



WESTERN AUSTRALIAN  
Electoral Commission



ANNUAL REPORT | **2010-2011**



## This Report

This report describes the functions and operations of the Western Australian Electoral Commission, outlining our performance and outputs during 2010–11 and also presents our audited financial statements and performance indicators for the year ended 30 June 2011.

The report should be read in the context that the desired outcome of the Commission is that Western Australian electors participate in independent and impartial elections or referenda as part of democratic processes.

Yours sincerely

Warwick Gately AM  
ELECTORAL COMMISSIONER

16 September 2011

## Letter of Transmittal

The Hon. Norman Moore MLC  
Minister for Electoral Affairs  
4th Floor, London House  
216 St Georges Terrace  
PERTH WA 6000

Dear Minister

### Western Australian Electoral Commission Annual Report 2010-2011

In accordance with the Western Australian Public Sector Annual Reporting Framework for the 2010-2011 reporting year, I submit for your approval and presentation to Parliament, ten copies of the Annual Report of the Western Australian Electoral Commission for the year ended 30 June 2011, including the Auditor General's Opinion on the Commission's financial statements and performance indicators.

Yours sincerely

Warwick Gately AM  
ELECTORAL COMMISSIONER

16 September 2011

## The Western Australian Electoral Commission

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## The Year in Review

### Commissioner's Overview

The Western Australian Electoral Commission exists to conduct independent and impartial elections or referenda for all Western Australians. This year, in exercising this responsibility, Commission staff have managed parliamentary, non-parliamentary and local government elections; compiled the State electoral roll; and provided electoral education and information services to the community.

### Election Operations

Activity in 2010–11 was steady across all operational areas. Being mid way through the parliamentary election cycle, opportunity was taken to review and improve election processes aided in part by observations of the Commonwealth, Victorian and New South Wales parliamentary elections.

A by-election was held for the district of Armadale in October 2010 following the resignation of the Hon. Alannah MacTiernan MLA. Four candidates contested the by-election which attracted a turnout of 75% of electors and was won by the Labor candidate Mr Tony Buti.

For the local government sector the Commission conducted 8 contested extraordinary postal elections, 1 in-person contested extraordinary election and 3 polls of electors relating to the issue of amalgamation. Two other local government extraordinary elections were unopposed.

Non-parliamentary, union and fee-for-service elections occurred steadily throughout the year, with a total of 24 such elections managed by the Commission.

### Legislation

The Electoral and Constitution Amendment Bill 2011 to fix the election date for general elections in Western Australia was introduced into the Legislative Council in March 2011 for likely proclamation in September 2011. The Bill aims to fix the second Saturday in March every four years for future State general elections, with the next scheduled for 9 March 2013.

### Staffing

While staff numbers have remained stable, several new members joined the Electoral Commission during the year replacing retiring and transferring staff and bringing with them different approaches to electoral operations. This is important in managing the Electoral Commission's knowledge store. The most significant impact on staffing has been the change to the Office of Shared Services and the resulting impact on managing and auditing all elements of the human resource, payroll and finance functions, previously performed routinely in-house.

### Information Technology

As a priority project the new Roll Maintenance System advanced well this year with project completion only months away. While demanding of resources in its development, the introduction of this important system will streamline roll management for many years into the future. The successful trial of an electronic electoral roll in the Armadale by-election will allow the wider deployment of this system at the next State general election. Disappointingly funding was not forthcoming for the development of an Internet based voting system for use in all election types.

### Enrolment

While elector numbers in Western Australia grew steadily over the year concern remains as to the increasing number of eligible persons who do not enrol or update their enrolment. While not unique to Western Australia, to reverse this trend requires continuing close cooperation with the Commonwealth under the Joint Roll Arrangement. Data matching, mailing, fieldwork, telephone contact and media advertising were used effectively to stimulate enrolment. Into this mix must be placed some form of automatic enrolment, or automatic update of elector details, now appearing in other jurisdictions.



The Year in Review continued...

## Highlights 2010–11

- Successfully conducted the Armadale by-election where some 18,286 electors went to the polls
- Undertook 24 non-parliamentary, union and fee-for-service elections
- Undertook 12 local government extraordinary elections and polls
- Processed 318,340 enrolment transactions, with 1,364,249 electors now on the roll
- Produced 19 local government extraordinary election rolls
- Over 30,000 individuals took part in the Commission's education programs – with the Electoral Education Centre making presentations to over 8,000 school students and adults and coordinating 37 school council elections involving 10,275 students
- Over 11,000 students participated in the Joint Civics Education Program (Democracy in Action) in conjunction with the Constitutional Centre of Western Australia
- The project to develop the new Roll Maintenance System was brought nearer to completion. Phase 1 was completed in May 2011 with resources shifted to Phase 2 (reports and products) for its completion in November 2011.

## Significant Issues and Trends 2010–11

- The Commission provided support to the Electoral Distribution Commissioners, throughout the year. Proposed electorate boundaries were published in June 2011 and Commission support to the project will conclude in December 2011
- The Commission is actively preparing for local government biennial elections to be held on 15 October 2011. At the end of June 2011 over 70 local governments had engaged the Commission to conduct their postal voting elections
- This year, the Commission's human resource, payroll, finance and procurement functions were undertaken by the Office of Shared Services. Constant auditing and enquiry by the Commission, coupled with an increase in service cost, has proven distracting for staff with a measurable impact on operations and day to day management of Commission branches
- The move to a fixed date for parliamentary elections, with the passage of the Electoral and Constitution Amendment Bill 2011 expected shortly, will provide certainty on an election date and greatly enhance the delivery of election services.

## Looking to the Future

For the next financial year there will be an increased focus on election operations. Local Government ordinary elections involving about 1.2 million electors will be conducted. State Electoral District boundaries will have been redrawn for use in the 2013 State general election. The many projects making up a State general election will have been planned and advanced and several large tenders for that election let. Short-term contract staff will have been engaged to join Commission permanent staff to provide the resources necessary to deliver the next State general election. As always, improved service delivery will remain a focus.





## The Western Australian Electoral Commission

### Our Purpose

To provide Western Australians with quality electoral services through the conduct of impartial and independent elections and the promotion of public awareness of electoral matters, thereby fostering public confidence and participation in the electoral process.

### Our Vision

To be recognised for excellence in the delivery of efficient and innovative electoral services.

### Our Values

#### Professional – How we go about our work

At all time we act with integrity and independence, are ethical, transparent and work to the highest standards.

#### Respectful – How we treat others and expect to be treated

We are civil, courteous, credible, and value others.

#### Customer Focused – How we deliver our services

We strive to understand our customer's needs, honour our commitments, build long-term relationships and foster good communication.

#### Collaborative – How we work together

We build a positive work environment through teamwork, support and good working relationships.

#### Continuously Improving – How we move forward and work better

We strive to improve the efficiency and effectiveness of everything we do through innovation, learning and development.





The Western Australian Electoral Commission...continued

## Responsible Minister

The Commission is independent of direction or control by the State or any Minister or officer of the State in performing its electoral functions. However, the relevant Minister may give direction to the Commission on administration and financial administration matters.

In this context the Minister responsible for the Commission in the year under review was the Hon. Norman Moore MLC, Minister for Mines and Petroleum; Fisheries; Electoral Affairs.

## Enabling Legislation

The Western Australian Electoral Commission was established by the proclamation of the *Acts Amendment (Electoral Reform) Act 1987* on 30 October 1987. Prior to this time the State Electoral Office conducted elections in Western Australia.

## Legislation Administered

Under the *Alteration of Statutory Designations Act 1974*, certain statutes are placed under the control of the Minister for Electoral Affairs. Of these, the Commission is responsible for administering the following:

- *Electoral Act 1907*
- *Franchise Act 1916*
- *Referendums Act 1983*

A range of other legislation that impacts on the Commission in the conduct of its business, and with which the Commission must comply, is highlighted further in the Corporate Governance section of this report.

## The Electoral Commissioner and Deputy Electoral Commissioner

Mr Warwick Gately AM was reappointed as the Western Australian Electoral Commissioner for a further five year term in August 2009. Ms Lyn Sirkett while appointed as Deputy Electoral Commissioner in February 2007, proceeded on leave in August 2010, subsequently resigning from the position in June 2011. Mr Chris Avent was appointed as the Acting Deputy Electoral Commissioner for a 12 month term on 18 October 2010.

The Electoral Commissioner and Deputy Electoral Commissioner hold independent statutory appointments under the *Electoral Act 1907*. They are responsible for the impartial administration of electoral law through the Western Australian Electoral Commission, which is a department of the State Public Service. The Electoral Commissioner is deemed to be Chief Executive Officer of the Commission. The permanent staff members of the Commission are employed under the *Public Sector Management Act 1994*.

The functions of the Electoral Commissioner, under the *Electoral Act 1907*, are to:

- Be the Chief Executive Officer of the Commission
- Be responsible for the proper maintenance of electoral rolls and the proper conduct of elections under the Act
- Consider and report to the Minister on electoral matters referred to the Electoral Commissioner by the Minister, and such other electoral matters as the Electoral Commissioner sees fit
- Conduct elections or polls that are provided for under any other written law, if authorised to do so under that written law or legislation
- Make arrangements with any person for the conduct by the Electoral Commissioner of elections or polls not provided for under written law on such terms and conditions as are agreed between the Electoral Commissioner and that person
- Publish material on matters that relate to the functions of the Electoral Commissioner
- Perform such other functions as are conferred on the Electoral Commissioner by or under the Act or any other written law.



## Management Team

### Electoral Commissioner, Warwick Gately AM



senior roles in the Royal Australian Navy.

Has held the position of Electoral Commissioner, Western Australian Electoral Commission since August 2006. Prior to this appointment, was the Acting Electoral Commissioner and Deputy Electoral Commissioner at the Commission. Has also held

### Deputy Electoral Commissioner, Lyn Sirkett (resigned June 2011)



Extensive communication and business/public administration background. Held senior roles in the private sector in strategic communications before joining the Commission as Communications Manager and then taking over the role of Deputy Electoral Commissioner in 2007.

### Acting Deputy Electoral Commissioner, Chris Avent



Diverse public sector background with substantial experience in the conduct of local, State and Federal elections. On secondment from the Department of Finance where he is the Director, Strategic Sourcing.

### Manager Information Technology, Desmond Chenik



Has worked in the IT industry for 35 years with extensive experience in large and small system development, hardware and system administration. Has an electrical engineering background, specialising in radio and television communications.

### Manager Enrolment, Glen Sanders



Substantial experience in general management and resource management in senior positions in government, non-government organisations and the private sector.

### Manager Business Services, Gary Harrington



Extensive experience in WA government finance, human resource and administrative functions.

### Manager Policy, Compliance & Community Information, Justin Harbord

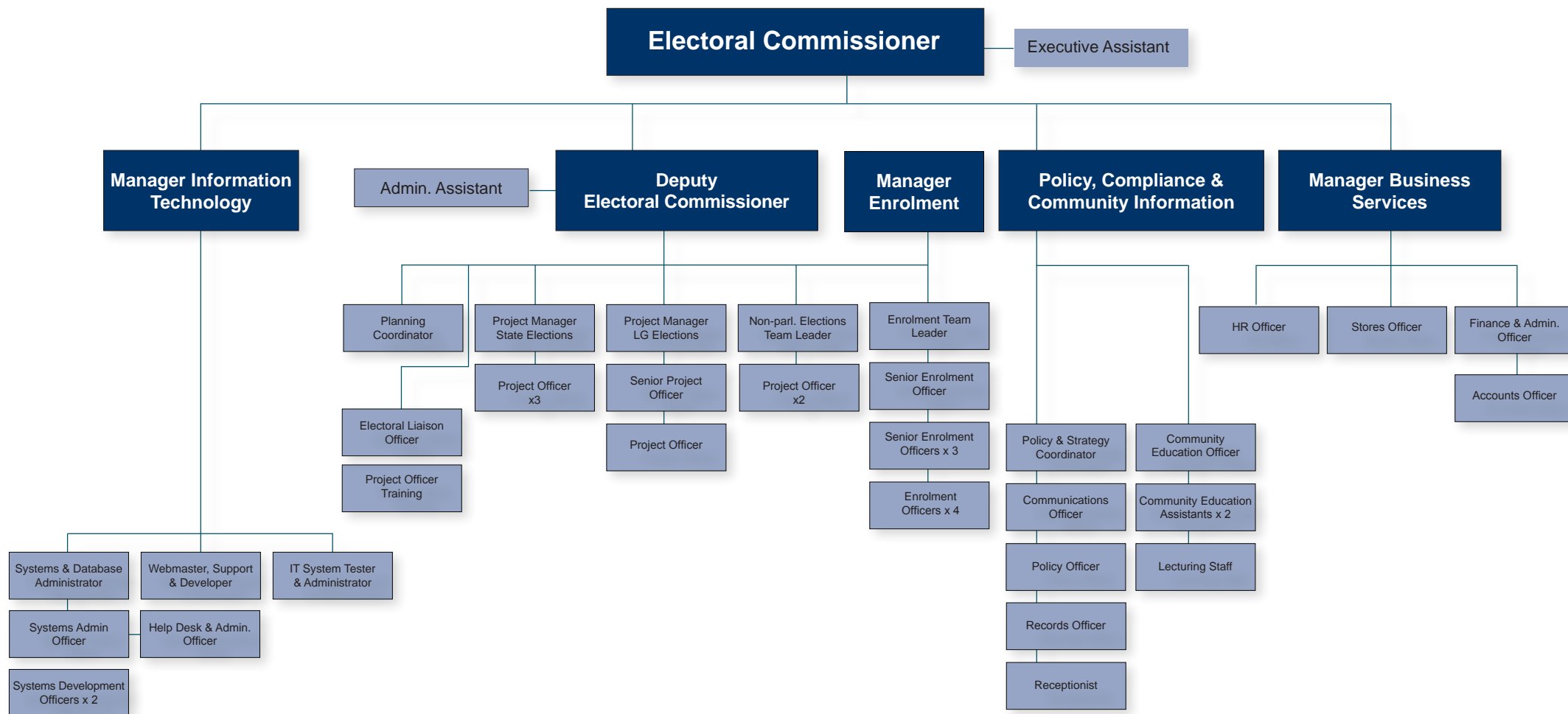


Extensive public sector experience in electoral administration, policy, compliance and communications.





# Organisational Structure





## Report on Operations, Outputs and Performance

### Alignment with the State's Outcome Based Management Framework

The State Government has set broad goals that are in turn supported at the agency level by specific outcomes. Agencies deliver services and outputs to achieve these outcomes.

The whole of Government Goals are as follows:

- State Building – Major Projects
- Financial and Economic Responsibility
- Outcomes Based Service Delivery
- Stronger Focus on the Regions
- Social and Environmental Responsibility.

The Commission's outcome, outputs and services, as described in this report, are particularly reflective of the third of these goals given our focus on the delivery of efficient and effective services to a wide spectrum of Western Australians. Further, the Commission's programs and services targeting remote and regional customers are very supportive of the fourth goal – Stronger Focus on the Regions.

In pursuing its stated objectives the Commission also contributes in various ways to the other government strategic goals. Effective electoral services and education contribute to good governance, and help to enhance community participation throughout Western Australia.





Report on Operations, Outputs and Performance continued...

## Commission Outcome and Outputs

The Budget process has identified one primary Outcome supported by three Outputs that is consistent with broader Government Goals and our Purpose. That outcome is: *Western Australian electors participate in independent and impartial elections or referenda conducted by the Commission as part of democratic processes.*

The Service we must deliver to achieve that outcome is:

*Provision of independent, impartial and efficient enrolment and electoral services to electors for State Parliament, local government and other electoral clients.*

That Service comprises three Outputs that are the Commission's core business:

Output 1 Election Management	Output 2 Electoral Roll Management	Output 3 Electoral Education and Information
<p><b>Objective</b></p> <p>Conduct State, local government and other elections and referendums with impartiality, independence and efficiency according to relevant legislation.</p>	<p><b>Objective</b></p> <p>Manage an accurate and up-to-date State electoral roll and provide quality roll products and services.</p>	<p><b>Objective</b></p> <p>Increase community understanding of electoral processes and participation in elections.</p>
<p><b>Strategies</b></p> <p>Evaluate election policies, legislation and practices for continuous improvement.</p> <p>Research and develop innovative election practices that deliver improved customer service.</p> <p>Deliver customer focused non-parliamentary elections services.</p> <p>Engage with clients and use their feedback in our planning processes.</p>	<p><b>Strategies</b></p> <p>Continually review and improve roll maintenance policies, systems and procedures.</p> <p>Partner key peak bodies and organisations to improve enrolment participation and accuracy of the State roll.</p> <p>Ensure compliance requirements for all roll products and services are met.</p> <p>Meet customer requirements for quality roll products.</p>	<p><b>Strategies</b></p> <p>Continue to improve the Commission's education and information framework.</p> <p>Conduct effective education programs for primary and secondary schools and for the general public, recognising the diversity and geographical habitation of electors.</p> <p>Provide accurate and timely electoral information to all stakeholders.</p>

The Commission's Strategic Plan further identifies three Key Results Areas that are central to the management and efficient and effective operations of the Commission and support its three outputs: **Our Clients, Our People and the Organisation.**

Operations and activity within these Outputs and Key Results Areas are detailed in the following pages, as well as our contribution to broader Government Goals.



Report on Operations, Outputs and Performance continued...

## Summary of Key Results and Performance

What we set out to do	What we achieved
Be well prepared for and efficiently conduct any parliamentary elections that should arise.	Conducted the Armadale by-election in October 2010 where over 18,000 electors went to the polls, and successfully trialled an electronic electoral roll system as opposed to printed roll books.
Plan for the efficient and effective conduct of local government ordinary elections to be held October 2011.	Assigned project leaders to all election projects and commenced active planning processes; awarded all relevant contracts; liaised and met with local government clients and stakeholders. The Commission will conduct postal elections for more local governments than ever before.
Deliver highly efficient and effective non-parliamentary election services in respect of local government extraordinary elections, union elections and other fee-for-service elections.	Successfully conducted 14 local government extraordinary elections or amalgamation polls, and 24 union and fee-for-service elections.
Efficiently and accurately maintain the State electoral roll and deliver quality roll products to clients.	Undertook a total of 19 roll closes for electoral events, and managed a total of 318,340 enrolment related transactions. As at 30 June there were 1,364,249 electors on the State roll. New jury duty lists were provided to the Sheriff's Office in April 2011.
Increase community awareness of and participation in electoral processes through effective education programs and information delivery.	In total, more than 30,000 school students and adults participated in electoral education programs delivered by the Electoral Education Centre. Work was also undertaken to improve the coordination and delivery of electoral services between State and Commonwealth agencies operating in Western Australia.
Develop legislative amendments to enable the introduction of fixed term elections in Western Australia, consult with stakeholders, and support the Bill's passage through the Parliament.	The Electoral Amendment and Constitution Bill 2011 was introduced into State Parliament on 16 March 2011. The Bill provides for State general elections to be held on the second Saturday in March every four years. If passed as proposed, the next State general election will be held on Saturday 9 March 2013.
Continue work on the development of a new Roll Maintenance System, plus the development of an electronic electoral roll system for use in polling places at parliamentary elections.	Programming and system testing of Phase 1 of the new Roll Maintenance System was completed, with Phase 2 (Reporting) well progressed – for delivery in the first half of 2011-12. The polling place electronic electoral roll worked well at the Armadale by-election and is now being developed for use at the next State general election.



## Report on Operations – Outputs and Results Areas

### Output 1 – Election Management

#### Overview

During 2010–11 the Commission efficiently and effectively conducted a total of 39 separate election events at the State, local government and union or community organisation levels, and assisted with the conduct of four events held in other jurisdictions.

#### Parliamentary Elections

The early part of the year realised the design, development and testing of a software program to be run on a netbook computer, wirelessly linked to a central copy of the electoral roll to record those electors' names who had been issued a vote. This system was demonstrated to some political parties and the media prior to being trialled in all polling places at the Armadale by-election in October. This system proved to be successful and replaced the need to print and scan paper electoral rolls.

A single State by-election was undertaken and pre-poll voting assistance was provided to interstate electoral authorities in the conduct of their elections.

#### Armadale By-election

On 6 August 2010 a writ was issued by the Governor to proceed with an election in the Armadale electoral district following the resignation of the sitting member. The district boundaries remained the same as those used in the 2009 Daylight Saving Referendum as did all but one of the polling places.

At the close of nominations, four candidates had nominated.

Of the 24,314 electors on the roll for the district, 18,286 voted, representing 75.2% of eligible electors. Polling was conducted on 2 October 2010. Planning and the conduct of the by-election ran smoothly, with the Australian Labor Party candidate Mr Toni Buti the successful candidate. A full report (*District of Armadale By-Election: Election Report*) is available on the Commission's website.

#### Voting in other Electoral Authorities

Date	Election	Vote Issued
9 October 2010	Territory by-election NT – Araluen	0 early votes (in-person)
19 November 2010	By-election New Zealand – Mana	0 early votes (in-person)
27 November 2010	General election VIC	162 postal votes and 636 early votes (in-person)
26 March 2011	General election NSW	327 early votes (in-person) and assistance to electors using iVote

#### Assistance to Other Electoral Authorities

Under reciprocal arrangements with other Australian States and New Zealand electoral authorities, electors from those jurisdictions in Western Australia at the time of their elections and by-elections are able to vote at the Western Australian Electoral Commission office. During 2010–11, the Commission provided facilities for early voting (by post) and early voting (in-person) for four other authorities.



## Report on Operations – Outputs and Results Areas (continued)

### Local Government Elections

The year under review was not an election year for Local Government Ordinary Elections but the team were busy with preparations for the next round of Ordinary Elections scheduled for 15 October 2011. At the end of the reporting period, 74 local governments had engaged the Electoral Commission to conduct their ordinary elections.

### Extraordinary Elections

The Electoral Commissioner conducted 10 postal extraordinary elections and 1 voting in-person extraordinary election during the year on behalf of local governments, as listed below.

#### 2010–2011 Local Government Extraordinary postal elections

Shire/City	Ward Name	Date of Election	Participation Rate
City of Albany	Fredrickstown	15 July 2010	40.8%
Shire of Serpentine-Jarrahdale	Central	22 July 2010	32.6%
Shire of Exmouth	District	22 July 2010	Unopposed
City of Geraldton-Greenough	Champion Bay	29 July 2010	29.6%
City of Canning	Mason	14 August 2010	26.3%
Shire of East Pilbara	Lower Central	16 September 2010	Unopposed
Shire of Ravensthorpe	Rural	16 December 2010	55.9%
City of South Perth	McDougall	16 December 2010	29.7%
City of Cockburn	Central	27 January 2011	25.2%
Shire of Kalamunda	North West	24 March 2011	24.4%

#### 2010–2011 Local Government Extraordinary voting in-person elections

Shire/City	Ward Name	Date of Election	Participation Rate
Shire of Halls Creek	District	11 December 2010	27.7%

### Amalgamation Polls

Schedule 2.1 of the *Local Government Act 1995* allows electors to demand a poll if requested by at least 250 electors, or at least 10% of the electors of one of the districts recommended for amalgamation. If a poll is requested then the Electoral Commissioner must conduct the poll. Three valid requests for a poll were received from the following local government districts: Shire of Perenjori, Shire of Mullewa and the City of Geraldton-Greenough. Details of the three amalgamation polls conducted by the Electoral Commissioner are as follows:

#### 2010–2011 Local Government postal polls

Shire/City	Ward Name	Date of Election	Participation Rate
Shire of Perenjori	District	16 April 2011	80.7%
City of Geraldton-Greenough	District	16 April 2011	38.0%

#### 2010–2011 Local Government voting in-person polls

Shire/City	Ward Name	Date of Election	Participation Rate
Shire of Mullewa	District	16 April 2011	35.5%



## Report on Operations – Outputs and Results Areas (continued)

### Union and Fee-for-Service Elections

A total of 24 elections in this category were conducted during 2010–11, a decline on the numbers in recent years. While the number of private sector non-statutory elections remained steady, the number of union elections conducted under the *Industrial Relations Act 1979* declined.

The Commission continued to conduct elections for long term clients seeking the impartiality and expertise of the Commission. In all, 15 fee-for-service elections were undertaken, with the Public Transport Authority being added as a new client in respect of an election to select employee representatives on joint consultative committees.

While the community sector was quieter than in previous years with fewer new business confirmations, the Commission still fielded various enquiries seeking electoral advice or to discuss possible future electoral events.

### Extraneous Elections

The number of extraneous elections conducted by the Commission under the provisions of other written laws, a function prescribed by section 5F of the *Electoral Act 1907*, decreased slightly this year in line with client organisation requirements.

### Union Elections

The number of union elections decreased from 16 in 2009-10 to 9 this year, largely as a result of a decrease in the number of State registered unions now referred by the Industrial Relations Commission under the *Industrial Relations Act 1979* (refer Appendix 4).

### Future Directions

The State Elections team will focus on planning and active preparations for the proposed March 2013 State general election with the aim of having all project plans in place by December 2012. Major tenders and contracts relating to such activities as advertising, the printing of ballot papers, and telecommunications will be advertised and awarded, polling place requirements will be settled, and there will be considerable liaison with stakeholders and different client groups.

The Local Government Elections team will focus on the conduct of the 2011 Ordinary elections in October and the associated post election reporting and review. Subsequently there are likely to be a number of extraordinary elections during the year as well as the possibility of further amalgamation polls as a result of the government's expressed desire for reform within the local government sector.

The Non-Parliamentary Elections team will continue to work closely with existing client organisations to provide impartial, efficient and effective election services, and to promote its services to potential new clients.



## Output 2 – Electoral Roll Management

### Overview

During the first six months of the year the Enrolment branch's main focus, in addition to its routine responsibilities of maintaining the State electoral roll, was on finalising the development of specifications for a new electoral Roll Maintenance System. This work intensified over the second six months while the program has been in development. Considerable staff resources were committed to Phase 1 of the user acceptance testing and to refining specifications. The new system incorporates process efficiencies and improvements, including the electronic scanning and storage of silent elector and general early voter documentation.

The table below summarises Elector Enrolment Activity for 2010–11:

Activity	Statistic
Total enrolment 1 July 2010	1,350,557
Additions +	
New elector enrolments	40,725
Reinstatements	21,422
Deletions —	
	48,425
Net increase	13,722
Total enrolment 30 June 2011	1,364,249
Transfers	
Transfers from another district	72,627
Transfers within the district	135,141

It is usual for total enrolments to reduce following a major electoral event as a consequence of objection activity and auditing. Public interest in enrolment and updating of enrolment details improves in the lead up to the next significant election event.

In meeting the requirements of electoral events, the following rolls were produced:

- Merged rolls for use by 28 local governments consisting of 15 for extraordinary elections, 3 for referendums and 10 for purposes other than elections such as rate payers meetings
- Rolls for the Armadale by-election held in October 2010.

### Silent Electors

Silent electors have applied to have their residential addresses suppressed on the electoral roll for personal security reasons. A silent elector may also have their name suppressed from publicly available printed rolls.

Since 2002 the number of electors registered as silent electors has increased by 147% compared to an increase in overall enrolment of 13%.

In 2010–11 the number of silent electors registered increased by 4.8% to 13,746 as compared with an overall enrolment reduction of 0.77%.

### General Early Voters

Enrolled electors meeting the requirements of section 93 of the *Electoral Act 1907* may apply to be registered as a general early voter. These electors are automatically sent early ballot papers for any election relating to their enrolment.





## Report on Operations – Outputs and Results Areas (continued)

Since 2002 the number of electors registering as a general early voter has increased 137% compared to an increase in overall enrolment of 13%. The number of general early voters increased over the year by 4.9% to 24,391.

### Joint Roll Arrangement

Operating under a Joint Roll Arrangement (JRA) with the Commonwealth, the Western Australian Electoral Commission receives a weekly data file from the Australian Electoral Commission containing elector enrolment transactions and address transactions. This is the principal source of amendments to the State roll.

One of the major initiatives of the JRA is Continuous Roll Update (CRU), which includes regular data matching and mail review activities designed to encourage enrolment and improve the accuracy of the roll. CRU uses change of address information from other State and Federal agencies to send electoral enrolment forms to electors and potential electors. CRU also includes rural and remote area fieldwork, attendance at citizenship ceremonies, youth enrolment programs and removing deceased persons from the roll.

A Memorandum of Understanding for the period 1 July 2011 to 30 June 2013 and a program of JRA work for the 2011-12 year has been negotiated with the Australian Electoral Commission.

The Service Level Agreement that specifies the responsibilities and costs of maintaining the joint roll arrangement was also reviewed for the 2010–11 year, resulting in a slight reduction in the baseline per elector costs to reflect the Western Australian Electoral Commission's contribution to the maintenance of the State roll.

### Federal Proof of Identity Legislation

The Federal Government's changes to the *Commonwealth Electoral Act 1918* to require enrollees to provide a driver's licence number on the electoral enrolment form as proof of identity and removal of a witness signature were introduced in 2007. Similar changes to State legislation were not made, resulting in discrepancies between the State and Federal roll.

As at 30th June 2011 the following differences existed:

#### Proof of Identity Statistics

Difference	Statistic
Electoral enrolment forms that did not provide proof of identity	
New enrolments	1,414
Re-enrolments	1,228
<b>Total</b>	<b>2,642</b>
Electoral enrolment forms that were not witnessed	
New enrolments	3,803
Re-enrolments	6,912
<b>Total</b>	<b>10,715</b>
<b>Total Discrepancies</b>	<b>13,357</b>

The total number of discrepancies has increased each year, with an increase of 1,680 (14.39%) in 2010–11. The outcome of these discrepancies is that these elector names appear on the Commonwealth and the State rolls for different addresses. This will need to be resolved with a change to legislation.



## Report on Operations – Outputs and Results Areas (continued)

### Electronic Update of Enrolment Details

The Commission undertook a review of legislation concerning the requirements to determine whether applications for update of enrolment details without signature, which are now valid at the Federal level, could be accepted at State level. The review found that for changes to enrolment within a State district, whether in writing or electronically, there is no requirement for the form to be witnessed. As at 30 June 2011 2,160 electors whose enrolment applications were previously not accepted for State enrolment will now be accepted.

For a new enrolment and for a change of enrolment that involves an elector moving to a new State district, a witnessed enrolment form is still required under the State Act.

### State Electoral Distribution

Habitation data was provided to the electoral distribution team following the close of enrolments for the 2011 Electoral Distribution on 6 September 2010. The date of 6 September 2010 was set in legislation being 2 years after the last State general election on 6 September 2008. The figures form the basis for calculations to be made by the Electoral Distribution Commissioners during the review of State electoral boundaries.

### Local Government Redistributions

Local governments are required to undertake ward reviews every 8 years or whenever an imbalance of 10% or greater in elector numbers is detected. The following table summarises local government redistributions processed in 2010–11:

Type of Change	Total
Change of district boundaries	1
Change of ward boundaries	6
Abolition of wards	6

### The Supply of Confidential Elector Information

Confidential elector information is supplied to organisations where the Commissioner has determined that the public interest in providing the data will outweigh the public interest in protecting enrolment information. The enrolment information provided to organisations, together with the purpose for which that information was provided, is listed in an extract of the roll products register attached as Appendix 3.

Under the *Juries Act 1957*, the Commission has an obligation to provide the Sheriff with lists of prospective jurors for each of the State's 16 Jury Districts with monthly updates to manage changes of address. Elector names are randomly selected from the electoral roll. The 2011-12 list of 199,474 prospective jurors was prepared in April.

Under section 25A of the *Electoral Act 1907*, the Electoral Commissioner must provide each Member of Parliament and parliamentary parties with the electoral roll. This is achieved through updates to service providers who receive either monthly updates or roll dumps to provide this information to politicians.

### Future Directions

The Enrolment Branch will focus efforts in 2011-12 on the following projects:

- Produce rolls for the Local Government Ordinary Elections to be held in October 2011
- Develop strategies to ensure compliance with amendments to the *Juries Act* for production of the 2011-12 Juries Roll
- Complete user acceptance testing and implement the redeveloped electoral Roll Maintenance System
- Implement procedural efficiencies and improve security by imaging silent elector and general early voter paperwork
- Implement procedural efficiencies and improve security in delivering roll products
- Negotiate a schedule of works for 2012-13 with the Australian Electoral Commission under the Joint Roll Arrangement
- Explore opportunities for closer co-operation with the Australian Electoral Commission in enrolment activities to achieve greater efficiency
- Explore opportunities to stimulate enrolment by additional means to those currently used in continuous roll update.



## Output 3 – Electoral Education and Information

### Overview

The objective of increasing community understanding of electoral processes and participation in elections was routinely addressed throughout the year via:

- The programs and services of the Electoral Education Centre
- Continuous improvements to, and promotion of, the website as the main interface between the public, candidates and political parties and the Commission on all electoral matters
- The feedback and complaints policy and processes which address public enquiries and complaints expeditiously and comprehensively, and the provision of advice to a wide range of election clients and other stakeholders
- The development and promotion of a range of hard copy and electronic electoral publications and materials
- The work of the Electoral Liaison Officer through his direct dealings with political parties and candidates.

### The Electoral Education Centre

The Electoral Education Centre (EEC) continues to deliver quality education programs to primary and high schools, as well as tertiary and community groups throughout Western Australia. With a primary focus on State Government matters, the Electoral Education Centre also provides comprehensive information about local and Federal Government functions and processes.

Services include:

- Various presentations at the Centre
- School and TAFE visits
- The conduct of school based student elections
- Participation in a Joint Civics Education program (JCE) in conjunction with the Constitutional Centre of Western Australia.

During the year presentations were made to 8,145 school students and adults who visited the Centre.

Further activity included:

- Coordination of 37 school council elections involving 10,275 students
- Visits to primary and secondary schools within the metropolitan area, which involved 1,761 students
- Participation by 11,319 students in the Democracy in Action program
- Presentations to 373 TAFE and adult migrant education students
- Presentations to student teachers from Edith Cowan and Notre Dame Universities.

Overall 30,208 individuals have taken part in an EEC program.

From feedback received from visiting teachers:

- 74.19% rated the Centre's programs as extremely effective in meeting necessary educational outcomes
- 25.81% as very effective
- No negative feedback was received in relation to the Centre's programs.



### Future Direction

The Electoral Education Centre will look to fine tuning and extending its services in consultation with its key clients whilst actively promoting itself as a centre of excellence in electoral education. The Commission as a whole will increase its focus on ensuring our communications with stakeholders are appropriately pitched and targeted in the lead-up to the next State general election.

## Key Results Area 1 – Our Clients

### Overview

In this area of operation the Commission's primary objective is to build and maintain productive relationships with our clients. The strategies to achieve this objective entail initiatives to better inform clients about the Commission's services and products, engaging clients early and consistently on electoral issues and actively seeking client feedback.

Our stakeholders are diverse and specific needs do vary. Stakeholders range from the voting public at large, through to electors with disabilities, remote Aboriginal communities, local governments, political parties, schools students and youth, and organisations requiring fee-for-service electoral services. Whilst the relationship with, and services provided to many of our clients has already been outlined in the earlier pages of this report, some specific activities or initiatives are detailed below.

### Services to Political Parties and candidates

There were no new political parties registered during the reporting year, while three new party agents registered with the Commission. Currently there are seven political parties registered with the Commission.

Annual political finance returns for 2009–10 were submitted by 16 political parties and associated entities in accordance with the political finance requirements of the *Electoral Act 1907*. Audits of the record keeping processes associated with a selection of these returns were undertaken in-house. A summary of data from these annual returns and any audit outcomes has been included in the 2009–10 Political Finance Annual Report, which was transmitted to Parliament for tabling in April 2011.

Under the *Electoral Act 1907* candidates at a State general election or by-election can apply to be reimbursed for electoral expenditure incurred up to a specified amount, subject to them receiving more than 4% of valid first preference votes. The electoral funding dollar amount is adjusted annually on 1 July in line with CPI with the amount for the 2010–11 financial year being \$1.65674. A total of \$28,674 was paid out to candidates (or their political party) that contested the October 2010 Armadale by-election.



## Report on Operations – Outputs and Results Areas (continued)

### Services to the Electoral Distribution Commissioners

The Western Australian Electoral Commission continued to provide administrative support to the Electoral Distribution Commissioners charged with the responsibility of determining new electoral boundaries in Western Australia.

The Office of the Electoral Distribution Commissioners utilised the information technology and business service resources of the Western Australian Electoral Commission to assist with the conduct of its operations.

Assistance included provision of recruitment, procurement and payroll services and the supply of computer and communications equipment and technical support.

### Services to Aboriginal and Torres Strait Islander Electors

The Commission continues to acknowledge the importance of reconciliation. This is consistent with the Commission's aim of delivering quality, innovative and equitable electoral services to all electors in Western Australia. Accessibility of our services is a key component of ensuring that Aboriginal and Torres Strait Islanders can readily engage with the electoral process.

Our Reconciliation Action Plan (RAP) provides the vehicle for identifying and progressing key strategies in improving outcomes for Aboriginal and Torres Strait Islander people in enrolling and voting, and understanding the electoral process. The Commission

monitors our RAP and reports on it annually. A new draft RAP has been submitted to the Department of Indigenous Affairs for comment with a proposed timeframe of 2011-2014.

The Commission continues to work closely with the Department of Local Government and the Australian Electoral Commission through the establishment of the Indigenous Electoral Participation Working Group. This group aims to improve enrolment, education and voter participation in local, State and Federal elections through community visits and community liaison, the production of targeted electoral material and other initiatives.

Key highlights from the year include:

- Participation in NAIDOC Week including a stall at the NAIDOC Opening Ceremony
- Presentations by Electoral Education Centre (EEC) staff at the Curtin University School for Aboriginal Studies and SMYLE students
- Chairing the Indigenous Electoral Participation Working Group and identifying new opportunities for localised engagement
- The establishment of a project officer position for State elections to focus on improving services to Aboriginal and Torres Strait Islanders
- An EEC display highlighting key milestones in the electoral history of Aboriginal and Torres Strait Islander people.
- Participating in various forums and community expos in Perth and regional WA

- Sponsoring banners displayed in the Perth CBD for Reconciliation Week with the message "Your vote is important... enrol to vote today"
- Development of a new RAP for 2011-2014.

### Services to Disabled Electors

In preparing for election events the Western Australian Electoral Commission plans to provide the best possible service to all its stakeholders, including those in the community who have a disability which may present difficulties in accessing electoral services.

The needs of people with disabilities (and their carers) are an integral part of the election planning process and the Commission has introduced a range of initiatives to make voting more accessible to these electors.

Electors who are seriously ill or infirm, or people caring for such an elector, are eligible to apply for an early vote by post. A voting package that contains their ballot paper will be posted to such electors prior to polling day. Further, people with permanent disabilities, who are seriously ill or infirm or their carers, can at any time make an application to register as a general early voter. Ballot papers are automatically posted after a State general election, by-election or referendum is announced to enable these electors to complete their ballot papers at home.

Before any polling day, mobile polling teams visit selected hospitals and special institutions to enable permanent and temporary residents to cast their vote.



## Report on Operations – Outputs and Results Areas (continued)

On polling day, drive-in polling places are set up in the metropolitan area for electors with limited mobility. At these polling places electors are able to cast their vote from the comfort of their vehicle.

At each polling place there is available a number of aids to assist electors with special needs. This includes hand-held magnifying sheets to magnify ballot papers, accessible voting screens, hard of hearing cards, thicker pencils for better grip, and reserved parking bays for people with disabilities. Electors with mobility issues may also request that a polling official take the ballot paper to their car for them to complete. Also any elector can request assistance from a polling officer or a companion to complete their ballot paper.

The Commission has commenced development of an electronic voting system for use in selected polling places at the next State general election by electors who are blind or vision impaired.

### Services to Local Government

Prior to biennial local ordinary elections the Commission's local government team visits most client local authorities across the State to plan and discuss with the CEO or delegated staff the conduct of their postal or voting in-person elections. Where a personal visit may not be possible a teleconference is conducted. This year the Commission has made a concerted effort to make personal visits to local governments located in the more remote parts of the State, including the Pilbara.

Further to these meetings the team attends and presents at candidate information sessions that individual local governments arrange for prospective election candidates. In addition candidate information packs are prepared and mailed out or issued by Returning Officers and all relevant information is posted on the Commission's website. Commission staff have also liaised during the year with various other bodies with an interest in local government elections, including the Western Australian Local Government Association, regional councils and the Department of Local Government.



## Key Results Area 2 – Our People

### Overview

The Commission's objective in this area of operation is to become an employer of choice. The strategies developed to achieve this include the continuous development and mentoring of Commission staff and the provision of an attractive and stimulating work place.

The Electoral Commission is made up of some 52 staff from a diversity of backgrounds. They are committed, talented professionals with skills, personal attributes and qualifications to deliver quality electoral services to the people of Western Australia. This staff level is supplemented during the year through term appointments and the employment of casual staff to assist with particular election related projects.

The key to the performance of the Commission is the people it recruits and develops, and the challenges and opportunities it offers them. The Commission takes seriously its objective of being an employer of choice and works diligently to provide a rewarding and supportive environment. It recognises its greatest strength is the competence, knowledge, dedication and enthusiasm of its staff.

### Staff Profile

Currently the Commission employs 52 staff.

Staff	2010–11	2009–10	2008–09	2007–08
Full-time permanent	39	38	46	42
Full-time contract	4	4	-	1
Part-time on a FTE basis	7	6	2	2
On secondment	2	1	-	15
<b>Total</b>	<b>52</b>	<b>49</b>	<b>48</b>	<b>60</b>

Level	Number of Staff	Male	Female
1	8	0	8
2	9	2	7
3	8	2	6
4	12	9	3
5	4	2	2
6	5	5	0
7	2	1	1
8	1	1	0
9	2	1	1
Group 1	1	1	0
<b>Total</b>	<b>52</b>	<b>24</b>	<b>28</b>

### Training and Professional Development

During the year the major focus of training for permanent staff was on the development or consolidation of project management knowledge and skills, and the provision of internal audit and quality management training for selected staff. A total of 18 lower-mid level staff participated in a Certificate IV Project Management training course delivered by a contracted provider from the TAFE system. All course participants achieved certification, and in doing so added to the Commission's project management capacity and level of expertise, as well as to their own professional development.

Given the significant numbers of casual staff employed at election events, along with their diverse level of experience and skill, and dispersed nature, the Commission has invested heavily in the development of online training programs covering most aspects of election operations and most roles to be performed. The number of online training modules was expanded during the year and existing modules were further enhanced.

### Occupational Safety and Health

A new Occupational Safety and Health (OSH) Representative was elected in August 2010 and consequently trained at an accredited course. This OSH representative works closely with the Commission's Responsible Authority (Manager Business Services) and together they form the Commission's OSH Committee. This Committee continued to review the OSH management system and oversight compliance with the *Occupational Safety and Health Act 1984*.



## Report on Operations – Outputs and Results Areas (continued)

In the reporting year the Commission undertook a review of its Occupational Safety and Health and Injury Management System policy and procedures. All staff were informed of the new policy changes. Likewise the OSH Plan was reviewed to ensure compliance. A self assessment was conducted internally by the Responsible Authority due to the small size of the agency and the absence of reportable incidents.

The Commission arranges and promotes a range of preventative health measures to employees. These include:

- Eyesight Screening – the policy was reviewed during the year and nine staff accessed this subsidy program
- First Aid – a core group of staff are provided with certified first aid training, with additional staff added to the pool as required or refresher training arranged
- Fire and Emergency Procedures – Floor Wardens have been appointed for each floor the Commission occupies and procedures established for evacuating the building in the event of a fire or other emergency
- Flu Vaccinations – staff are offered a free flu vaccination prior to the winter flu season each year
- Employee Assistance Program – a contract is in place to provide a professional and confidential counselling service at no cost to officers of the Commission, their spouse or dependents

- Grievance Procedures – bullying or harassment in the workplace is not tolerated; grievance procedures are in place
- Vehicle Safety – the Commission has a Vehicle and Taxi policy which has been reviewed for compliance with government directives.

### Injury Management Compliance

The Commission complies with the Injury Management requirements of the *Workers Compensation and Injury Management Act 1981*. The Commission's Injury Management System policy was reviewed and updated as part of a broader review of OSH policies and procedures, and due to the Commission's transition to the Office of Shared Services and resulting procedural changes.

#### Annual Performance Against Targets

Indicator	Target	Actual Performance
Number of fatalities	0	0
Lost time injury/disease (LTI/D) incidence rate	0 or 10% reduction on previous year	0
Lost time injury severity rate	0 or 10% reduction on previous year	0
Percentage of injured workers returned to work within 28 weeks	Actual percentage result to be reported	0

### Equity & Diversity

The Commission submitted its Annual Agency Report to the Office of Public Sector Standards and reported that there had been no breach of discipline under the *Public Sector Management Act 1994*. The Commission has plans in place to monitor human resource standards and ensure consistency and fairness in dealing with any such matters that arise. Staff performance reviews, internal audits, policy reviews and staff feedback ensure that such systems are robust and appropriate. The Public Sector Code of Ethics and the Commission's Code of Conduct are promoted internally.

The annual Equal Employment Opportunity Management Plan was submitted to the Office of Equal Employment Opportunity (OEEO). The Commission will continue to examine how best to implement strategies for employing a diverse range of casual election staff, particularly those that can assist electors whose first language is not English.

### Freedom of Information

The Commission received no Freedom of Information applications during the year.





## Key Results Area 3 – The Organisation

### Overview

In managing the Commission our objective is to be professional, innovative, cost-effective and efficient in all projects and programs, applying best practice to all we do. Strategies in place to achieve this include maintaining the highest of standards in corporate governance; continuously improving our systems, methodologies and processes; valuing ideas and knowledge sharing; and aligning tasks with Commission objectives.

The Commission's reputation as an organisation that can be trusted and relied upon to deliver accurate, timely and cost effective election outcomes, is very much dependent on the thoroughness of our planning, the quality and training of our staff, the efficacy of our systems and processes, and the application of the highest standards of impartiality, fairness and probity. Our managerial and decision-making practices are reflective of these organisational considerations.

### Corporate Governance

Best practice in corporate governance is a key objective of the small team that comprises the Commission's Corporate Executive and entails the consideration and approval of the Commission policies, setting strategic direction and resource allocation, as well as monitoring Commission performance, progress against targets and resource use.

### Corporate Executive

The Corporate Executive of the Commission comprises the Electoral Commissioner, Deputy Electoral Commissioner, Manager Enrolment, Manager Business Services, Manager Information Technology, and Manager Policy, Compliance & Community Information. These officers are all suitably qualified and possess relevant broad-based policy development, performance evaluation and management skills. All have extensive public sector experience.

The Corporate Executive attests that all of the following Corporate governance responsibilities have been appropriately and fully addressed:

- Confirmation of the Commission's financial statements
- Appropriate consideration of the recommendations and advice of internal and external auditors on the operational and financial risks facing the Commission
- Revision and improvement of existing Commission risk management strategies and internal controls to manage identified risks
- Ensuring adherence to the Commission's Code of Conduct, the Public Sector Code of Ethics and directives of the Public Sector Commission by Commission staff in carrying out their duties and responsibilities
- Provision of advice to the Commissioner on strategic direction
- Assistance in the development of corporate policy
- Monitoring of the operations and finances of the Commission.

### Risk Management

The management of organisational risk is considered integral to the Commission's core activities and accordingly risk management is a key managerial activity. The entire management team is responsible for identification and management of risk, with each branch manager responsible for identifying and recording risks that have the potential to impede ongoing service delivery.

Building upon earlier endeavours and, after integrating RiskCover's intuitive risk management system 'RiskBase' into the Commission's business management processes, all branch managers have now finalised a risk profile for their area of responsibility and have migrated the information into RiskBase. The Commission is now turning its focus to evaluating the agency-wide risk profile as a means to inform the review process that is currently underway in relation to business continuity planning as the next State general election approaches. As part of this process considerable work has been undertaken in relation to 'off site' data replication and disaster recovery planning initiatives.



## Report on Operations – Outputs and Results Areas (continued)

### Quality Management and Assurance

Under the Commission's Quality Management Policy and *'AS/NZS ISO 9001:2008 Quality Management System'*, election and enrolment services are certified and audited to international quality assurance standards by BSI Management Systems (BSI). Certificates of Approval confirm that management systems comply with the requirements of the quality assurance standard for core electoral activities. The certificates remain valid for three years with yearly inspections by the Commission's external auditors (BSI).

In July 2010 a recertification of the Commission's quality management system was conducted. Further, in June 2011 a full recertification was conducted by BSI. On both occasions, BSI found that the Commission's quality assurance system was very well managed and recommended that the recertification continued until July 2014. No non-compliance matters were identified.

The Commission has demonstrated its commitment to quality assurance by ensuring that 13 staff are trained by BSI as internal auditors. In 2010–11 an internal audit schedule was established involving 10 separate audits of key election, enrolment or records management related activities. All audit findings that requested improvement to systems or processes were executed via the Commission's Business Improvement Request Register. This Register ensures that all audit recommendations are tracked and acted upon.

The Quality Assurance Management Review Committee conducted monthly meetings throughout the year and has made major improvements to the Commission's quality management system. Some of the improvements stem from public and staff suggestions on how the Commission can improve its services.

Further, the Quality Assurance Management Review Committee successfully audited the Commission's published policies and procedures. Through amalgamation and the repealing of redundant policies the Commission has reduced over 90 policies to 40. The Committee has now enacted a quality system

where all new policies are vetted for relevance before becoming endorsed by the Committee and ratified by the Corporate Executive. New or updated policies are then circulated to all staff and published on the intranet.

In addition to the internal audits programs outlined above, Braxford Consultancy were appointed to conduct audits covering risk management, payroll data transfer to the Office of Shared Services, and non-parliamentary election processes. All recommendations made were enacted.





## Report on Operations – Outputs and Results Areas (continued)

### Record Keeping Plan

The Commission's Recordkeeping Plan is compliant with the requirements of the *State Records Act 2000* and is registered with the State Records Office. A current Records Policy and Standards Manual is maintained, and RecFind is utilised to manage and monitor corporate files. Electronic documents are profiled and saved using iManage.

The Commission's records management process forms a part of the wider quality management process referred to above, with specific steps or tasks being summarised by a flowchart in the Quality Assurance Manual.

The State Records Office has approved the continuation of the Commission's Retention and Disposal Schedule until 2016.

### Business Services and Financial Management

The Business Services branch supports the key functional areas within the Commission by providing human resource, financial and administrative services.

The Commission has an ongoing operational budget of around \$8.0 million administered by the branch. Further funding was provided this year for the conduct of the Armadale by-election.

The branch was required to provide human resource services to some 52 staff, plus polling staff for the by-election. Other project expenditure for the year centred on the development of a new electoral Roll Maintenance System and the State Electoral Distribution.

This year the branch has been heavily involved in restructuring work processes following the transition to the Office of Shared Services. The Commission rolled into the Shared Services framework in September 2010. The new processes and changed management have had a significant impact on branch operations as difficulties with the system and poor service levels have been encountered.

### Information Systems and Technology

The Information Technology (IT) branch supports all other branches within the Commission during their normal daily tasks as well as during particular election events where activity centres on the provision of IT systems, applications and technical support.

An on-going role has been the provision of routine systems support and the maintenance of the Commission's fleet of servers and hardware infrastructure. The adoption and installation of the latest virtualisation techniques for most servers for the production and development environments has been an important undertaking. Keeping on top of emerging security issues is also consuming more staff time.

A major focus has been the on-going redevelopment of the Electoral Roll Maintenance System (ERMS) into a new more streamlined Roll Maintenance System (RMS). This significant project will change quite dramatically how enrolment staff maintain the State roll and deliver roll products. Another major project has been the development of the Elector Recording System (ERS) to replace roll books in polling places. This was successfully trialled at the Armadale by-election in October 2010 and a much bigger roll out for the next State general election is being considered.

The IT branch has plans in place to set up an external data centre to host the near real-time data replication of almost all information from head office. This has been designed to mitigate for extreme risks as part of the Commission's overall risk management and business continuity strategies. In the next year this plan will be put into place together with a full disaster recovery plan.



## Compliance with Relevant Written Law

The Electoral Commissioner is subject to the provisions of the *Parliamentary Commissioner Act 1971*, but only to the extent of the Electoral Commissioner's functions as Chief Executive Officer of the Western Australian Electoral Commission.

Legislation impacts all administrative and operational activities and the Commission considered with the following legislation in the performance of its function:

Administrative	Operational
<i>Criminal Code</i>	<i>Constitution Act 1889</i>
<i>Disability Discrimination Act 1992 (Cth)</i>	<i>Constitution Acts Amendments Act 1899</i>
<i>Disability Services Act 1993</i>	<i>Election of Senators Act 1903</i>
<i>Equal Opportunity Act 1984</i>	<i>Electoral Act 1907</i>
<i>Electronic Transactions Act 2003</i>	<i>Electoral (Ballot Paper Forms) Regulations 1990</i>
<i>Evidence Act 1906</i>	<i>Electoral (Political Finance) Regulations 1996</i>
<i>Financial Management Act 2006</i>	<i>Electoral Regulations 1996</i>
<i>Freedom of Information Act 1992</i>	<i>Fines, Penalties and Infringement Notices Enforcement Acts 1994</i>
<i>Government Employees Superannuation Act 1987</i>	<i>Franchise Act 1916</i>
<i>Industrial Relations Act 1979</i>	<i>Guardianship and Administration Act 1990</i>
<i>Occupational Safety and Health Act 1984</i>	<i>Industrial Arbitration (Unions Elections) Regulations 1980</i>
<i>Public and Bank Holidays Act 1972</i>	<i>Juries Act 1957</i>
<i>Public Sector Management Act 1994</i>	<i>Local Government Act 1995</i>
<i>Public Interest Disclosure Act 2003</i>	<i>Local Government (Elections) Regulations 1997</i>
<i>Salaries and Allowances Act 1975</i>	<i>Referendums Acts 1983</i>
<i>State Records Act 2000</i>	<i>Referendums Regulations 1984</i>
<i>State Supply Commission Acts 1991</i>	
<i>Workers Compensations and Injury Management Act 1981</i>	
<i>Working with Children (Criminal Record Checking) Act 2004</i>	

### Compliance with Section 31(1) of the *Public Sector Management Act 1994*

The Commission is committed to continuously improving its corporate governance function in line with community and government expectations. Existing controls and checks are considered sufficient to provide a reasonable assurance of compliance with State public sector ethical codes and minimum human resource standards of merit, equity and probity. Auditing is conducted on a regular basis as part of the Commission's internal audit program. An application may be made for a breach of standards review at any time where the circumstances warrant. No such applications were received in the year under review.

The Commission has developed an intranet site that includes direct access to information on these standards and codes.

### Compliance with Section 175ZE of the *Electoral Act 1907*

In compliance with Section 175ZE of the *Electoral Act 1907*, the Commission is required to report on expenditure incurred during the financial year in relation to advertising, market research organisations, polling organisations, direct mail organisations and media advertising organisations.

Total expenditure for 2010–11 was \$112,498.



## Compliance with Relevant Written Law continued...

Details are as follows:

Advertising agencies	\$12,281	303 Advertising	\$12,281
Market research	\$nil	-	-
Polling organisations	\$nil	-	-
Media advertising	\$27,809	Adcorp	\$27,809
Direct mail organisations	\$72,408	Zipform Salmat	\$49,173 \$23,235

This expenditure related to statutory and campaign advertising for the Armadale by-election and mailing costs for statutory local government extraordinary and other non-parliamentary postal elections.

## Legislation Changes

The *Electoral Amendment and Constitution Bill 2011* (the *Bill*) was introduced into State Parliament on 16 March 2011. The Bill proposes to amend the *Electoral Act 1907* and the *Constitution Acts Amendment Act 1899* to enable a fixed election date for State general elections in Western Australia. Importantly, the Bill will fix the date for Legislative Council elections as the second Saturday in March every four years, beginning in 2013 and provide for a conjoint general election to occur when the Legislative Assembly is dissolved or expires after 1 November in the year prior to a Legislative Council election. Due to constitutional complexities any attempt to fix a date for Legislative Assembly elections would require an absolute majority of both Houses of Parliament and a State-wide referendum.

The Bill, if passed by the Parliament as proposed, will give certainty to the Western Australian community about when exactly the next State general election will be held. Further, the legislation will offer certainty for business and the wider community and greatly assist the Commission with the planning of general elections. If the Bill is passed by the Parliament, the next State general election will be held on Saturday 9 March 2013.

## Governance and Other Financial Disclosures

### Pricing policies of services provided

The Commission charges for services rendered in regard to the conduct of non-parliamentary elections, on a full cost recovery basis. These fees and charges were determined in accordance with '*Costing and Pricing Government Services*' published by the Department of Treasury and Finance.

## Capital Works – Capital project incomplete

Work continues on the development of a new electoral Roll Maintenance System. Priority was given to the modules of the system that were required for election management systems at State elections.

## Contracts with Senior Officers

At the date of reporting, other than normal contracts of employment of service, no senior officers, or firms of which senior officers are members, or entities in which senior officers have substantial interest had any interests in existing or proposed contracts with the Commission and senior officers.

At the date of signing I am not aware of any circumstance which would render the particulars included in the above statements as misleading or inaccurate.

Warwick Gately AM  
ELECTORAL COMMISSIONER

16 September 2011



# Financial Statements and Performance Indicators 2010–11



## Auditor general's opinion letter



Auditor General

### INDEPENDENT AUDITOR'S REPORT

To the Parliament of Western Australia

#### WESTERN AUSTRALIAN ELECTORAL COMMISSION

##### Report on the Financial Statements

I have audited the accounts and financial statements of the Western Australian Electoral Commission.

The financial statements comprise the Statement of Financial Position as at 30 June 2011, the Statement of Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows, Summary of Consolidated Account Appropriations and Income Estimates for the year then ended, and Notes comprising a summary of significant accounting policies and other explanatory information.

##### *Electoral Commissioner's Responsibility for the Financial Statements*

The Electoral Commissioner is responsible for keeping proper accounts, and the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards and the Treasurer's Instructions, and for such internal control as the Electoral Commissioner determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

##### *Auditor's Responsibility*

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the financial statements based on my audit. The audit was conducted in accordance with Australian Auditing Standards. Those Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Commission's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Electoral Commissioner, as well as evaluating the overall presentation of the financial statements.

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

##### **Opinion**

In my opinion, the financial statements are based on proper accounts and present fairly, in all material respects, the financial position of the Western Australian Electoral Commission at 30 June 2011 and its financial performance and cash flows for the year then ended. They are in accordance with Australian Accounting Standards and the Treasurer's Instructions.

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#### Western Australian Electoral Commission

##### Report on Controls

I have audited the controls exercised by the Western Australian Electoral Commission. The Electoral Commissioner is responsible for ensuring that adequate control is maintained over the receipt, expenditure and investment of money, the acquisition and disposal of public and other property, and the incurring of liabilities in accordance with the Financial Management Act 2006 and the Treasurer's Instructions, and other relevant written law.

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the controls exercised by the Electoral Commissioner based on my audit conducted in accordance with Australian Auditing Standards.

##### **Opinion**

In my opinion, the controls exercised by the Western Australian Electoral Commission are sufficiently adequate to provide reasonable assurance that the receipt, expenditure and investment of money, the acquisition and disposal of property, and the incurring of liabilities have been in accordance with legislative provisions.

##### Report on the Key Performance Indicators

I have audited the key performance indicators of the Western Australian Electoral Commission. The Electoral Commissioner is responsible for the preparation and fair presentation of the key performance indicators in accordance with the Financial Management Act 2006 and the Treasurer's Instructions.

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the key performance indicators based on my audit conducted in accordance with Australian Auditing Standards.

##### **Opinion**

In my opinion, the key performance indicators of the Western Australian Electoral Commission are relevant and appropriate to assist users to assess the Commission's performance and fairly represent indicated performance for the year ended 30 June 2011.

##### **Independence**

In conducting this audit, I have complied with the independence requirements of the Auditor General Act 2006 and the Australian Auditing Standards, and other relevant ethical requirements.

COLIN MURPHY  
AUDITOR GENERAL  
13 September 2011



## Certification of Financial Statements

The accompanying financial statements of the Western Australian Electoral Commission have been prepared in compliance with the provisions of the *Financial Management Act 2006* from proper accounts and records to present fairly the financial transactions for the financial year ended 30 June 2011 and the financial position as at 30 June 2011.

At the date of signing we are not aware of any circumstances which would render any particulars included in the financial statements misleading or inaccurate.

Warwick Gately AM  
**Electoral Commissioner**  
6 September 2011

Gary Harrington  
**Chief Finance Officer**  
6 September 2011





## Statement of Comprehensive Income for the Year Ended 30 June 2011

	Note	2011 \$000	2010 \$000
<b>COST OF SERVICES</b>			
<b>Expenses</b>			
Employee benefits expense	4	4,194	5,934
Supplies and services	5	2,980	3,718
Depreciation expense	6	60	33
Accommodation expenses	7	1,263	1,050
Grants and subsidies	8	29	52
Other expenses	9	56	52
<b>Total cost of services</b>		<b>8,582</b>	<b>10,839</b>
Income			
<b>Revenue</b>			
Other Revenue	10	450	3,133
<b>Total Revenue</b>		<b>450</b>	<b>3,133</b>
<b>Total income other than income from State Government</b>		<b>450</b>	<b>3,133</b>
<b>NET COST OF SERVICES</b>		<b>8,132</b>	<b>7,706</b>
<b>INCOME FROM STATE GOVERNMENT</b>			
Service appropriation	11	7,879	8,115
Resources received free of charge		223	62
Royalties for Region Fund		-	-
<b>Total income from State Government</b>		<b>8,102</b>	<b>8,177</b>
<b>SURPLUS/DEFICIT FOR THE PERIOD</b>		<b>(30)</b>	<b>471</b>
<b>OTHER COMPREHENSIVE INCOME FOR THE PERIOD</b>		<b>-</b>	<b>-</b>
<b>TOTAL COMPREHENSIVE INCOME FOR THE PERIOD</b>		<b>(30)</b>	<b>471</b>

The Statement of Comprehensive Income should be read in conjunction with the accompanying notes.



## Statement of Financial Position for the Year Ended 30 June 2011

	Note	2011 \$000	2010 \$000
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and cash equivalents	12	808	509
Receivables	14	285	161
Amounts receivable for services	15	50	50
Other current assets	16	–	18
<b>Total Current Assets</b>		<b>1,143</b>	<b>738</b>
<b>Non-Current Assets</b>			
Restricted cash and cash equivalents	13	58	45
Amounts receivable for services	15	449	301
Plant and equipment	17	2,147	1,935
<b>Total Non-Current Assets</b>		<b>2,654</b>	<b>2,281</b>
<b>TOTAL ASSETS</b>		<b>3,797</b>	<b>3,019</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Payables	18	734	169
Amounts due to Treasurer	19	347	86
Provisions	20	678	650
<b>Total Current Liabilities</b>		<b>1,759</b>	<b>905</b>
<b>Non-Current Liabilities</b>			
Provisions	20	295	341
<b>Total Non-Current Liabilities</b>		<b>295</b>	<b>341</b>
<b>TOTAL LIABILITIES</b>		<b>2,054</b>	<b>1,246</b>
<b>Net Assets</b>		<b>1,743</b>	<b>1,773</b>
<b>EQUITY</b>			
Contributed equity	21	1,026	1,026
<b>Accumulated surplus/(deficit)</b>		<b>717</b>	<b>747</b>
<b>Total Equity</b>		<b>1,743</b>	<b>1,773</b>

The Statement of Financial Position should be read in conjunction with the accompanying notes.



## Statement of Changes in Equity for the Year Ended 30 June 2011

	Contributed Equity \$000	Accumulated surplus/deficit \$000	Total Equity \$000
<b>Balance at 1 July 2009</b>	854	(1,166)	(312)
Prior Year Adjustments (a)		1,442	1,442
	<b>854</b>	<b>276</b>	<b>1,130</b>
Total comprehensive income for the year		471	471
Capital appropriations		-	-
	172	-	172
<b>Balance at 30 June 2010</b>	<b>1,026</b>	<b>747</b>	<b>1,773</b>
<b>Balance at 1 July 2010</b>	<b>1,026</b>	747	1,773
Total comprehensive income for the year		(30)	(30)
Prior Year Adjustment		-	-
Transactions with owners in their capacity as owners			
Capital appropriations			
<b>Balance at 30 June 2011</b>	<b>1,026</b>	<b>717</b>	<b>1,743</b>

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

(a) The opening Retained Earnings at 1 July 2009 has been restated due to two prior year errors. Refer to notes 17 and 21 for further information.



## Statement of Cash Flows for the Year Ended 30 June 2011

	Note	2011 \$000	2010 \$000
<b>CASH FLOWS FROM STATE GOVERNMENT</b>			
Service appropriation		7,682	7,917
Holding account draw downs		50	278
<b>Net cash provided by State Government</b>		<b>7,732</b>	<b>8,195</b>
<b>Utilised as follows:</b>			
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Payments</b>			
Employee benefits		(4,279)	(5,805)
Supplies and services		(2,497)	(4,530)
Accommodation		(1,214)	(1,056)
Grants and subsidies		(29)	(52)
GST payments on purchases		(397)	(605)
GST payments to ATO		(54)	(317)
Salaries Suspense with Treasury		(13)	(13)
Other payments		(306)	(87)
<b>Receipts</b>			
Sale of goods and services		379	3,210
GST Receipts on Sales		38	326
GST Receipts from ATO		334	834
Other receipts (Capital Contribution)		–	172
Other receipts (Treasurer's Advance)		260	–
All Other Receipts		376	6
<b>Net cash used in operating activities</b>	<b>22</b>	<b>(7,402)</b>	<b>(7,917)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Proceeds from sale of non-current physical assets			
Purchase of non-current physical assets		(18)	(92)
<b>Net cash used in investing activities</b>		<b>(18)</b>	<b>(92)</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>312</b>	<b>186</b>
Cash and cash equivalents at the beginning of period		554	368
<b>Cash and cash equivalents at the end of period</b>	<b>22</b>	<b>866</b>	<b>554</b>

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



## Summary of Consolidated Account Appropriations and Income Estimates for the Year Ended 30 June 2011

	2011 Estimate \$0	2011 Actual \$0	2011 Variance \$0	2011 Actual \$0	2010 Actual \$0	Variance \$0
<b>DELIVERY OF SERVICES</b>						
<b>Item 72</b> Net amount appropriated to deliver services	5,183	6,780	1,597	6,780	7,523	(743)
<b>Amount Authorised by Other Statutes</b>						
– Electoral Act 1907	540	619	79	619	152	467
– Industrial Relations Act 1979	116	116	-	116	116	-
– Salaries and Allowances Act 1975	349	364	15	364	324	40
<b>Total appropriations provided to deliver services</b>	<b>6,188</b>	<b>7,879</b>	<b>1,691</b>	<b>7,879</b>	<b>8,115</b>	<b>(236)</b>
<b>CAPITAL</b>						
<b>Item 154 Capital Contribution</b>	-	172	(172)			
<b>GRAND TOTAL</b>	<b>6,188</b>	<b>7,879</b>	<b>1,691</b>	<b>7,879</b>	<b>8,287</b>	<b>(408)</b>
<i>Details of Expenses by Service</i>						
<b>Electoral Services</b>	6,574	8,582	2,008	8,582	10,839	(841)
<b>Total Cost of Services</b>	6,574	8,582	2,008	8,582	10,839	(841)
Less total income	43	450	407	450	3,133	(2,683)
<b>Net Cost of Services</b>	6,531	8,132	1,601	8,132	7,706	1,842
Adjustments	(343)	(253)	90	(253)	409	(2,078)
<b>Total appropriations provided to deliver services</b>	<b>6,188</b>	<b>7,879</b>	<b>1,691</b>	<b>7,879</b>	<b>8,115</b>	<b>(236)</b>
<b>Capital Expenditure</b>						
Purchase of non-current physical assets					92	92
Adjustments for other funding sources					80	80
<b>Capital Contribution (appropriation)</b>					<b>172</b>	<b>(172)</b>



## Notes to the Financial Statements for the Year Ended 30 June 2011

### 1. Australian Accounting Standards

#### General

The Commission's financial statements for the year ended 30 June 2011 have been prepared in accordance with Australian Accounting Standards. The term 'Australian Accounting Standards' refers to Standards and Interpretations issued by the Australian Accounting Standard Board (AASB).

The Commission has adopted any applicable, new and revised Australian Accounting Standards from their operative dates.

#### Early adoption of standards

The Commission cannot early adopt an Australian Accounting Standard unless specifically permitted by TI 1101 *Application of Australian Accounting Standards and Other Pronouncements*. No Australian Accounting Standards that have been issued or amended but not operative have been early adopted by the Commission for the annual reporting period ended 30 June 2011.

### 2. Summary of Significant Accounting Policies

#### (a) General Statement

The financial statements constitute general purpose financial statements that have been prepared in accordance with Australian Accounting Standards, the Framework, Statements of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board as applied by the Treasurer's instructions. Several of these are modified by the Treasurer's instructions to vary application, disclosure, format and wording.

The *Financial Management Act* and the Treasurer's instructions are legislative provisions governing the preparation of financial statements and take precedence over Australian Accounting Standards, the Framework, Statements of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board.

Where modification is required and has had a material or significant financial effect upon the reported results, details of that modification and the resulting financial effect are disclosed in the notes to the financial statements.

#### (b) Basis of Preparation

The financial statements have been prepared on the accrual basis of accounting using the historical cost convention.

The accounting policies adopted in the preparation of the financial statements have been consistently applied throughout all periods presented unless otherwise stated.

The financial statements are presented in Australian dollars and all values are rounded to the nearest thousand dollars (\$'000).

#### (c) Reporting Entity

The reporting entity comprises the Commission and there are no related bodies.

#### Mission

The Western Australian Electoral Commission's mission is to conduct elections, maintain the electoral roll and raise public awareness of electoral matters.

The Commission is predominantly funded by Parliamentary appropriation. The Commission provides the following services on a fee-for-service basis:

- Conduct of certain non-parliamentary elections.
- Sale of electoral roll products.

The financial statements encompass all funds through which the Commission controls resources to carry on its functions.

#### Services

The Commission provides the following service:

- Electoral Services

Provision of independent, impartial and efficient electoral services to electors for Parliament and other electoral clients.

#### (d) Contributed Equity

AASB Interpretation 1038 'Contributions by Owners Made to Wholly-Owned Public Sector Entities' requires transfers in the nature of equity contributions, other than as a result of a restructure of administrative arrangements, to be designated by the Government (the owner) as contributions by owners (at the time of, or prior to transfer) before such transfers can be recognised as equity contributions. Capital appropriations have been designated as contributions by owners by Treasurer's instruction (TI) 955 'Contributions by Owners made to Wholly Owned Public Sector Entities' and have been credited directly to Contributed Equity.



## Notes to the Financial Statements for the Year Ended 30 June 2011 continued...

### (e) Income

#### **Revenue recognition**

Revenue is measured at the fair value of consideration received or receivable.

Revenue is recognised for the major business activities as follows:

#### *Sale of roll products*

Revenue is recognised from the sale of goods and disposal of other assets when the significant risks and rewards of ownership control transfer to the purchaser and can be measured reliably.

#### *Provision of services*

Revenue is recognised upon delivery of the service to the client or by reference to the stage of completion of the transaction.

#### *Service Appropriations*

Service Appropriations are recognised as revenues at fair value in the period in which the Commission gains control of the appropriated funds. The Commission gains control of appropriated funds at the time those funds are deposited into the Commission's bank account or credited to the "Amounts receivable for services" (holding account) held at Treasury.

#### *Net Appropriation Determination*

The Treasurer may make a determination providing for prescribed receipts to be retained for services under the control of the Commission. In accordance with the determination specified in the 2010-2011 Budget Statements, the Commission retained \$450,000 in 2011 (\$3,133,000 in 2010) from the following:

- sale of roll products; and
- other departmental revenue (predominantly recoup of local government election costs).

#### *Grants, donations, gifts and other non-reciprocal contributions*

Revenue is recognised at fair value when the Commission obtains control over the assets comprising the contributions which is usually when cash is received.

Other non-reciprocal contributions that are not contributions by owners are recognised at their fair value. Contributions of services are only recognised when a fair value can be reliably determined and the services would be purchased if not donated.

### (f) Plant and Equipment

#### *Capitalisation/Expensing of assets*

Items of plant and equipment costing \$5,000 or more are recognised as assets and the cost of utilising assets is expensed (depreciated) over their useful lives. Items of plant and equipment costing less than \$5,000 are immediately expensed direct to the Statement of Comprehensive Income (other than where they form part of a group of similar items which are significant in total).

#### *Initial recognition and measurement*

All items of plant and equipment are initially recognised at cost.

For items of plant and equipment acquired at no cost or for nominal consideration, the cost is their fair value at the date of acquisition.

#### *Subsequent measurement*

Subsequent to initial recognition as an asset, plant and equipment are carried at historical cost less accumulated depreciation and accumulated impairment losses.

#### *Derecognition*

Upon disposal or derecognition of an item of property, plant and equipment and infrastructure, any revaluation surplus relating to that asset is retained in the asset revaluation surplus.

#### *Depreciation*

All non-current assets having a limited useful life are systematically depreciated over their estimated useful lives in a manner that reflects the consumption of their future economic benefits. Depreciation is calculated using the straight line method, using rates which are reviewed annually.

Estimated useful lives for each class of depreciable asset are:

- Plant and equipment 10 years
- Computer equipment 3 years

Software is expensed in the year of acquisition.

### (g) Impairment of Assets

Plant and equipment are tested for any indication of impairment at the end of each reporting period. Where there is an indication of impairment, the recoverable amount is estimated. Where the recoverable amount is less than the carrying amount, the asset is considered impaired and is written down to the recoverable amount and an impairment loss is recognised. As the Commission is a not-for-profit entity, unless an asset has been identified as a surplus asset, the recoverable amount is the higher of an asset's fair value less costs to sell and depreciated replacement cost.



## Notes to the Financial Statements for the Year Ended 30 June 2011 continued...

The risk of impairment is generally limited to circumstances where an asset's depreciation is materially understated, where the replacement cost is falling or where there is a significant change in useful life. Each relevant class of assets is reviewed annually to verify that the accumulated depreciation/amortisation reflects the level of consumption or expiration of asset's future economic benefits and to evaluate any impairment risk from falling replacement costs.

The recoverable amount of assets identified as surplus assets is the higher of fair value less costs to sell and the present value of future cash flows expected to be derived from the asset. Surplus assets carried at fair value have no risk of material impairment where fair value is determined by reference to market-based evidence. Where fair value is determined by reference to depreciated replacement cost, surplus assets are at risk of impairment and the recoverable amount is measured. Surplus assets at cost are tested for indications of impairment at each reporting period.

### (h) Leases

The Commission holds operating leases for head office accommodation and motor vehicles. Lease payments are expensed on a straight line basis over the lease term as this represents the pattern of benefits derived from the leased properties.

### (i) Financial Instruments

In addition to cash, the Commission has two categories of financial instrument:

- Receivables; and
- Financial liabilities measured at amortised cost.

Financial instruments have been disaggregated into the following classes:

#### Financial Assets

- Cash and cash equivalents
- Receivables
- Amounts receivable for services

#### Financial Liabilities

- Payables
- Amounts due to the Treasurer

Initial recognition and measurement of financial instruments is at fair value which normally equates to the transaction cost or the face value. Subsequent measurement is at amortised cost using the effective interest method.

The fair value of short-term receivables and payables is the transaction cost or the face value because there is no interest rate applicable and subsequent measurement is not required as the effect of discounting is not material.

### (j) Cash and Cash Equivalents

For the purpose of the Statement of Cash Flows, cash and cash equivalents includes restricted cash and cash equivalents. These are comprised of cash on hand and short-term deposits with original maturities of three months or less that are readily convertible to a known amount of cash and which are subject to insignificant risk of changes in value.

### (k) Accrued Salaries

The accrued salaries suspense account (see notes 13,22 'Restricted cash and cash equivalents') consists of amounts paid annually into a suspense account over a period of 10 financial years to largely meet the additional cash outflow in each eleventh year when 27 pay days occur instead of the normal 26. No interest is received on this account.

Accrued salaries (refer note 18 'Payables') represent the amount due to staff but unpaid at the end of the financial year, as the pay date for the last pay period for that financial year does not coincide with the end of the financial year. Accrued salaries are settled within a fortnight of the financial year end. The Commission considers the carrying amount of accrued salaries to be equivalent to its net fair value.

### (l) Amounts Receivable for Services (Holding Account)

The Commission receives appropriation funding on an accrual basis that recognises the full annual cash and non-cash cost of services. The appropriations are paid partly in cash and partly as an asset (Holding Account receivable) that is accessible on the emergence of the cash funding requirement to cover items such as leave entitlements and asset replacement.

*See also note 11 'Income from State Government' and note 15 'Amounts receivable for services'.*

### (m) Receivables

Receivables are recognised and carried at original invoice amount less an allowance for uncollectible amounts (i.e. impairment). The collectability of receivables is reviewed on an ongoing basis and any receivables identified as uncollectible are written-off.





## Notes to the Financial Statements for the Year Ended 30 June 2011 continued...

The allowance for uncollectible amounts (doubtful debts) is raised when there is objective evidence that the Commission will not be able to collect the debts. The carrying amount is equivalent to fair value as it is due for settlement within 30 days.

See note 27 'Financial Instruments' and note 14 'Receivables'.

### (n) Payables

Payables are recognised when the Commission becomes obliged to make future payments as a result of a purchase of assets or services. The carrying amount is equivalent to fair value, as they are generally settled within 30 days.

See note 27 'Financial Instruments' and note 18 'Payables'.

### (o) Amounts Due to the Treasurer

The amount due to the Treasurer is in respect of a Treasurer's Advance. Initial recognition and measurement, and subsequent measurement is at the amount repayable. Although there is no interest charged the amount repayable is equivalent to fair value as the period of the borrowing is for less than 12 months with the effect of discounting not being material.

See note 19 'Amounts due to the Treasurer'

### (p) Provisions

Provisions are liabilities of uncertain timing and amount and are recognised where there is a present legal, equitable or constructive obligation as a result of a past

event and when the outflow of resources embodying economic benefits is probable and a reliable estimate can be made of the amount of the obligation. Provisions are reviewed the end of each reporting period.

See note 20 'Provisions'

### **(i) Provisions – Employee Benefits**

#### *Annual Leave and Long Service Leave*

The liability for annual and long service leave expected to be settled within 12 months after the reporting period is recognised and measured at the undiscounted amounts expected to be paid when the liabilities are settled. Annual and long service leave expected to be settled more than 12 months after the end of the reporting period is measured at the present value of amounts expected to be paid when the liabilities are settled. Leave liabilities are in respect of services provided by employees up to the end of the reporting period.

When assessing expected future payments consideration is given to expected future wage and salary levels including non-salary components such as employer superannuation contributions. In addition, the long service leave liability also considers the experience of employee departures and periods of service.

The expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity that match, as closely as possible, the estimated future cash outflows.

All annual leave and unconditional long service leave provisions are classified as current liabilities as the

Commission does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting period.

#### *Long service leave:*

A liability for long service leave is recognised after an employee has completed four years of service Based on remuneration rates current at the end of the reporting period. An actuarial assessment of long service leave undertaken by Pricewaterhousecoopers Actuaries at 30 June 2007 determined that the liability measured using the short hand method was not materially different from the liability measured using the present value of expected future payments.

#### *Superannuation*

The Government Employees Superannuation Board (GESB) in accordance with legislative requirements, administers public sector superannuation arrangements in WA.

Employees may contribute to the Pension Scheme, a defined benefit pension scheme now closed to new members or the Gold State Superannuation Scheme (GSS), a defined benefit lump sum scheme also closed to new members. The Commission has no liabilities for superannuation charges under the Pension or the GSS Schemes as the liability has been assumed by the Treasurer. All other GSS Scheme obligations are funded by concurrent contributions made by the Commission to the GESB. The concurrently funded part of the GSS Scheme is a defined contribution scheme as these contributions extinguish all liabilities in respect of the concurrently funded GSS Scheme obligations.



Notes to the Financial Statements for the Year Ended 30 June 2011 continued...

Employees commencing employment prior to 16 April 2007 who are not members of either the Pension or the GSS Schemes became non-contributory members of the West State Superannuation Scheme (WSS). Employees commencing employment on or after 16 April 2007 became members of the GESB Super Scheme (GESBS). Both of these schemes are accumulation schemes. The Commission makes concurrent contributions to GESB on behalf of employees in compliance with the Commonwealth Government's Superannuation Guarantee (Administration) Act 1992. These contributions extinguish the liability for superannuation charges in respect of the WSS and GESBS Schemes.

The GESB makes all benefit payments in respect of the Pension and GSS Schemes, and is recouped from the Treasurer for the employer's share.

See also note 2(q) 'Superannuation expense'.

#### **(ii) Provisions – Other**

##### *Employment On-Costs*

Employment on-costs, including workers' compensation insurance, are not employee benefits and are recognised separately as liabilities and expenses when the employment to which they relate has occurred. Employment on-costs are included as part of 'Other expenses' and are not included as part of the Commission's 'Employee benefits expense'. The related liability is included in 'Employment on-costs provision'.

See note 9 'Other Expenses' and note 20 'Provisions'.

#### **(q) Superannuation Expense**

The superannuation expense in the Statement of Comprehensive Income comprises of employer contributions paid to the GSS (concurrent contributions), the West State Superannuation Scheme (WSS), and the GESB Super Scheme (GESBS).

The employer contribution paid to the GESB in respect of the GSS is paid back into the Consolidated Account by the GESB.

#### **(r) Resources Received Free of Charge or for Nominal Cost**

Resources received free of charge or for nominal cost that can be reliably measured are recognised as income at fair value. Where the resource received represents a service that the Commission would otherwise pay for, a corresponding expense is recognised. Receipts of assets are recognised in the Statement of Financial Position.

Assets or services received from other State Government agencies are separately disclosed under Income from State Government in the Statement of Comprehensive Income.

#### **(s) Comparative Figures**

Comparative figures are, where appropriate, reclassified to be comparable with the figures presented in the current financial year.

### **3. Disclosure of changes in accounting policy and estimates and judgements made by management in applying accounting policies**

The preparation of financial statements requires management to make judgements about the application of accounting policies that have a significant effect on the amounts recognised in the financial statements. The Department evaluates these judgements regularly.

#### **Operating lease commitments**

The Commission has entered into a number of leases for buildings for branch office accommodation. Some of these leases relate to buildings of a temporary nature and it has been determined that the lessor retains substantially all the risks and rewards incidental to ownership. Accordingly, these leases have been classified as operating leases.

#### **Initial application of an Australian Accounting Standard**

There were no Australian Accounting Standards and Australian Accounting interpretations effective for annual reporting periods beginning on or after 1 July 2010 that impacted on the Commission:

#### **Voluntary changes in Accounting Policy**

There were no voluntary changes to accounting policy.



Notes to the Financial Statements for the Year Ended 30 June 2011 continued...

### Future impact of Australian Accounting Standards not yet operative

The Commission cannot early adopt an Australian Accounting Standard or Australian Accounting Interpretation unless specifically permitted by TI 1101 'Application of Australian Accounting Standards and Other Pronouncements'. Consequently, the Commission has not applied early any following Australian Accounting Standards that have been issued that may impact the Commission. Where applicable, the Commission plans to apply these Australian Accounting Standards from their application date:

Title		Operative for reporting periods beginning on/after
AASB 2009-11	<p><i>Amendments to Australian Accounting Standards arising from AASB 9 [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 121, 127, 128, 131, 132, 136, 139, 1023 &amp; 1038 and Interpretations 10 &amp; 12].</i></p> <p>The amendment to AASB 7 requires modification to the disclosure of categories of financial assets. The Commission does not expect any financial impact when the Standard is first applied. The disclosure of categories of financial assets in the notes will change.</p>	1 Jan 2013
AASB.2009-12	<p><i>Amendments to the Australian Accounting Standards (AASBs 5, 8, 108, 110, 112, 119, 133, 137, 1023, &amp; 1031 and interpretations 2, 4, 16, 1039, &amp; 1052).</i></p> <p><i>This Standard introduces a number of terminology changes. There is no financial impact resulting from the application of this revised Standard.</i></p>	1 Jan 2011
AASB 1053	<p><i>Application of Tiers of Australian Accounting Standards</i></p> <p>This Standard establishes a differential financial reporting framework consisting of two tiers of reporting requirements for preparing general purpose financial statements.</p> <p>The Standard does not have any financial impact on the Commission. However it may affect disclosures in the financial statements of the Commission if the reduced disclosure requirements apply. DTF has not yet determined the application or the potential impact of the new Standard for agencies.</p>	1 July 2013
AASB 2010-2	<p><i>Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements</i></p> <p>This Standard makes amendments to many Australian Accounting Standards, including Interpretations, to introduce reduced disclosure requirements into these pronouncements for application by certain types of entities.</p> <p>The Standard is not expected to have any financial impact on the Commission. However this Standard may reduce some note disclosures in financial statements of the Commission. DTF has not yet determined the application or the potential impact of the amendments to these Standards for agencies.</p>	1 July 2013
AASB 2010-5	<p><i>Amendments to Australian Accounting Standards (AASB 1, 3, 4, 5, 101, 107, 112, 118, 119, 121, 132, 133, 134, 137, 139, 140, 1023, &amp; 1038 and Interpretations 112, 115, 127, 132, &amp; 1042) (October 2010).</i></p> <p><i>This Standard introduces a number of terminology changes as well as minor presentation changes to the Notes to the Financial Statements. There is no financial impact resulting from the application of this revised Standard.</i></p>	



Notes to the Financial Statements for the Year Ended 30 June 2011 continued...

Title		Operative for reporting periods beginning on/after
AASB 2010-6	<p><i>Amendments to Australian Accounting Standards – Disclosures on Transfers of Financial Assets (AASB 1 &amp; AASB 7).</i></p> <p><i>This Standard makes amendments to Australian Accounting Standards, introducing additional presentation and disclosure requirements for Financial Assets.</i></p> <p><i>The Standard is not expected to have any financial impact on the Commission. DTF has not yet determined the application or the potential impact of the amendments to these standards for agencies.</i></p>	1 July 2011
AASB 9	<p><i>Financial Instruments</i></p> <p><i>This Standard supersedes AASB 139 Financial Instruments: Recognition and Measurement, introducing a number of changes to accounting treatments.</i></p> <p><i>The Standard was reissued on 6 December 2010 and the Commission is currently determining the impact of the Standard.</i></p> <p><i>DTF has not yet determined the application or the potential impact of the Standard for agencies.</i></p>	1 Jan 2013

#### Changes in accounting estimates

There were no changes in accounting estimates that will have an effect on the current reporting period.



Notes to the Financial Statements for the Year Ended 30 June 2011 continued...

	2011 \$000	2010 \$000
<b>4 Employee benefits expense</b>		
Wages and salaries (a)	3,834	5,491
Superannuation – defined contribution plans (b)	360	443
Superannuation – defined benefit plans (c)	–	
	<b>4,194</b>	<b>5,934</b>
<p>(a) Includes the value of fringe benefit to the employee plus fringe benefits tax component, leave entitlements including superannuation contribution component.</p> <p>(b) Defined contribution plans include West State, Gold State and GESB Super Scheme (contributions paid).</p> <p>Employment on-costs such as workers' compensation insurance are included at Note 9 "Other Expenses". The employment on-costs liability is included at note 20 'Provisions'.</p>		
<b>5 Supply and Services</b>		
Communications	740	852
Consultants and contractors	1,955	1,899
Consumables	57	842
Travel	57	63
Other	171	62
	<b>2,980</b>	<b>3,718</b>
<b>6 Depreciation and amortisation expense</b>		
Depreciation		
Equipment	28	5
Computer hardware	32	28
Total Depreciation	<b>60</b>	<b>33</b>
<b>7 Accommodation expenses</b>		
Lease rentals	1,242	933
Repairs and maintenance	21	117
	<b>1,263</b>	<b>1,050</b>
<b>8 Grants and subsidies</b>		
Grants (section 175LC of the <i>Electoral Act 1907</i> )	<b>29</b>	<b>52</b>



Notes to the Financial Statements for the Year Ended 30 June 2011 continued...

	2011 \$000	2010 \$000
<b>9 Other expenses</b>		
Employment on-costs	20	21
Audit Fees	36	31
	<b>56</b>	<b>52</b>
<b>10 Other revenue</b>		
Recoup – Local Government Elections	225	2,926
Recoup – Other Elections	159	174
Sale of Roll Products	66	23
Other General Revenue	–	10
	<b>450</b>	<b>3,133</b>
<b>11 Income from State Government</b>		
Appropriation received during the year:		
Service appropriations (a)	7,879	8,115
	<b>7,879</b>	<b>8,115</b>
Resources received free of charge (b)		
Determined on the basis of the following estimates provided by agencies:		
Department of Treasury and Finance	19	16
Department of Justice	81	33
Landgate	123	13
	<b>223</b>	<b>62</b>
	<b>8,102</b>	<b>8,177</b>

- (a) Service appropriations are accrual amounts reflecting the full cost of services delivered.  
The appropriation revenue comprises a cash component and a receivable (asset).  
The receivable (holding account) comprises the depreciation expense for the year and any agreed increase in leave liability during the year.
- (b) Where assets or services have been received free of charge or for nominal cost, the Commission recognised revenues (except where the contributions of assets or services are recognised as assets or expenses, as applicable, in the nature of contributions by owners in which case the Commission shall make a direct adjustment to equity) equivalent to the fair value of those services that can be reliably determined and which would have been purchased if not donated, and those fair values shall be recognised as assets or expenses, as applicable.



Notes to the Financial Statements for the Year Ended 30 June 2011 continued...

	2011 \$000	2010 \$000
<b>12 Cash and cash equivalents</b>		
Current	808	509
Cash at Bank	<b>808</b>	<b>509</b>
<b>13 Restricted Cash and cash equivalents</b>		
Salaries suspense account with Treasury	<b>58</b>	<b>45</b>
(a) Amount held in the suspense account is only to be used for the purpose of meeting the 27th pay in a financial year that occurs every 11 years.		
<b>14 Receivables</b>		
Current		
Receivables	130	38
GST receivable	155	123
	<b>285</b>	<b>161</b>
<b>15 Amounts receivable for services</b>		
Current (a)	50	50
Non-current (a)	449	301
	<b>499</b>	<b>351</b>
(a) Represents the non-cash component of service appropriations. See note 3(l) 'Amounts receivable for services (Holding Account). It is restricted in that it can only be used for asset replacement or payment of leave liability.		
<b>16 Other Current Assets</b>		
Prepayments	-	<b>18</b>
<b>17 Plant and equipment</b>		
<u>Equipment</u>		
At cost	186	215
Accumulated depreciation	(126)	(100)
	<b>60</b>	<b>115</b>
<u>Hardware</u>		
At cost	798	806
Accumulated depreciation	(750)	(716)
	<b>48</b>	<b>90</b>



Notes to the Financial Statements for the Year Ended 30 June 2011 continued...

	2011 \$000	2010 \$000
<u>Work-in-Progress</u>		
At cost	2,039	1,730
Accumulated depreciation	–	–
	<b>2,039</b>	<b>1,730</b>
	<b>2,147</b>	<b>1,935</b>

Reconciliations of the carrying amounts of plant and equipment at the beginning and end of the reporting period are set out below.

**Equipment and hardware**

*Equipment*

Carrying amount at start of year	115	99
Additions	18	21
Disposals	(11)	–
Prior year adjustment (a)	(34)	–
Depreciation	(28)	(5)
Carrying amount at end of year	<b>60</b>	<b>115</b>

*Hardware*

Carrying amount at start of year	90	47
Additions	–	71
Disposals	(10)	–
Prior year adjustment	–	–
Depreciation	(32)	(28)
Carrying amount at end of year	<b>48</b>	<b>90</b>

*Work-in-Progress*

Carrying amount at start of year	1,730	1,408
Additions (b)	309	322
Disposals	–	–
Prior year adjustment	–	–
Depreciation	–	–
Carrying amount at end of year	<b>2,039</b>	<b>1,730</b>





Notes to the Financial Statements for the Year Ended 30 June 2011 continued...

	2011 \$000	2010 \$000
<b>Total</b>		
Carrying amount at start of year	1,935	1,554
Additions	327	414
Disposals	(21)	–
Prior year adjustment	(34)	–
Depreciation	(60)	(33)
Carrying amount at end of year	<b>2,147</b>	<b>1,935</b>

(a) Two assets were removed retrospectively in compliance with AASB108 due to the individual items respectively falling under \$5K capitalisation threshold

(b) Restrospective adjustments for “ERMS” Project transferred to W.I.P. in 2009 & 2010 respectively

**Impairment of assets**

There were no indications of impairment to plant and equipment at 30 June 2011.

The Commission held no Goodwill or intangible assets with an indefinite useful life during the reporting period and at the end of the reporting period there were no intangible assets not yet available for use.

All surplus assets at 30 June 2011 have either been classified as assets held for sale or written off.

**18 Payables**

Current

Accrued expenses	267	24
Accrued salaries	91	52
Current Payables	–	–
Trade payables	376	93
Total current	<b>734</b>	<b>169</b>

**19 Amounts due to Treasurer** (a)

Current

	347	86
	<b>347</b>	<b>86</b>

(a) This amount refers to an outstanding Treasurer’s Advance for the electoral distribution and Local Government election expenses.



Notes to the Financial Statements for the Year Ended 30 June 2011 continued...

		2011 \$000	2010 \$000
<b>20 Provisions</b>			
<b>Current</b>			
<i>Employee benefits provision</i>			
Annual Leave	(a)	282	269
Long service leave	(b)	345	283
		<b>627</b>	<b>552</b>
<i>Other Provisions</i>			
Employment on-costs	(c)	51	98
<b>Total Current</b>		<b>678</b>	<b>650</b>
<b>Non-Current</b>			
<i>Employee benefits provision</i>			
Long service leave		274	320
<i>Other Provisions</i>			
Employment on-costs	(c)	21	21
<b>Total Non-Current</b>		<b>295</b>	<b>341</b>

(a) Annual leave liabilities have been classified as current as there is no unconditional right to defer settlement for at least 12 months after the reporting period.

Assessments indicate that actual settlement of the liabilities will occur as follows:

Within 12 months of the end of the reporting period	282	269
More than 12 months after the reporting period	-	
	<b>282</b>	<b>269</b>

(b) Long service leave liabilities have been classified as current where there is no unconditional right to defer settlement for at least 12 months after the reporting period.

Assessments indicate that actual settlement of the liabilities will occur as follows:

Within 12 months of the end of the reporting period	393	386
More than 12 months after the reporting period	226	217
	<b>619</b>	<b>603</b>

(c) The settlement of annual and long service leave liabilities gives rise to the payment of employment on-costs including workers' compensation insurance. The provision is the present value of expected future payments. The associated expense, apart from the unwinding of the discount (finance cost), is disclosed in note 9 'Other expenses'.



Notes to the Financial Statements for the Year Ended 30 June 2011 continued...

	2011	2010
	\$000	\$000

Movements in Other Provisions

Movements in each class of provisions during the financial year, other than employee benefits, are set out below:

Employment on-cost provision

Carrying amount at start of year	119	100
Additional Provisions recognised	72	19
<u>Carrying amount at end of year</u>	<u>191</u>	<u>119</u>

## 21 Equity

Equity represents the residual interest in the net assets of the Commission.

The Government holds the equity interest in the Commission on behalf of the community.

*Contributed equity*

Balance at the start of the period	1,026	854
Capital contribution	–	172
<u>Total contributions by owners</u>	<u>1,026</u>	<u>1,026</u>

*Accumulated surplus/(deficit)*

Balance at the start of the period	747	(1,166)
Prior year adjustments (a)		1,442
Result for the period	(30)	471
Capital appropriation		–
<u>Balance at end of period</u>	<u>717</u>	<u>747</u>

(a) Two assets were removed retrospectively in compliance with AASB108 due to the individual items respectively falling under \$5K capitalisation threshold.



Notes to the Financial Statements for the Year Ended 30 June 2011 continued...

	2011	2010
	\$000	\$000

## 22 Notes to the Statement of Cash Flows

### Reconciliation of Cash

Cash and cash equivalents	808	509
Restricted cash and cash equivalents (See Note 13)	58	45
Balance at the end of the period.	<b>866</b>	<b>554</b>

Amount held in the suspense account is only to be used for the purpose of meeting the 27th pay in a financial year that occurs every 11 years. The figure is not shown in the Statement of Financial Position as the amount has been expensed when payment is made to the Department of Finance, which allocates it as an appropriation in the year required.

### Reconciliation of net cost of services to net cash flows provided by/(used in) operating activities

<i>Net cost of services</i>	<b>(8,132)</b>	<b>(7,706)</b>
Non-cash items:		
Depreciation and Amortisation	60	33
Write-back of Depreciation	(21)	–
Resources received free of charge	223	62
Net (gain)/loss on sale of property, plant and equipment	–	–
Other (Amounts receivable for Outputs)	198	198
<b>(Increase)/decrease in assets:</b>		
Current receivables	(124)	531
Other current assets	18	42
Non-current assets	361	(462)
Other Receivables (Outputs)	50	–
Other Receipts	<b>110</b>	172
<b>Increase/(Decrease) in liabilities:</b>		
Current payables	(565)	(742)
Other current liabilities	–	–
Current provisions	(28)	(38)
Non-current provisions	46	185
Other Payables (Treasurers Advance)	260	(192)
Change in GST in receivables/payables	<b>142</b>	
<b>Net cash provided by/(used in) operating activities</b>	<b>(7,402)</b>	<b>(7,917)</b>



Notes to the Financial Statements for the Year Ended 30 June 2011 continued...

	2011	2010
	\$000	\$000

## 23 Commitments

The Commission is an occupier of premises in Perth. The lessee for accommodation is the Hon. Minister for Works, with the Department of Finance responsible for payment of all leases and associated costs to the lessors. The Commission reimburses the Department of Finance for lease payments and the cost of outgoings.

Motor vehicles

Within 1 year	28	34
Later than 1 year and not later than 5 years	11	34
Later than 5 years	–	–

Representing:

Non-cancellable operating leases	<b>39</b>	<b>68</b>
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Accommodation

Within 1 year	1,328	900
Later than 1 year and not later than 5 years	1,939	3,950
Later than 5 years	–	–

Representing:

Non-cancellable operating leases	<b>3,267</b>	<b>4,850</b>
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The property lease is a non-cancellable lease with a five year term, with rent payable monthly in advance. Contingent rent provisions within the lease agreement require the minimum lease payments shall be increased by the lower of CPI or 3.75% per annum. An option exists to renew the lease at the end of the five year term for an additional term of five years.

## 24 Contingent liabilities and contingent assets

Contingent Liabilities and Assets

Other than the liabilities and assets included in the financial statements, the Commission has no contingent liabilities or contingent assets.

## 25 Events occurring after the end of the reporting period

The Commission is not aware of any matters or circumstances that have arisen since the end of the reporting period to the date of this report which have significantly affected or may significantly affect, the activities of the Commission, the results of those activities or the state of affairs of the Commission in the ensuing or subsequent year.



Notes to the Financial Statements for the Year Ended 30 June 2011 continued...

## 26 Explanatory statement

Significant variations between estimates and actual results for income and expense as presented in the financial statement titled "Summary of Consolidated Account Appropriations and Income Estimates" are shown below.

Significant variations are considered to be those greater than 10% or \$500,000.

### Significant variations between estimates and actual for 2011

#### Total appropriation to deliver services:

	2011 Estimate \$000	2011 Actual \$000	Variation \$000
Total appropriation provided to deliver services for the year	6,188	7,879	1,691

The variance is the result of carryover adjustments from 2010 in regard to the upgrade of the Commission's Electoral Roll Maintenance System, increased rental costs for a renewed head office lease, and by-election costs for the District of Armadale.

#### Service expenditure

	2011 Estimate \$000	2011 Actual \$000	Variation \$000
Service Expenditure	6,574	8,582	2,008

The variance is the result of the increased rental costs for a renewed head office lease, and by-election costs for the District of Armadale, costs associated with the transition of corporate services to the Office of Shared Services, and earlier than expected expenditure for the distribution of State electoral boundaries.

#### Income

	2011 Estimate \$000	2011 Actual \$000	Variation \$000
Income	43	450	407

The variance is the result of the recoup of additional expenditure for local government extraordinary elections and other elections conducted on a cost recovery basis.



Notes to the Financial Statements for the Year Ended 30 June 2011 continued...

	2011 Estimate \$000	2011 Actual \$000	Variation \$000
<b>Significant variances between actuals for 2011 and 2010</b>			
	2011 Actual	2010 Actual	Variation
Total appropriation to deliver services	7879	8115	(236)
The variance is the result of the reduction from the 2010 requirements for expenditure associated with finalising the 2009 Daylight Saving Referendum.			
	2011 Actual \$000	2010 Actual \$000	Variation \$000
Service Expenditure	8,582	10,839	(2,257)
The variance is the result of the reduction from the 2010 requirements for expenditure associated with finalising the 2009 Daylight Saving Referendum.			
	2011 \$000	2010 \$000	
Income	–	3,133	(2,683)
The variance is the result of a reduction in the recoup of recoverable election costs, mainly for local governments, whose ordinary elections are conducted bi-ennially.			



Notes to the Financial Statements for the Year Ended 30 June 2011 continued...

	2011	2010
	\$000	\$000

## 27 Financial Instruments

Financial instruments held by the Commission are cash and cash equivalents, finance leases Treasurer's advances and receivables and payables. The Commission has limited exposure to financial risks. The Commission's overall risk management program focuses on managing the risks identified below.

### *Credit Risk*

The Commission trades only with recognised, creditworthy third parties. The Commission has policies in place to ensure that sales of products and services are made to customers with an appropriate credit history. In addition, receivable balances are monitored on an ongoing basis with the result that the Commission's exposure to bad debts is minimal. There are no significant concentrations of credit risk.

### *Liquidity Risk*

The Commission has appropriate procedures to manage cash flows including draw downs of appropriations by monitoring forecast cash flows to ensure that sufficient funds are available to meet its commitments.

### *Market Risk*

The Commission is not exposed to interest rate risk because cash and cash equivalents, receivables and restricted cash are non-interest bearing and have no borrowings other than the Treasurer's advance (non-interest bearing) and finance leases (fixed interest rate).

### Interest Rate Risk Exposure

The following table details the Commission's exposure to interest rate risk as at the end of the reporting period.

#### Financial assets

Cash resources	808	509
Restricted Cash and Cash equivalents	58	45
Accounts receivable (a)	130	38
	<b>996</b>	<b>592</b>

#### Financial liabilities

Accounts Payable	734	169
Amounts due to the Treasurer	347	86
	<b>1,081</b>	<b>255</b>

The above financial assets and liabilities are non-interest bearing.

### *Interest Rate Sensitivity Analysis*

The Department is not exposed to interest risk because apart from minor amounts of restricted cash, all other cash, cash equivalents, receivables and restricted cash are non-interest bearing, and have no Borrowings other than the Treasurer's advance (non-interest bearing).

(a) The amount of loans and receivables excludes GST recoverable from the ATO (statutory receivable).





Notes to the Financial Statements for the Year Ended 30 June 2011 continued...

## 28 Remuneration of senior officers

### Remuneration

The number of senior officers, whose total of fees, salaries, superannuation, non-monetary

	2011	2010
10,001 – 20,000	1	
50,001 – 60,000	1	
100,001 – 110,000	1	3
110,001 – 120,000	2	
120,001 – 130,000	1	
130,001 – 140,000	1	1
140,001 – 150,000		1
230,001 – 240,000		1
240,001 – 250,000	1	

Total remuneration of senior officers is: \$906,610 \$828,400

The total remuneration includes the superannuation expense incurred by the Commission in respect of senior officers. The Variation in numbers is the result of two senior positions being affected by staff turnover.

2011	2010
\$000	\$000

## 29 Remuneration of auditor

32	31
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Auditing the accounts, financial statements and performance indicators.

## 30 Related bodies

The Commission had no related bodies during the financial year.

## 31 Affiliated bodies

The Commission had no affiliated bodies during the financial year.



Notes to the Financial Statements for the Year Ended 30 June 2011 continued...

	2011	2010
	\$000	\$000

### 32 Special Purpose Accounts

Special Purpose Account section 16(1)(d) of FMA.

#### Nomination Fees

The purpose of this account is to hold monies received by returning officers of the Western Australian Electoral Commission pursuant to section 81(1)(b) of the *Electoral Act 1907*.

The Commission is responsible for collection of election candidate nomination fees. These fees are paid directly to the Consolidated Account or refunded to candidates.

Receipts	1,000	1,000
Payments	1,000	1,250
Balance at the end of the year	–	(250)

### 33 Supplementary financial information

#### Write-Offs

During the year there were no write-offs.

#### Losses through theft, defaults and other causes

During the year there were no thefts or defaults.

#### Gifts of public property

During the year there were no gifts of public property.



Notes to the Financial Statements for the Year Ended 30 June 2011 continued...

## Key Performance Indicators

### Certification of Key Performance Indicators

I hereby certify that the performance indicators are based on proper records, are relevant and appropriate for assisting users to assess the Western Australian Electoral Commission, and fairly represent the performance of the Commission for the financial year ended 30 June 2011.

Warwick Gately AM  
**Electoral Commissioner**  
16 September 2011



Notes to the Financial Statements for the Year Ended 30 June 2011 continued...

## Service

Provision of independent, impartial and efficient electoral services to electors for Parliament and other electoral clients

Key Effectiveness Indicator	2006-07	2007-08	2008-09	2009-10	2010-11	Note
The number of relevant breaches of "Declaration by Officer" (Forms 1) upheld by a Court of Disputed Returns	Nil	Nil	Nil	Nil	Nil	(a)
Percentage of eligible electors on the State electoral roll	90.81%	92.52%	91.38%	89.56%	89.23%	(b)
Percentage of enrolled electors voting in:						(c)
• State general elections	n/a	n/a	86.48%	n/a	n/a	
• State referendum	n/a	n/a	85.6%	n/a	n/a	
• By elections	79%	75%	87.2%	77.5%	75.2%	
Average percentage of enrolled electors voting in local government postal elections or referenda conducted by the Commission	37.80%	34%	33.78%	33.37%	30.67%	

- Note :** (a) The number of breaches of "Declaration by Officer" forms is an indicator which provides a link to the Commission's objective of conducting impartial and independent elections.
- (b) The percentage of eligible electors on the State electoral roll is an indicator that provides a link to the Commission's objective of enabling electors to participate in the electoral process. The figures presented for the financial years prior to 2009-10 differ slightly from previous reports due to a change in the method of calculating this data. The data is provided by the Australian Electoral Commission, utilising ABS census data as it becomes available.
- (c) The percentage of enrolled electors voting is an indicator that can only be provided every four years for State general elections, and every 2 years for local government ordinary elections. The rates provide a key indicator of the Commission's effectiveness in enabling electors to participate in the electoral process, and also provide an indication of the advantages of postal elections in facilitating participation in voluntary elections. It should be noted that participation rates for local government ordinary elections will often be lower than the extra-ordinary elections due to the influence of the larger local authorities on average turnout. The average participation rate in extra-ordinary elections can vary markedly due to the size of the election and the importance of local issues. State by-elections have been held every year for the past five years. Targets are not set during the budget process as these elections are conducted on an 'as needs' basis.



Notes to the Financial Statements for the Year Ended 30 June 2011 continued...

## Service

Provision of Independent, impartial and efficient Electoral Services to electors for Parliament and other electoral clients

Key Efficiency Indicator	2006-07	2007-08	2008-09	2009-10	2010-11	Note
Average cost per elector of providing electoral services	\$4.92	\$5.23	\$5.52	\$4.35	\$5.36	(a)
Average cost per elector of conducting State:						
General elections	n/a	\$0.20	\$10.14	n/a	n/a	(b)
By-elections	\$8.13	\$5.53	\$2.98	\$7.48	\$9.79	
Referenda	n/a	n/a	\$5.40	\$1.70	n/a	
Average cost per elector of local government ordinary (or extraordinary) elections conducted by the Commission	\$1.30	\$2.03	\$1.17	\$1.96	\$1.64	(c)

- Note:**
- (a) The indicator for the cost per elector of providing electoral services was amended in 2004-05 to reflect the consolidation of four programs into one. This now provides a direct link to the budget estimates. This indicator reflects the fixed cost of maintaining readiness for a State election. The indicator for 2009-10 was also amended this year to account for some prior year adjustments.
  - (b) The indicator for cost of elections includes both general and by-elections. Previous reports contained general election costs only. Targets are not set during the budget process for by-elections as these elections are conducted on an 'as needs' basis.
  - (c) Local government ordinary elections are conducted every two years, the last being in 2009-10. Extra-ordinary elections are conducted on an as-needs basis. This year, 14 extra-ordinary elections were conducted, of which 12 proceeded to election. The cost per elector figures for conducting elections is calculated on a cash basis due to the finite nature of each electoral event.



Notes to the Financial Statements for the Year Ended 30 June 2011 continued...

**Key performance Indicators: Actual Performance compared to budget targets**

EFFECTIVENESS INDICATOR	PERFORMANCE			
	2010–11 Target	2010–11 Actual	Variation	Note
The number of relevant breaches of "Declaration by Officer" (Forms 1) upheld by a Court of Disputed Returns	Nil	Nil	Nil	
Percentage of eligible electors on the State electoral roll	93%	89.23%	-3.77%	(a)
Percentage of enrolled electors voting in: State elections	n/a	n/a	Nil	(b)
By elections	n/a	75.2%	75.2%	
Average percentage of enrolled electors voting in local government ordinary postal election or referenda conducted by the Commission	n/a	30.67%	30.67%	

EFFICIENCY INDICATOR	PERFORMANCE			
	2010–11 Target	2010–11 Actual	Variation	Note
Average cost per elector of providing electoral services	\$4.47	\$5.36	\$0.89	(c)
Average cost/elector to conduct Parliamentary election/referendum	n/a	\$9.79	\$9.79	(d)
Average cost/elector to conduct Local Government elections	n/a	\$1.64	\$1.64	(e)

- Note:**
- (a) The percentage of eligible electors enrolling on the State and Federal rolls is a matter that is receiving attention by all electoral administrations, particularly in regard to 18 year olds requiring to enrol for the first time.
  - (b) As there were no by-elections anticipated during the budget process, no targets were set for the year.
  - (c) Costs associated with increased head office rental and the transition of corporate service functions to a shared Services Centre affected ongoing costs.
  - (d) As there were no by-elections anticipated during the budget process, no targets were set for the year.
  - (e) As there were no by-elections anticipated during the budget process, no targets were set for the year.



## Appendices

Appendix 1 – Disability Access and Inclusion Plan

Appendix 2 – Publications

Appendix 3 – Roll Products provided to other Organisations

Appendix 4 – Non – Parliamentary Elections Statistics



## Appendix 1 – Disability Access and Inclusion Plan

The Commission has a current Disability Access and Inclusion Plan (DAIP) for the period 2007-2012 registered with the Disability Services Commission. The DAIP is widely available and displayed prominently on the Commission's intranet and website.

The Commission is committed to ensuring that electors with a disability have a positive interaction with electoral events and is continually reviewing its planning processes for improvement opportunities. The Commission works closely with the Disability Services Commission and relevant peak bodies prior to major election events to explore new ideas and to enhance our existing services. A project officer has been appointed to ensure that our facilities and services at the next State general election are as accessible as possible and that electors with a disability can participate effectively in associated electoral processes.

The Commission works with other Electoral Commissions and representative disability organisations across Australia through the Disability Advisory Council to assess the general experiences of electors with a disability and to compare services. A senior staff member attended this year's AEC sponsored working group meeting in Sydney.

The Commission's DAIP endeavours to allow people with a disability to have the same access to electoral services, facilities and information as the rest of the community. The DAIP has six desired outcomes which provide the framework for improving access and inclusion for people with disabilities.

### **Outcome 1: People with disabilities have the same opportunities as other people to access our services and events**

The Commission's DAIP is available to staff through the Commission's intranet and new staff are advised of the DAIP during the induction process.

The DAIP is available to the public through the Commission's website where it is displayed on the home page.

Various assistive tools are provided at polling places including magnifying sheets, thick pencils, tabletop voting screens and hard of hearing counter cards.

Typically consultative processes are held at the Commission's head office or Electoral Education Centre which are accessible for people with disabilities.

Prior to electoral events polling places are assessed for accessibility using measuring tools and advertised as such. Polling places are generally similar to those used by the Australian Electoral Commission for consistency for electors, and are on public transport routes where possible.

Electors with a permanent disability are able to apply to become a general early voter which means they will automatically receive their ballot papers in the post prior to election day.

During major electoral events, the Commission conducts mobile polling, where electors are visited in various institutions and aged-care facilities to cast their vote, and a number of suitably located drive-in polling places are operated where electors with a disability can cast a vote from the comfort of their vehicle.





## Appendix 1 – Disability Access and Inclusion Plan continued...

### **Outcome 2: People with disabilities have the same opportunities to access our offices and facilities**

The Commission is continuing to work with other Australian electoral authorities through the Electoral Council of Australia on a national standardised polling place inspection form to help achieve consistent access rating and labelling.

At electoral events where polling places are required, the most accessible polling places are notated in pre-election advertising and on polling day and appropriate signage is used; a number of drive-in polling places are operated.

Our head office and Electoral Education Centre are both accessible and meet the legislative requirements for accessibility.

The Commission's website contains information on physically accessing our permanent premises, as well as information or links to parking information and nearby public transport routes.

The Commission's head office has a lift for access to our floors for people with mobility issues and automatic opening electronic doors, and the building concierge can provide assistance as required.

The Electoral Education Centre has parking for ACROD permit holders.

### **Outcome 3: People with disabilities receive information from us in a format that will enable them to access the information as readily as other people**

The Commission has contributed to the development of an Australian telephone voting standard for application during electoral events.

The Commission is continuing to examine the technology options in developing a voting system for electors who are blind or vision impaired.

Publications are available in alternative formats upon request.

The Commission's website meets the WC3 Web Content Accessibility Guidelines.

An accessibility page is available on the Commission's website in assisting visitors to use the website and to access information.

Written materials are reviewed so they are in the "Plain English" style.

Electoral enrolment forms are available widely across the State including at post offices and Centrelink offices and other electoral information is available through the Commission's website or by contacting the Commission.

The Commission offers a TTY phone service for electors with hearing issues and reception staff are trained by a representative from the WA Deaf Society in providing this service.



## Appendix 1 – Disability Access and Inclusion Plan continued...

### **Outcome 4: People with disabilities receive the same level and quality of service from our employees as other people receive**

Electoral Education Centre staff can and do deliver presentations to various community groups and education support classes.

Employee awareness of issues for our customers with disabilities, is increased by having the Disability Services Commission dvd “Make a difference: Working with and providing appropriate services for people with disabilities” available on the Commission’s intranet. Staff are advised of the requirement to watch this dvd at induction.

A customer service component dealing with disability awareness is included in the manuals of staff working on the 2011 Local Government elections.

The Commission’s Customer Service Charter encourages employees to consider the needs of people with disabilities in their planning and interactions with the public.

The Commission has a Disability Services policy which is compliant with our DAIP. It is available to all staff through the intranet and provides links to relevant disability legislation.

The Commission continues to report on the progress of our DAIP in our Annual Report and to the Disability Services Commission.

### **Outcome 5: People with disabilities have the same opportunities as other people to make complaints or suggestions**

Any member of the public is entitled to make a complaint or suggestion to the Commission, including people with a disability, their carers, or representatives from disability organisations.

The front page of the Commission’s website has a feedback tab. This leads to information on how to make a complaint or suggestion to the Commission.

The Commission accepts an initial complaint in a variety of formats including through the Commission’s website feedback form, email, fax, telephone TTY, mail or in-person.

The Commission has a DAIP officer who can assist in attempting to resolve complaints from people with a disability, their carers or representative organisations.

An internal review of the Commission’s Complaints policy in the reporting year was aimed at ensuring it is accessible for people with disabilities.

The Commission welcomes feedback on its performance and the feedback process is outlined in relevant Commission publications.



## Appendix 1 – Disability Access and Inclusion Plan continued...

### **Outcome 6: People with disabilities have the same opportunities as other people to participate in any public consultation**

The Commission is committed to improving community awareness about its consultation processes and monitoring of our DAIP.

Consultation processes are open to all members of the public, including our staff, who are encouraged to provide feedback to the Commission. During the consultation phase the Commission will generally call for input via an advertisement in a State-wide newspaper and the Commission's website with interested parties being invited to comment.

If consultation is in-person, every effort is made to ensure venues used for consultation are accessible for people with disabilities. Where a person with a disability advises they need assistance the Commission will endeavour to ensure specialist support is made available.

During the review phase of the Commission's DAIP which is due in 2012, the Commission will encourage people with disabilities to provide input and feedback.

Our DAIP will continue to be monitored for implementation and progress.



## Appendix 2 – Publications

### 2007 Electoral Distribution Maps

Western Australia's Electoral Region and District Maps \$11.00

### 2003 Electoral Distribution Maps

Western Australia's Electoral Region and District Maps \$11.00

### Election Results

Stage General Election Reports, 1993, 1996 POA

Daylight Saving Referendum 4 April 1992 \$11.00

State General Election 10 February 2001 – Report\* \$11.00

State General Election 10 February 2001 – Results and Statistics\* \$33.00

Referendum on Retail Trading Hours 26 February 2005 – Report\* \$11.00

State General Election 26 February 2005 – Report\* \$11.00

State General Election 26 February 2005 – Results and Statistics\* \$33.00

State General Election November 2008 – Report\* \$11.00

State General Election November 2008 – Results and Statistics\* \$33.00

2009 Daylight Saving Referendum Report\*

Local Government Postal Elections 1997 Report \$6.00

Local Government Postal Elections 1999 Report\* \$11.00

Local Government Postal Elections 2001 Report\* \$11.00

Local Government Postal Elections 2003 Report\* \$11.00

Local Government Postal Elections 2005 Report (on CD)\* POA

Local Government Postal Elections 2007 Report\*

Local Government Postal Elections 2009 Report\*

### Other Publications

Citizens Initiated Referendums Report \$11.00

Compulsory Voting in Australia Report \$11.00

2000 Streets Towns and Places Directory\* \$11.00

2004 Streets Towns and Places Directory\* \$11.00

2008 Streets Towns and Places Directory\* \$11.00

The Quest for 'One Vote One Value' in Western Australia's Political History a monograph by Professor Harry C.J. Phillips \$11.00

Box set – Black leatherette \$143.00

These books celebrate 100 years of the *Electoral Act 1907*

Highest Privilege and Bounden Duty – A Study of Western Australian Parliamentary Election 1829-1901 – Isla Macphail\*

Electoral Law in the State of Western Australia: An Overview – Harry C.J. Phillips\*

### Publications available free of charge

Online computer access to a modified version of the State Electoral Roll

Boundary Maps\*

By-election Reports\*

Enrolment Statistics\*

Past Annual Reports\*

Political Finance Annual Reports\*

Proportional Representation Explained for the Legislative Council and Local Government in Western Australia\*

### Research

The Decline of the Franchise and the Rise of the I-Generation, a Western Australian Perspective\*

Click Here for Democracy – A comparative analysis of electronic elections conducted between 2000-2005\*

Youth Engagement and the Age of Majority\*

\* Available on the Commission's website [www.waec.wa.gov.au](http://www.waec.wa.gov.au) free of charge



## Appendix 3 – Roll Products Provided to Other Organisations 2010–11

Manipulable data files were provided to the following organisations on a regular basis.

### Agency Name, Branch and Purpose for which the information was provided

Agency Name	Branch	Purpose for which the information was provided
CSG Ltd	as agent for minor Parties & Independent members	For the State Member of Parliament electorate management system as provided for in section 25A of the <i>Electoral Act 1907</i> .
Datasearch Pty Ltd	as agent for The Liberal Party of Australia (Western Australian Division) Incorporated	For the State Member of Parliament electorate management system as provided for in section 25A of the <i>Electoral Act 1907</i> .
Magenta Linas Software Pty Ltd	as agent for the Australian Labor Party (Western Australian Branch)	For the State Member of Parliament electorate management system as provided for in section 25A of the <i>Electoral Act 1907</i> .
The Nationals WA	as agent for the National Party of Australia (WA) Inc	For the State Member of Parliament electorate management system as provided for in section 25A of the <i>Electoral Act 1907</i> .
Corruption and Crime Commission of WA	Finance	To assist the CCC to fulfil its purposes as stated in 5.7A of the <i>Corruption and Crime Commission Act 2003</i> .
Department of Fisheries	Fisheries Intelligence Unit	Fisheries law enforcement (investigations and compliance).
Department of the Attorney General	Justice of the Peace Branch	To assist track the movements of JP's.
Department of the Attorney General	Registry of Births, Deaths & Marriages	To aid Registration Officers to confirm data entered on registration forms for Birth, Death and Marriage, and as part of an Automatic Birth registration process.
Department of Treasury & Finance	Office of State Revenue	To confirm the residential address for Land Tax, First Home Owners Grant and various compliance purposes.
Western Australian Police Service	State Intelligence Services	To assist with investigations into crime and law enforcement purposes. Information only to be used for police purposes and will not be released to other outside agencies or persons.
Department of Health	Data Linkage – Public Health Division	Processing of data and release of it to medical researchers for approved medical research projects under strict privacy controls.
Department of Health	Breastscreen WA	For approved medical research projects under strict privacy controls.
Department of Health	Central Waitlist Bureau	For approved medical research projects under strict privacy controls.



Appendix 3 – Roll Products Provided to Other Organisations 2010–11 continued...

Agency Name, Branch and Purpose for which the information was provided continued...

Agency Name	Branch	Purpose for which the information was provided
Department of Health	Familial Cancer Program, Genetic Services of Western Australia	For approved medical research projects under strict privacy controls.
Telethon Institute for Child Health Research		For approved medical research projects under strict privacy controls.
Department of Health	WA Cervical Cancer Prevention Program	For approved medical research projects under strict privacy controls.
Telethon Institute for Child Health Research		For approved medical research projects under strict privacy controls.
University of Western Australia	School of Population Health	Processing of data and release of it to medical researchers for approved medical research projects under strict privacy controls.



## Appendix 3 – Roll Products Provided to Other Organisations 2010–11 continued...

Manipulable data files were provided to the following organisations on an ad-hoc basis.

### Agency Name, Date of Request and Purpose for which the information was provided

Agency Name	Date of Request	Purpose for which the information was provided
City of Joondalup	30 July 2010	Extract of roll to be used for Positive Aging Plan survey.
City of Gosnells	10 August 2010	Residents roll to be used to verify signatories at a Special Electors Meeting.
Shire of Halls Creek	17 September 2010	Residents Roll to undertake enrolment drive.
City of Fremantle	23 September 2010	To conduct ward boundary review.
City of Stirling	28 September 2010	To be used for Ward boundary review.
Shire of Broome	6 October 2010	To verify electors names on petitions and to verify participants at Special Electors Meeting.
Department of Sport and Recreation	8 November 2010	Residents roll for the City of Geraldton-Greenough to deliver a community supported information service.
Shire of Murray	18 November 2010	To be used for Ward boundary review.
Shire of Mukinbudin	12 January 2011	To be used for Ward boundary review.
Shire of Denmark	19 January 2011	To facilitate Shire survey.
Water Corporation	31 January 2011	Data for selected North West towns to implement behavioural change program to sustain the region's water resources.
City of South Perth	3 February 2011	To be used for ward boundary review.
Water Corporation	21 February 2011	Data for selected South West towns to implement behavioural change program to sustain the region's water resources.
Department of Commerce	25 February 2011	To facilitate repayment of interest unlawfully collected.
Shire of Perenjori	8 March 2011	Residents roll to allow residents to check enrolment at public information session.



### Appendix 3 – Roll Products Provided to Other Organisations 2010–11 continued...

#### Agency Name, Date of Request and Purpose for which the information was provided continued...

Agency Name	Date of Request	Purpose for which the information was provided
Shire of Plantagenet	24 March 2011	Residents roll to be used for community strategic planning survey.
Shire of Lake Grace	7 April 2011	Residents roll to be used at Electors meeting and to update records.
Shire of Lake Grace	19 April 2011	Update of residents roll to be used at Special Electors' Meeting.
Shire of Joondalup	9 June 2011	Extract of roll to be used for community forums.

Read only data files (including date of birth) were provided in PDF format to the following organisations on a regular basis.

#### Agency Name, Branch and Purpose for which the information was provided

Agency Name	Branch	Purpose for which the information was provided
Department for Child Protection	Adoption Services	To access applicant, relative and associates parties information in accordance with the <i>Adoption Act 1994</i> .
Department for Child Protection	Civil Litigation Unit	To facilitate the location of potential claimant to advise them of their potential legal and statutory rights.
Department of Environment and Conversation	Nature Protection Branch	To assist in investigations into breaches of legislation administered by CALM.
Department of Education and Training	Standards and Integrity Directorate	Assisting to location witnesses that are part of investigation of internal breaches of discipline including Child Protection matters.
Department of Health	Communicable Diseases Control Directorate	To assist with follow-up public health action.
Department of Health	East Metropolitan Public Health Unit	To assist with follow-up public health action.





Appendix 3 – Roll Products Provided to Other Organisations 2010–11 continued...

Agency Name, Branch and Purpose for which the information was provided continued...

Agency Name	Branch	Purpose for which the information was provided
Department of Health	Fremantle Hospital Sexual Health Clinic	To assist with follow-up public health action.
Department of Health	South Metropolitan Public Health Unit	To assist with follow-up public health action.
Department of Health	Pathwest	To correctly match pathology results to existing medical records and correctly identifying patients to Medicare.
Department of Health	Pharmaceutical Services	To assist in the validation process to verify the identity of a patient when issuing an authorisation for a medical practitioner to prescribe a drug of addiction and then to monitor the drugs of addiction prescribed in WA.
Department of Health	Sir Charles Gairdner Hospital	To validate patient details to ensure patient information is linked to the correct person.
Department of the Attorney General	Fines Enforcement Register	To trace fine defaulters to recover monies owed to the State thereby ensuring the integrity of the Justice System and protecting the revenue of the State.
Department of the Attorney General	Justices of the Peace Branch	To confirm applicants eligibility to become Justices of the Peace and Commissioners of Declaration in accordance with Legislation and Departmental Policy.
Rottneest Island Authority	Marine and Terrestrial Reserve Branch	To assist in the prevention of fraudulent use of mooring licenses.



### Appendix 3 – Roll Products Provided to Other Organisations 2010–11 continued...

Read only data files (excluding date of birth) were provided in PDF format to the following organisations on a regular basis.

#### Agency Name, Branch and Purpose for which the information was provided

Agency Name	Branch	Purpose for which the information was provided
Adoption Jigsaw WA Inc		To trace West Australian Residents in our work to reunite families separated by adoption, fostering or similar.
Adoption Research and Counselling Service (ARCS Inc)		To facilitate ARCS tasks as Licensed Adoption Mediators.
Department of Agriculture and Food	Biosecurity Compliance and Investigation, Border Biosecurity and Emergency Response	To investigate and prosecute individuals for offences against State Acts administered by the Department.
Department of Mines and Petroleum	Investigation and Enforcement Branch	To investigate and prosecute serious breaches of relevant legislation.
Department of the Attorney General	Office of the Public Advocate	To assist appointed Office of the Public Advocate staff to perform their roles in accordance with the Guardianship and <i>Administration Act 1990</i> .
Department of the Attorney General	Public Trustee	To help locate beneficiaries of deceased estates and trusts as well as witnesses to wills.
Government Employees Superannuation Board	Administration	Locating the whereabouts of members with unclaimed benefits.
Horizon Power	Contributory Extension Scheme	To enable Horizon Power to provide Contributory Extension Scheme (CES) capital contribution refunds relating to monies that have been held 'in trust'.
Landgate	Geographic Services	To assist in the provision of accurate address data to WA Police and other emergency services.
MacBeth Genealogical Services		To work under the direction of the Public Trustee in WA to identify and locate the beneficiaries of estates, usually intestate estates.
Parliamentary library	Library PSD	To assist in the provision of information to Members of Parliament in support of their parliamentary duties.



Appendix 3 – Roll Products Provided to Other Organisations 2010–11 continued...

Agency Name, Branch and Purpose for which the information was provided continued...

Agency Name	Branch	Purpose for which the information was provided
Real Estate & Business Agents Supervisory Board		To check current address of registered agents.
The Salvation Army	Family Tracing Service	Research for the purpose of re-uniting of families who for many reasons have lost contact with one another.
Western Australian College of Teaching		To confirm the identity of teachers and to assist with the registration of teachers, including enquiries, in accordance with the <i>Western Australian College of Teaching Act 2004</i> .
Western Power	Supply Extension Scheme	To locate customers for the purpose of providing capital refunds.
WorkCover WA	Regulatory Services	Compliance and debt collection for Work Cover WA.
Department of Environment and Conservation	Species and Communities Branch	Assist in informing property owners of the presence of threatened and priority flora on their property.
Department of Commerce	Bond Administration	To ascertain current addresses for refund of Tenancy Bonds.
Department of Corrections	Victim-Offender Mediation Unit	To assist in tracking and confirming victim contact details.



## Appendix 4 – Non-Parliamentary Election Statistics

### Non-Parliamentary Election Statistics

(a) Elections Conducted Under the Industrial Relations Act 1979 during 2010–2011

Organisation	Vacancies	Contested Vacancies	Unopposed Vacancies	Unfilled Vacancies	Electors	Voters	Participation Rate	Average Participation Rate
Health Services Union of Western Australia (Union of Workers)	4	0	3	1	Uncontested	n/a		
Master Painters, Decorators and Signwriters' Association of Western Australia (Union of Employers)	8	0	8	0	Uncontested	n/a		
State School Teachers Union of WA (Inc)	1	1	0	0	14,333	3,047	21.26%	
The Forest Products, Furnishing and Allied Industries Industrial Union of Workers, WA	12	0	8	4	Uncontested	n/a		
The Master Plumbers and Gasfitters Association of Western Australia (Union of Employers)	11	0	10	1	Uncontested	n/a		
University of Western Australia Academic Staff Association	10	0	10	0	Uncontested	n/a		
Western Australian Municipal, Road Boards, Parks and Racecourse, Employees' Union of Workers, Perth	8	0	2	6	Uncontested	n/a		
Western Australian Prison Officers' Union of Workers	26	7	12	7	1,931	787	40.76%	
Western Australian Prison Officers' Union of Workers	10	1	6	3	1,954	709	36.28%	
<b>Totals</b>	<b>90</b>	<b>9</b>	<b>59</b>	<b>22</b>				<b>32.77%</b>



Appendix 4 – Non-Parliamentary Election Statistics continued...

(b) Other Elections 2010–2011 (includes University Guild elections)

Elections Conducted in Accordance with Section 5F(1)(ea) of the Electoral Act 1907 <sup>1</sup>	Organisation	Vacancies	Contested Vacancies	Unopposed Vacancies	Unfilled Vacancies	Electors	Voters	Participation Rate	Average Participation Rate
(i) University Guild Elections	University of Western Australia Student Guild (voting in-person)	30	29	1	0	19,655	2,870	14.60%	
	<b>SUB TOTAL</b>	<b>30</b>	<b>29</b>	<b>1</b>	<b>0</b>				<b>14.60%</b>
(ii) Other Elections	Edith Cowan University – Alumni	1	1	0	0	2,436	418	17.16%	
	Edith Cowan University – Salaried and Academic Staff	1	1	0	0	520	175	33.65%	
	Edith Cowan University – Two Enrolled Students (voting in-person)	2	2	0	0	21,366	224	1.05%	
	Fire and Emergency Services Superannuation Board	4	0	3	1	Uncontested	n/a		
	National Trust of Australia (WA)	4	0	4	0	Uncontested	n/a		
	Potato Marketing Corporation of Western Australia	1	0	0	1	Uncontested	n/a		
	Potato Marketing Corporation of Western Australia	1	0	1	0	Uncontested	n/a		
	<b>SUB TOTAL</b>	<b>14</b>	<b>4</b>	<b>8</b>	<b>2</b>				<b>17.29%</b>
	<b>Elections conducted in accordance with section 5F(1)(ea) of the Electoral Act 1907</b>	<b>44</b>	<b>33</b>	<b>9</b>	<b>2</b>				<b>15.95%</b>



Appendix 4 – Non-Parliamentary Election Statistics continued...

(b) Other Elections 2010–2011 (includes University Guild elections) continued...

Elections Conducted in Accordance with Section 5F(1)(eb) of the Electoral Act 1907 <sup>2</sup>	Organisation	Vacancies	Contested Vacancies	Unopposed Vacancies	Unfilled Vacancies	Electors	Voters	Participation Rate	Average Participation Rate
(ii) Other Elections	CBH Group	3	1	2	0	889	427	48.03%	
	Derbal Yerrigan Health Service	6	6	0	0	266	108	40.60%	
	Football West Ltd	65	8	17	40	135	36	26.66%	
	Medical Defence Association of Western Australia (Inc)	3	0	3	0	Uncontested	n/a		
	Public Transport Authority <sup>3</sup>	13	4	4	5	278	169	60.79%	
	Tourism Council Western Australia	The Western Australian Electoral Commission only conducted the counting of votes							
	Western Australian College of Teaching	10	8	2	0	31,011	5,675	18.30%	
	Elections conducted in accordance with section 5F(1)(eb) of the Electoral Act 1907	100	27	28	45				38.88%
<b>ALL OTHER ELECTIONS</b>		<b>144</b>	<b>60</b>	<b>37</b>	<b>47</b>				<b>27.42%</b>

1 Elections which the Electoral Commissioner is authorised to conduct under legislation and section 5F(1)(ea) of the Electoral Act 1907.

2 Elections conducted at the discretion of the Electoral Commissioner on request from an organisation under section 5F(1)(eb) of the Electoral Act 1907.

3 Elections conducted by the Electoral Commissioner for the first time.



## Glossary

### A

Absent Vote – See Vote

Act of Parliament

A Bill that has been passed by both Houses of Parliament and given assent by the Governor.

### B

Ballot Box

The sealed container into which a voter places a completed ballot paper.

Ballot Paper

The paper on which a vote is marked. The ballot paper shows the candidates' names, party affiliation, or in the case of a referendum, the question(s). It also contains voting instructions.

By-election

An election conducted for a Legislative Assembly electorate vacated by a Member of Parliament for reason other than Parliament's expiration or dissolution.

### C

Candidate

A person who nominates for election.

Casual Vacancy

A vacancy prior to the expiration of the term usually caused by the retirement, death or resignation of the current member.

Compulsory Voting

Once enrolled to vote for State and Federal parliamentary elections, voting is compulsory. There is a penalty for failing to vote without a valid and sufficient reason. Voting at elections for the Legislative Assembly of Western Australia became compulsory in 1936.

Council

Administrative body of a local government district.

Court of Disputed Returns

The Court of Disputed Returns has jurisdiction to hear petitions in which the validity of any election or return is disputed.

### D

District (Local Government)

A local government city, shire or town is also referred to as a district.

District (State)

The State of Western Australia is divided into 59 electoral districts. For each of these districts one Member is elected to the Legislative Assembly.

### E

Early Vote – See Vote

Elector

A person whose name appears on the roll as eligible to vote for State, Federal or local government elections.

Electoral Act

The Act of Parliament that stipulates statutory requirements for the conduct of a parliamentary election.

Electoral Commissioner

In Western Australia this is the independent officer appointed by the Governor with the responsibility for the proper conduct by the Governor with the responsibility for the proper conduct of parliamentary, local government and other statutory elections.

Electoral Roll

The official list of names and addresses of electors entitled to vote in an election or referendum. Used in certain circumstances to mark the names of electors. In printed form, it is electronically scannable and is also referred to as the Certified List.

Enrolment

The act of having a person's name added to the list of electors entitled to vote.



Glossary continued...

## F

### Formal Vote

A ballot paper which has been correctly marked according to instructions, and is counted towards the outcome of the poll.

## G

### General Election

An election for all the seats in a House of State Parliament.

## H

### How-To-Vote Card

A card or pamphlet handed out at an election showing how a party or candidate would prefer the elector to vote in terms of which candidates and, where a numerical order of candidates is required, which order of preference.

## I

### Informal Vote

A ballot paper that is either left blank, does not show preferences in accordance with instructions and/or the law, or where the voter's full intention is unclear. In a State election a ballot paper will also be informal if the voter can be identified through some marking which has been made on it. These ballot papers neither contribute to the election of a candidate nor are they included in calculating the quota/absolute majority required to be successful.

## L

### Legislative Assembly

In Western Australia this is the Lower House of Parliament. The party or coalition of parties that achieves a majority of seats in this House forms the Government.

### Legislative Council

In Western Australia this is the Upper House of Parliament. It is sometimes referred to as the 'House of Review' and is comprised of 36 members elected from the State's six regions.

### Local Government Act 1995

The Act of Parliament that stipulates statutory requirements for the conduct of local government elections.

## M

### Mobile Polling

Polling which is carried out by electoral officials who travel to remote areas, hospitals and declared special institutions in a specified period either prior to or on polling day. The electors serviced by this form of polling would usually be severely inconvenienced if required to attend a polling place on polling day due to remoteness or physical incapacity.

## N

### Nomination

The process by which a person applies to become a candidate for election.

## O

### Ordinary Election

Conducted when the term of office of an elected mayor or president or a councillor is due to end. Held on the first Saturday in October every four years for mayor or president and every two years for half the councillors.

## P

### Political Party

A political party is a body or organisation with a constitution or set of rules and stated political objectives. It has its own office bearers and an active membership.

### Poll

An election, referendum or survey.

### Polling

The process of electors recording their votes.

### Polling Place

Generally regarded as a location where electors can vote on polling day. It is furnished with voting screens and ballot boxes and is staffed by polling officials. Places where mobile polling is conducted are also official polling places. In most cases, mobile polling places operate in the week leading up to polling day.

### Postal Elections (Local Government)

In a postal election the only way to vote is to put the ballot paper into an envelope, sign the elector's certificate and place this envelope into an outer envelope and send or deliver it to the Returning Officer.





Glossary continued...

Prior to election day, all enrolled electors will receive a postal voting package from the Western Australian Electoral Commission.

#### Primary Vote

The primary vote for a candidate is the number of first preferences received on formal ballot papers in a count under the *Electoral Act 1907*.

## R

#### Re-count

A further count of votes in an election, conducted at the discretion of the Returning Officer – typically due to the closeness of the count.

#### Redistribution

The review and redrawing of electoral boundaries. For State elections in Western Australia it is conducted periodically by the Electoral Distribution Commissioners in accordance with legislative provisions.

#### Returning Officer

An electoral officer who is appointed by the Electoral Commissioner to be responsible for the conduct of elections in an electoral district or region.

## T

#### Tally Room

The location where voting figures are collected by the Electoral Commission and provisional results are announced immediately after an election.

## V

#### Vote

An elector's indication of their preferred choice for a parliamentary representative, as indicated by the completion of a ballot paper. There are several ways in which electors can vote.

#### Ordinary Vote

The elector goes to a polling place in the district for which he or she is enrolled, has his or her name crossed off the electoral roll and casts a vote.

#### Absent Vote

If an elector goes to a polling place outside the district for which he or she is enrolled they may be given an absent vote. The elector states the address they believe they are enrolled for, signs a declaration regarding their electoral information, receives absent ballot papers for that district and/or region and casts their vote. The completed absent ballot papers are then placed in an envelope attached to the declaration. The declaration is subsequently checked against the roll to determine the elector's eligibility and, if found to be correct, the ballot paper envelope is removed and sent to the appropriate district for inclusion in the final count.

#### Early Vote (In-person)

A vote cast at a designated place before polling day, in-person, by an elector who will be unable to attend a polling place on polling day.

#### Early Vote (By post)

Under certain prescribed circumstances an elector may

apply for a early vote (by post). Usually this relates to an inability to attend a polling place on polling day. Early votes can be received up until 9 am on the Thursday following polling day at a State election, provided the early vote envelope carries a postmark that is not later than the close of polls.

#### Provisional Vote

A provisional vote can be issued under certain circumstances. These include an elector who claims to have enrolled and whose name cannot be identified on the roll, whose name has been marked off in error; or whose eligibility has been objected to by a scrutineer. The elector signs a declaration regarding their electoral information; receives the provisional ballot papers for the district and/or region that they have claimed enrolment for and casts a provisional vote. The ballot papers are placed in an envelope attached to the declaration. The declaration is subsequently checked against the roll to determine the elector's eligibility, and if the voter is found to be eligible to vote, the ballot paper(s) are included in the count.

## W

#### Writ

The legal instrument authorising an election to be held and which also sets key elements of the election timetable. Writs are issued to the district and regional returning officers by the Clerk of Writs (the Electoral Commissioner) upon the receipt of a warrant from the Governor.

## Contacts

If you require copies of the 2009–2010 Annual Report, any other publications listed in this report, or have any electoral enquiries, please contact the Western Australian Electoral Commission:

Level 2, 111 St Georges Terrace  
PERTH WA 6000

or

GPO Box F316  
PERTH WA 6841

Telephone: 13 63 06 (toll-free) or (08) 9214 0400

Facsimile: (08) 9226 0577

Telephone Typewriter (TTY): (08) 9214 0487

Web site address: [www.waec.wa.gov.au](http://www.waec.wa.gov.au)

Email address: [waec@waec.wa.gov.au](mailto:waec@waec.wa.gov.au)

For bookings or information on education programs, please contact the Electoral Education Centre:

Constitutional Centre of Western Australia  
Corner Parliament Place and Havelock Street  
WEST PERTH WA 6005

or

PO Box 1396  
WEST PERTH WA 6005

Telephone: (08) 9222 6955

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