



APPENDIXES

Appendix A: Resources

This appendix provides details of the AEC's resources and expenses in 2015–16, as required by the Joint Committee of Public Accounts and Audit *Requirements for annual reports for departments, executive agencies and other noncorporate Commonwealth entities, 25 June 2015*.

The tables in this appendix correspond to tables in the Portfolio Budget Statements 2015–16 and staff statistics, namely:

- the Agency Resource Statement, which provides information about the various funding sources that the AEC was able to draw on during the year (Table 31)
- Expenses and Resources by Outcome, showing the detail of Budget appropriations and total resourcing for Outcome 1 (Table 32)
- Average staffing levels from 2013–14 to 2015–16 (Table 33).

Table 31: Agency Resource Statement 2015–16

	Column a: Actual appropriation for 2015–16 \$'000	Column b: Payments made for 2015–16 \$'000	Balance remaining 2015–16 (a – b) \$'000
Ordinary annual services^a			
Prior Year Departmental appropriation	52 630	52 630	0
Departmental appropriation ^b	233 970	159 940	74 030
Section 74 relevant agency receipts	22 119	22 119	0
Total	308 719	234 689	74 030
Total ordinary annual services	A 308 719	234 689	74 030
Other services^c			
Departmental non-operating			
Prior year equity injections	3 989	3 989	0
Total	3 989	3 989	0
Total other services	B 3 989	3 989	0
Total available annual appropriations and payments	312 708	238 678	74 030
Special appropriations			
Special appropriations limited by criteria/entitlement			
<i>Commonwealth Electoral Act 1918</i> (Administered)	357	357	
<i>Public Governance, Performance and Accountability Act 2013</i> – s77 Repayments	34	34	
Special appropriations limited by amount			
<i>Commonwealth Electoral Act 1918</i> (Departmental)	9 000	9 000	0
Total special appropriations	C 9 391	9 391	0
Special accounts^d			
Opening balance	1	0	
Non-appropriation receipts to special accounts	2 295	0	
Payments made	0	28	
Total special accounts	D 2 296	28	
Total resourcing (A + B + C + D)	324 395	248 097	
Total net resourcing for agency	324 395	248 097	

- Appropriation Bill (No. 1) 2015–16, Appropriation Bill (No. 3) 2015–16 and Advance to the Finance Minister 2015–16. This also includes Prior Year departmental appropriation and section 74 relevant agency receipts.
- Includes an amount of \$11.012 million in 2015–16 for the Department Capital Budget. For accounting purposes this amount has been designated as 'contributions by owners'.
- Appropriation Bill (No. 2) 2015–16.
- Does not include 'Special Public Money' held in accounts like Other Trust Monies accounts (OTM), Services for other Government and Nonagency Bodies accounts (SOG) or Services for Other Entities and Trust Monies Special accounts (SOETM).

Table 32: Expenses and resources for Outcome 1

	Column a: Budget ^a 2015–16 \$'000	Column b: Actual expenses 2015–16 \$'000	Variation (a – b) \$'000
Program 1.1			
Administered expenses			
Special appropriations	664	391	273
Departmental expenses			
Departmental appropriation ^b	132 647	255 116	(122 469)
Special appropriations	9 000	9 000	0
Expenses not requiring appropriation in the Budget year	7 995	9 326	(1 331)
Total for Program 1.1	150 306	273 833	(123 527)
Total expenses for Outcome 1	150 306	273 833	(123 527)

- Full-year budget, including any subsequent adjustment made to the 2015–16 Budget at Additional Estimates.
- Departmental appropriation combines 'Ordinary annual services (Appropriation Bill No. 1)' and 'Revenue from independent sources (section 74)'.

Table 33: Average staffing levels 2013–14 to 2015–16

	2013–14	2014–15	2015–16
Average staffing level (number)	1 007	759	819

Appendix B: Electoral Roll information

Members of Parliament and Senators who received roll information in 2015–16 are set out in the table below. Please note that as there were redistributions in Western Australia, New South Wales and the Australian Capital Territory during the year, some recipients (in Western Australia and New South Wales in the list below) received both pre-redistribution and post-redistribution roll data relevant to their electorates/constituencies.

Table 34: Recipients of electoral roll extracts July 2015 – June 2016

Name	Electorate/State	Roll data provided	Date provided
Mr Nickolas Varvaris MP	Member for Barton	Barton, Banks, Cook, Watson	Apr 2016 – May 2016
Mr John Alexander OAM, MP	Member for Bennelong	Bennelong	Apr 2016 – May 2016
Mr Andrew Hastie MP	Member for Canning	Canning, Burt, O'Connor	Nov 2015 – Apr 2016
The Hon Richard Marles MP	Member for Corio	Corio	Jul 2015 – May 2016
Mr Luke Simpkins MP	Member for Cowan	Cowan, Moore, Pearce	Feb 2015 – May 2016
Mr Andrew Wilkie MP	Member for Denison	Denison	Jul 2015 – May 2016
Mr Clive Palmer MP	Member for Fairfax	Fairfax	Jul 2015 – May 2016
The Hon Kenneth Wyatt AM, MP	Member for Hasluck	Hasluck, Burt, Canning, Swan, Pearce	Feb 2016 – May 2016
The Hon Kelly O'Dwyer MP	Member for Higgins	Higgins	Jul 2015 – May 2016
Ms Clare O'Neil MP	Member for Hotham	Hotham	Jul 2015 – May 2016
Ms Catherine McGowan AO, MP	Member for Indi	Indi	Jul 2015 – May 2016
The Hon Robert Katter MP	Member for Kennedy	Kennedy	Jul 2015 – May 2016
Ms Fiona Scott MP	Member for Lindsay	Lindsay	Jul 2015 – May 2016
The Hon Karen Andrews MP	Member for McPherson	McPherson	Jul 2015 – May 2016
Mr Adam Bandt MP	Member for Melbourne	Melbourne	Jul 2015 – May 2016
Mr Alexander Hawke MP	Member for Mitchell	Mitchell, Berowra, Greenway, Parramatta	Apr 2015 – May 2016
Mr Graham Perrett MP	Member for Moreton	Moreton	Jul 2015 – May 2016
The Hon Barnaby Joyce MP	Member for New England	New England, Lyne, Parkes, Page	Jul 2015 – May 2016
Dr Dennis Jensen MP	Member for Tangney	Tangney	May 2016

Name	Electorate/State	Roll data provided	Date provided
Mr Stephen Jones MP	Member for Throsby	Throsby, Cunningham, Hume, Whitlam	Apr 2016 – May 2016
The Hon Malcolm Turnbull MP	Member for Wentworth	Wentworth	Jul 2015 – May 2016
Senator the Hon Concetta Fierravanti-Wells	Senator for New South Wales	New South Wales	Jul 2015 – Sep 2015, May 2016
Senator Sam Dastyari	Senator for New South Wales	New South Wales	Jul 2015 – May 2016
Senator David Leyonhjelm	Senator for New South Wales	New South Wales	Jul 2015 – May 2016
Senator the Hon Marise Payne	Senator for New South Wales	New South Wales	Jul 2015 – May 2016
Senator Lee Rhiannon	Senator for New South Wales	New South Wales	Jul 2015 – May 2016
Senator John Williams	Senator for New South Wales	New South Wales	Jul 2015 – May 2016
Senator Glenn Lazarus	Senator for Queensland	Queensland	Jul 2015 – May 2016
Senator the Hon Ian Macdonald	Senator for Queensland	Queensland	Jul 2015 – May 2016
Senator the Hon James McGrath	Senator for Queensland	Queensland	Jul 2015 – May 2016
Senator Larissa Waters	Senator for Queensland	Queensland	Jul 2015 – May 2016
Senator Cory Bernardi	Senator for South Australia	South Australia	Jul 2015 – May 2016
Senator the Hon Simon Birmingham	Senator for South Australia	South Australia	Jul 2015 – May 2016
Senator Robert Day AO	Senator for South Australia	South Australia	Jul 2015 – May 2016
Senator Sean Edwards	Senator for South Australia	South Australia	Sep 2015 – May 2016
Senator David Fawcett	Senator for South Australia	South Australia	Jul 2015 – May 2016
Senator Sarah Hanson-Young	Senator for South Australia	South Australia	Jul 2015 – May 2016
Senator the Hon Anne Ruston	Senator for South Australia	South Australia	Jul 2015 – May 2016
Senator Penelope Wright	Senator for South Australia	South Australia	Jul 2015 – Oct 2015
Senator Nicholas Xenophon	Senator for South Australia	South Australia	Jul 2015 – May 2016
Senator David Bushby	Senator for Tasmania	Tasmania	Jul 2015 – May 2016
Senator Jacqui Lambie	Senator for Tasmania	Tasmania	Jul 2015 – May 2016
Senator Nicholas McKim	Senator for Tasmania	Tasmania	Sep 2015 – May 2016
Senator Christine Milne	Senator for Tasmania	Tasmania	Jul 2015 – Sep 2015
Senator the Hon Lisa Singh	Senator for Tasmania	Tasmania	August 2015 – May 2016
Senator the Hon Stephen Parry	Senator for Tasmania	Tasmania	Jul 2015 – May 2016

Name	Electorate/State	Roll data provided	Date provided
Senator Peter Wish-Wilson	Senator for Tasmania	Tasmania	Jul 2015 – May 2016
Senator Richard Di Natale	Senator for Victoria	Victoria	Jul 2015 – May 2016
Senator Ricky Muir	Senator for Victoria	Victoria	Apr 2016 – May 2016
Senator James Patterson	Senator for Victoria	Victoria	Apr 2016 – May 2016
Senator the Hon Michael Ronaldson	Senator for Victoria	Victoria	Jul 2015 – Mar 2016
Senator the Hon Scott Ryan	Senator for Victoria	Victoria	Jul 2015 – May 2016
Senator Christopher Back	Senator for Western Australia	Western Australia	Jul 2015 – May 2016
Senator Joseph Bullock	Senator for Western Australia	Western Australia	Jul 2015 – May 2016
Senator the Hon Mathias Cormann	Senator for Western Australia	Western Australia	Jul 2015 – May 2016
Senator the Hon David Johnston	Senator for Western Australia	Western Australia	Jul 2015 – May 2016
Senator Scott Ludlam	Senator for Western Australia	Western Australia	Jul 2015 – May 2016
Senator Rachel Siewert	Senator for Western Australia	Western Australia	Jul 2015 – May 2016
Senator Dean Smith	Senator for Western Australia	Western Australia	Jul 2015 – May 2016
Senator Linda Reynolds CSC	Senator for Western Australia	Western Australia	Jul 2015 – May 2016
Senator Zhenya Wang	Senator for Western Australia	Western Australia	Jul 2015 – May 2016

Appendix C: Roll information for registered political parties

Registered political parties that received roll information in 2015–16 are set out in the table below. Please note that as there were redistributions in Western Australia, New South Wales and the Australian Capital Territory during the year, some recipients received both pre-redistribution and post-redistribution roll data relevant to their electorates/constituencies. In May 2016, registered parties received two cycles of information: a regular monthly update and close-of-rolls information.

Table 35: Parties provided with electoral roll extracts, July 2015 – June 2016

Registered political party	Roll data provided	Date provided
Australian Christians	Western Australia	Jul 2015 – May 2016
Australian Country Party (previously Country Alliance)	Victoria	Nov 2015 – May 2016
Australian Equality (Marriage) Party	Victoria	Jul 2015 – May 2016
Australian Greens	National	Jul 2015 – May 2016
Australian Greens – Australian Capital Territory Branch	Australian Capital Territory	Jul 2015 – May 2016
Australian Labor Party – Federal Secretariat	National	Jul 2015 – May 2016
Australian Motoring Enthusiast Party	Queensland	Jul 2015 – May 2016
Australian Sports Party	Western Australia	Jul 2015 – Aug 2015
Australian Voice Party	Queensland	Jul 2015 – Aug 2015
Christian Democratic Party	New South Wales	May 2015
Country Alliance (renamed Australian Country Party)	Victoria	Jul 2014 – Oct 2015
Country Liberals – Northern Territory Branch	Northern Territory	Jul 2015 – May 2016
Drug Law Reform	Victoria	Jul 2015 – May 2016
Family First Party	Victoria, Queensland, South Australia	Jul 2014 – June 2015
Family First South Australia	South Australia	Jul 2015 – May 2016
Health Australia Party (previously Natural Medicine Party)	New South Wales	Nov 2015 – May 2016
Help End Marijuana Prohibition (HEMP) Party	New South Wales	Jul 2015 – May 2016
Liberal Party of Australia – Federal Secretariat	National	Jul 2015 – May 2016
Liberal Party of Australia – South Australia Division	South Australia	Jul 2015 – May 2016

Registered political party	Roll data provided	Date provided
Mature Australia Party	Queensland	Oct 2015 – May 2016
National Party of Australia – Victoria	Victoria	Jul 2015 – May 2016
National Party of Australia – WA Branch	Western Australia	Jul 2015 – May 2016
Natural Medicine Party (renamed Health Australia Party)	New South Wales	Jul 2015 – Oct 2016
Nick Xenophon Team	South Australia	Jul 2015 – May 2016
Pauline Hanson's One Nation	Queensland	Oct 2015 – May 2016
Pirate Party Australia	New South Wales	Jul 2015 – May 2016
Greens Queensland	Queensland	Jul 2015 – May 2016
Republican Party of Australia	New South Wales	Jul 2015 – Feb 2016
Rise Up Australia Party	Victoria	Jul 2015 – May 2016
Socialist Alliance	New South Wales	Jul 2015 – May 2016
The Arts Party	New South Wales	Nov 2015 – May 2016
The Greens NSW	New South Wales	Jul 2015 – May 2016
The Greens – Victoria Branch	Victoria	Jul 2015 – May 2016
The Greens (WA) Inc.	Western Australia	Jul 2015 – May 2016
VOTEFLEX.ORG Upgrade Democracy!	New South Wales	May 2016

Appendix D: Other recipients of roll information

Table 36: Government departments and agencies that received electoral extracts, July 2015 – June 2016

Institution	Data provided			
	Aug 2015	Nov 2015	Feb 2016	May 2016
Australian Bureau of Statistics (ABS)		Yes		
Australian Commission for Law Enforcement Integrity (ACLEI)	Yes			Yes
Australian Crime Commission (ACC)	Yes	Yes	Yes	
Australian Customs and Border Protection Service	Yes			
Australian Federal Police (AFP)	Yes	Yes	Yes	Yes
Australian Securities and Investments Commission (ASIC)	Yes	Yes	Yes	Yes
Australian Security Intelligence Organisation (ASIO)	Yes	Yes	Yes	Yes
Australian Taxation Office (ATO)	Yes	Yes	Yes	Yes
Commonwealth Superannuation Commission		Yes	Yes	Yes
Australian Competition and Consumer Commission (ACCC)			Yes	
Department of Foreign Affairs and Trade – Australian Passport Office	Yes	Yes	Yes	Yes
Department of Human Services – Centrelink	Yes	Yes	Yes	Yes
Australian Transaction Reports and Analysis Centre (Austrac)	Yes		Yes	Yes

Table 37: Medical and electoral researchers provided with electoral roll extracts July 2015 – June 2016

Contact, institution	Data provided
Medical researchers	
Professor Winston Cheung, Intensive Care Unit, Concord Repatriation General Hospital	Random sample of 2 000 records of men and women, for the purpose of 'Researching the Australian public opinion on methods to triage intensive care patients in an influenza pandemic'.
Professor Dedee Murrell, Director, Department of Dermatology, St George Hospital, Sydney	Random sample of 2 700 records of men and women, in age ranges from 31–89 years, from the states of NSW, ACT, Queensland and Victoria for a study: 'To determine the occupational and environmental triggers for autoimmune blistering conditions of the skin: an epidemiological study'.
Associate Professor Sharon Goldfeld, Paediatrician, Royal Children's Hospital, Melbourne	Random sample of 25 000 records of men and women, in age ranges from 31–89 years, from the states of NSW, ACT, South Australia, Queensland and Victoria for a study: 'Research Kids in Communities Study'.
Professor Graham Giles, Cancer Epidemiology Centre, Victoria	Random sample of 250 000 records of men and women, in age ranges from 40–74 years, from across Australia for a study 'Australian Breakthrough Cancer Study'.
Professor Ian Hickie, Brain and Mind Research Institute, Sydney	Random sample of 75 000 records of men and women, from the NSW electoral divisions of Grayndler, North Sydney, Reid, Sydney, Warringah, Watson and Charlton, for persons aged 60–69 years, for a study 'The Beyond Ageing Project'.
Mr Stephen Cole, Chief Investigator, Repatriation General Hospital, South Australia	Random sample of 2 700 records of men and women selected from six electoral divisions in South Australia for the purpose of 'Evaluation of FIT first, a new colorectal cancer screening strategy'.
Electoral researchers	
Associate Professor Betsy Blunsdon, Australian Consortium for Social and Political Research Incorporated (ACSPRI)	Random sample of 2 500 records of men and women, in two-year age ranges, across all states and territories, for the purpose of '2016 Australian Survey of Social Attitudes: Role of Government'.

Table 38: Provision of electoral roll information to organisations verifying identity for financial purposes July 2015 – June 2016

Institution	Data provided			
	Aug 2015	Nov 2015	Feb 2016	May 2016
ACXIOM Australia Pty Ltd	Yes	Yes	Yes	Yes
FCS OnLine	Yes	Yes	Yes	Yes
VEDA Advantage Information Services and Solutions Ltd	Yes	Yes	Yes	Yes

Appendix E: Advertising and market research

In 2015–16, the AEC delivered a national public information campaign for the 2016 federal election and changes to Senate voting that were introduced in March 2016. Advertising was tailored and translated for culturally and linguistically diverse and Indigenous audiences.

Further information on the advertising campaign is available on the AEC website and in reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance's website at www.finance.gov.au.

The Canning and North Sydney by-elections in 2015–16 were supported by local and online advertising and direct mail.

Table 39 provides particulars of payments of not less than \$12 700 (GST inclusive) to advertising agencies, and market research, polling, direct mail and media advertising organisations, as required under Section 311A of the *Commonwealth Electoral Act 1918*.

Figures reflect payments above the threshold unless otherwise specified. (There were no payments of \$12 700 or more to polling or direct mail organisations.)

Table 39: Advertising and media placement payments, \$12 700 or more

Agency type	Agency name	Details	Amount (GST inclusive)
Advertising agency	BMF Advertising	Creative head hours associated with the Senate education campaign and the 2016 federal election.	\$609 549
Advertising agency	Cultural Perspectives	Creative head hours associated with the Senate education campaign and the 2016 federal election.	\$91 765
Market research	Orima	Developmental, concept and refinement testing of the AEC's advertising campaign.	\$342 923
Market research	Wallis Consulting Group	Qualitative and quantitative market research services including campaign benchmark and tracking.	\$528 026
Media advertising organisations	Dentsu Mitchell ^a	Media placement: campaign advertising associated with the Senate education campaign and the 2016 federal election; non-campaign advertising associated with the election campaign, electoral redistributions, industrial and commercial elections, recruitment and other advertising.	\$49 289 800
Total			\$50 862 063

a. Due to the way payments are reported to the AEC, figures from Dentsu Mitchell include invoices below the threshold.

Appendix F: AEC regular staff

Table 40: APS ongoing staff (including staff on higher duties arrangements) demographics as at 30 June 2015 and 30 June 2016

Classification	Female part-time		Female full-time		Male part-time		Male full-time		Total	
	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016
New South Wales										
EL 2	0	0	2	1	0	0	0	1	2	2
EL 1	1	1	5	7	0	0	6	6	12	14
APS 6	1	1	27	37	0	0	13	19	41	57
APS 5	0	0	14	4	0	0	5	2	19	6
APS 4	0	0	9	11	0	0	2	2	11	13
APS 3	5	1	15	27	1	0	7	6	28	34
APS 2	23	6	7	25	3	1	1	3	34	35
Total	30	9	79	112	4	1	34	39	147	161
Victoria										
EL 2	0	0	1	2	0	0	0	0	1	2
EL 1	0	0	7	6	0	0	3	2	10	8
APS 6	1	0	22	21	0	0	21	24	44	45
APS 5	0	0	3	0	0	0	2	2	5	2
APS 4	2	0	3	4	1	0	0	1	6	5
APS 3	4	1	18	32	0	0	5	4	27	37
APS 2	26	1	4	30	1	1	1	1	32	33
Total	33	2	58	95	2	1	32	34	125	132
Queensland										
AEO	0	0	0	0	0	0	1	0	1	0
EL 2	0	0	0	0	0	0	1	1	1	1
EL 1	0	0	3	3	0	0	1	2	4	5
APS 6	1	0	11	20	0	0	12	15	24	35
APS 5	0	0	11	6	0	0	4	1	15	7
APS 4	0	0	5	7	0	0	0	2	5	9
APS 3	3	0	17	22	0	0	4	3	24	25
APS 2	16	1	10	19	0	0	1	1	27	21
Total	20	1	57	77	0	0	24	25	101	103

Classification	Female part-time		Female full-time		Male part-time		Male full-time		Total	
	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016
Western Australia										
AEO	0	0	1	1	0	0	0	0	1	1
EL 2	0	0	0	0	0	0	1	1	1	1
EL 1	0	0	2	1	0	0	2	2	4	3
APS 6	1	0	7	12	0	0	7	8	15	20
APS 5	0	0	3	5	0	0	3	1	6	6
APS 4	1	0	4	4	0	0	1	2	6	6
APS 3	6	2	6	15	0	0	0	0	12	17
APS 2	11	1	0	9	0	0	0	0	11	10
Total	19	3	23	47	0	0	14	14	56	64
South Australia										
AEO	0	0	0	0	0	0	1	1	1	1
EL 2	0	0	0	1	0	0	0	0	0	1
EL 1	0	0	3	3	0	0	0	0	3	3
APS 6	0	0	6	12	0	0	3	3	9	15
APS 5	0	0	6	0	0	0	0	1	6	1
APS 4	0	0	0	3	1	0	2	3	3	6
APS 3	1	0	6	7	0	0	2	1	9	8
APS 2	2	0	3	3	0	0	0	0	5	3
Total	3	0	24	29	1	0	8	9	36	38
Tasmania										
AEO	0	0	0	0	0	0	0	1	0	1
EL 1	0	0	0	1	0	0	2	3	2	4
APS 6	0	0	3	2	0	0	3	3	6	5
APS 5	0	0	2	3	0	0	2	2	4	5
APS 4	1	0	1	1	0	0	0	0	2	1
APS 3	0	0	3	4	0	0	0	1	3	5
APS 2	2	0	1	3	0	0	0	0	3	3
Total	3	0	10	14	0	0	7	10	20	24

Classification	Female part-time		Female full-time		Male part-time		Male full-time		Total	
	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016
Australian Capital Territory										
Deputy Electoral Commissioner	0	0	0	0	0	0	1	0	1	0
SES Band 2	0	0	0	0	0	0	2	3	2	3
SES Band 1	0	1	5	3	0	0	4	4	9	8
EL 2	2	0	21	19	0	0	14	20	37	39
EL 1	8	6	31	48	0	1	37	40	76	95
APS 6	4	6	35	37	2	0	29	27	70	70
APS 5	5	5	24	14	0	2	18	16	47	37
APS 4	7	7	14	22	0	0	7	6	28	35
APS 3	1	1	3	6	0	0	0	4	4	11
APS 2	1	0	0	1	0	0	1	1	2	2
Total	28	26	133	150	2	3	113	121	276	300
Northern Territory										
EL 1	0	0	0	0	0	0	1	1	1	1
APS 6	0	0	2	2	0	0	1	1	3	3
APS 5	0	0	2	3	0	0	1	1	3	4
APS 4	0	0	0	1	0	0	1	0	1	1
APS 3	0	0	2	2	0	0	1	1	3	3
APS 2	0	0	1	2	0	0	0	0	1	2
Total	0	0	7	10	0	0	5	4	12	14
AEC total	136	41	391	534	9	5	237	256	773	836

- a. AEO = Australian Electoral Officer, APS = Australian Public Service, SES = Senior Executive Service.
b. Figures include all ongoing staff employed at 30 June 2016 under the *Public Service Act 1999*.
c. ACT electoral divisions are co-located with National Office employees in the ACT.
d. Graduates are included in the APS 3 classification.

Source: Aurion HR System.

Table 41: APS non-ongoing staff (including staff on higher duties arrangements) demographics as at 30 June 2015 and 30 June 2016

Classification	Female part-time		Female full-time		Male part-time		Male full-time		Total	
	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016
New South Wales										
EL 2	0	0	0	0	0	0	0	1	0	1
APS 6	0	0	1	1	0	0	0	2	1	3
APS 4	0	0	1	1	0	0	0	2	1	3
APS 3	0	0	1	8	0	0	0	27	1	35
APS 2	8	0	0	11	0	0	0	1	8	12
Total	8	0	3	21	0	0	0	33	11	54
Victoria										
EL 1	0	0	0	0	0	0	0	1	0	1
APS 6	0	1	0	1	0	0	0	1	0	3
APS 5	0	0	0	2	0	0	0	0	0	2
APS 4	0	1	0	0	0	0	0	0	0	1
APS 3	0	0	0	1	0	0	0	2	0	3
APS 2	0	1	0	4	0	0	0	0	0	5
Total	0	3	0	8	0	0	0	4	0	15
Queensland										
EL 1	0	0	0	1	0	0	0	0	0	1
APS 6	0	0	0	0	0	0	0	4	0	4
APS 5	1	0	0	1	0	0	0	1	1	2
APS 4	0	0	0	0	0	0	0	1	0	1
APS 3	0	1	0	4	0	0	0	7	0	12
APS 2	0	0	0	4	0	0	0	0	0	4
Total	1	1	0	10	0	0	0	13	1	24
Western Australia										
APS 6	0	0	0	0	0	0	1	2	1	2
APS 5	0	0	1	0	0	0	0	0	1	0
APS 4	0	0	0	1	0	0	0	1	0	2
APS 3	0	0	0	4	0	0	0	10	0	14
APS 2	0	0	0	2	0	0	0	0	0	2
Total	0	0	1	7	0	0	1	13	2	20

Classification	Female part-time		Female full-time		Male part-time		Male full-time		Total	
	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016
South Australia										
APS 6	0	0	0	1	0	0	0	0	0	1
APS 3	0	0	0	1	0	0	0	1	0	2
APS 2	0	0	0	1	0	0	0	0	0	1
Total	0	0	0	3	0	0	0	1	0	4
Tasmania										
APS 4	0	0	0	1	0	0	0	0	0	1
APS 3	0	0	0	0	0	0	0	4	0	4
Total	0	0	0	1	0	0	0	4	0	5
Australian Capital Territory										
SES Band 1	0	0	0	0	0	0	1	0	1	0
EL 2	0	0	0	0	0	0	3	1	3	1
EL 1	0	0	4	5	0	1	3	2	7	8
APS 6	0	1	1	7	1	0	1	6	3	14
APS 5	0	0	1	2	0	0	0	1	1	3
APS 4	7	6	11	1	1	1	1	3	20	11
APS 3	0	0	2	3	0	0	2	8	4	11
APS 2	0	0	0	1	1	0	0	1	1	2
Total	7	7	19	19	3	2	11	22	40	50
Northern Territory										
APS 6	0	0	0	0	0	0	0	3	0	3
APS 3	0	0	0	1	0	0	0	0	0	1
APS 2	0	0	0	1	0	0	0	0	0	1
Total	0	0	0	2	0	0	0	3	0	5
AEC total	16	11	23	71	3	2	12	93	54	177

a. AEO = Australian Electoral Officer, APS = Australian Public Service, SES = Senior Executive Service.

b. Figures include all non-ongoing staff employed at 30 June 2016 under the *Public Service Act 1999* except Irregular or Intermittent employees.

c. ACT electoral divisions are co-located with National Office employees in the ACT.

Source: Aurion HR System.

Table 42: Staff employed under the Electoral Act by demographics as at 30 June 2015 and 30 June 2016

Classification	Female part-time		Female full-time		Male part-time		Male full-time		Total	
	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016
New South Wales										
AEO NSW	0	0	0	0	0	0	1	1	1	1
Total	0	0	0	0	0	0	1	1	1	1
Victoria										
AEO Vic.	0	0	0	0	0	0	1	1	1	1
Total	0	0	0	0	0	0	1	1	1	1
Queensland										
AEO Qld	0	0	0	0	0	0	0	1	0	1
Total	0	0	0	0	0	0	0	1	0	1
Western Australia										
AEO WA	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0
South Australia										
AEO SA	0	0	1	0	0	0	0	0	1	0
Total	0	0	1	0	0	0	0	0	1	0
Tasmania										
AEO Tas.	0	0	1	0	0	0	0	0	1	0
Total	0	0	1	0	0	0	0	0	1	0
Australian Capital Territory										
Electoral Commissioner	0	0	0	0	0	0	1	1	1	1
Deputy Electoral Commissioner	0	0	0	1	0	0	0	0	0	1
SES Band 1	0	0	1	1	0	0	0	0	1	1
Total	0	0	1	2	0	0	1	1	2	3
Northern Territory										
AEO NT	0	0	0	0	0	0	1	1	1	1
Total	0	0	0	0	0	0	1	1	1	1
AEC total	0	0	3	2	0	0	4	5	7	7

a. AEO = Australian Electoral Officer, SES = Senior Executive Service.

b. This table includes full-time statutory office holders of the AEC engaged under the Electoral Act working in, or in conjunction with, an agency that operates under the *Public Service Act 1999*. This table excludes the temporary election workforce.

Source: Aurion HR System.

Appendix G: Industrial and commercial elections

Table 43: AEC industrial and commercial elections program 2015–16

	NSW/ACT	Vic	Qld	SA	WA	Tas	NT	Total
Elections and ballots								
Number of contested industrial elections	37	26	12	7	10	5	4	101
Number of uncontested industrial elections	41	35	14	20	30	23	9	172
Certified agreement ballots	22	27	5	3	8	15	1	81
Protected action ballots	122	375	670	75	25	36	0	1 303
Other commercial elections and ballots	11	12	7	5	2	1	5	43
Other elections and ballots	0	0	0	0	0	0	0	0
Total number of elections and ballots completed	233	475	708	110	75	80	19	1 700
Positions								
Number of positions available (industrial)	1 496	2 379	658	629	831	415	109	6 517
Number of unfilled positions (industrial)	430	1 550	191	293	397	120	33	3 014
Candidates								
Number of candidates for uncontested offices (industrial)	871	785	405	305	474	278	74	3 192
Total number of candidates	1 227	1 030	555	381	561	341	94	4 189
Ballot papers								
Number of ballot papers issued (industrial)	123 321	399 302	32 408	51 921	109 633	12 735	6 490	735 810
Number of ballot papers returned (industrial)	29 763	108 036	7 619	10 967	19 259	2 839	1 138	179 621
Number of ballot papers issued (certified agreements)	5 087	13 183	21 281	360	1 381	4 867	163	46 322
Number of ballot papers returned (certified agreements)	3 810	5 763	5 395	113	1 075	3 249	65	19 470
Number of ballot papers issued (protected action)	11 994	75 458	23 404	1 995	1 469	2 025	0	116 345
Number of ballot papers returned (protected action)	7 468	47 157	13 264	1 372	1 171	1 166	0	71 598
Number of ballot papers issued (other commercial)	5 284	6 884	201 893	382	600	37	540	215 620
Number of ballot papers returned (other commercial)	2 170	2 125	12 660	165	562	37	500	182 19
Number of ballot papers issued (other)	0	0	0	0	0	0	0	0
Number of ballot papers returned (other)	0	0	0	0	0	0	0	0
Total number of ballot papers issued	145 686	494 827	278 986	54 658	113 083	19 664	7 193	1 114 097
Total number of ballot papers returned	43 211	163 081	38 938	12 617	22 067	7 291	1 703	288 908

Appendix H: List of requirements for annual report

Section and description	Requirement	Pages
Opening pages		
Letter of transmittal.	Mandatory	iii
Table of contents.	Mandatory	v
Index.	Mandatory	169
Glossary.	Mandatory	166
Contact officer(s).	Mandatory	ii
Internet home page address and Internet address for report.	Mandatory	ii
Review by Secretary		
Review by departmental secretary.	Mandatory	2
Summary of significant issues and developments.	Suggested	2
Overview of department's performance and financial results.	Suggested	3
Outlook for following year.	Suggested	3
Significant issues and developments – portfolio.	Suggested for portfolio departments	N/A
Departmental overview		
Role and functions.	Mandatory	8
Organisational structure.	Mandatory	9–12
Outcome and program structure.	Mandatory	8
Where outcome and program structures differ from PB Statements/PAES or other portfolio statements accompanying any other additional appropriation bills (other portfolio statements), details of variation and reasons for change.	Mandatory	N/A
Portfolio structure.	Mandatory for portfolio departments	N/A
Report on performance		
Review of performance during the year in relation to programs and contribution to outcomes.	Mandatory	15–61
Actual performance in relation to deliverables and KPIs set out in PB Statements/PAES or other portfolio statements.	Mandatory	15–23
Where performance targets differ from the PBS/PAES, details of both former and new targets, and reasons for the change.	Mandatory	N/A
Narrative discussion and analysis of performance.	Mandatory	15–61
Trend information.	Mandatory	15–61
Significant changes in nature of principal functions/services.	Suggested	2–5, 18–22, 23–61
Performance of purchaser/provider arrangements.	If applicable, suggested	5, 73, 83–90
Factors, events or trends influencing departmental performance.	Suggested	2–5, 15–61
Contribution of risk management in achieving objectives.	Suggested	72

Section and description	Requirement	Pages
Performance against service charter customer service standards, complaints data, and the department's response to complaints.	If applicable, mandatory	92–93
Discussion and analysis of the department's financial performance.	Mandatory	101–102, 107–108
Discussion of any significant changes in financial results from the prior year, from budget or anticipated to have a significant impact on future operations.	Mandatory	101–102, 107–108
Agency resource statement and summary resource tables by outcomes.	Mandatory	140–141
Management and accountability		
Corporate governance		
Agency heads are required to certify their agency's actions in dealing with fraud.	Mandatory	iii
Information on preventing, detecting and dealing with fraud.	Mandatory	91
Statement of the main corporate governance practices in place.	Mandatory	64–68
Statement of any significant issue reported to the responsible Minister that relates to non-compliance with finance law.	Mandatory	N/A
Names of the senior executive and their responsibilities.	Suggested	9–10, 12
Senior management committees and their roles.	Suggested	64–65
Corporate and operational plans and associated performance reporting and review.	Suggested	68–71
Internal audit arrangements including approach adopted to identifying areas of significant financial or operational risk and arrangements to manage those risks.	Suggested	72, 90–91
Policy and practices on the establishment and maintenance of appropriate ethical standards.	Suggested	8, 67
How nature and amount of remuneration for SES officers is determined.	Suggested	73–74
External scrutiny		
Significant developments in external scrutiny.	Mandatory	92–99
Judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner.	Mandatory	93–98
Reports by the Auditor-General, a Parliamentary Committee, the Commonwealth Ombudsman or an agency capability review.	Mandatory	94, 98–99
Management of human resources		
Assessment of effectiveness in managing and developing human resources to achieve departmental objectives.	Mandatory	73–81
Workforce planning, staff retention and turnover.	Suggested	78–79
Impact and features of enterprise or collective agreements, individual flexibility arrangements (IFAs), determinations, common law contracts and Australian Workplace Agreements (AWAs).	Suggested	73–75
Training and development undertaken and its impact.	Suggested	79–80

Section and description	Requirement	Pages
Work health and safety performance.	Suggested	81–82
Productivity gains.	Suggested	18–61
Statistics on staffing.	Mandatory	73–77, 141, 150–155
Statistics on employees who identify as Indigenous.	Mandatory	77
Enterprise or collective agreements, IFAs, determinations, common law contracts and AWAs.	Mandatory	73–75
Performance pay.	Mandatory	75
Assets management		
Assessment of effectiveness of assets management.	If applicable, mandatory	73–83
Purchasing		
Assessment of performance against Commonwealth Procurement Rules.	Mandatory	83–90
Consultants		
Summary statements detailing the number of new consultancy services contracts let during the year; the total actual expenditure on all such contracts (inclusive of GST); the number of ongoing consultancy contracts entered into in a previous year; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST).	Mandatory	84–85
Summary of policies for selecting and engaging consultants; procedures for selecting consultants; and main categories of purposes for which consultants were engaged.	Mandatory	84–85
Statement noting that information on contracts and consultancies is available on the AusTender website.	Mandatory	83–85
Australian National Audit Office access clauses		
Absence of provisions in contracts allowing access by the Auditor-General.	Mandatory	85
Exempt contracts		
Contracts exempted from publication in AusTender.	Mandatory	85
Small business		
Procurement initiatives to support small business.	Mandatory	83
Financial statements		
Financial statements.	Mandatory	101–137
Other mandatory information		
Work health and safety (Schedule 2, Part 4 of the <i>Work Health and Safety Act 2011</i>).	Mandatory	81–82
Advertising and market research (Section 311A of the <i>Commonwealth Electoral Act 1918</i>) and statement on advertising campaigns.	Mandatory	49–52, 149
Ecologically sustainable development and environmental performance (Section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i>).	Mandatory	85–90

Section and description	Requirement	Pages
Compliance with the agency's obligations under the <i>Carer Recognition Act 2010</i> .	If applicable, mandatory	79
Grant programs.	Mandatory	83
Disability reporting – explicit and transparent reference to agency-level information available through other reporting mechanisms.	Mandatory	78
Information Publication Scheme statement.	Mandatory	92
Correction of material errors in previous annual report.	If applicable, mandatory	N/A
Agency Resource Statements and Resources for Outcomes.	Mandatory	140–141
List of requirements.	Mandatory	157–160



READER GUIDES

Abbreviations and acronyms

Term	Description
ABS	Australian Bureau of Statistics
ACT	Australian Capital Territory
AEC	Australian Electoral Commission
AEO	Australian Electoral Officer
AGIMO	Australian Government Information Management Office
ANAO	Australian National Audit Office
APM	Australian Project Management
APS	Australian Public Service
APSC	Australian Public Service Commission
BAC	Business Assurance Committee
BRIDGE	Building Resources in Democracy, Governance and Elections
CDPP	Commonwealth Director of Public Prosecution
CNE	Comissão Nacional de Eleições (National Electoral Commission of Democratic Republic of Timor-Leste)
CRU	Continuous Roll Update
DFAT	Department of Foreign Affairs and Trade
DKPP	Dewan Kehormatan Penyelenggara Pemilu (Indonesian Elections Ethics Council)
DLER	Directed Level of Election Readiness
DLP	Democratic Labor Party
DRO	Divisional Returning Officer
EAP	Employee Assistance Program
ECANZ	Electoral Council of Australia and New Zealand
ECN	Election Commission of Nepal
ECSA	Electoral Commission South Australia
EEIC	Electoral Education and Information Centre
EEN	Electoral Education Network
EIU	Electoral Integrity Unit
ELT	Executive Leadership Team
EPBC	Environment Protection and Biodiversity Conservation
EQAP	Enrolment Quality Assurance Program
ERRM	Election Ready Road Map
FCC	Fraud Control Committee
FDEU	Federal Direct Enrolment and Update
FMA Act	<i>Financial Management and Accountability Act 1997</i>
FOI	Freedom of Information
HCO	Harassment Contact Officer
ICARE	APS values – Impartial, Committed to service, Accountable, Respectful, Ethical

Term	Description
ICT	Information and communications technology
IDEA	(International) Institute for Democracy and Electoral Assistance
IEPP	Indigenous Electoral Participation Program
IFA	Individual flexibility arrangements
IFES	International Foundation for Electoral Systems
IPS	Information Publication Scheme
JSCEM	Joint Standing Committee on Electoral Matters
KPI	Key performance indicator
KPU	Komisi Pemilihan Umum (General Elections Commission of Indonesia)
MFD	Multi-function device
NEDC	National Election Delivery Committee
NEEC	National Electoral Education Centre
NEM	National Election Manager
No.	Number
NRS	National Relay Service
OBEC	Office of the Bougainville Electoral Commissioner
OCG	Operational Compliance Group
OES	Online Enrolment Service
OTM	Other Trust Monies
PAES	Portfolio Additional Estimates Statements
PBS	Portfolio Budget Statements
PIANZEA	Pacific Islands, Australia and New Zealand Electoral Administrators
PNG	Papua New Guinea
PNGEC	Papua New Guinea Electoral Commission
POI	Proof of identity
PSB	People Services Branch
SAF	Sample Audit Fieldwork
SDG	Strategic Directions Group
SE	Senior Executive
SME	Small and medium enterprises
STAE	Secretariado Técnico de Administração Eleitoral (Timor-Leste's Technical Secretariat for Electoral Administration)
TSRA	Torres Strait Regional Authority
VEC	Victorian Electoral Commission
VITS	Victorian Interpreting and Translating Service
UNDP	United Nations Development Program
UNEAD	United Nations Electoral Assistance Division
WHS	Work health and safety

Glossary

Term	Description
Amortisation	Reductions in the value of assets to reflect their reduced worth over time.
Ballot	A secret vote, normally written.
Ballot box	The sealed container into which a voter places a completed ballot paper.
Ballot paper	A paper that shows the questions to be put or the names of the candidates who are standing for election and on which voters mark their vote.
By-election	An election held to fill a single vacancy in the House of Representatives.
Candidate	A person standing for election to the House of Representatives or Senate.
Certified list	The official electoral roll used to mark off voters at an election.
Claims for enrolment	Application form to enrol to vote or update enrolment.
Close of rolls	The date the electoral roll closes for the federal election, which is 8 pm local Australian time on the seventh calendar day after the writs are issued.
Compulsory voting	The requirement for Australian citizens aged 18 years and over to enrol to vote and to vote at each election.
Constitution (Australian)	The document that sets out the structure under which the Australian Government operates. It can only be amended through a referendum.
Court of Disputed Returns	A court (in Australia the High Court) that determines disputes about elections.
Declaration vote	Any vote where, instead of the voter being marked off the certified list, the vote is sealed in an envelope and signed by the voter and admitted to the count only after further checks are completed.
Declaration of Nominations	Formal announcement of registered candidates whose names will appear on a ballot paper in an election.
Depreciation	A method of allocating the cost of a tangible asset over its useful life.
Division	See <i>Electoral division</i> .
Double dissolution election	In a double dissolution election the Governor-General dissolves both the Senate and the House of Representatives at the same time, meaning every seat in both chambers is contested.
Electoral cycle	The period from one federal election to the next – usually three years.
Electoral division	The voting area, containing approximately equal numbers of voters, for which one member is elected to the House of Representatives. Australia is divided into 150 electoral divisions.
Electoral roll	The list of people entitled to vote in an election or referendum.
Electorate	See <i>Electoral division</i> .
Employee	Member of staff who is ongoing, non-ongoing, intermittent or irregular.
Enrolment form	See <i>Claims for enrolment</i> .
Enrolment rate	The percentage of eligible electors on the electoral roll.
Federal election	A general election for the House of Representatives and Senate.
Fee-for-service election	An election or ballot conducted on a full cost recovery basis.
Financial disclosure return	A document detailing information on the receipts and expenditure of participants in the political process.

Term	Description
Formality or formal vote	A vote in an election or referendum where the ballot paper has been marked correctly and is counted towards the result. A ballot paper incorrectly marked is called informal.
Franchise	The right to vote.
Funding and disclosure	Public funding of election campaigns and disclosure of certain financial details by candidates, political parties and others.
General postal voter	A voter who is registered to have postal ballot papers sent automatically.
House of Representatives	The house of parliament in which the government is formed. Under a preferential voting system, each electoral division elects one member of the House of Representatives.
Inventory balance	The worth of held goods and materials.
Joint Standing Committee on Electoral Matters (JSCEM)	The parliamentary committee that reports on, and refers inquiries into, matters relating to electoral laws, practices and administration.
Member	Any person elected to parliament, but commonly used for the House of Representatives.
Mobile polling team	Polling officials who bring polling to hospitals, nursing homes and remote locations.
Nomination	Submission for candidacy for election to the Senate or House of Representatives.
Operating deficit	Financial status in which expenditure exceeds revenue.
Ordinary vote	A vote cast on or before election day within the electoral division in which the voter is enrolled.
Out-posted centres	Premises leased for critical election activities during election periods, usually because there is limited space to undertake these activities in AEC offices.
Plebiscite	In Australia, this is an issue put to the vote which does not affect the Constitution. Can also be referred to as a simple national vote.
Poll	An election – a count of votes or opinions.
Polling day	The day fixed for the election.
Polling place	A location for people to vote.
Postal vote	Ballot papers sent to a voter and posted back.
Preferential voting	A system of voting where a voter shows an order of preference for candidates by numbering their choices.
Pre-poll vote	A vote cast before election day.
Protected action ballot	A workplace voting system whereby employees participate in a fair and secret ballot to determine whether industrial action should proceed in their workplace.
Provisional vote	Vote cast at a polling place where the elector's name cannot be found on the roll, the name has been marked off, or the voter has a silent enrolment.
Redistribution	A re-drawing of electoral boundaries to ensure (as closely as possible) the same number of voters in each electoral division.
Referendum	A vote to change the Constitution.
Returned candidate	Candidate who is officially declared elected by a returning officer.
Returning officer	The person responsible for conducting an election in a particular area. A divisional returning officer is responsible for conducting the House of Representatives election in their electoral division. An Australian Electoral Officer is the returning officer for the Senate election in their state or territory.

Term	Description
Registered political party	A party registered with the AEC under Part XI of the <i>Commonwealth Electoral Act 1918</i> .
Revenue appropriations	Federal funds set aside each year for specific government programs.
Roll	The list of people entitled to vote in an election or referendum.
Scrutineer	Someone nominated by a candidate to watch the counting, or scrutiny of votes.
Scrutiny	The counting of votes is also known as the scrutiny.
Secret ballot	A vote made in secret.
Senate	The house of parliament representing the states. A total of 76 senators are elected – 12 from each state and two from each territory – under a proportional representation system.
Silent elector	A voter whose address does not appear on the electoral roll, for reasons of personal safety.
Turnout	The percentage of people who voted in the election (formal and informal votes as a percentage of eligible enrolled electors).
Vote	To choose a representative, or indicate a preference, in an election.
Writ	A document commanding an electoral officer to hold an election, containing dates for the close of rolls, the close of nominations, the election day and the return of the writ.

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