cash Flow Statement</b>	<b>1,253</b>	<b>911</b>
<b>(b) Reconciliation of the Operating Surplus/(Deficit) to the Net Cash Inflows from Operating Activities</b>		
Operating Surplus/(Deficit)	167	(77)
<b>Add/(Less) Non-Cash Items</b>		
Depreciation of Property, Plant and Equipment	24	24
Amortisation of Intangibles	88	170
<b>Cash Inflow Before Changes in Operating Assets and Liabilities</b>	<b>279</b>	<b>117</b>
<b>Changes in Operating Assets and Liabilities</b>		
(Increase)/Decrease in Receivables	(10)	47
Increase/(Decrease) in Payables	6	(64)
Increase/(Decrease) in Employee Benefit	85	(101)
<b>Net Changes in Operating Assets and Liabilities</b>	<b>81</b>	<b>(118)</b>
<b>Net Cash Inflow/(Outflow) from Operating Activities</b>	<b>360</b>	<b>(1)</b>

# ACT Electoral Commission

## Notes to and Forming Part of the Financial Statements

### For the Year Ended 30 June 2019

#### NOTE 17. RELATED PARTY DISCLOSURES

A related party is a person that controls or has significant influence over the reporting entity, or is a member of the Key Management Personnel (KMP) of the reporting entity or its parent entity, and includes their close family members and entities in which the KMP and/or their close family members individually or jointly have controlling interests.

KMP are those persons having authority and responsibility for planning, directing and controlling the activities of the Commission, directly or indirectly.

KMP of the Commission are the part-time Chairperson, full-time Commissioner and part-time member.

This note does not include typical citizen transactions between the KMP and the Commission that occur on terms and conditions no different to those applying to the general public.

#### (A) KEY MANAGEMENT PERSONNEL

##### A.1 Compensation of Key Management Personnel

All of the KMP of the Commission are employed and compensated by the Commission.

Compensation by the Commission to KMP is set out below.

	2019 \$'000	2018 \$'000
Short-term employee benefits	324	315
Post employment benefits	30	33
Other long-term benefits	8	7
Termination benefits	-	5
<b>Total Compensation by the Commission to KMP</b>	<b>362</b>	<b>360</b>

##### A.2 Transactions with Key Management Personnel

There were no transactions with KMP that were material to the financial statements of the Commission.

**ACT Electoral Commission**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2019**

**NOTE 18. BUDGETARY REPORTING**

Operating Statement Line Items	Actual	Original Budget <sup>1</sup>		
	2018-2019	2018-2019	Variance	Variance
	\$'000	\$'000	\$'000	%
Supplies and Services <sup>a</sup>	1,399	1,714	315	18.4
<b>Variance Explanations</b>				

- a. Supplies and Services – The variance of \$315,000 mainly relates to preparation costs for the 2020 ACT Legislative Assembly elections not being incurred as early as anticipated.

Balance Sheet Line Items	Actual	Original Budget <sup>1</sup>		
	2018-2019	2018-2019	Variance	Variance
	\$'000	\$'000	\$'000	%
Cash and Cash Equivalents <sup>b</sup>	1,253	941	312	33.2
Current Intangible Assets <sup>c</sup>	281	191	90	47.1
Capital Works in Progress <sup>d</sup>	151	431	(280)	(65.0)

**Variance Explanations**

- b. Cash and Cash Equivalents – The variance of \$312,000 is mainly due to the Commission having a better operating result (surplus) than anticipated in the 2019 budget.
- c. Current Intangible Assets – The variance of \$90,000 is mainly due to the capitalisation of Electoral ICT system upgrades that were not anticipated in the 2019 budget.
- d. Capital Works in Progress – The variance of \$280,000 mainly relates to the funding for the upgrade of the Electronic Voting system being rolled forward to 2019-20.

1. Original Budget refers to the amounts presented to the Legislative Assembly in the original budgeted financial statements in respect of the reporting period (2018-19 Budget Statements). These amounts have not been adjusted to reflect supplementary appropriation or appropriation instruments.

# ACT Electoral Commission

## Notes to and Forming Part of the Financial Statements

### For the Year Ended 30 June 2019

#### NOTE 18. BUDGETARY REPORTING CONTINUED

##### Statement of changes in equity

Variance explanations for these line items are covered in other financial statements.

Cash Flow Statement Line Items	Actual	Original	Variance	Variance
	2018-2019	Budget <sup>1</sup>		
	\$'000	\$'000	\$'000	%
Supplies and Services <sup>e</sup>	1,373	1,714	(341)	(19.9)
Purchase of Property, Plant & Equipment <sup>f</sup>	89	196	(107)	(54.6)
Capital Works in Progress <sup>g</sup>	27	-	27	-
Capital Injections <sup>h</sup>	98	203	(105)	(51.7)

##### Variance Explanations

- e. Supplies and Services – The variance of \$341,000 mainly relates to preparation costs for the 2020 ACT Legislative Assembly elections not being incurred as early as anticipated.
- f. Purchase of Property, Plant & Equipment – The variance of \$107,000 mainly relates to the funding for the upgrade of the Electronic Voting system being rolled forward to 2019-20, with preparations for procurement taking longer than anticipated.
- g. Capital Works in Progress – The variance of \$27,000 is due to the ongoing upgrade of the Electronic Voting system, with the preparations for procurement taking longer than anticipated.
- h. Capital Injections – The variance of \$105,000 is mainly due to a transfer of unspent capital appropriation from 2018-19 to 2019-20 to fund the upgrade of electoral ICT systems.

1. Original Budget refers to the amounts presented to the Legislative Assembly in the original budgeted financial statements in respect of the reporting period (2018-19 Budget Statements). These amounts have not been adjusted to reflect supplementary appropriation or appropriation instruments.

ACT Electoral Commission

## TERRITORIAL FINANCIAL STATEMENTS

*For the year ended 30 June 2019*

**ACT Electoral Commission**  
**Statement of Income and Expenses on Behalf of the Territory**  
**For the Year Ended 30 June 2019**

	<b>Note No.</b>	<b>Actual 2019<sup>1</sup> \$'000</b>	<b>Actual 2018 \$'000</b>
<b>Income</b>			
Fees and Fines	20	-	37
<b>Total Income</b>		<u>-</u>	<u>37</u>
<b>Expenses</b>			
Transfers to Government	21	-	185
<b>Total Expenses</b>		<u>-</u>	<u>185</u>
<b>Operating (Deficit)</b>		<u>-</u>	<u>(148)<sup>2</sup></u>

The above Statement of Income and Expenses on Behalf of the Territory should be read in conjunction with the accompanying notes.

<sup>1</sup>No transactions occurred in 2019 as it was a non-election year.

<sup>2</sup>The deficit in 2018 relates to fees and fines collected in 2017, but not transferred to the Government until 2018.



**ACT Electoral Commission**  
**Statement of Assets and Liabilities on Behalf of the Territory**  
**At 30 June 2019**

	Note No.	Actual 2019 \$'000	Actual 2018 \$'000
<b>Current Assets</b>			
Cash and Cash Equivalents	22	-	185
<b>Total Current Assets</b>		-	185
<b>Current Liabilities</b>			
Payables	23	-	185
<b>Total Current Liabilities</b>		-	185
<b>Net Assets</b>		-	-
<b>Equity</b>			
Accumulated Funds		-	-
<b>Total Equity</b>		-	-

The above Statement of Assets and Liabilities on Behalf of the Territory should be read in conjunction with the accompanying notes.

**ACT Electoral Commission**  
**Cash Flow Statement on Behalf of the Territory**  
**For the Year Ended 30 June 2019**

	Note No.	Actual 2019 \$'000	Actual 2018 \$'000
<b>Cash Flows from Operating Activities</b>			
<b>Receipts</b>			
Fees and Fines		-	37
<b>Total Receipts from Operating Activities</b>		<u>-</u>	<u>37</u>
<b>Payments</b>			
Transfer of Territory Receipts to the ACT Government		185	-
<b>Total Payments from Operating Activities</b>		<u>185</u>	<u>-</u>
<b>Net Cash (Outflows)/Inflows from Operating Activities</b>	24	<u>(185)</u>	<u>37</u>
<b>Net (Decrease)/Increase in Cash and Cash Equivalents</b>		<b>(185)</b>	<b>37</b>
Cash and Cash Equivalents at the Beginning of the Reporting Period		185	148
<b>Cash and Cash Equivalents at the End of the Reporting Period</b>	24	<u>-</u>	<u>185</u>

The above Cash Flow Statement of Assets on Behalf of the Territory should be read in conjunction with the accompanying notes.

**ACT Electoral Commission**  
**Territorial Note Index**  
**For the Year Ended 30 June 2019**

Note 19 Significant Accounting Policies - Territorial

**Income Notes**

Note 20 Fees and Fines - Territorial

**Expenses Notes**

Note 21 Transfer to Government - Territorial

**Assets Notes**

Note 22 Cash and Cash Equivalents - Territorial

**Liabilities Notes**

Note 23 Payables - Territorial

**Other Notes**

Note 24 Cash Flow Reconciliation - Territorial

# ACT Electoral Commission

## Notes to and Forming Part of the Financial Statements - Territorial

### For the Year Ended 30 June 2019

#### NOTE 19. SIGNIFICANT ACCOUNTING POLICIES – TERRITORIAL

The Commission's accounting policies are outlined in Note 2 *Significant Accounting Policies*. The policies outlined in Note 2 apply to both the Controlled and Territorial financial statements.

#### NOTE 20. FEES AND FINES - TERRITORIAL

	2019 \$'000	2018 \$'000
Non Voter and Other Fines	-	37
<b>Total Fees and Fines</b>	<b>-</b>	<b>37</b>

Total Fees and Fines – The decrease of \$37,000 is related to 2018-19 being a non-election year so no fines were issued or paid. The next ACT Legislative Assembly election is scheduled for October 2020.

#### NOTE 21. TRANSFER TO GOVERNMENT - TERRITORIAL

'Transfer to Government' represents the transfer of money, which the Commission has collected on behalf of the Territory, to Government. The money collected by the Commission on behalf of the Territory includes fees and fines.

	2019 \$'000	2018 \$'000
Payments to the Territory Banking Account	-	185
<b>Total Transfer to Government</b>	<b>-</b>	<b>185</b>

Total Transfer to Government – The decrease of \$185,000 is related to 2018-19 being a non-election year so no fines were issued and paid. The next ACT Legislative Assembly election is scheduled for October 2020.

#### NOTE 22. CASH AND CASH EQUIVALENTS - TERRITORIAL

	2019 \$'000	2018 \$'000
Cash at Bank	-	185
<b>Total Cash and Cash Equivalents</b>	<b>-</b>	<b>185</b>

Total Cash at Bank – The decrease of \$185,000 is related to all funds being transferred to the Territory Bank Account and 2018-19 being a non-election year, with the next ACT Legislative Assembly elections scheduled for October 2020.

**ACT Electoral Commission**  
**Notes to and Forming Part of the Financial Statements - Territorial**  
**For the Year Ended 30 June 2019**

**NOTE 23. PAYABLES – TERRITORIAL**

	2019 \$'000	2018 \$'000
<b>Current Payables</b>		
Other Payables	-	185
<b>Total Current Payable</b>	<u>-</u>	<u>185</u>

Total Current Payable – The decrease of \$185,000 is related to all funds being transferred to the Territory Bank Account and 2018-19 being a non-election year, with the next ACT Legislative Assembly elections scheduled for October 2020.

**NOTE 24. CASH FLOW RECONCILIATION – TERRITORIAL**

**a) Reconciliation of Cash and Cash Equivalents at the End of the Reporting Period in the Cash Flow Statement on Behalf of the Territory to the Related Items in the Statement of Assets and Liabilities on Behalf of the Territory**

	2019 \$'000	2018 \$'000
Total Cash and Cash Equivalent Disclosed on the Statement of Assets and Liabilities on behalf of the Territory	-	185
<b>Cash and Cash Equivalents at the End of the Reporting Period as Recorded in the Cash Flow Statement on behalf of the Territory</b>	<u>-</u>	<u>185</u>

**b) Reconciliation of the Operating Deficit to the Net Cash Inflows from Operating Activities**

Operating (Deficit)	-	(148)
<b>Cash Before Changes in Operating Assets and Liabilities</b>	<u>-</u>	<u>(148)</u>
<b>Changes in Operating Assets and Liabilities</b>		
(Decrease)/Increase in Payables	(185)	185
<b>Net Changes of Operating Assets and Liabilities</b>	<u>(185)</u>	<u>185</u>
<b>Net Cash (Outflows)/Inflows from Operating Activities</b>	<u>(185)</u>	<u>37</u>

**ACT Electoral Commission**  
**APPENDIX A - BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS**  
**FORMING PART OF NOTE 2 OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**LEGISLATIVE REQUIREMENT**

The *Financial Management Act 1996* (FMA) requires the preparation of annual financial statements for ACT Government Agencies.

The FMA and the *Financial Management Guidelines* issued under the FMA, requires the Commission's financial statements to include:

- i. an Operating Statement for the year;
- ii. a Balance Sheet at the end of the year;
- iii. a Statement of Changes in Equity for the year;
- iv. a Cash Flow Statement for the year;
- v. a Statement of Appropriation for the year;
- vi. the significant accounting policies adopted for the year; and
- vii. other statements as necessary to fairly reflect the financial operations of the Commission during the year and its financial position at the end of the year.

These general-purpose financial statements have been prepared to comply with Australian Accounting Standards as required by the FMA. The financial statements have been prepared in accordance with:

- i. Australian Accounting Standards; and
- ii. ACT Accounting and Disclosure Policies.

**ACCRUAL ACCOUNTING**

The financial statements have been prepared using the accrual basis of accounting. The financial statements are prepared according to historical cost convention, except for financial instruments which are valued at fair value in accordance with (re)valuation policies applicable to the Commission during the reporting period.

**CURRENCY**

These financial statements are presented in Australian dollars.

**INDIVIDUAL REPORTING ENTITY**

The Commission is an individual reporting entity.

**ACT Electoral Commission**  
**APPENDIX A - BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS**  
**FORMING PART OF NOTE 2 OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**CONTROLLED AND TERRITORIAL ITEMS**

The Commission produces Controlled and Territorial financial statements. The Controlled financial statements include income, expenses, assets and liabilities over which the Commission has control. The Territorial financial statements include income, expenses, assets and liabilities that the Commission administers on behalf of the ACT Government, but does not control.

The purpose of the distinction between Controlled and Territorial is to enable an assessment of the Commission's performance against the decisions it has made in relation to the resources it controls, while maintaining accountability for all resources under its responsibility.

The basis of preparation described applies to both Controlled and Territorial financial statements except where specified otherwise.

**BUDGET FIGURES**

To facilitate a comparison with the Budget Papers, as required by the FMA, budget information for 2018-19 has been presented in the financial statements. Budget numbers in the financial statements are the original budget numbers that appear in the Budget Papers.

**ROUNDING**

All amounts in the financial statements have been rounded to the nearest thousand dollars (\$'000). Use of "-" represents zero amounts or amounts rounded down to zero.

**GOING CONCERN**

The 2018-19 financial statements have been prepared on a going concern basis as the Commission has been funded in 2019-20 Budget and Budget Papers include forward estimates for the Commission.

**ACT Electoral Commission**  
**APPENDIX B - SIGNIFICANT ACCOUNTING POLICIES**  
**FORMING PART OF NOTE 2 OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

Appendix B – Significant Accounting Policies applies to both the Controlled and Territorial financial statements. Accounting policies specific to the Territorial financial statements are listed below under the heading Territorial – Significant Accounting Policies.

**SIGNIFICANT ACCOUNTING POLICIES – INCOME**

**NOTE 3 – CONTROLLED RECURRENT PAYMENTS**

Controlled Recurrent Payments are recognised as revenues when the Commission gains control over the funding. Control over appropriated funds is obtained upon the receipt of cash.

**SIGNIFICANT ACCOUNTING POLICIES – EXPENSES**

**NOTE 4 – EMPLOYEE EXPENSES**

Employee benefits include:

- short-term employee benefits such as wages and salaries, annual leave loading, and applicable on-costs, if expected to be settled wholly before twelve months after the end of the annual reporting period in which the employees render the services;
- other long-term benefits such as long service leave and annual leave; and
- termination benefits.

On-costs include annual leave, long service leave, superannuation and other costs that are incurred when employees take annual leave and long service leave.

(See Appendix B – Note 13 Employee Benefits for accrued wages and salaries, and annual and long service leave).

**NOTE 5 – SUPERANNUATION EXPENSES**

Employees of the Commission will have different superannuation arrangements due to the type of superannuation scheme available at the time of commencing employment, including both defined benefit and defined contribution superannuation scheme arrangements.

For employees who are members of the defined benefit Commonwealth Superannuation Scheme (CSS) and Public Sector Superannuation Scheme (PSS) the Commission makes employer superannuation contribution payments to the Territory Banking Account at a rate determined by the Chief Minister, Treasury and Economic Development Directorate. The Commission also makes productivity superannuation contribution payments on behalf of these employees to the Commonwealth Superannuation Corporation, which is responsible for administration of the schemes.

For employees who are members of defined contribution superannuation schemes (the Public Sector Superannuation Scheme Accumulation Plan (PSSAP) and schemes of employee choice) the Commission makes employer superannuation contribution payments directly to the employees' relevant superannuation fund.

All defined benefit employer superannuation contributions are recognised as expenses on the same basis as the employer superannuation contributions made to defined contribution schemes. The accruing superannuation liability obligations are expensed as they are incurred and extinguished as they are paid.

***Superannuation Liability Recognition***

For the Commission employees who are members of the defined benefit CSS or PSS the employer superannuation liabilities for superannuation benefits payable upon retirement are recognised in the financial statements of the Superannuation Provision Account.



**ACT Electoral Commission**  
**APPENDIX B - SIGNIFICANT ACCOUNTING POLICIES**  
**FORMING PART OF NOTE 2 OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**NOTE 7 – DEPRECIATION AND AMORTISATION**

Amortisation is used in relation to intangible assets such as software and depreciation is applied to physical assets such as buildings, plant and equipment.

All depreciation is calculated after first deducting any residual value which remains for each asset.

Depreciation/amortisation for noncurrent assets is determined as follows:

Class of Asset	Depreciation/Amortisation	Useful Life
	Method	(Years)
Leasehold Improvements	Straight Line	2 - 10
Plant and Equipment	Straight Line	2 - 10
Externally Purchased Intangibles	Straight Line	4 - 5
Internally Generated Intangibles	Straight Line	4 - 5

The useful lives of all major assets held are reassessed on an annual basis.

**ACT Electoral Commission**  
**APPENDIX B - SIGNIFICANT ACCOUNTING POLICIES**  
**FORMING PART OF NOTE 2 OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**SIGNIFICANT ACCOUNTING POLICIES – ASSETS**

**ASSETS – CURRENT AND NON-CURRENT**

Assets are classified as current where they are expected to be realised within 12 months after the reporting date. Assets which do not fall within the current classification are classified as non-current.

**NOTE 8 – CASH AND CASH EQUIVALENTS**

Cash includes cash at bank and cash on hand.

Cash equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

**NOTE 9 – PROPERTY, PLANT AND EQUIPMENT**

**Acquisition and Recognition of Property, Plant and Equipment**

Property, plant and equipment is initially recorded at cost.

Where property, plant and equipment is acquired at no cost, or minimal cost, cost is its fair value as at the date of acquisition. However, property, plant and equipment acquired at no cost or minimal cost as part of a restructuring of administrative arrangements is measured at the transferor's book value.

Property, plant and equipment with a minimum value of \$5,000 (ex GST) is capitalised.

**Measurement of Property, Plant and Equipment after Initial Recognition**

Leasehold improvements are measured at fair value. Plant and equipment is measured at cost.

Disclosures concerning assets useful life (see Appendix B - Note 7 Depreciation and Amortisation).

**Impairment of Assets**

The Commission assesses, at each reporting date, whether there is any indication that an asset may be impaired. Assets are also reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. However, intangible assets that are not yet available for use are tested annually for impairment regardless of whether there is an indication of impairment, or more frequently if events or circumstances indicate they might be impaired.

**ACT Electoral Commission**  
**APPENDIX B - SIGNIFICANT ACCOUNTING POLICIES**  
**FORMING PART OF NOTE 2 OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**NOTE 10 – INTANGIBLE ASSETS**

The Commission's intangible assets are comprised of internally generated and externally acquired software for internal use. Externally acquired software is recognised and capitalised when:

- a) it is probable that the expected future economic benefits that are attributable to the software will flow to the Commission;
- b) the cost of the software can be measured reliably; and
- (c) the acquisition cost is equal to or exceeds \$50,000.

Internally generated software is recognised when it meets the general recognition criteria outlined above and where it also meets the specific recognition criteria relating to intangible assets arising from the development phase of an internal project.

Capitalised software has a finite useful life. Software is amortised on a straight-line basis over its useful life, over a period not exceeding 5 years.

Intangible Assets are measured at cost.

**ACT Electoral Commission**  
**APPENDIX B - SIGNIFICANT ACCOUNTING POLICIES**  
**FORMING PART OF NOTE 2 OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**SIGNIFICANT ACCOUNTING POLICIES – LIABILITIES**

**LIABILITIES – CURRENT AND NON-CURRENT**

Liabilities are classified as current when they are due to be settled within 12 months after the reporting date or the Commission does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting date.

Liabilities which do not fall within the current classification are classified as non-current.

**NOTE 12 – PAYABLES**

Payables are initially recognised at fair value based on the transaction cost and, subsequent to initial recognition, at amortised cost, with any adjustments to the carrying amount being recorded in the Operating Statement. All amounts are normally settled within 30 days after the invoice date.

Payables include Trade Payables and Accrued Expenses.

**NOTE 13 – EMPLOYEE BENEFITS**

***Wages and Salaries***

Accrued wages and salaries are measured at the amount that remains unpaid to employees at the end of the reporting period.

***Annual and Long Service Leave***

Annual and long service leave including applicable on-costs that are not expected to be wholly settled before twelve months after the end of the reporting period when the employees render the related service are measured at the present value of estimated future payments to be made in respect of services provided by employees up to the end of the reporting period. Consideration is given to the future wage and salary levels, experience of employee departures and periods of service. At the end of each reporting period, the present value of future annual leave and long service leave payments is estimated using market yields on Commonwealth Government bonds with terms to maturity that match, as closely as possible, the estimated future cash flows.

Annual leave liabilities have been estimated on the assumption that they will be wholly settled within three years. At 30 June 2019 the rate used to estimate the present value of future annual leave payments is 101.6% (30 June 2018: 99.7%).

At 30 June 2019, the rate used to estimate the present value of future payment for long service leave is 110.1% (30 June 2018: 100.9%).

The long service leave liability is estimated with reference to the minimum period of qualifying service. For employees with less than the required minimum period of seven years of qualifying service, the probability that employees will reach the required minimum period has been taken into account in estimating the provision for long service leave and applicable on-cost.

The provision for annual leave and long service leave includes estimated on-costs. As these on-costs only become payable if the employee takes annual and long service leave while in service, the probability that employees will take annual and long service leave while in service has been taken into account in estimating the liability for on-costs.

**ACT Electoral Commission**  
**APPENDIX B - SIGNIFICANT ACCOUNTING POLICIES**  
**FORMING PART OF NOTE 2 OF THE FINANCIAL STATEMENTS**  
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**NOTE 13 – EMPLOYEE BENEFITS - CONTINUED**

Annual leave and long service leave liabilities are classified as current liabilities in the Balance Sheet where there are no unconditional rights to defer the settlement of the liability for at least 12 months. Conditional long service leave liabilities are classified as non-current because the Commission has an unconditional right to defer the settlement of the liability until the employee has completed the requisite years of service.

***Significant Judgements and Estimates - Employee Benefits***

Significant judgements have been applied in estimating the liability for employee benefits. The estimated liability for annual and long service leave requires a consideration of the future wage and salary levels, experience of employee departures, probability that leave will be taken in service and periods of service. The estimate also includes an assessment of the probability that employees will meet the minimum service period required to qualify for long service leave and that on-costs will become payable.

During 2018-19 the process of calculating Long Service Leave was automated using the HR management system Chris21. The automated process has resulted in a more accurate estimate of employees' long service leave entitlements.

The significant judgements and assumptions included in the estimation of annual and long service leave liabilities include an assessment by an actuary. The Australian Government Actuary performed this assessment in April 2019. The next actuarial review is expected to be undertaken by early 2022.

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**SIGNIFICANT ACCOUNTING POLICIES – OTHER NOTES**

**NOTE 18 – BUDGETARY REPORTING**

**Significant Accounting Judgements and Estimates – Note 18: BUDGET REPORTING**

Significant judgements have been applied in determining what variances are considered ‘major variances’. Variances are considered major if both of the following criteria are met:

- The line item is a significant line item: where either the line item actual amount accounts for more than 10% of the relevant associated category (Income, Expenses and Equity totals) or more than 10% of the sub-element (e.g. Current Liabilities and Receipts from Operating Activities totals) of the financial statements; and
- The variances (original budget to actual) are greater than plus (+) or minus (-) 10% of the budget for the financial statement line item.

**SIGNIFICANT ACCOUNTING POLICIES – SPECIFIC TO TERRITORIAL – INCOME**

**NOTE 20 – FEES AND FINES – TERRITORIAL**

Fees are recognised as revenue when the fee is incurred. Fines are recognised as revenue on receipt of payment as recognition is contingent on them not being disputed.

## C.3 Capital works

The Commission continued to progress with enhancements to its Electoral ICT business systems.

The netVote upgrade component of the *2017 Electoral ICT systems upgrade project* was completed and capitalised in April 2019. The other component of this project; the Legislative Assembly Polling Place and Electronic Result Display System (LAPPERDS) enhancement project, is anticipated to reach completion during the first half of the new reporting period.

Following an external review into electronic voting in the ACT, commenced in 2016/2017 following the 2016 ACT election, an ultimately successful budget bid was put forward in the 2018/2019 for enhancements to the Electronic Voting and Counting System (eVACS®). The enhancements will ensure this system continues to be an effective, reliable, secure and trustworthy means for voters to cast their vote at the 2020 ACT Legislative Assembly election and beyond. At the time of writing, contract negotiations with the vendor were underway. A change in work schedule has required \$0.196 million in capital funding to be rolled into 2019/2020. Project completion is scheduled for June 2020

In 2018/2019 the Commission engaged an external review into its Election Management System (EMS), TIGER; an inhouse custom built ICT business system that supports all administrative tasks associated with planning, preparing for and conducting an ACT Legislative Assembly election, as well as many business as usual (BAU) processes. Funding (capital and recurrent) for this TIGER modernisation project along with funding for the development of an overseas e-voting solution, was approved during the 2018/2019 Budget Review. The Commission is contributing \$0.300 million of its accumulated funds towards the capital cost of the project. A rollover of \$0.113 million capital funding into 2019/2020 was requested and approved due to a longer than anticipated procurement process.

TABLE 32 — Capital works managed

Project	Estimated completion date	Actual completion date	Project value	Prior year expenditure	Current year expenditure	Total expenditure to date
New works - Electronic voting	June 2020		\$436,000	\$0	\$0	\$0
New works- New Electoral management system	June 2020		\$756,000	\$0	\$0	\$0
Work in progress - 2017 Electoral ICT systems upgrade	October 2018	April 2019-netVote upgrade component completed and capitalised  LAPPERDS upgrade component – for completion in August 2019	\$235,000	\$143,788	\$91,313	\$235,101

TABLE 33 — Reconciliation schedule

Reconciliation of total current year financing	Amount \$'000
Current year capital works financing	203
Add: Financing for other capital project	0
Less: Net movement-rollovers and re-profiling	105
<b>Capital injections in 2018/2019 financial statements</b>	<b>98</b>

Reconciliation of total current year expenditure to capital injection	Amount \$'000
Current year capital works expenditure	91
Add: Capital injections relating to other capital project	7
<b>Capital injections in 2018/2019 financial statements</b>	<b>98</b>

Reconciliation of current year expenditure to purchase of property, plant, equipment	Amount \$'000
Current year capital works expenditure	91
Add: Expenditure relating to other capital projects	12
Less: Net accrued capital expenses	13
<b>Cash outflow from investing activities in 2018/2019 financial statements</b>	<b>116</b>



## C.4 Asset management

The Commission managed assets with a total value of \$0.513 million as at 30 June 2019.

TABLE 34 — **Assets managed**

Asset	Total \$'000	Appropriate measure	Total asset (in unit)
Leasehold improvement	78	Number of properties	2
Plant and equipment	3	Number of plant and equipment	2
Software	281	Number of software	11
Work in progress	151		
<b>Total assets</b>	<b>513</b>		

During 2018/2019 one software asset, the netVote online fee-for-service voting system, was added to the Commission's asset register.

No assets were removed from the Commission's asset register during the reporting period.

The Commission held no unused or potentially surplus properties as at 30 June 2019.

### Assets maintenance and upgrade

Asset upgrades are funded and reported through the capital works program. See **Capital works**.

For leasehold improvements, the expenditure on repairs and maintenance was \$2,311 which represented 0.53% of the asset replacement value.

The Commission did not conduct an audit of its assets in 2018/2019.

### Office accommodation

The Commission employed up to 12 employees in 2018/2019 occupying a total of 160 m<sup>2</sup> at the following site:

TABLE 35 — **Office accommodation 2018/2019**

Building Name	Number of staff	Area occupied	Period occupied
Ground Floor, North Building 180 London Circuit, Civic Square	12	160 m <sup>2</sup>	July 2018 to June 2019

The average area occupied by each employee is 13.33 m<sup>2</sup>.

## C.5 Government contracting

In 2018/2019, the Commission engaged the contractors listed in Table 36 to provide services that exceeded \$25,000 over the life of the contract. The following information is taken from the ACT Government Contracts Register.

TABLE 36 — **External sources of labour and services 2018/2019**

Contract No.	Description of contract	Contractor	Amount	Execution Date	Expiry Date
RFQ EC 2018/2019-01	Provision of TIGER maintenance	Donald Francis O'Connor	\$37,780	30/7/2018	30/6/2020
EC 2019/POT-01	Redevelopment of the ACT Electoral Commission online polling official training program	Liberate eLearning Pty Ltd	\$126,963	4/4/2019	24/10/2019

## C.6 Statement of performance

The Commission is not required to prepare an annual statement of performance under the Financial Management Act.

Discussion of the Commission's performance indicators is included in this report under **Performance indicators** and under **Performance analysis**.

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