



Annual Report 2018-2019

Western Australian Electoral Commission



WESTERN AUSTRALIAN
Electoral Commission

ABOUT THIS REPORT

The aim of this report is to inform our stakeholders about the strategic priorities, operations, performance and governance of the Western Australian Electoral Commission for the 2018-19 financial year.

LETTER OF TRANSMITTAL

The Hon. Stephen Dawson MLC
Minister for Electoral Affairs
Level 12, Dumas House
2 Havelock Street WEST PERTH WA 6005

Dear Minister

Western Australian Electoral Commission Annual Report 2018–2019

In accordance with the Western Australian Public Sector Annual Reporting guidelines for the 2018–2019 reporting year and the provisions of the *Financial Management Act 2006*, I submit for your endorsement and presentation to Parliament, the Annual Report of the Western Australian Electoral Commission for the year ended 30 June 2019. The report includes the Auditor General's Opinion on the Commission's financial statements and performance indicators.

Yours sincerely



Chris Avent
Acting Electoral Commissioner
September 2019

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FOREWORD

The publication of this report signals the end of an era for the Western Australian Electoral Commission, coinciding as it does with the retirement of David Kerslake as Electoral Commissioner.

David was appointed Western Australia's Electoral Commissioner in September 2014, having previously been Electoral Commissioner in Queensland for 7 years. His long and distinguished career has included independent statutory positions at both the State and Federal levels of government and across different fields of public sector administration, including as former Western Australian and Queensland Health Complaints Commissioner, Director of the Office of Health Review in Western Australia and as a senior executive with the Australian Electoral Commission.

As Western Australian Electoral Commissioner he has been influential at a national level through activities of the Electoral Council of Australia and New Zealand and was the driver behind Western Australia enabling internet voting for electors with a disability or incapacity for the first time. The joy experienced by many of these electors in being able to cast their vote independently and secretly for the first time cannot be overstated.

Commission staff and customers wish David all the very best for his retirement.

2018-2019 has been a period of review, consolidation and development across a number of fronts. A primary focus has been the development and testing of new election management systems or the enhancement of existing ones and the review of both local and state election procedures and documentation.

In addition, the Commission has conducted a number of local government extraordinary elections and numerous elections for unions, the university sector and various private organisations. Other works have included managing the State's enrolment database comprising some 1.6 million electors and over one million addresses, and providing corporate and systems support to the Office of the Distribution Commissioners.

The focus for 2019-2020 will be successfully conducting the October 2019 local government elections for the largest number of clients ever and preparing for the March 2021 State general election that follows.



Chris Avent

ACTING ELECTORAL COMMISSIONER

2018–2019 REVIEW & THE FUTURE

HIGHLIGHTS 2018–2019



delivered electoral education
and awareness sessions
to 49,126 participants



conducted 19 elections or polls
for private organisations and
6 local government
extraordinary elections



highest ever level of
enrolment participation
in the State's history
at 30 June 2019



Coordinated 107 school
council elections



Supported the reconvening of the
Office of the Distribution Commissioners,
administering the roll close and
commencement of the 2019 Western
Australian distribution of electoral
boundaries process



developed a new early vote
management system for
deployment at the next
State election

THE YEAR IN REVIEW

In addition to routine on-going works, the past year has featured the development and testing of new or enhanced election management systems, support to the Office of the Distribution Commissioners, the conduct of some large fee-for-service elections in the university sector, participation in deliberative processes related to potential legislative changes, and preparatory work for the forthcoming local government and State general elections.

In order to efficiently handle the continued growth in early voting at State parliamentary elections the Commission has developed and tested new election management software. The system will enable individual early voting centre managers and the Commission as a whole to better manage, monitor and report on early voting patterns.

Another important undertaking during the year has been to expand our pool of casual returning officers available for local and state electoral events. A particular focus of this recruitment and selection activity has been to further diversify our returning officer pool and to ensure they are equipped to meet changing technology and stakeholder expectations.

As at 30 June 2019 the number of electors registered on the State electoral roll was at its highest ever level, with 96.5% of eligible electors enrolled (exceeding the National Target Rate of 95%).

On 11 March 2019 a roll close was initiated to provide the enrolment numbers on which the Distribution Commissioners will base their work in developing the electoral boundaries that will apply at the next State general election in 2021.

The Commission conducted 19 elections for unions, universities, private companies and community based organisations, varying from workplace agreement polls to complex multiple vacancy ballots involving significant elector numbers. The Commission also conducted 6 extraordinary local government elections during the year.

The Commission's Electoral Education Centre has completed another highly successful year with its various programs resulting in over 49,000 face to face interactions with students and members of the wider community. Predominantly these comprised school visits to the Centre, supplemented by outreach activities and the conduct of student council elections.

During the year staff have provided expertise and support at electoral events in other jurisdictions such as the 2019 federal election (including participation in remote polling teams), the Victorian State election and Tasmanian local government elections, and used these opportunities to research and assess alternative election policies and procedures.

In addition, the Commission has been active on national working groups examining issues and innovative solutions in areas including temporary election workforces, election materials rationalisation and servicing the needs of indigenous electors. The Electoral Commissioner has been proactive on the Electoral Council of Australia & New Zealand (ECANZ), the Australian Electoral Commission's National Disability Advisory Group and as a member of the Reference Group for the review of the Local Government Act. The Deputy Electoral Commissioner was active on the national ECANZ sponsored Indigenous Electoral Participation Working Group which explores opportunities for improved electoral participation by indigenous people.

The Commission assigned a Disability Liaison Officer to work with other electoral Commissions, service providers and disability groups in the planning for the delivery of technology assisted voting for electors with disability for the 2021 State election.

A strong focus has been placed on cyber security, with electoral authorities across Australia participating collaboratively in detailed research and analysis in this area, and election and enrolment security matters being raised at the Commonwealth Heads of Government level. Commission staff participated in cyber security training and a comprehensive program is underway to ensure our security preparedness is both adequate and continues to improve. As a member of a national working party established by the Council of Australian Governments the Electoral Commissioner has been a strong advocate for the review of physical security in polling places nation-wide.



Students visiting the Electoral Education Centre.

LOOKING AHEAD

At the time of writing staff are in preparation mode for the October 2019 local government ordinary elections, which will see the Commission conducting elections for some 90 local government clients, the highest number ever. It is anticipated that nominations will be taken from well over 1000 candidates, with potentially up to 1.6 million election postal packages to be compiled and distributed.

Over the coming year the outcome of the second review phase of the Local Government Act will become known, with its potentially significant impact on the manner in which future local government elections are conducted. The Commission will watch with great interest the potential policy and legislative developments that may emerge and will continue to contribute to the associated reference group and provide electoral advice to stakeholders.

When the Electoral Amendment Act was passed in 2016 it authorised the Commission to make technology assisted voting available to electors with a disability or incapacity. As a result, the 2017 State general election saw many such electors able to cast a secret vote for the first time.

The provision of internet voting can be technically challenging particularly from a security viewpoint. Accordingly, the Commission will continue to explore the options available to enable an affordable, secure and reliable technology-assisted voting platform to be available at the 2021 election for people with disability.

The age and complexity of the Electoral Act continues to pose administrative difficulties and its shortcomings have previously been recognised by the Parliament's Community Development and Justice Standing Committee. The Commission would like to see priority given to legislative reform in this area and has a strong preference for new principles based legislation, rather than the current highly prescriptive and hence unnecessarily inflexible model.

The Commission's primary focus over the forthcoming year after the conduct of the October 2019 local government elections will be to advance our preparations for the 2021 State general election. This includes the implementation of a number of initiatives aimed at enhancing the electoral engagement of particular groups of electors. Other focus areas include increasing the number of early voting venues, employing 16 and 17 year olds as polling officials, enhancing polling official training programs and further rationalisation or streamlining of various systems and procedures.

OVERVIEW OF AGENCY

WHO WE ARE AND WHAT WE DO

The Western Australian Electoral Commission, was established in 1987 and is responsible for the conduct of parliamentary, local government and industrial elections and referenda under various statutes. The Commission also conducts a wide range of elections and polls for community organisations, universities and private companies by agreement.

The desired outcome of the Commission is that Western Australian electors participate in independent and impartial elections and referenda as part of the democratic process.

While the frequency of these electoral events may vary, the task of planning, conducting and reviewing elections is a continuous one.

In conjunction with the management of electoral events, the Commission also:

- maintains the Western Australian electoral roll and provides a range of roll related products;
- administers the registration of political parties and the financial disclosure requirements that govern parties, candidates and third parties;
- delivers student and community focused electoral education and awareness programs;
- provides advice to the Government and Parliament on electoral reform; and
- performs important compliance and regulatory functions.

The chief executive of the Commission is the Electoral Commissioner, who is appointed by the Governor in Council and is required to operate independently in all areas of election operations. The Commissioner is assisted by a Deputy Electoral Commissioner and staff spread across a number of branches.

The number of staff employed by the Commission expands significantly during a major electoral event. At local government ordinary elections around 90 returning officers and hundreds of casual staff are employed. At a State general election some 7000 people are employed on election day itself and around 1000 at the central processing centre for a period of several weeks.

The Commission works collaboratively on strategic planning and the development of election infrastructure with its Commonwealth and interstate counterparts, facilitated by the Commissioner's membership of the Electoral Council of Australia and New Zealand.

Our Values and Approach

We aspire to be considered by all as a highly professional electoral organisation that delivers services of an exceptional standard with the utmost integrity and reliability.

The foundation of our approach to the conduct of elections and our dealings with all stakeholders is under-scored by the following values:

- Absolute impartiality, fairness and independence
- A culture of continuous improvement and innovation
- A strong commitment to customer service
- Building respectful, professional relationships with stakeholders
- A workplace where staff are valued and want to belong
- A collaborative team approach where everyone pitches in.

STRATEGIC OBJECTIVES

The Commission's strategic goals as set out in our Strategic Plan are to:

- 1 Conduct elections and polls efficiently and in compliance with applicable legislation, regulations or rules.
- 2 Manage and maintain the integrity of the State electoral roll and improve enrolment participation.
- 3 Increase community awareness of electoral services and promote active participation in elections.
- 4 Build and maintain effective relationships with our customers and other stakeholders.
- 5 Attract and retain competent and committed employees.
- 6 Foster a culture that supports innovation and continuous improvement.



STRUCTURE AND GOVERNANCE

The Electoral Commissioner's functions are prescribed in section 5F of the *Electoral Act 1907*. The Commissioner and the Deputy Electoral Commissioner serve a fixed term in office and are appointed by the Governor.

Corporate Executive

The Commission's senior management team meets regularly to consider high level management issues and to assist the Commissioner in setting strategic direction for the agency. The executive consists of the

Electoral Commissioner; Deputy; Directors of Business Services, Information Technology and Enrolment; the Manager of Legislation, Communications and Human Resources; together with the most senior Election Operations Manager. Staff are invited to observe executive meetings if they wish.



WAEC Executive team.

Organisation Structure

Structurally, the Commission is divided into the following core areas. Despite these branches having discrete areas of responsibility, as a small agency staff are encouraged to see themselves as part of a single team.

- **Executive Branch** (managerial oversight, strategic planning and media liaison)

The Executive branch comprises the Electoral Commissioner, Deputy Electoral Commissioner and Executive support, and oversees the Commission's overall management, media liaison and strategic direction.

- **Election Operations Branch** (state, local government, industrial and private elections)

The Elections Management Branch undertakes the planning, conduct and review of all elections managed by the Commission. This includes State general elections, by-elections and referenda, local government ordinary elections, extraordinary elections and polls, and a wide range of industrial, university, and private sector elections.

- **Business Services Branch** (finance, procurement, reception, records)

Business Services Branch manages key funding, financial records and the financial management reporting of the Commission. The Commission has an ongoing operational budget of \$7 million. It has further revenue of \$5.4 million on a cost recovery basis, from local governments to conduct the biennial local government elections in October 2019.

- **Enrolment & Community Education Branch** (roll management, roll products and education services)

The Enrolment and Community Education Branch is responsible for maintaining elector enrolment information and producing electoral rolls for State and local government elections. The branch also delivers community education services, which include school incursions and presentations delivered at the Commission's Electoral Education Centre to school and community groups and for teacher professional development.

- **Legislation, Communications and Human Resources Branch** (including political party registration and finance disclosure)

The Legislation, Communications and Human Resources Branch is responsible for legislative reform, policy development, corporate communications, human resources functions and compliance with the funding and disclosure provisions set out in the Electoral Act.

- **Information Technology Branch** (infrastructure support, cyber security, systems development and help desk services)

The Information Technology branch maintains and supports the Commission's IT infrastructure with a focus on cyber security. The branch also develops systems to digitise election processes used for managing parliamentary and non-parliamentary elections.

Office of the Distribution Commissioners

The Electoral Act provides that the boundaries of Western Australia's electoral districts and regions must be reviewed every four years, in time for the next State election.

During the year the independent Office of the Distribution Commissioners reconvened supported by WAEC staff for the conduct of the 2019 distribution. The office provides support for the three independent Distribution Commissioners.

Committees

- **Risk Management and Audit Committee**

The Risk Management and Audit Committee comprises all members of the Corporate Executive assisted by the Commission's Planning and Evaluation Officer. It meets separately to assess and monitor risks, implement effective risk prevention and mitigation policies and to oversee compliance with statutory and audit requirements.

- **Elections Management Committee**

The Elections Management Committee reconvenes for the lead up to each major election event and has been active in the planning for the October 2019 local government elections. It comprises the Electoral Commissioner, Deputy Electoral Commissioner, Managers of Election Events, Senior Manager of Election Events and the Planning and Evaluation Officer. Other members of the Executive participate in specific meetings as required.

- **Innovations Committee**

The Commission is committed to an innovative approach to its business. The Commission's Innovations Committee facilitates and promotes innovation at the Commission. Members of the Innovations Committee are elected by staff. Staff are encouraged to consider new possibilities and to share innovative ideas.

- **Internal Working Groups**

The Electoral Commissioner initiated an electoral engagement internal working group project with the formulation of separate groups to examine possible options for the enhancement of youth, indigenous and homeless electoral engagement.

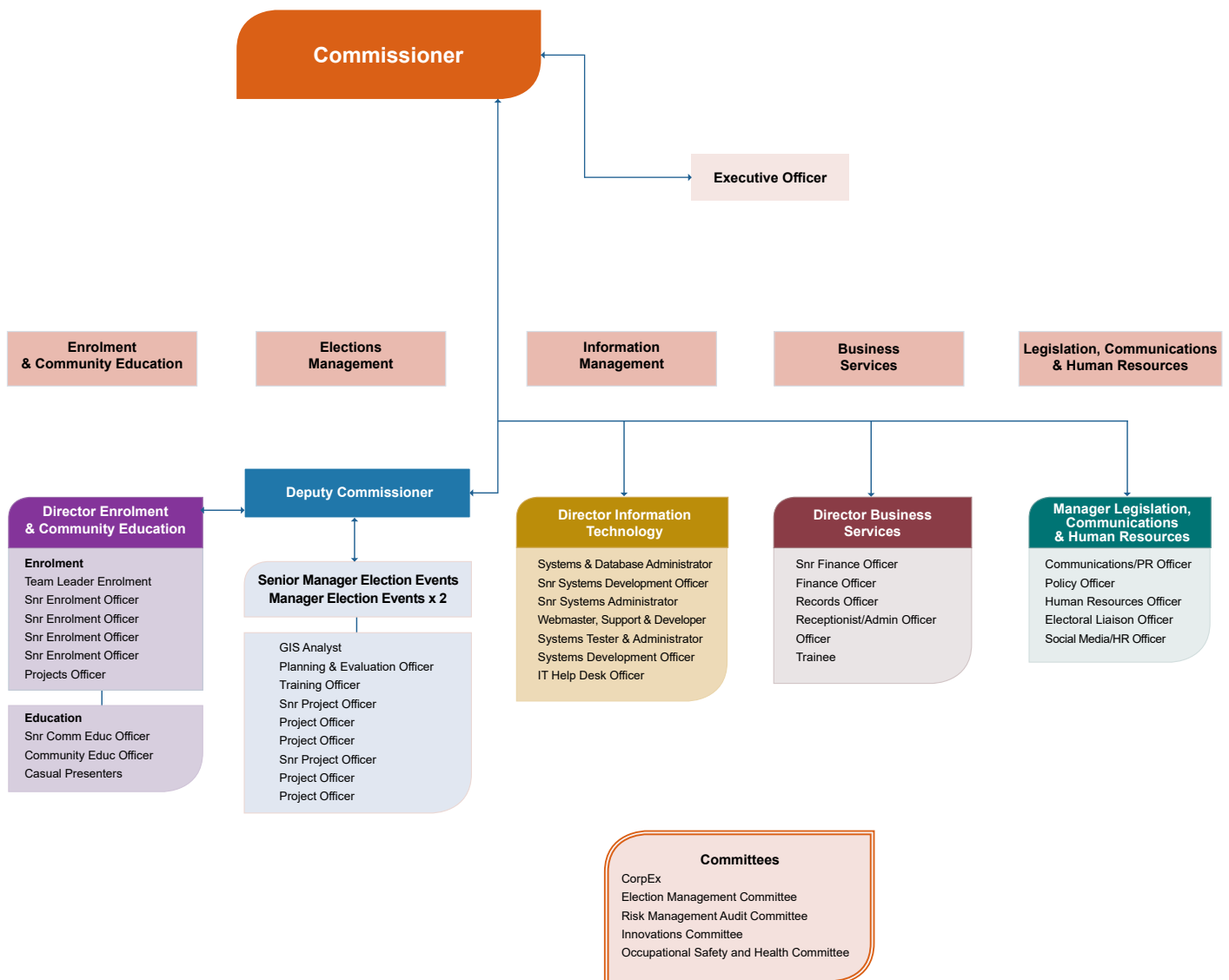
Internship Program

The Commission continued its internship program for University students. Two interns completed their Commission internships in October 2018 and a further two interns are currently undertaking internship at the Commission at the time of writing. Commission interns are allocated an elections based research project which they report on at the conclusion of 80 supervised internship hours. The research projects produced by Commission interns are channelled into electoral events planning. Commission internships assist tertiary students in meeting course requirements as well as providing valuable work experience.



Electoral Commissioner David Kerslake presents completion of internship certificate to 2018 intern Sally Leavy.

ORGANISATIONAL CHART



AGENCY PERFORMANCE

SUMMARY OF ACHIEVEMENTS

What We Set Out To Do

- ✓ Achieve a high level of satisfaction and trust in the competent and impartial conduct of all elections for which the Commission is responsible.
- ✓ Maintain an accurate and up to date State electoral roll and provide a variety of quality roll products.
- ✓ Increase community awareness of and engagement in electoral processes through effective education and public information programs.

What We Achieved

- ✓ Successfully conducted 6 local government extraordinary elections and 19 elections or polls for unions, universities and other clients.
- ✓ Worked collaboratively with our joint roll partner the Australian Electoral Commission on managing enrolment and roll update activities; successfully undertook roll closures for the 2019 Distribution and 11 local government extraordinary elections (including for a number of in-person elections not conducted by the Commission).
- ✓ Provided the Sheriff with jury lists for each of the 16 jury districts and various roll products to Members of Parliament and other eligible clients.
- ✓ Effectively maintained our internet and social media presence to keep stakeholders informed about different electoral events and to enable them to undertake various tasks online.
- ✓ Successfully delivered education and awareness programs to some 49,126 school students and adults who participated in an Electoral Education Centre program.

OUTPUT 1

ELECTION MANAGEMENT

2018-2019 was a quieter year than the last in terms of running elections, with no State parliamentary elections nor ordinary local government elections due.

The focus was very much on preparing for the October 2019 local government ordinary elections and the State general election in March 2021 and ensuring systems and planned initiatives will be ready.

This year has seen the development and testing of a new early vote management system and the enhancement of the Commission's other election management and vote counting applications. Considerable effort has also been devoted to reviewing and streamlining election forms and manuals.

Commission staff successfully managed six local government extraordinary elections (Cities of Bayswater, Kalamunda and Swan; Shires of Ashburton, Carnarvon and Manjimup) and 19 elections or polls for unions, the university sector, private companies and various community based organisations. The majority of these were conducted as fee for service elections. Some were substantial logistical in person events (e.g. UWA Student Guild elections) while others were large postal elections with a significant membership (e.g. UWA Convocation and The Australian Nursing Federation).



OUTPUT 2

ELECTORAL ROLL MANAGEMENT

The Western Australian Electoral Commission updates the State electoral roll on a weekly basis from a transaction file provided by the Australian Electoral Commission. Each update is processed within days of receipt. Additional updates are obtained when enrolments close for electoral events. State level processing includes local government and jury district coding, applying State-only enrolment provisions and checks on accuracy.

Enrolment participation is at its highest level in the State's history, with the rate now over 96.5% at June 30 2019. This represents an increase of 1.2% (in the order of 38,000 electors) above the 2018 rate. Commission staff conducted enrolment drives at the University of Western Australia and at the inaugural youth-led YMCA Collision Festival.

Non-voter follow-up from the 2018 by-elections in Cottesloe and Darling Range continued through the latter part of 2018 and into early 2019. Direct communication with electors by email or SMS improved the level of interaction and response over previous paper-based interactions. This allowed for more matters to be resolved informally and at an early stage.

One focus for the year was to improve the level of electronic contact details for electors on the State roll. Electronic contact details were obtained from a further 60,000 electors during the reporting period.

Preparations are underway for the 2019 local government elections, with updates for those councils changing their boundaries to be applied using a newly-developed GIS module to improve efficiency and processing accuracy.



OUTPUT 3

ELECTORAL AWARENESS & ENGAGEMENT

The Commission's Electoral Education Centre is located in the Democracy Precinct in West Perth, delivering civics education to the Western Australian community.

The Centre continues to expand its service delivery, with a total of 49,126 individuals taking part in activities during the year, an increase of 8.22%. Feedback from teachers continues to be overwhelmingly positive, with 100% of participating teachers rating the Centre's programmes as extremely effective or very effective.

The Centre's staff co-ordinated 107 school council elections, allowing students to participate actively in a voting process similar to what they could expect to experience when eligible to vote in parliamentary elections. Student Council Elections this year have involved 27,709 students, a 20% increase in student numbers from 2018. Presentations explaining the electoral process were also given to a range of culturally and linguistically diverse adult groups.

Professional development seminars for pre-service teachers were extended to Curtin University students, expanding on the existing relationships with Edith Cowan University, UWA and the University of Notre Dame. Engaging with teachers before they are placed in schools provides a great opportunity to embed electoral education as part of civics education teaching in schools.

The Centre is also continuing discussions with the Clontarf Academy to deliver electoral education programs for indigenous students as part of a broader initiative to expand service delivery in regional Western Australia.

The Commission has been a proactive participant on the national Indigenous Electoral Participation Working Group (IEPWG) established by ECANZ to investigate barriers to engagement and recommend strategies and initiatives for increasing the participation of Aboriginal and Torres Strait Islander people at electoral events across the country at all levels of government. The group has compared policies, programs and initiatives being undertaken by different Commissions in providing enrolment and electoral services to indigenous electors in an attempt to identify those that have been the most successful. Specific recommended strategies are being developed to address the needs of particular groups of indigenous electors including: youth, urban, remote and prisoners.



KEY RESULT AREA 1

OUR CLIENTS

The Commission's client base is both large and varied, spanning as it does some 1.6 million eligible State electors; members of parliament; political parties and their members; local government councillors, CEOs, staff, candidates and electors; students from all three educational levels; plus leaders and employees or members of a diverse mix of private and community organisations for which the Commission conducts elections.

Any one of the above client groups can in itself involve a heterogeneous mix of people and sub-groups with varying needs and expectations. The Commission devotes considerable time liaising with election clients to determine and fine tune their particular requirements. For example, in May/June staff undertook comprehensive fact finding visits or teleconferences with all 90 local government clients in preparation for the October 2019 ordinary elections.

Our clients also include the recipients of our roll products such as electoral rolls and roll data, ranging from members of parliament and individual local governments, to the Sheriff's Office and the Department of Health.

The provision of electoral education services and community awareness programs results in significant numbers of face to face interactions with primary and secondary school students from across the State, as well as tertiary students and community groups.

The Commission lists electoral commissions in other parts of Australia among its clients, working collaboratively on shared electoral projects and taking early votes for elections held in other jurisdictions. Several Commission staff were seconded to work with the Australian Electoral Commission during the Federal election, the Victorian Electoral Commission during its State general election and supported the Tasmanian Electoral Commission with their local government elections.

During the year political funding and disclosure requirements stemming from the 23 June 2018 Darling Range by-election were processed, and name change requests from two registered political parties were actioned in accordance with the statutory consultation requirements.

As reported elsewhere, the Commission conducted elections this year for 19 clients from the industrial, university and community sectors, as well as extraordinary elections for 6 local governments.

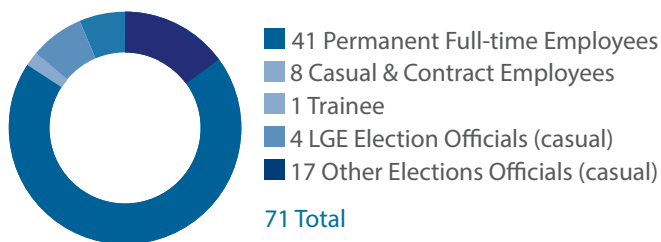
KEY RESULT AREA 2

OUR PEOPLE

The Commission's workforce is a small committed team, currently consisting of 41 permanent staff and 8 casual/contractual staff plus 1 trainee. Further, 17 electoral casuals were temporarily employed to support industrial and private elections.

The Commission continues to be an employer of choice by providing a family friendly and flexible workplace, relevant and interesting training opportunities and recognition of achievements.

Total Employees for 2018–19



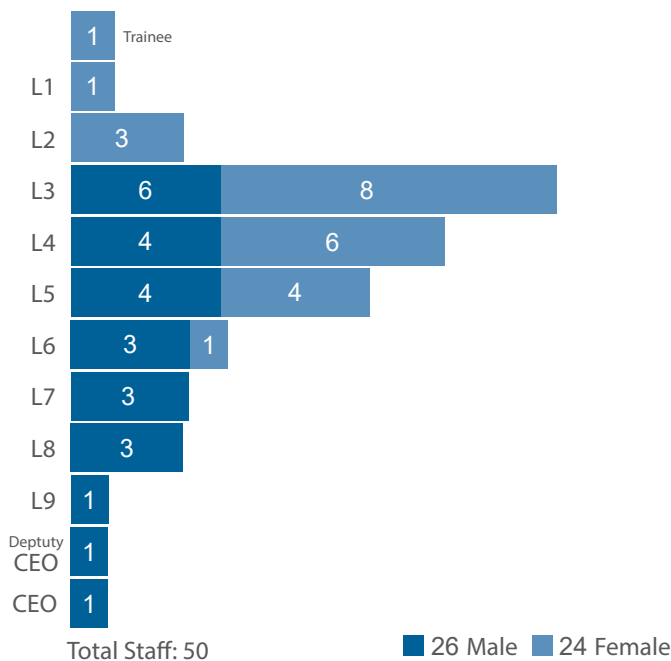
Breakdown Perm/Temp/Casual

41 Commission - Permanent Employee
8 Casual & Contract Employees
1 Trainee
50 Total

Local Government and other elections

4 LGE Election Officials (casuals)
17 Other Elections Officials (casuals)
21 Total

Staff Head Count 2018–19



KEY RESULT AREA 3

THE ORGANISATION

Key Governance Principles

The Commission's overall governance follows the following key principles:

- ✓ adherence to corporate and public sector codes of conduct
- ✓ statutory compliance with applicable legislation and regulation
- ✓ ensuring effective internal checks and controls and the implementation of recommendations from internal and external auditors
- ✓ continual monitoring and review of risk management strategies
- ✓ regular monitoring of financial and operational performance
- ✓ clear links between operational plans and the Strategic Plan
- ✓ open and transparent communication, knowledge sharing and mentoring
- ✓ succession planning.

Risk Management

Regular risk assessments and audits were undertaken by the Commission. Key risk management activities undertaken by the Commission included a risk review for the upcoming 2019 local government elections, participation in a national cyber security risk identification and management exercise, and further work in IT business continuity planning.

Financial Management

The Commission has an ongoing operational budget of around \$7.4 million. The Commission balanced its budget in 2018/2019. The Commission received additional funding for conducting elections for extraordinary Local Government elections and private organisations on a fee for service basis.

Funding over a two year period was also received to conduct the four yearly redistribution of electoral boundaries by the Office of the Distribution Commissioners.

Information Systems & Technology

The Information and Communications Technology (ICT) branch supports the Commission by utilising technology to develop core systems for the delivery of elections.

Systems were expanded to automate parts of the pre-election management process to reduce bottlenecks. Some inventory processes have also been automated, reducing waste and increasing the effectiveness of services. These new features are available for the upcoming local and state government elections.

There is continued focus on the security of data with Commission officers undertaking security training. Security assessments are continuous and compliant with government standards.

Complaints

Complaints to the Commission are managed by the Legislation, Communications and Human Resources Branch. Most complaints received stem from concerns by a party or candidate about the activities of opposing candidates in the course of an election event.

DISCLOSURE & COMPLIANCE

COMPLIANCE WITH RELEVANT LEGISLATION

The Commission complied 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 2011</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>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>Parliamentary Commissioner Act 1971</i>	<i>Juries Act 1957</i>
<i>Public and Bank Holidays Act 1972</i>	<i>Local Government Act 1995</i>
<i>Public Sector Management Act 1994</i>	<i>Local Government (Elections) Regulations 1997</i>
<i>Public Interest Disclosure Act 2003</i>	<i>Referendums Acts 1983</i>
<i>Salaries and Allowances Act 1975</i>	<i>Referendums Regulations 1984</i>
<i>State Records Act 2000</i>	<i>Working with Children (Criminal Record Checking) Act 2004</i>
<i>State Superannuation Act 2000</i>	
<i>State Superannuation (Transitional and Consequential Provisions) Act 2000</i>	
<i>Workers Compensation and Injury Management Act 1981</i>	

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

The Commission is committed to the continuous improvement of corporate governance. Existing controls and checks are considered sufficient to comply with State public sector ethical codes and human resource standards.

Public Sector Standards and Ethical Codes

All Commission staff are expected to adhere to the Public Sector Commissioner's Instruction No. 7 – Code of Ethics, with core values being personal integrity, accountability and maintaining respectful relationships that recognise the interests, safety and welfare of all clients and stakeholders.

These standards are reinforced in our Code of Conduct which forms part of our staff induction program and is regularly reinforced, including in the lead up to key electoral events. Access to Public Sector Commission ethical codes is available on the staff intranet.

Code of Conduct

All staff are expected to be aware of and abide by the Commission's Code of Conduct, which provides practical guidance on a range of ethical issues and reinforces the Commission's commitment to transparency, accountability, professionalism, respect, customer focus and collaboration. Internal procedures also govern the use of IT and financial resources, human resource matters and risk management.

Record Keeping Plan

The Commission is required to ensure records are created, maintained and disposed of in accordance with standards set by the State Records Office of Western Australia. The Record Keeping Plan has been approved until August 2022 and the Retention and Disposal Schedule has been reviewed and approved until October 2021. As part of their induction program, new staff receive training on records management and record keeping obligations. Records management documents are available electronically through the Commission's intranet and document management system.

Section 175ZE of the *Electoral Act 1907*

In compliance with Section 175ZE of the Electoral Act 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.

This was a non-election year and the total expenditure was \$ 371,070.59.

Details are as follows:

Advertising	Amount	Expenditure	Amount
Advertising agencies	\$4,250.00	Promo Select	\$970.00
		Advanced Press (2103) Pty Ltd	\$1,740.00
		Freeway Design Pty Ltd	\$1,540.00
Market research organisations	Nil		
Polling organisations	Nil		
Direct mail organisations	\$318,841.50	Australia Post	\$232,950.48
		Quikmail	\$75,436.50
		T&C Courier	\$1,385.10
		Toll Ipec Pty Ltd	\$351.12
		Toll Priority	\$3,096.72
		Courier Australia	\$5,621.58
Media advertising organisations	\$47,979.09	Adcorp Australia Limited	\$6,745.13
		West Australian Newspapers	\$13,274.71
		State Law Publisher	\$2,154.94
		Initiative Meda Australia Pty Ltd	\$25,804.31

Occupational Safety and Health

The Commission is committed to providing and maintaining a safe and healthy workplace in accordance with the Occupational Safety and Health Act and Occupational Safety and Health Regulations, the Code of practice - Occupational Safety and Health in Western Australian Public Sector and the Workers' Compensation and Injury Management Act.

The Commission's Occupational Safety and Health Committee, with employee and management representation, meets regularly to discuss and resolve any occupational health and safety issues. Staff are regularly updated on changes to occupational health and safety policy and procedure.

The Commission has provided access to the following preventative health benefits to employees across the year:

- Eyesight Screening
- First Aid Training
- Flu Vaccinations
- Employee Assistance Program
- Ergonomic Assessment
- Availability of standing desks
- Injury Management Compliance
- Training of new OSH officer
- Development of a First Aid Policy
- Training new First Aid Officers
- Conducted a review of Occupational Safety and Health Policy.

Injury Management

The Commission complies with the Injury Management requirements of the Workers' Compensation and Injury Management Act. Employees are required to report any accidents and injuries immediately and staff are regularly updated on changes to procedure and representatives.

Occupational Safety, Health & Injury Management

Period	Fatalities	Lost Time Injury or Disease	Severe Claims	Lost Time Injury Severity Rate
01/07/2015 to 30/06/2016	0	0	0	0
01/07/2016 to 30/06/2017	0	1	0	0
01/07/2017 to 30/06/2018	0	0	0	0
01/07/2018 to 30/06/2019	0	0	0	0

DISABILITY ACCESS & INCLUSION PLAN OUTCOMES

During the reporting year the Commission continued its work in enhancing access, inclusion and participation for people with disability by progressing strategies within the Disability Access and Inclusion Plan.

The Commission continued to work in collaboration with other Australian Electoral Commissions through the National Disability Group.

OUTCOME 1:

People with disability have the same opportunities as other people to access our services and events.

- Ongoing review and reporting on the Commission's iVote system used at the last State general election is underway. This system was introduced after extensive consultation with peak disability bodies.
- The experience of electors attending early voting centres at the Darling Range by-election was assessed.
- The Commission is planning training videos and materials that will be used to ensure appropriate and inclusive customer service is provided.

OUTCOME 2:

People with disability have the same opportunities to access our offices and facilities.

- The Commission's central office in a modern building is accessible and complies with legislative requirements with lift and ramp access available and concierge to direct visitors.
- Detailed public transport and parking information is on the Commission's website.
- Plans are being developed to make polling place signage as clear and consistent as possible during electoral events.
- Owners of the building have agreed to install new ambulant toilets in the Commission's office.

OUTCOME 3:

People with disability receive information from us in a format that will enable them to access the information as readily as other people.

- Various assistive devices and materials are being assessed for use in polling places. Brochures continue to be reviewed to ensure they are easy to understand and relevant.
- The Commission had a staff member attend various early voting locations and speak with AEC staff at the recent federal election to identify practices that could further benefit people with disability.
- Priority is given to ensuring the Commission's website is user friendly for people with disability.

OUTCOME 4:

People with disability receive the same level and quality of service from our employees as other people receive.

- Electoral staff are constantly reminded in training sessions and through the application of the Commission's Code of Conduct of the requirement to treat all electors with respect and courtesy.
- The Commission made written submission to the development of the WA National Disability Strategy.

OUTCOME 5:

People with disability have the same opportunities as other people to make complaints to us.

- The Complaints process for the 2019 Local Government elections is being assessed to ensure it is accessible.
- The Commission's website contains information on how to lodge a complaint (in a variety of ways), the process, timeframes and taking further action. Assistance is available to any person who wishes to make a complaint.
- A dedicated complaints team responded to over 90% of complaints within 2 working days.

OUTCOME 6:

People with disability have the same opportunities as other people to participate in any public consultation.

- During previous reporting years and with the introduction of the Commission's internet voting system for people with disabilities, the Commission undertook wide scale consultation with people with disability, carers and representative organisations. Continued consultation will occur for any future developments.

OUTCOME 7:

People with disability have the same opportunities as other people to obtain and maintain employment with the Commission.

- The Commission collects information from its permanent workforce on disability. This information is used to provide support where required.
- Recruitment practices are being reviewed to ensure they are inclusive and accessible to people with disability.

GOVERNANCE AND OTHER FINANCIAL DISCLOSURES

Ministerial Directives

No Ministerial directives were received during the financial year.

Freedom of Information

The Commission did not receive any Freedom of Information applications during the 2018–2019 period. A new FOI Officer undertook training with the Office of the Information Commissioner and was appointed during the reporting year.

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.

Pricing Policies of Services provided

The Commission charges for its conduct of local government and private elections on a full cost recovery basis. Fees and charges were determined in accordance with 'Costing and Pricing Government Services' published by the Department of Treasury.

CERTIFICATION OF KEY PERFORMANCE INDICATORS

I hereby certify that the key performance indicators are based on proper records, are relevant and appropriate for assisting users to assess the Western Australian Electoral Commission's performance, and fairly represent the performance of the Western Australian Electoral Commission for the financial year ended 30 June 2019.



David Kerslake
ELECTORAL COMMISSIONER

KEY PERFORMANCE INDICATORS

Government Goal

Sustainable Finances: Responsible financial management and better service delivery.

Desired Outcome

Western Australian electors participate in independent and impartial elections or referenda conducted by the Commission as part of democratic processes.

Service

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

Key Effectiveness Indicators		2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2018-19 Target	Variation
The number of relevant breaches of "Declaration by Officer" (Form 1) upheld by a Court of Disputed Returns		Nil	Nil	Nil	Nil	Nil	Nil ^(a)
Percentage eligible electors on the State Electoral Roll		88.60%	92.72%	95.26%	96.15%	95.35%	0.80% ^(b)
Percentage of enrolled electors voting in State Elections (or by-elections) or referenda	State General Election	n/a	86.60%	n/a	n/a	n/a	n/a ^(c)
	By-election	n/a	n/a	72.93%	n/a	n/a	n/a ^(c)
	Referenda	n/a	n/a	n/a	n/a	n/a	n/a ^(c)
Average percentage of enrolled electors voting in local government ordinary and extraordinary postal elections or referenda conducted by the Commission		27.30%	30.69%	34.30%	29.50%	n/a	29.50% ^(d)

Note: (a) The number of relevant breaches of "Declaration by Officer" form is an indicator which reflects the Commission's objective of conducting independent elections.

(b) The percentage of eligible electors on the state electoral roll is an indicator of the Commission's objective of enabling electors to participate in the electoral process. There were 1,654,215 enrolled electors out of an estimated eligible population of 1,720,405 people as at 30 June 2019.

(c) No State government election, by-election or referenda in the financial year 2018-19.

(d) 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. The average participation rate in extra-ordinary elections can vary markedly due to the size of the election and the importance of local issues. Targets are not set during the budget process as these elections are conducted on an 'as needs' basis. The 2018-19 Actual of 29.5% relates to enrolled electors who voted in an extraordinary election only with 40,299 enrolled electors and 11,887 voters.

Key Efficiency Indicators		2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2018-19 Target	Variation
Average Cost per Elector of Providing Electoral Services (Enrolment and Election Management)		\$5.32	\$5.76	\$4.66	\$4.34	\$4.49	-\$0.15 ^(a)
Average Cost per Elector of Conducting State General Elections (or By-elections) or Referenda Events	State Election	n/a	\$11.01	n/a	n/a	n/a	n/a ^(b)
	By-election	n/a	n/a	\$7.71	n/a	n/a	n/a ^(b)
	Referenda	n/a	n/a	n/a	n/a	n/a	n/a ^(b)
Average Cost per Elector of Conducting Local Government Ordinary (or/and Extraordinary) Elections Conducted by the Commission		\$2.51	\$3.82	\$2.99	\$2.91	n/a	\$2.91 ^(c)

Note: (a) The indicator reflects the fixed cost of maintaining readiness for any state elections.

(b) No State government election, by-election or referenda in the financial year 2018-19.

(c) Local government ordinary elections are conducted every two years, the last being in 2017-18. Targets are not set during the budget process for extra-ordinary elections as these elections are conducted on an 'as needs' basis. In 2018-19, there were 6 extra-ordinary elections conducted with total enrolled electors of 40,229 and total cost in conducting the election of \$117,335. The cost per elector figures for conducting elections is calculated on a cash basis due to the finite nature of each electoral event.

FINANCIAL STATEMENTS

REPORT ON FINANCIAL STATEMENTS



Auditor General

INDEPENDENT AUDITOR'S REPORT

To the Parliament of Western Australia

WESTERN AUSTRALIAN ELECTORAL COMMISSION

Report on the Financial Statements

Opinion

I have audited the financial statements of the Western Australian Electoral Commission which comprise the Statement of Financial Position as at 30 June 2019, the Statement of Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows, and 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, including Administered transactions and balances.

In my opinion, the financial statements are based on proper accounts and present fairly, in all material respects, the operating results and cash flows of the Western Australian Electoral Commission for the year ended 30 June 2019 and the financial position at the end of that period. They are in accordance with Australian Accounting Standards, the *Financial Management Act 2006* and the Treasurer's Instructions.

Basis for Opinion

I conducted my audit in accordance with the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Commission in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial statements. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibility of the Electoral Commissioner 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, the *Financial Management Act 2006* 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.

In preparing the financial statements, the Electoral Commissioner is responsible for assessing the agency's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Western Australian Government has made policy or funding decisions affecting the continued existence of the Commission.

Auditor's Responsibility for the Audit of the Financial Statements

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial statements. The objectives of my audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

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

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

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

Report on Controls

Opinion

I have undertaken a reasonable assurance engagement on the design and implementation of controls exercised by the Western Australian Electoral Commission. The controls exercised by the Commission are those policies and procedures established by the Electoral Commissioner to ensure 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 (the overall control objectives).

My opinion has been formed on the basis of the matters outlined in this report.

In my opinion, in all material respects, 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 during the year ended 30 June 2019.

The Electoral Commissioner's Responsibilities

The Electoral Commissioner is responsible for designing, implementing and maintaining controls to ensure that the receipt, expenditure and investment of money, the acquisition and disposal of property, and the incurring of liabilities are in accordance with the *Financial Management Act 2006*, the Treasurer's Instructions and other relevant written law.

Auditor General's Responsibilities

As required by the *Auditor General Act 2006*, my responsibility as an assurance practitioner is to express an opinion on the suitability of the design of the controls to achieve the overall control objectives and the implementation of the controls as designed. I conducted my engagement in accordance with Standard on Assurance Engagements ASAE 3150 *Assurance Engagements on Controls* issued by the Australian Auditing and Assurance Standards Board. That standard requires that I comply with relevant ethical requirements and plan and perform my procedures to obtain reasonable assurance about whether, in all material respects, the controls are suitably designed to achieve the overall control objectives and the controls, necessary to achieve the overall control objectives, were implemented as designed.

An assurance engagement to report on the design and implementation of controls involves performing procedures to obtain evidence about the suitability of the design of controls to achieve the overall control objectives and the implementation of those controls. The procedures selected depend on my judgement, including the assessment of the risks that controls are not suitably designed or implemented as designed. My procedures included testing the implementation of those controls that I consider necessary to achieve the overall control objectives.

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

Limitations of Controls

Because of the inherent limitations of any internal control structure it is possible that, even if the controls are suitably designed and implemented as designed, once the controls are in operation, the overall control objectives may not be achieved so that fraud, error, or noncompliance with laws and regulations may occur and not be detected. Any projection of the outcome of the evaluation of the suitability of the design of controls to future periods is subject to the risk that the controls may become unsuitable because of changes in conditions.

Report on the Key Performance Indicators**Opinion**

I have undertaken a reasonable assurance engagement on the key performance indicators of the Western Australian Electoral Commission for the year ended 30 June 2019. The key performance indicators are the key effectiveness indicators and the key efficiency indicators that provide performance information about achieving outcomes and delivering services.

In my opinion, in all material respects, 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 2019.

The Electoral Commissioner's Responsibility for the Key Performance Indicators

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 and for such internal control as the Electoral Commissioner determines necessary to enable the preparation of key performance indicators that are free from material misstatement, whether due to fraud or error.

In preparing the key performance indicators, the Electoral Commissioner is responsible for identifying key performance indicators that are relevant and appropriate having regard to their purpose in accordance with Treasurer's Instruction 904 *Key Performance Indicators*.

Auditor General's Responsibility

As required by the *Auditor General Act 2006*, my responsibility as an assurance practitioner is to express an opinion on the key performance indicators. The objectives of my engagement are to obtain reasonable assurance about whether the key performance indicators are relevant and appropriate to assist users to assess the agency's performance and whether the key performance indicators are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. I conducted my engagement in accordance with Standard on Assurance Engagements ASAE 3000 *Assurance Engagements Other than Audits or Reviews of Historical Financial Information* issued by the Australian Auditing and Assurance Standards Board. That standard requires that I comply with relevant ethical requirements relating to assurance engagements.

An assurance engagement involves performing procedures to obtain evidence about the amounts and disclosures in the key performance indicators. It also involves evaluating the relevance and appropriateness of the key performance indicators against the criteria and guidance in Treasurer's Instruction 904 for measuring the extent of outcome achievement and the efficiency of service delivery. The procedures selected depend on my judgement, including the assessment of the risks of material misstatement of the key performance indicators. In making these risk assessments I obtain an understanding of internal control relevant to the engagement in order to design procedures that are appropriate in the circumstances.

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

My Independence and Quality Control Relating to the Reports on Controls and Key Performance Indicators

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQC 1 *Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements*, the Office of the Auditor General maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Matters Relating to the Electronic Publication of the Audited Financial Statements and Key Performance Indicators

This auditor's report relates to the financial statements and key performance indicators of the Western Australian Electoral Commission for the year ended 30 June 2019 included on the Commission's website. The Commission's management is responsible for the integrity of the Commission's website. This audit does not provide assurance on the integrity of the Commission's website. The auditor's report refers only to the financial statements and key performance indicators described above. It does not provide an opinion on any other information which may have been hyperlinked to/from these financial statements or key performance indicators. If users of the financial statements and key performance indicators are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial statements and key performance indicators to confirm the information contained in this website version of the financial statements and key performance indicators.



SANDRA LABUSCHAGNE
DEPUTY AUDITOR GENERAL
Delegate of the Auditor General for Western Australia
Perth, Western Australia
22 August 2019

FINANCIAL STATEMENTS

Western Australian Electoral Commission 30 June 2018

Disclosures and legal compliance

Financial statements

Certification of financial statements

For the reporting period ended 30 June 2019

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 reporting period ended 30 June 2019 and the financial position as at 30 June 2019.

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



Peter Shimmings
Chief Finance Officer
16 August 2019



David Kerslake
Electoral Commissioner
16 August 2019

Financial report for the year ended 30 June 2019

The Western Australian Electoral Commission has pleasure in presenting its audited general purpose financial statements for the financial reporting period ended 30 June 2019 which provides users with the information about the Commission's stewardship of resource entrusted to it. The financial information is presented in the following structure:

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Statement of comprehensive income

For the year ended 30 June 2019

	Notes	2019 (\$000)	2018 (\$000)
COST OF SERVICES			
Expenses			
Employee benefits expense	2.1	4,379	6,413
Supplies and services	2.3	2,209	5,008
Depreciation and amortisation expense	4.1, 4.2	259	260
Accommodation expenses	2.3	1,459	1,804
Grants and subsidies	2.2	30	266
Other expenses	2.3	343	270
Total cost of services		8,679	14,021
Income			
<i>Revenue</i>			
Other revenue	3.2	459	5,968
Total revenue		459	5,968
Total income other than income from State Government		459	5,968
NET COST OF SERVICES		8,220	8,053
Income from State Government			
Service appropriation	3.1	7,727	7,865
Services received free of charge	3.1	62	160
Total income from State Government		7,789	8,025
SURPLUS/(DEFICIT) FOR THE PERIOD		(431)	(28)
TOTAL COMPREHENSIVE INCOME FOR THE PERIOD		(431)	(28)

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

Statement of financial position
As at 30 June 2019

	Notes	2019 (\$000)	2018 (\$000)
ASSETS			
Current Assets			
Cash and cash equivalents	6.1	1,562	2,093
Receivables	5.1	121	235
Amounts receivable for services	5.2	117	117
Prepayments	5.3	142	244
Total Current Assets		1,942	2,689
Non-Current Assets			
Restricted cash and cash equivalents	6.1	42	28
Amounts receivable for services	5.2	491	491
Prepayments	5.3	16	4
Plant and equipment	4.1	61	98
Intangible assets	4.2	1,735	1,644
Total Non-Current Assets		2,345	2,265
TOTAL ASSETS		4,287	4,954
LIABILITIES			
Current Liabilities			
Payables	5.4	90	330
Employee related provisions	2.1	978	962
Total Current Liabilities		1,068	1,292
Non-Current Liabilities			
Employee related provisions	2.1	161	173
Total Non-Current Liabilities		161	173
TOTAL LIABILITIES		1,229	1,465
NET ASSETS		3,058	3,489
EQUITY			
Contributed equity	8.10	724	724
Accumulated surplus/(deficit)		2,334	2,765
TOTAL EQUITY		3,058	3,489

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 2019

	Notes	Contributed equity (\$000)	Accumulated surplus/(deficit) (\$000)	Total equity (\$000)
Balance at 1 July 2017	8.10	1,026	2,793	3,819
Surplus/(deficit)		-	(28)	(28)
Total comprehensive income for the period		-	(28)	(28)
Transactions with owners in their capacity as owners:				
Distribution to owners		(302)	-	(302)
Total		(302)	-	(302)
Balance at 30 June 2018		724	2,765	3,489
 Balance at 1 July 2018		 724	 2,765	 3,489
Surplus/(deficit)	8.10	-	(431)	(431)
Total comprehensive income for the period		-	(431)	(431)
Balance at 30 June 2019		724	2,334	3,058

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

Statement of cash flows

For the year ended 30 June 2019

Notes	2019 (\$000)	2018 (\$000)
CASH FLOWS FROM STATE GOVERNMENT		
Service appropriation	7,610	7,748
Holding account drawdown	117	117
Net cash provided by State Government	7,727	7,865
Utilised as follows:		
CASH FLOWS FROM OPERATING ACTIVITIES		
Payments		
Employee benefits	(4,368)	(6,382)
Supplies and services	(2,377)	(4,683)
Accommodation	(1,361)	(1,891)
Grants and subsidies	(44)	(266)
GST payments on purchases	(398)	(711)
Other payments	(345)	(284)
Receipts		
Receipts from services	501	5,911
GST receipts on sales	44	599
GST receipts from taxation authority	417	297
Net cash provided by/(used in) operating activities	6.1 (7,931)	(7,410)
CASH FLOWS FROM INVESTING ACTIVITIES		
Payments		
Purchase of non-current assets	(313)	(282)
Political funding repayments by Agency		(302)
Net cash provided by/(used in) investing activities	(313)	(584)
CASH FLOWS FROM FINANCING ACTIVITIES		
Net cash provided by/(used in) financing activities	-	-
Net increase/(decrease) in cash and cash equivalents	(517)	(129)
Cash and cash equivalents at the beginning of the period	2,121	2,250
CASH AND CASH EQUIVALENTS AT THE END OF THE PERIOD	6.1 1,604	2,121

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

Summary of consolidated account appropriations and income estimates

For the year ended 30 June 2019

	2019 Estimate (\$000)	2019 Actual (\$000)	Variance (\$000)	2019 Actual (\$000)	2018 Actual (\$000)	Variance (\$000)
<u>Delivery of Services</u>						
Item 9 Net amount appropriated to deliver services	6,470	6,249	(221)	6,249	7,320	(1,071)
Amount Authorised by Other Statutes						
- Electoral Act 1907	800	876	76	876	-	876
- Industrial Relation Act 1979	116	116	-	116	116	-
- Salaries and Allowances Act 1975	429	486	57	486	429	57
Total appropriations provided to deliver services	7,815	7,727	(88)	7,727	7,865	(138)
GRAND TOTAL	7,815	7,727	(88)	7,727	7,865	(138)
<u>Details of Expenses by Service</u>						
Electoral Services	9,343	8,679	(664)	8,679	14,021	(5,342)
Total Cost of Services	9,343	8,679	(664)	8,679	14,021	(5,342)
Less Total Income	(455)	(459)	(4)	(459)	(5,968)	5,509
Net Cost of Services	8,888	8,220	(668)	8,220	8,053	167
Adjustments	(1,073)	(493)	580	(493)	(188)	(305)
Total appropriations provided to deliver services	7,815	7,727	(88)	7,727	7,865	(138)
<u>Capital Expenditure</u>						
Purchase of non-current assets	117	313	196	313	282	31
Adjustments for other funding sources	(117)	(313)	(196)	(313)	(282)	(31)
Capital appropriations	-	-	-	-	-	-
<u>Details of Income Estimates</u>						
Income disclosed as Administered Income	-	104	104	104	751	(647)
	-	104	104	104	751	(647)

Adjustments comprise movements in cash balances and other accrual items such as receivables, payables and superannuation.

Note 9.1 'Disclosure of administered income and expenses by service' and Note 9.2 'Explanatory statement for Administered Items' provide details of any significant variations between estimates and actual results for 2019 and between the actual results for 2019 and 2018.

Notes to the financial statements

1. Basis of preparation

The Western Australian Electoral Commission is a WA Government entity and is controlled by the State of Western Australia, which is the ultimate parent. The Western Australian Electoral Commission is a not-for-profit entity (as profit is not its principal objective).

A description of the nature of its operations and its principal activities have been included in the 'Overview' which does not form part of these financial statements.

These annual financial statements were authorised for issue by the Accountable Authority of the Western Australian Electoral Commissions on 1 September 2019.

Statement of compliance

These general purpose financial statements are prepared in accordance with:

- 1) The *Financial Management Act 2006 (FMA)*
- 2) The Treasurer's Instructions (TIs)
- 3) Australian Accounting Standards (AASs) - Reduced Disclosure Requirements
- 4) Where appropriate, those AAS paragraphs applicable for not-for-profit entities have been applied.

The *Financial Management Act 2006* and the Treasurer's Instructions take precedence over AASs. Several AASs are modified by TIs to vary application, disclosure format and wording. 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.

Basis of preparation

These financial statements are presented in Australian dollars applying the accrual basis of accounting and using the historical cost convention. Certain balances will apply a different measurement basis (such as the fair value basis). Where this is the case the different measurement basis is disclosed in the associated note. All values are rounded to the nearest thousand dollars (\$'000).

Judgements and estimates

Judgements, estimates and assumptions are required to be made about financial information being presented. The significant judgements and estimates made in the preparation of these financial statements are disclosed in the notes where amounts affected by those judgements and/or estimates are disclosed. Estimates and associated assumptions are based on professional judgements derived from historical experience and various other factors that are believed to be reasonable under the circumstances.

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 TI 955 *Contributions by Owners made to Wholly Owned Public Sector Entities* and have been credited directly to Contributed Equity.

The transfers of net assets to/from other agencies, other than as a result of a restructure of administrative arrangements, are designated as contributions by owners where the transfers are non-discretionary and non-reciprocal.

2. Use of our funding

Expenses incurred in the delivery of services

This section provides additional information about how the Commission's funding is applied and the accounting policies that are relevant for an understanding of the items recognised in the financial statements. The primary expenses incurred by the Commission in achieving its objectives and the relevant notes are:

	Notes	2019 (\$000)	2018 (\$000)
Employee benefit expenses	2.1(a)	4,379	6,413
Employee benefit provisions	2.1(b)	1,139	1,135
Grants and subsidies	2.2	30	266
Other expenses	2.3	4,011	7,082

2.1(a) Employee benefits expenses

	2019 (\$000)	2018 (\$000)
Wages and salaries	3,989	5,625
Termination benefits		232
Superannuation - defined contribution plans ^(a)	390	556
Total employee benefits expenses	4,379	6,413

(a) Defined contribution plans include West State Superannuation Scheme (WSS), Gold State Superannuation Scheme (GSS), Government Employees Superannuation Board Schemes (GESBs) and other eligible funds.

Wages and salaries: Employee expenses include all costs related to employment including wages and salaries, fringe benefits tax and leave entitlements.

Termination benefits: Payable when employment is terminated before normal retirement date, or when an employee accepts an offer of benefits in exchange for the termination of employment. Termination benefits are recognised when the Commission is demonstrably committed to terminating the employment of current employees according to a detailed formal plan without possibility of withdrawal or providing termination benefits as a result of an offer made to encourage voluntary redundancy. Benefits falling due more than 12 months after the end of the reporting period are discounted to present value.

Superannuation: The amount recognised in profit or loss of the Statement of Comprehensive Income comprises employer contributions paid to the GSS (concurrent contributions), the WSS, the GESBs, or other superannuation funds. The employer contribution paid to the Government Employees Superannuation Board (GESB) in respect of the GSS is paid back into the Consolidated Account by the GESB.

GSS (concurrent contributions) is a defined benefit scheme for the purposes of employees and whole-of-government reporting. It is however a defined contribution plan for the Commission purposes because the concurrent contributions (defined contributions) made by the Commission to GESB extinguishes the Commission's obligations to the related superannuation liability.

The Commission does not recognise any defined benefit liabilities because it has no legal or constructive obligation to pay future benefits relating to its employees. The Liabilities for the unfunded Pension Scheme and the unfunded GSS transfer benefits attributable to members who transferred from the Pension Scheme, are assumed by the Treasurer. All other GSS obligations are funded by concurrent contributions made by the Commission to the GESB.

The GESB and other fund providers administer public sector superannuation arrangements in Western Australia in accordance with legislative requirements. Eligibility criteria for membership in particular schemes for public sector employees vary according to commencement and implementation dates.

2.1(b) Employee related provisions

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave for services rendered up to the reporting date and recorded as an expense during the period the services are *delivered*.

	2019 (\$000)	2018 (\$000)
Current		
<u>Employee benefits provisions</u>		
Annual leave ^(a)	358	336
Long service leave ^(b)	607	613
	<u>965</u>	<u>949</u>
 <u>Other provisions</u>		
Employment on-costs ^(c)	13	13
	<u>13</u>	<u>13</u>
Total current employee related provisions	<u>978</u>	<u>962</u>
 Non-current		
<u>Employee benefits provisions</u>		
Long service leave ^(b)	159	171
 <u>Other provisions</u>		
Employment on-costs ^(c)	2	2
	<u>161</u>	<u>173</u>
Total non-current employee related provisions	<u>161</u>	<u>173</u>
Total employee related provisions	<u>1,139</u>	<u>1,135</u>

(a) **Annual leave liabilities:** Classified as current as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period.

The provision for annual leave is calculated at the present value of expected payments to be made in relation to services provided by employees up to the reporting date.

(b) **Long service leave liabilities:** 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 end of the reporting period.

Pre-conditional and conditional long service leave provisions are classified as **non-current** liabilities because the Commission has an unconditional right to defer the settlement of the liability until the employee has completed the requisite years of service.

The provision for long service leave liabilities are calculated at present value as the Commission does not expect to wholly settle the amounts within 12 months. The present value is measured taking into account the present value of expected future payments to be made in relation to services provided by employees up to the reporting date. These payments are estimated using the remuneration rate expected to apply at the time of settlement, and 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.

- (c) **Employment on-costs:** 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.

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, Note 2.3 (apart from the unwinding of the discount (finance cost))' and are not included as part of the Commission's 'employee benefits expense'. The related liability is included in 'Employment on-costs provision'.

Employment on-cost provision

Carrying amount at start of period
Additional/(reversals of) provisions recognised
Carrying amount at end of period

2019 (\$000)	2018 (\$000)
15	15
-	-
15	15

Key sources of estimation uncertainty – long service leave

Key estimates and assumptions concerning the future are based on historical experience and various other factors that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next financial year.

Several estimates and assumptions are used in calculating the Commission's long service leave provision. These include:

- Expected future salary rates
- Discount rates
- Employee retention rates; and
- Expected future payments

Changes in these estimations and assumptions may impact on the carrying amount of the long service leave provision.

Any gain or loss following revaluation of the present value of long service leave liabilities is recognised as employee benefits expense.

2.2 Grants and subsidies

	2019 (\$000)	2018 (\$000)
<u>Recurrent</u>		
Grants (section 175LC of the Electoral Act 1907) ^(a)	30	266
Total grants and subsidies	30	266

(a) As per section 175LC of the Electoral Act 1907 being grants paid to Political Parties and candidates who achieve more than 4% of the eligible preference votes recorded at the Darling Range State By-Election in FY2018-19 and a combination of State General Election 2017 and Cottesloe By Election in FY 2017-18.

Transactions in which the Commission provides goods, services, assets (or extinguishes a liability) or labour to another party without receiving approximately equal value in return are categorised as 'Grant expenses'. Grants can either be operating or capital in nature.

Grants can be paid as general purpose grants which refer to grants that are not subject to conditions regarding their use. Alternatively, they may be paid as specific purpose grants which are paid for a particular purpose and/or have conditions attached regarding their use.

Grants and other transfers to third parties (other than contribution to owners) are recognised as an expense in the reporting period in which they are paid or payable. They include transactions such as: grants payments made to political parties and candidates who achieve more than 4% of the eligible preference votes recorded at the Darling Range State By-Election in FY2018-19 and a combination of State General Election 2017 and Cottesloe By Election in FY 2017-18.

2.3 Other expenditure

	2019 (\$000)	2018 (\$000)
Supplies and services		
Communications	461	2,792
Consultants and contractors	1,464	1,709
Consumables	121	230
Travel	58	101
Other	105	176
Total supplies and services expenses	2,209	5,008
Accommodation expenses		
Lease rentals	1,439	1,782
Repairs and maintenance	20	22
Total accommodation expenses	1,459	1,804

Other		
Audit fees ^(a)	48	47
Repairs and maintenance - computing	213	139
Other expenses	75	84
Act of Grace	7	-
Employment on-cost	-	-
Total other expenses^(b)	343	270
Total other expenditure	4,011	7,082

(a) Includes external audit fees incurred for this year. This amount might differ to the amounts recognised in note 9.8 'Remuneration of auditor'

(b) There is no expected credit losses risk reported in this financial year due to no allowance for impairment in the receivables.

Supplies and services:

Supplies and services are recognised as an expense in the reporting period in which they are incurred. The carrying amounts of any materials held for distribution are expensed when the materials are distributed.

Accommodation expenses:

Operating lease payments are recognised on a straight line basis over the lease term, except where another systematic basis is more representative of the time pattern of the benefits derived from the use of the leased asset. [AASB 117.33]

Repairs, maintenance and cleaning costs are recognised as expenses as incurred.

Other:

Other expenditures generally represent the day-to-day running costs incurred in normal operations.

Repairs and maintenance:

Repairs and maintenance costs are recognised as expenses as incurred, except where they relate to the replacement of a significant component of an asset. In that case, the costs are capitalised and depreciated.

Employee on-cost includes workers' compensation insurance and other employment on-costs. The on costs liability associated with the recognition of annual and long service leave liabilities is included at Note 2.1(b) Employee related provision. Superannuation contributions accrued as part of the provision for leave are employee benefits and are not included in employment on-costs.

3. Our funding sources

How we obtain our funding

This section provides additional information about how the Commission obtains its funding and the relevant accounting policy notes that govern the recognition and measurement of this funding. The primary income received by the Commission and the relevant notes are:

	Notes	2019 (\$000)	2018 (\$000)
Income from State Government	3.1	7,789	8,025
Other revenue	3.2	459	5,968

3.1 Income from State Government

	2019 (\$000)	2018 (\$000)
Appropriation received during the period:		
Service appropriation ^(a)	7,727	7,865
	7,727	7,865
Services received free of charge from other State government agencies during the period:		
Department of Finance - Building Management Works	24	25
Department of the Attorney General - Corporate Services	21	119
Landgate	17	16
Total services received	62	160
Total income from State Government	7,789	8,025

(a) **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 in the bank account or credited to the 'Amounts receivable for services' (holding account) held at Treasury.

Service appropriations fund the net cost of services delivered. Appropriation revenue comprises the following:

- Cash component; and
- A receivable (asset).

The receivable (holding account – note 5.2) comprises the following:

- The budgeted depreciation expense for the year; and
- Any agreed increase in leave liabilities during the year.

3.2 Other revenue

	2019 (\$000)	2018 (\$000)
Local Government Elections	-	5,672
Other Elections	441	279
Sale of Roll Products/General Revenue	18	17
	459	5,968

Revenue is recognised and 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 transfer to the purchaser and can be measured reliably.

Provision of services

Revenue is recognised by reference to the stage of completion of the transaction.

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 most recent determination, as quantified in the 2018-19 Budget Statements, the Commission retained \$962,000 in 2019 (\$6,805,000 in 2018) from the following:

- Sale of roll products; and
- Other departmental revenue (predominantly from the conduct of fee-for-service local government elections).

4. Key assets

Assets the Commission utilises for economic benefit or service potential

This section includes information regarding the key assets the Commission utilises to gain economic benefits or provide service potential. The section sets out both the key accounting policies and financial information about the performance of these assets:

	Notes	2019 (\$000)	2018 (\$000)
Plant and equipment	4.1	61	98
Intangibles	4.2	1,735	1,644

4.1 Plant and equipment

Year ended 30 June 2019	Equipment (\$000)	Computer Hardware (\$000)	Total (\$000)
1 July 2018			
Gross carrying amount	272	436	708
Accumulated depreciation	(207)	(403)	(610)
Carrying amount at start of period	65	33	98
Additions	21	-	21
Other disposals	-	-	-
Depreciation	(33)	(25)	(58)
Carrying amount at 30 June 2019	53	8	61
Gross carrying amount	293	436	729
Accumulated depreciation	(240)	(428)	(668)

Initial recognition

Items of plant and equipment, costing \$5,000 or more are measured initially at cost. Where an asset is acquired for no or nominal cost, the cost is valued at its fair value at the date of acquisition. 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).

Subsequent measurement

Plant and equipment are stated at historical cost less accumulated depreciation and accumulated impairment losses.

4.1.1 Depreciation and impairment

Charge for the period

	2019 (\$000)	2018 (\$000)
<u>Depreciation</u>		
Equipment	33	31
Computer hardware	25	48
Total depreciation for the period	58	79

As at 30 June 2019 there were no indications of impairment to property, plant and equipment.

Please refer to note 4.2 for guidance in relation to the impairment assessment that has been performed for intangible assets.

Finite useful lives

All plant and equipment 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. The exceptions to this rule include items under operating leases, assets held for sale, land and investment properties.

Depreciation is generally calculated on a straight line basis, at rates that allocate the asset's value, less any estimated residual value, over its estimated useful life. Typical estimated useful lives for the different asset classes for current and prior years are included in the table below:

Asset	Useful life: years
Plant and equipment	5 to 10 years
Computer equipment	3 years

The estimated useful lives, residual values and depreciation method are reviewed at the end of each annual reporting period, and adjustments should be made where appropriate.

Leasehold improvements are depreciated over the shorter of the lease term and their useful lives.

Impairment

Non-financial assets, including items of plant and equipment, are tested for impairment whenever there is an indication that the asset may be impaired. 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.

Where an asset measured at cost is written down to its recoverable amount, an impairment loss is recognised through profit or loss.

Where a previously revalued asset is written down to its recoverable amount, the loss is recognised as a revaluation decrement through other comprehensive income.

As the Commission is a not-for-profit entity, the recoverable amount of regularly revalued specialised assets is anticipated to be materially the same as fair value.

If there is an indication that there has been a reversal in impairment, the carrying amount shall be increased to its recoverable amount. However this reversal should not increase the asset's carrying amount above what would have been determined, net of depreciation or amortisation, if no impairment loss had been recognised in prior years.

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 the asset's future economic benefits and to evaluate any impairment risk from declining replacement costs.

4.2 Intangible assets

Year ended 30 June 2019	Computer Software (\$000)	Total (\$000)
1 July 2018		
Gross carrying amount	2,718	2,718
Accumulated depreciation	(1,074)	(1,074)
Carrying amount at start of period	1,644	1,644
Additions	292	292
Amortisation expense	(201)	(201)
30 June 2019		
Gross carrying amount	3,010	3,010
Accumulated amortisation	(1,275)	(1,275)
Carrying amount at 30 June 2019	1,735	1,735

Initial recognition

Acquisitions of intangible assets costing \$5,000 or more and internally generated intangible assets costing \$50,000 or more that comply with the recognition criteria as per AASB 138.57 (as noted below), are capitalised.

Costs incurred below these thresholds are immediately expensed directly to the Statement of Comprehensive Income.

Intangible assets are initially recognised at cost. For assets acquired at no cost or for nominal cost, the cost is their fair value at the date of acquisition.

An internally generated intangible asset arising from development (or from the development phase of an internal project) is recognised if, and only if, all of the following are demonstrated:

- The technical feasibility of completing the intangible asset so that it will be available for use or sale;
- An intention to complete the intangible asset and use or sell it;
- The ability to use or sell the intangible asset;
- The intangible asset will generate probable future economic benefit;
- The availability of adequate technical, financial and other resources to complete the development and to use or sell the intangible asset;
- The ability to measure reliably the expenditure attributable to the intangible asset during its development.

Costs incurred in the research phase of a project are immediately expensed.

Subsequent measurement

The cost model is applied for subsequent measurement of intangible assets, requiring the asset to be carried at cost less any accumulated amortisation and accumulated impairment losses.

4.2.1 Amortisation and impairment

Charge for the period

	2019 (\$000)	2018 (\$000)
Intangible assets	201	181
Total amortisation for the period	201	181

As at 30 June 2019 there were no indications of impairment to intangible assets.

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

Amortisation of finite life intangible assets is calculated on a straight line basis at rates that allocate the asset's value over its estimated useful life. All intangible assets controlled by the Commission have a finite useful life and zero residual value. Estimated useful lives are reviewed annually.

The estimated useful lives for each class of intangible asset are:

Software (a)	up to 10 years
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(a) Software that is not integral to the operation of any related hardware.

Impairment of intangible assets

Intangible assets with finite useful lives are tested for impairment annually or when an indication of impairment is identified.

The policy in connection with testing for impairment is outlined in note 4.1.1.

5. Other assets and liabilities

This section sets out those assets and liabilities that arose from the Commission's controlled operations and includes other assets utilised for economic benefits and liabilities incurred during normal operations:

	Notes	2019 (\$000)	2018 (\$000)
Receivables	5.1	121	235
Amounts receivable for services	5.2	608	608
Other current assets	5.3	158	248
Payables	5.4	90	330

5.1 Receivables

	2019 (\$000)	2018 (\$000)
<u>Current</u>		
Receivables	17	59
Accrued revenue	16	16
GST receivable	88	160
Total current	121	235
Total receivables	121	235

The Commission does not hold any collateral or other credit enhancements as security for receivables. Receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

5.2 Amount receivable for services (Holding Account)

	2019 (\$000)	2018 (\$000)
Current	117	117
Non-Current	491	491
Balance at end of period	608	608

Amounts receivable for services represent the non-cash component of service appropriations. It is restricted in that it can only be used for asset replacement or payment of leave liability.

Amounts receivable for services are considered not impaired (i.e there is no expected credit loss of the Holding Accounts).

5.3 Other assets

	2019 (\$000)	2018 (\$000)
Current		
Prepayments	142	244
Total current	142	244
Non-current		
Prepayments	16	4
Total non-current	16	4
Balance at end of period	158	248

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

5.4 Payables

	2019 (\$000)	2018 (\$000)
Current		
Accrued salaries	15	15
Accrued expenses	42	270
Trade payables	19	38
Other payables	14	7
Total current	90	330
Balance at end of period	90	330

Payables are recognised at the amounts payable 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 settlement is generally within 30 days.

Accrued salaries represent the amount due to staff but unpaid at the end of the reporting period. Accrued salaries are settled within a fortnight after the reporting period. The Commission considers the carrying amount of accrued salaries to be equivalent to its fair value.

The accrued salaries suspense account (See Note 6.1.1 'Restricted cash and cash equivalents') consists of amounts paid annually, from Commission appropriations for salaries expense, into a Treasury suspense account to meet the additional cash outflow for employee salary payments in reporting periods with 27 pay days instead of the normal 26. No interest is received on this account.

6. Financing

This section sets out the material balances and disclosures associated with the financing and cashflows of the Commission.

	Notes
Cash and cash equivalents	6.1
Commitments	6.2
Non-cancellable operating lease commitments	6.2.1

6.1 Cash and cash equivalents

	Notes	2019 (\$000)	2018 (\$000)
Cash and cash equivalents		1,562	2,093
Restricted cash and cash equivalents	7.1		
- Accrued salaries suspense account ^(a)		42	28
Balance at end of period		1,604	2,121

(a) Funds held in the suspense account for the purpose of meeting the 27th pay in a reporting period that occurs every 11th year. This account is classified as non-current for 10 out of 11 years.

For the purpose of the statement of cash flows, cash and cash equivalent (and restricted cash and cash equivalent) assets comprise cash on hand.

6.2 Commitments

The commitments below are GST inclusive.

6.2.1 Non-cancellable operating lease commitments

The Commission is an occupier of premises in Perth. The lessee for accommodation is The Honourable 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.

	2019 (\$000)	2018 (\$000)
Commitments for minimum lease payments are payable as follows:		
Motor vehicles		
Within 1 year	13	30
Later than 1 year and not later than 5 years	13	24
	26	54
	2019 (\$000)	2018 (\$000)
Accommodation		
Within 1 year	986	708
Later than 1 year and not later than 5 years	3,843	172
Later than 5 years	2,332	
	7,161	880

Operating leases are expensed on a straight line basis over the lease term as this represents the pattern of benefits derived from the leased properties.

The Commission had entered into a property lease which is a non-cancellable lease with eight-year term, with rent payable monthly in advance. The current lease arrangement starts from 1 January 2019 to 31 December 2027 with no option available at the end of the lease term.

Judgements made by management in applying accounting policies – 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.

7. Financial instruments and Contingencies

	Notes
Financial instruments	7.1
Contingent assets	7.2.1
Contingent liabilities	7.2.2

7.1 Financial instruments

The carrying amounts of each of the following categories of financial assets and financial liabilities at the end of the reporting period are:

	2019 (\$000)	2018 (\$000)
<u>Financial assets</u>		
Cash and cash equivalents	1,604	2,121
Receivables ^(a)	641	683
Total financial assets	2,245	2,804
 <u>Financial liabilities</u>		
Financial liabilities at amortised cost	90	330
Total financial liability	90	330

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

7.2 Contingent assets and contingent liabilities

Contingent assets and contingent liabilities are not recognised in the statement of financial position but are disclosed and, if quantifiable, are measured at nominal value.

Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

7.2.1 Contingent assets

There were no contingent assets as at 30 June 2019.

7.2.2 Contingent liabilities

There were no contingent liabilities as at 30 June 2019.

8. Other disclosures

This section includes additional material disclosures required by accounting standards or other pronouncements, for the understanding of this financial report.

	Notes
Events occurring after the end of the reporting period	8.1
Initial application of Australian Accounting Standards	8.2
Key management personnel	8.3
Related party transactions	8.4
Related bodies	8.5
Affiliated bodies	8.6
Special purpose accounts	8.7
Remuneration of auditors	8.8
Act of Grace (and ex-gratia) payment	8.9
Equity	8.10
Supplementary financial information	8.11
Explanatory statement	8.12

8.1 Event occurring after the end of the reporting period

There were no events occurring after the end of the reporting date that impact on the financial statements.

8.2 Initial application of Australian Accounting Standards

AASB 9 Financial instruments

AASB 9 Financial instruments replaces AASB 139 Financial instruments: Recognition and Measurement for annual reporting periods beginning on or after 1 July 2018, bringing together all three aspects of the accounting for financial instruments: classification and measurement; impairment; and hedge accounting.

The Commission applied AASB 9 prospectively, with an initial application date of 1 July 2018. The adoption of AASB 9 has resulted in changes in accounting policies and adjustments to the amounts recognised in the financial statements. In accordance with AASB 9.7.2.15, the Commission has not restated the comparative information which continues to be reported under AASB 139. Differences arising from adoption have been recognised directly in Accumulated surplus/(deficit).

The effect of adopting AASB 9 as at 1 July 2018 was, as follows:

	Adjustments	30 June 2019 (\$000)
Assets		
Trade receivables	(a),(b)	-
Total Assets		-
Total adjustments on Equity		
Accumulated surplus/(deficit)	(a),(b)	-
		-

The nature of these adjustments are described below:

(a) *Classification and measurement*

Under AASB 9, financial assets are subsequently measured at amortised cost, fair value through other comprehensive income (fair value through OCI) or fair value through profit or loss (fair value through P/L). The classification is based on two criteria: the Commission's business model for managing the assets; and whether the assets' contractual cash flows represent 'solely payments of principal and interest' on the principal amount outstanding.

The assessment of the Commission's business model was made as of the date of initial application, 1 July 2018. The assessment of whether contractual cash flows on financial assets are solely comprised of principal and interest was made based on the facts and circumstances as at the initial recognition of the assets.

The classification and measurement requirements of AASB 9 did not have a significant impact to the Commission. The following are the changes in the classification of the Commission's financial assets:

- Trade receivables and Loans and advances (i.e. Other debtors) classified as Loans and receivables as at 30 June 2019 are held to collect contractual cash flows and give rise to cash flows representing solely payments of principal and interest. These are classified and measured as Financial assets at amortised cost beginning 1 July 2018.
- The Commission did not designate any financial assets as at fair value through P/L.

In summary, upon the adoption of AASB 9, the Commission had the following required (or elected) reclassifications as at 1 July 2018:

AASB 139 category	(\$000)	AASB 9 category		
		Amortised cost (\$000)	Fair value through OCI (\$000)	Fair value through P/L (\$000)
Loans and receivables				
Trade receivables*	59	59	-	-
		59	-	-

* The change in carrying amount is a result of additional impairment allowance. See the discussion on impairment below.

(b) *Impairment*

The adoption of AASB 9 has fundamentally changed the Commission's accounting for impairment losses for financial assets by replacing AASB 139's incurred loss approach with a forward-looking expected credit loss (ECL) approach. AASB 9 requires the Commission to recognise an allowance for ECLs for all financial assets not held at fair value through P/L.

Upon adoption of AASB 9, the Commission recognised there is no impairment on the Commission's Trade receivables which resulted in nil movement in Accumulated surplus/(deficit) as at 1 July 2018.

Set out below is the reconciliation of the ending impairment allowances in accordance with AASB 139 to the opening loss allowances determined in accordance with AASB 9:

	Impairment under AASB 139 as at 30 June 2018	Remeasurement	ECL under AASB 9 as at 1 July 2019
Loans and receivables under AASB 139/Financial assets at amortised cost under AASB 9	-	-	-

8.3 Key Management Personnel

The Commission has determined key management personnel to include cabinet minister and senior officers of the Commission. The Commission does not incur expenditures to compensate Ministers and those disclosures may be found in the *Annual Report on State Finances*.

The total fees, salaries, superannuation, non-monetary benefits and other benefits for senior officers of the Commission for the reporting period are presented within the following bands:

Compensation band (\$)	2019	2018
320,001 - 330,000	1	1
230,001 - 240,000		1
210,001 - 220,000	1	
170,001 - 180,000	1	
160,001 - 170,000	1	1
150,001 - 160,000(*)	1	2
140,001 - 150,000	1	
130,001 - 140,000	1	
120,001 - 130,000(**)		2
60,001 - 70,000		1
	2019	2018
	(\$000)	(\$000)
Total compensation of senior officers	1,316	1,362

Total compensation includes the superannuation expense incurred by the Commission in respect of senior officers.

(*) One (1) additional officer is recognised as Key Management Personnel. (FY18-19: \$157,458).

(**) One (1) officer is no longer recognised as Key Management Personnel in FY18-19 (FY17-18: \$122,258).

No seniors officers are members of the Pension Scheme.

8.4 Related party transactions

The Commission is a wholly owned public sector entity that is controlled by of the State of Western Australia.

Related parties of the Commission include:

- all cabinet ministers and their close family members, and their controlled or jointly controlled entities;
- all senior officers and their close family members, and their controlled or jointly controlled entities;
- other departments and statutory authorities, including related bodies that are included in the whole of government consolidated financial statements (i.e wholly-owned public sector entities);
- associates and joint ventures of a wholly-owned public sector entity; and
- the Government Employees Superannuation Board (GESB - \$344,652) .

Material transactions with other related parties

Outside of normal citizen type transactions with the Commission, there were no other related party transactions that involved key management personnel and/or their close family members and/or their controlled (or jointly controlled) entities.

8.5 Related bodies

The Commission had no related bodies during the financial year.

8.6 Affiliated bodies

The Commission had no affiliated bodies during the financial year.

8.7 Special Purpose Accounts

Nomination Fees ^(a)

The purpose of the 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.

	2019 (\$000)	2018 (\$000)
Balance at the start of the period	3	-
Receipts	-	5
Payments	(3)	(2)
Balance at the end of the year	-	3

(a) Established under section 16(1)(d) of FMA

8.8 Remuneration of auditors

Remuneration paid or payable to the Auditor General in respect of the audit for the current financial year is as follows:

	2019 (\$000)	2018 (\$000)
Auditing the accounts, financial statements, controls and key performance indicators	47	45
	47	45

8.9 Act of Grace Payments

	2019 (\$000)	2018 (\$000)
City of Fremantle	7	-
	7	-

This ex gratia payment was completed on 02 November 2018 for the amount of \$6,693.20 and related to City of Fremantle Local Government Election 2017

8.10 Equity

The Western Australian Government holds the equity interest in the Commission on behalf of the community. Equity represents the residual interest in the net assets of the Commission.

	2019 (\$000)	2018 (\$000)
<u>Contributed equity</u>		
Balance at start of period	724	1,026
Total contributions by owners	-	-
<i>Distribution to owners</i>		
Refund of Political Funding	-	(302)
Total distributions by owners	-	(302)
Balance at end of period	724	724

8.11 Supplementary financial information

(a) Write-offs

During the year there were no write-offs.

(b) Losses through theft, defaults and other causes

During the year there were no thefts or defaults.

(c) Gifts of public property

During the year there were no gifts of public property.

8.12 Explanatory statement (Controlled Operations)

All variances between estimates (original budget) and actual results for 2019, and between the actual results for 2019 and 2018 are shown below. Narratives are provided for selected major variances, which are generally greater than:

- 5% and \$173,580 for the Statements of Comprehensive Income and Cash Flows; and
- 5% and \$74,160 for the Statements of Financial Position.

8.12.1 Statement of Comprehensive Income Variances

	Variance Note (\$000)	Estimate 2019 (\$000)	Actual 2019 (\$000)	Actual 2018 (\$000)	Variance between estimate and actual (\$000)	Variance between actual results for 2019 and 2018 (\$000)
Expenses						
Employee benefits expense	1, A	4,931	4,379	6,413	(552)	(2,034)
Supplies and services	, A	2,156	2,209	5,008	53	(2,799)
Accommodation expense	2, B	1,672	1,459	1,804	(213)	(345)
Depreciation and amortisation expense		117	259	260	142	(1)
Grants and subsidies	, C	-	30	266	30	(236)
Other expense		467	343	270	(124)	73
Total cost of services		9,343	8,679	14,021	(664)	(5,342)
Income						
Revenue						
Other revenue	, D	455	459	5,968	4	(5,509)
Total Revenue		455	459	5,968	4	(5,509)
Total income other than income from State Government		455	459	5,968	4	(5,509)
NET COST OF SERVICES		8,888	8,220	8,053	(668)	167
Income from State Government						
Service appropriations		7,815	7,727	7,865	(88)	(138)
Services received free of charge		60	62	160	2	(98)
Total income from State Government		7,875	7,789	8,025	(86)	(236)
SURPLUS/(DEFICIT) FOR THE PERIOD		(1,013)	(431)	(28)	582	(403)

Major Estimate and Actual (2019) Variance Narratives

- 1) Employee benefit expense budget variations of approximately \$0.5 million is due to the delay in the commencement of the Office of the Electoral Boundary Commission. It is now overall being completed in a shorter timeframe.
- 2) The accommodation budget variation of \$0.2 million is due to the lower accommodation rate in the new lease agreement.

Major Actual (2019) and Comparative (2018) Variance Narratives

- A) Employee benefits expense and supplies and services expense have decreased by \$2 million in comparison to FY 2018-19 due to the one off expenditure on the Cottesloe By-Election, Darling Range By-Election and Local General Biennial Election 2017.
- B) The accommodation expense have decreased by \$0.3 million in comparison to FY 2018-19 due to the lower rate in the new lease agreement and the temporary accommodation leased to conduct the unplanned Cottesloe By-Election and the planned Local General Biennial Election 2017.
- C) The decrease in grants and subsidies by \$0.2 million is mainly due to the timing final reimbursement related to State General Election 2017 and Cottesloe By-Election.
- D) The decrease in other revenue of \$5.5 million is primarily due to the recoup of the cost associated with the Local Government Biennial Election held in October 2017.

8.12.2

Statement of Financial Position Variances

	Variance Note (\$000)	Estimate 2019 (\$000)	Actual 2019 (\$000)	Actual 2018 (\$000)	Variance between estimate and actual (\$000)	Variance between actual results for 2019 and 2018 (\$000)
ASSETS						
<u>Current Assets</u>						
Cash and cash equivalent	3, E	576	1,562	2,093	986	(531)
Receivables	4, F	502	121	235	(381)	(114)
Amounts receivable for services		117	117	117	-	-
Other - Prepayments	G	174	142	244	(32)	(102)
Total Current Assets		1,369	1,942	2,689	573	(747)
<u>Non-Current Assets</u>						
Restricted cash and cash equivalents		31	42	28	11	14
Amounts receivable for services		491	491	491	-	-
Other - Prepayments		6	16	4	10	12
Plant and equipment	5	235	61	98	(174)	(37)
Intangible assets	6 H	1,576	1,735	1,644	159	91
Total Non-Current Assets		2,339	2,345	2,265	6	80
TOTAL ASSETS		3,708	4,287	4,954	579	(667)
LIABILITIES						
<u>Current Liabilities</u>						
Payables	, I	32	90	330	58	(240)
Provisions	7	803	978	962	175	16
Other	8	225	-	-	(225)	-
Total Current Liabilities		1,060	1,068	1,292	8	(224)
<u>Non-Current Liabilities</u>						
Provisions		195	161	173	(34)	(12)
Other		2	-	-	(2)	-
Total Non-Current Liabilities		197	161	173	(36)	(12)
TOTAL LIABILITIES		1,257	1,229	1,465	(28)	(236)
NET ASSETS		2,451	3,058	3,489	607	(431)
<u>EQUITY</u>						
Contributed equity		724	724	724	-	-
Accumulated surplus/(deficit)		1,727	2,334	2,765	607	(431)
TOTAL EQUITY		2,451	3,058	3,489	607	(431)

Major Estimate and Actual (2019) Variance Narratives

- 3) The actuals have exceeded the estimates due to an accommodation lease incentive of \$0.5 million that is yet to be recouped by the Department of Treasury and an amount of \$0.6 million is to be carried forward for the Office of the Electoral Distribution Commission project.
- 4) The estimates is overstated by \$0.4 million due to the delay in the Electoral Boundary project.
- 5) The estimates have exceeded the actual by \$0.2 million due to the new GovtNext project which results in less assets being purchased during the year. In addition to that, the actual depreciation cost is higher than the estimated depreciation cost due to the on-going upgrade on software and additional asset purchases.
- 6) The budget estimate is understated by \$0.1 million due to a robust software upgrade being performed in FY 18-19
- 7) The overstated provision of \$0.2 millions in comparison to the \$0.8 millions threshold is mainly contributed by leave strategies which can only be achieved over a long term process.
- 8) There is a misallocation in the budget estimate of \$0.2 million which should be allocated to Payables.

Major Actual (2019) and Comparative (2018) Variance Narratives

- E) The decrease in cash and cash equivalent is due the recoup of Local Government Biennial Election 2017 that was received in 2018.
- F) The decrease in receivable is due to the decrease in GST receivable, as a result of the transactions generated by the Cottesloe By-Election and the Darling Range By-Election.
- G) Actual prepayment is decreased by \$0.1 million due to the reduction in lease payment.
- H) The actual is slightly higher due to the continuous software upgrade performed in preparation for Local Government Biennial Election 2019.
- I) The reduction in payables actual is due to the reduction in accrued expenses by \$0.2 million.

8.12.3 Statement of Cash Flow Variances

	Variance Note (\$000)	Estimate 2019 (\$000)	Actual 2019 (\$000)	Actual 2018 (\$000)	Variance between estimate and actual (\$000)	Variance between actual results for 2019 and 2018 (\$000)
CASH FLOWS FROM STATE						
GOVERNMENT						
Service appropriation		7,698	7,610	7,748	(88)	(138)
Holding account drawdown		117	117	117	-	-
Net cash provided by State Government		7,815	7,727	7,865	(88)	(138)
CASH FLOW FROM OPERATING ACTIVITIES						
Payments						
Employee benefits	9, J	(4,818)	(4,368)	(6,382)	450	2,014
Supplies and services	9, J	(2,156)	(2,377)	(4,683)	(221)	2,306
Accommodation	10 K	(1,672)	(1,361)	(1,891)	311	530
Grants and subsidies	, L	-	(44)	(266)	(44)	222
GST Payment on purchases	11, M	-	(398)	(711)	(398)	313
Other payments	12	(942)	(345)	(284)	597	(61)
Receipts						
Sale of goods and services	13, N	315	501	5,911	186	(5,410)
GST receipts on sales	13 N	495	44	599	(451)	(555)
GST receipts from taxation authority	11,	-	417	297	417	120
Net cash provided by/(used in) operating activities		(8,778)	(7,931)	(7,410)	847	(521)
CASH FLOW FROM INVESTING ACTIVITIES						
Payments						
Purchase of non-current assets	14	(117)	(313)	(282)	(196)	(31)
Political Funding Repayments by Agency		-	-	(302)	-	302
Receipts						
Proceeds from sale of non-current asset						
Net cash provided by/(used in) investing activities		(117)	(313)	(584)	(196)	271
CASH FLOW FROM FINANCING ACTIVITIES						
Payments						
Other repayments		-	-	-	-	-

Receipts					
Proceeds from borrowings	-	-	-	-	-
Net cash provided by/(used in) financing activities	-	-	-	-	-
Net increase/(decrease) in cash and cash equivalent	(1,080)	(517)	(129)	563	(388)
Cash and cash equivalent at the beginning of the period	1,687	2,121	2,250	434	(129)
CASH AND CASH EQUIVALENT AT THE END OF	607	1,604	2,121	997	(517)

Major Estimate and Actual (2019) Variance Narratives

- 9) Employee benefits and supplies and services payments variation of approximately \$0.4 million increase and \$0.3 million decrease, is primarily due to the delay of Electoral Distribution Commission project. The project only started in April 2019.
- 10) The budget is overestimated by \$0.3 million due to the lower rate applied in the new lease agreement.
- 11) There is no allocation for GST payment on purchases and GST receipts from taxation in the budget.
- 12) The delay in the Office of the Electoral Boundary Commission has also resulted in the lower actual in comparison to the budget estimates by \$0.6 million
- 13) Other revenue exceeded the budget by \$0.2 million and the GST receipt is under by \$0.5 million due to higher recoup generated by extraordinary elections and non-parliamentary elections and the overated of GST by \$0.5 million is due to the the higher expectation on the GST receipt from previous years recoup transactions.
- 14) The budget is understated by \$0.2 million due to lower expectation on the purchase of assets and the upgrade to software.

Major Actual (2019) and Comparative (2018) Variance Narratives

- J) Payments for employee benefits and supplies and services have decreased significantly in comparison to FY 2017-18 due to the completion of the Cottesloe By-Election, the Darling Range By-Election and the Local Government Biennial Election 2017.
- K) The decrease in accommodation in FY 18-19 is due to the lower accommodation rate in the new lease agreement and the completion of the Cottesloe By-Election and the Local Government Biennial Election 2017.
- L) The decrease in grants and subsidies of \$0.2 million is mainly due to the timing of final reimbursement of the State General Election 2017 and the Cottesloe By-Election political funding.
- M) The decrease in GST payment on purchases by \$0.4 million is due to the significant decrease in purchases volume in preparation and management of the Local Government Biennial Election in October 2017, the Cottesloe By-Election in March 2018 and the Darling Range By-Election in June 2018.
- N) The decrease in sale of goods and services and the GST receipts on sales by \$5.4 million and \$0.5 million is primarily due to the recoup of the cost associated with the Local Government Biennial Election held in October 2017.

This section sets out all of the statutory disclosures regarding the financial performance of the Commission.

	Notes
Disclosure of administered income and expenses by service	9.1
Explanatory statement for administered items	9.2

9.1 Disclosure of administered income and expenses by service

	Electoral Services		Total	
	2019	2018	2019	2018
	(\$000)	(\$000)	(\$000)	(\$000)
INCOME FROM ADMINISTERED ITEMS				
<u>Income</u>				
For transfer:				
Regulatory fees and other charges	104	751	104	751
Total administered income	104	751	104	751
<u>Expenses</u>				
Transfer payments ^(a)	104	748	104	748
Total administered expenses	104	748	104	748

^{a)} Transfer payments represent the transfer of non-retainable regulatory fees to the Consolidated Account. These fees relates to the Cottesloe By-Election non-voters fines (FY 2018-19: \$40,763 and FY 17-18: \$ 46,024) and Darling Range non-voters fines (FY2018-19: \$63,142). State General Election non-voters fine and multi-voters fine of FY 2017-18: \$708,871)

9.2 Explanatory statement for administered items

All variances between estimates (original budget) and actual results for 2019, and between the actual results for 2019 and 2018 are shown below. Narratives are provided for key major variances, which are generally greater than 5% and \$40,000.

		Variance Estimate	Actual	Actual	Variance between estimate and actual	Variance between actual results for
	Note	2019	2019	2018	actual	2019 and 2018
		(\$000)	(\$000)	(\$000)	(\$000)	(\$000)
INCOME FROM ADMINISTERED ITEMS						
<u>Income</u>						
For transfer:						
Regulatory fees and other charges	1, A	-	104	751	104	(647)
Total administered income		-	104	751	104	(647)
<u>Expenses</u>						
Transfer payments	1, A	-	104	748	104	(644)
Total administered expense		-	104	748	104	(644)

Major Estimate and Actual (2019) Variance Narratives

- 1) There has been no estimates prepared for the administered items for non-voters fines budget because the non-voters fines were previously embedded within the Commission's operations.

Major Actual (2019) and Comparative (2018) Variance Narratives

- A) The administered income has reduced by \$0.6 million mainly contributed to the non-voters fines collected and paid to the Consolidated Account only related to the Cottesloe By-Election and Darling Range By-Election FY 2018-19.

9.3 Administered assets and liabilities

	2019 (\$000)	2018 (\$000)
<u>Current assets</u>		
Accrued Revenue - non voters fines	-	3
Total administered current assets	-	3
TOTAL ADMINISTERED ASSETS	-	3



WESTERN AUSTRALIAN
Electoral Commission

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Western Australian Electoral Commission

Level 2, 111 St Georges Terrace
Perth WA 6000
GPO Box F316
Perth WA 6841

PHONE (08) 9214 0400 or 13 63 06
EMAIL waec@waec.wa.gov.au
WEBSITE www.elections.wa.gov.au
FAX (08) 9226 0577

National Relay Service (NRS)
TTY: 133 677 then ask for (08) 9214 0400

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