



WESTERN AUSTRALIAN Electoral Commission

ANNUAL REPORT 2003–2004



WESTERN AUSTRALIAN Electoral Commission

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Hon. J A McGinty B.A., B.Juris. (Hons), L.L.B., JP MLA
Attorney General
Minister for Electoral Affairs
Level 30, Allendale Square
77 St Georges Terrace
PERTH WA 6000

Dear Minister

In accordance with section 62 of the *Financial Administration and Audit Act 1985*, I submit for your information and presentation to Parliament, the Annual Report of the Western Australian Electoral Commission for the year ended 30 June 2004.

The Annual Report has been prepared in accordance with the provisions of the *Financial Administration and Audit Act 1985*.

Yours sincerely



Warwick Gately AM
ACTING ELECTORAL COMMISSIONER

30 August 2004



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It has again been a busy year for the Commission, from both an operational and a strategic perspective. Reflecting back on the 2003–2004 year it is apparent that the wrap-up of two significant electoral events, that is the 2003 local government elections and the 2003 distribution of State electoral boundaries, consumed much of the Commission's attention in the early part of the year.

As local government reporting and evaluation concluded, so too did the distribution of State electoral boundaries, with the final determination being made on 4 August 2003 pursuant to provisions of the *Electoral Distribution Act 1947*. At that stage, however, litigation regarding proposed 'One Vote, One Value' legislation was still proceeding in the High Court of Australia and, a further distribution prior to the election remained a possibility. On 13 November 2003, the High Court determined that the proposed legislation had not been validly passed by the Legislative Council, meaning that the distribution determined in August 2003 would come into effect from the next State general election, due to be held by May 2005. Further information about the new boundaries can be found at www.boundarieswa.com.

With these significant events concluded the operational focus then turned to preparation for the next State general election and the 2005 local government elections. While the operational load on the Commission continues to increase and minimal gaps now occur between significant electoral events, it is all the more imperative that attention is given to the bigger strategic picture.

These were the driving factors behind the forward planning undertaken across the organisation in late 2003, which reviewed and developed a new organisational structure to ensure that appropriate and effective strategies, structures and processes were adopted to support the delivery of innovative and accountable electoral services to Western Australians. The new organisational structure was adopted in November 2003 after a comprehensive staff consultation phase.

In April 2004 attention to such strategic issues as consolidation of the new organisational structure and a review of the Commission's strategic plan and forward direction, resulted in fine tuning the charting of the Commission's future direction and a revised vision and new mission statement for the organisation.

It is expected that this new structure and strategic direction will better support the core business of election management as well as communication with stakeholders. This will result in a renewed focus on corporate strategy.

The first stage of the restructure entailed a refocussing of the Deputy Electoral Commissioner's role in relation to the management and control of the election management functions. This also required a reconsideration of the position's responsibilities by the Salaries and Allowances Tribunal, followed by a selection process for the revised position.

Mr Warwick Gately joined the Commission in September 2003 as Deputy Electoral Commissioner, with a term of appointment expiring at the end of 2007. Mr Gately has substantial strategic and project management experience, which should stand the Commission in good stead in its preparations for the elections ahead.

The significant contribution of Ms Fiona Colbeck to the Commission as Deputy Electoral Commissioner is acknowledged and on behalf of staff and colleagues, I wish her well in her future public service career.



To meet core business objectives, a revised Election Management Branch and a new Communications and Corporate Strategy Branch were created and changes have been made to the support areas of Business Services and Information Technology. A number of additional positions have been added to the Commission's permanent complement, with funding achieved through reprioritising spending within the existing budget allocation.

As the year ends, appointments to those new positions have been made and the Commission is now in a much stronger position to prepare for and improve on its delivery of the elections due this next reporting year. I am certain these new developments will assist the Commission to continue at the forefront of electoral administration within Australia and to be better positioned to benchmark, monitor and improve performance in the provision of electoral services.

The Commission's focus has now turned to the next State general election, due to be held by May 2005 and to the local government biennial elections to be held on 7 May 2005, with considerable effort now being devoted to planning and preparation for those events.

Particular efforts are being made in the planning for our community awareness and advertising strategy to support the State's diverse population in their participation in the electoral process.

The Commission will also continue to develop systems and processes to assist our stakeholders to understand and exercise their democratic right to vote and to meet our future endeavours.

Also, with an emphasis on efficiency, we will continue to monitor the progress of postal voting as the method of choice for the majority of metropolitan and many country local governments. Additionally, we will continue the process of developing partnerships across Government to help educate and inform those in the community about electoral matters through their use of public information.

The Commission's business and strategic objectives and resource requirements have been clarified through the past year and a clearer sense of the way forward has been charted. I acknowledge the contributions of the staff and their efforts and assistance in this journey.

I am confident that the Commission has the systems, structure and people in place to deliver excellence in election services and I look forward to reviewing the success of these initiatives next year.

A handwritten signature in dark ink, appearing to read 'Lyn Auld'.

Lyn Auld

ELECTORAL COMMISSIONER

24 June 2004

VISION

To lead the delivery of quality, innovative and accountable electoral services to the diverse communities of Western Australia.

MISSION

To provide impartial and independent electoral services and promote public awareness of electoral matters.

VALUES

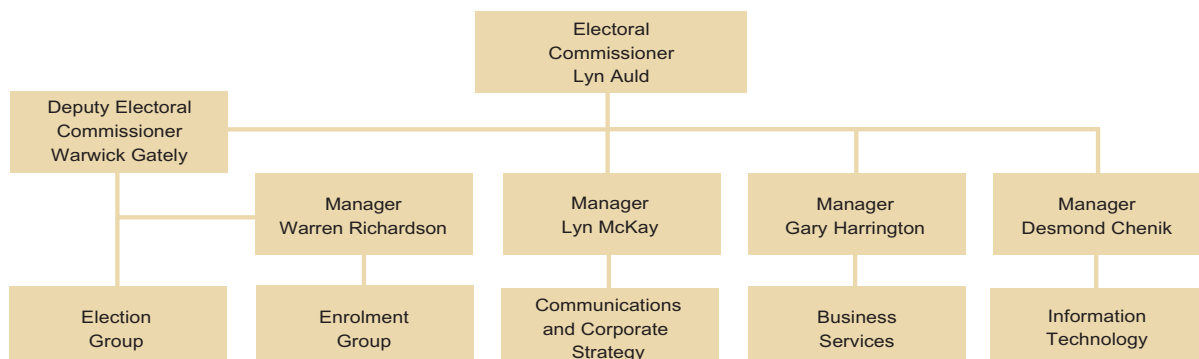
We are committed to:

- providing quality electoral services to all eligible Western Australians;
- delivering accurate, efficient, effective and accountable management of electoral services;
- promoting management practices and customer services governed by the principles of social justice: equity, access, equality and participation;
- maintaining a working environment which is safe and healthy and which promotes innovation, professionalism and excellence; and
- reviewing and evaluating our effectiveness using appropriate performance data.

THE WESTERN AUSTRALIAN ELECTORAL COMMISSION At A Glance

	1999–2000	2000–2001	2001–2002	2002–2003	2003–2004
Number of enrolled electors (30 June)	1,169,669	1,206,736	1,206,725	1,209,933	1,220,362
State elections	–	1	–	–	–
State by-elections	1*	1	1	–	–
Local government elections	2	47	–	56	3
Local government extraordinary elections	16	6	13	4	12
Elections conducted under the Industrial Relations Act 1979 and other elections (previously called union and miscellaneous elections)	28	36	40	32	32
Staff numbers (FTEs)	36	36	36	42	43
Total expenditure	\$5,167,000	\$14,053,000	\$5,352,000	\$8,286,000	\$6,165,000

* South Metropolitan Region re-count



NEW ELECTORAL COMMISSION ORGANISATIONAL STRUCTURE AS AT NOVEMBER 2003

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

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

- be the Chief Executive Officer of the Commission;
- be responsible for the proper maintenance of electoral rolls and the proper conduct of elections under the Act;
- consider and report to the Minister on electoral matters referred to her by the Minister, and such other electoral matters as the Electoral Commissioner thinks fit;
- promote public awareness of electoral and parliamentary matters, by means of the conduct of education and information programs and by other means;
- provide information and advice on electoral matters to the Parliament, Members of Parliament, the Government, and other Government departments and State authorities;
- conduct elections or polls that are provided for under any other written law, if authorised to do so under that written law or regulations;
- make arrangements with any person for the conduct by the Electoral Commissioner of elections or polls not provided for under written law on such terms and conditions as are agreed between the Electoral Commissioner and that person;
- conduct and promote research into electoral matters and other matters that relate to the functions of the Electoral Commissioner;
- publish material on matters that relate to the functions of the Electoral Commissioner; and
- perform such other functions as are conferred on the Electoral Commissioner by or under the Act or any other written law.

STATEMENT Of Compliance

ENABLING LEGISLATION

The Western Australian Electoral Commission was established by the proclamation of the *Acts Amendment (Electoral Reform) Act 1987* on 30 October 1987.

LEGISLATION ADMINISTERED

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

Electoral Act 1907

Electoral Distribution Act 1947

Referendums Act 1983

A range of other legislation, which impacts on the Commission in the conduct of its business, must also be complied with and is highlighted further in this report.

At the date of signing I am not aware of any circumstances that would render the particulars included in this statement as misleading or inaccurate.



Warwick Gately AM

ACTING ELECTORAL COMMISSIONER
AND ACCOUNTABLE OFFICER

30 August 2004



Gary Harrington

PRINCIPAL ACCOUNTING OFFICER

30 August 2004



The Commission operates under one outcome and one output that can be broken down into four key result areas.

OUTCOME

All electors are able to participate in impartial, effective and democratic elections or referenda conducted by the Commission.

OUTPUT – ELECTORAL SERVICES

Provision of an impartial, independent and efficient electoral service to Parliamentary and Non-Parliamentary electoral customers.

The four key result areas include:

Management of Parliamentary Elections

Ensure parliamentary elections are conducted in a timely manner with complete impartiality, independence and efficiency in accordance with relevant electoral legislation.

Management of Non-Parliamentary Elections

Ensure local government and other non-parliamentary elections are conducted in a timely manner with complete impartiality, independence and efficiency in accordance with relevant electoral legislation.

Management of Electoral Information

Ensure effective electoral information and education services are provided to the community.

Management of the Electoral Roll

Maintain personal and location details for eligible electors on State and local government electoral rolls and produce extracts of roll data for external customers.

PARLIAMENTARY ELECTIONS

No parliamentary elections, by-elections or recounts were conducted during the year. Resources were directed to planning and project development for the next State general election, to be held by early May 2005.

Practical and considered developments in the election management system have been undertaken, including refining the election results module to improve reconciling voting data. Work was undertaken in defining requirements for an electoral roll scanning system to be used in the State general election, whereby non and multiple voters could be more readily identified.

In preparing for the State general election, some cost saving strategies have been pursued. A print broker has been engaged to reduce staff costs associated with tendering for the printing of various forms, electoral rolls, ballot papers, manuals and guides. A personnel agency will be enlisted to provide a one stop service for the recruitment of the many hundreds of casual staff required for the election.

As a result of the restructure, the Commission appointed a planning coordinator tasked with compiling a comprehensive project plan to cover the State general election and local government elections. This plan, and associated activity mapping, will allow the Elections Group to review internal processes and procedures in order to identify synergies and opportunities to reduce duplication of effort and cost. Expected examples of this may include better use of casually employed staff, opportunities for better utilisation of internal resources, better capture of statistical data and reduced printing costs.

Six specific training modules were developed to assist Returning Officers in the conduct of elections and will be delivered in the lead-up to the next State general election.

Training methodologies were reviewed and amendments trialled and adopted where a clear benefit is expected to be realised. Where possible, face-to-face training is the preferred method however, telephone and web camera-based training may also be undertaken where Returning Officers are regionally or remotely located in Western Australia and cannot attend face-to-face training.

Future directions

Drive-in polling places were introduced at nine locations in the metropolitan area during the 2001 State general election and were specifically introduced to assist voters with limited mobility and their drivers.

This initiative was the first of its kind in Australia and some 3,630 voters used these polling places. On the back of their success in 2001, drive-in polling places are expected to be in operation for the next State general election and some will be collocated with ordinary polling places to increase their usefulness.

Printed electoral rolls used at polling places to issue votes have previously been run through an optical scanner to record who had voted and, therefore, be able to identify those who had not voted. By 2005 this scanning process will have been significantly enhanced using an imaging and index system, so that cross checking of non-voters can occur electronically rather than manually searching through copies of the electoral roll. It is expected that this new process will save time and resources and will be evaluated after the next State general election for effectiveness and improvement for the future.



PARLIAMENTARY ELECTIONS – OTHER ELECTORAL AUTHORITIES

The Commission, under reciprocal arrangements, issues postal votes and voting information on behalf of other electoral authorities to electors who are temporarily in Western Australia at the time of their elections.

TABLE 1: ASSISTANCE PROVIDED TO OTHER ELECTORAL AUTHORITIES IN 2003-2004

Date	Election	Votes Issued
4 October 2003	By-election - Katherine, Northern Territory	4
7 February 2004	State general election - Queensland	374
1 May 2004	Legislative Council election - Tasmania	Postal vote applications issued
Commencing 22 June 2004	By-election - Te-Tai-Hauauru, New Zealand	To be concluded in July 2004

OUTPUT MEASURES

Outcome

All electors are able to participate in impartial, effective and democratic elections or referenda conducted by the Commission.

Output – Electoral Services

Provision of an impartial, independent and efficient electoral service to Parliamentary and non-Parliamentary electoral customers.

Management of Parliamentary Elections

Description

Ensure parliamentary elections are conducted in a timely manner with complete impartiality, independence and efficiency in accordance with relevant electoral legislation.

Quantity	Number of elections conducted	0
	Number of electors on State roll	1,220,362
Quality	Satisfaction rate of voters	n/a
Timeliness	Percentage of elections completed within specified time frame	n/a
Cost	Fixed cost/elector of conducting election system reviews and maintenance	\$0.67
	Cost/elector of conducting general election	n/a
Effectiveness	The extent to which electors have participated in the electoral process expressed as a percentage of eligible electors that have voted	n/a

MANAGEMENT OF Non-Parliamentary Elections

LOCAL GOVERNMENT ELECTIONS

The *Local Government Act 1995* offers local governments the opportunity to make the Electoral Commissioner responsible for their elections, subject to the Electoral Commissioner's prior agreement. Local government elections have become a major component of the Commission's core business.

Local government authorities have realised the following benefits from engaging the Commissioner to conduct its elections:

- ensuring Best Practice standards because conducting elections is core business activity;
- use of experienced specialists;
- allows for local government staff to attend to their daily business, rather than being involved in the often complex management of an election;
- assured impartiality; and
- established partnerships with suppliers, including Australia Post, are available to ensure ease of postal voting.

May 2003 Biennial Elections

A state-wide report was compiled covering the 2003 elections and published in November 2003. This provided comparative data against which to measure individual results and for planning subsequent elections. A number of recommendations were also made covering possible legislative and procedural changes.

An analysis of the figures from the May 2003 biennial elections indicated that postal voting produced a higher participation rate for all of the electorate sizes identified. The difference was most evident, however, in the medium to large-sized electorates, as shown in the table below:

TABLE 2: COMPARISON BETWEEN POSTAL AND VOTING IN PERSON ELECTIONS IN MAY 2003

Electorate Size	Number of Elections		Average Voter Participation		Difference Between Average Participation
	Postal election	Voting in person election	Postal election	Voting in person election	Postal election – voting in person election
Less than 300	1	13	77.48%	68.99%	8.49%
301 to 999	3	41	66.69%	46.11%	20.58%
1000 to 2499	6	18	52.65%	36.13%	16.52%
2500 to 4999	9	6	46.07%	25.03%	21.04%
5000 to 9999	11	6	42.17%	18.22%	23.95%
10000 to 29999	13	1	39.08%	23.68%	15.40%
30000 to 59999	9	1	32.37%	10.07%	22.30%
Over 60000	3	0	32.83%	n/a	

The voting figures are relatively consistent from election to election, apart from minor fluctuations caused by the existence of contentious local issues or a keenly contested mayoral campaign. The majority of medium and large-sized local governments now use postal voting for their elections, thereby maximising voter participation.

Each local government that participated in the May 2003 biennial elections was provided with an individual report on their election in the early part of this financial year.



Complaints

Under the *Local Government Act 1995* either the Electoral Commissioner or the Returning Officer may investigate whether misconduct, malpractice or maladministration has occurred in relation to an election. Approximately 100 complaints were received during and after the May 2003 biennial elections. They related both to elections conducted by the Commissioner and to voting in person elections conducted by local governments. For the most part, these concerned a failure to properly authorise election advertising and allegations of false, misleading or defamatory material.

Two complaints were referred for further investigation. At the time of this report going to print they were ongoing and both related to electoral process.

Extraordinary and Other Elections

The Electoral Commissioner conducted 14 postal elections (including two referenda) and one voting in person election during the year on behalf of local governments, as shown in the table below. Participation ranged from 23.5% for the City of Gosnells to 77.3% for the Shire of Narrogin. The average turnout for the 12 contested postal elections was 44.79%.

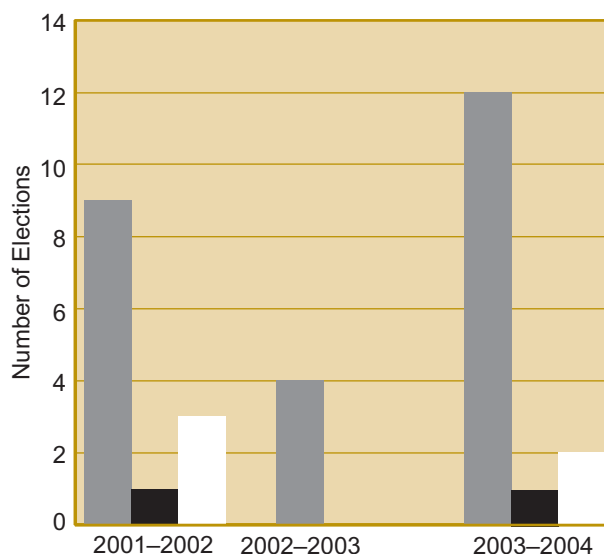
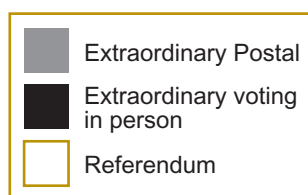
TABLE 3: 2003-2004 LOCAL GOVERNMENT EXTRAORDINARY AND OTHER ELECTIONS

Shire/City	Ward Name	Election Type	Date of Election	Turnout
City of Nedlands	Coastal	Extraordinary	7 August 2003	Unopposed
City of Swan	Guildford	Extraordinary	28 August 2003	39.20%
Shire of Augusta-Margaret River	Margaret River Town	Extraordinary	18 September 2003	38.70%
City of Melville	Applecross-Mt Pleasant	Extraordinary	25 September 2003	39.20%
City of Belmont	Central	Extraordinary	27 November 2003	38.30%
City of Belmont	West	Extraordinary	27 November 2003	40.40%
City of Gosnells	Canning Vale	Extraordinary	11 December 2003	23.50%
City of Albany	West	Extraordinary	11 December 2003	40.60%
Shire of Augusta-Margaret River	Margaret River Town	Extraordinary Referendum and	26 February 2004	36.50%
Shire of Exmouth	District	Extraordinary	26 February 2004	55.40%
Shire of Narrogin	District	Referendum	26 February 2004	77.30%
City of Swan	Gidgegannup	Extraordinary	3 June 2004	37.22%
Shire of Wiluna	District	Section 4.13*	12 June 2004	41.07%
Shire of Lake Grace	Newdegate	Extraordinary	17 June 2004	71.13%

* A section 4.13 election occurs after all members' offices become vacant. This election was conducted as a voting in person election.

FIGURE 1: LOCAL GOVERNMENT EXTRAORDINARY AND OTHER ELECTIONS

The following graph shows the number of extraordinary elections and referenda conducted on behalf of local governments over the past three years. The number reduces every second year, when the biennial elections are held.



MANAGEMENT OF Non-Parliamentary Elections

May 2005 Biennial Elections

Planning for the May 2005 biennial elections commenced in January 2004, with letters being sent to all local governments requesting early notification of whether councils wanted to make the Electoral Commissioner responsible for their postal elections. Early advice is desirable given the increased workload to be faced by the Commission with the impending State general election to be held late 2004 or early 2005.

Already 19 local governments have committed to the Electoral Commissioner conducting their ordinary postal elections in May 2005.

Early in the reporting year, the Commission recommended three legislative amendments to the *Local Government Act 1995* to the Department of Local Government and Regional Development. The amendments cover:

- an amendment to regulation 20(1) of the *Local Government (Elections) Regulations 1997* to provide for the inclusion of a postal address on the residents roll. This would allow for the creation of a residents roll that more closely resembles the version of the roll used by the Commission for the mail-out of postal packages and provide more useful information to candidates;
- changes to deal with privacy in relation to the electoral roll. These changes will seek to balance elector privacy considerations with the need for there to be reasonable access to and scrutiny of electoral rolls, so as to ensure confidence in electoral processes. This proposal seeks to have amendments made to the *Local Government Act 1995* to ensure that local government electoral roll information provided by the Commission is only used for strict electoral or campaigning purposes, with significant sanctions for proven breaches of these provisions. There are also planned restrictions on the unauthorised use of electoral roll information by second and third parties; and
- amending Form 13 of Schedule 1 of the *Local Government (Elections) Regulations 1997*, so that any enquiries from electors about elections being conducted by the Commissioner could, in the first instance, be directed to the Electoral Commission rather than the Returning Officer.

Following the 2003 elections, some effort and resources have been expended in settling election accounts with local government clients. For the 2005 local government elections, Commission costing systems will be refined to provide more accurate cost estimates to local governments to further aid in their planning. The actual cost of conducting an election will continue to be reflected in the final invoice, however, the estimate provided will provide a better depiction of this final cost.

The Commission will place more emphasis on improving partnerships and communications with local government. This will include working with the Western Australian Local Government Association (WALGA) and the Local Government Managers Association (LGMA), and individual metropolitan and country local governments to further understand and develop their requirements. Events such as Local Government Week and the LGMA conference will be supported.

OTHER NON-PARLIAMENTARY ELECTIONS

The Electoral Commissioner receives frequent requests to provide electoral advice and to conduct elections for a range of organisations.

During the year, requests were received to conduct 15 elections under the *Industrial Relations Act 1979* and 17 other non-parliamentary elections. The elections conducted under the *Industrial Relations Act 1979* were conducted by postal voting, as were 14 of the other elections. The remaining three elections were conducted as voting in person elections. Details of these are set out in Appendix 1. The Commissioner ensured that all elections were conducted in a timely manner with complete impartiality, independence and efficiency.

The administration of these elections has been streamlined using database technology and project planning techniques.



The Commission continues to encourage organisations to be more comprehensive in detailing their election rules. A booklet of standard rules has been developed for use by organisations that request information on election rules. The rules include best practice methods currently in use by the Commission and can be used as a guide for developing the specific requirements of election rules for individual organisations. The overall functionality of elections is dependent on specific election rules and, to this end, the Commission is willing to work with organisations to review and establish individual election rules.

A comprehensive review of the Curtin Student Guild Regulations was recently undertaken, in conjunction with representatives of the Guild and the University, on recommendations arising from previous elections. As a consequence, future election activities for the Guild will include comprehensive rules and procedures and provide a sound base for conducting independent and impartial elections.

OUTPUT MEASURES

Outcome

All electors are able to participate in impartial, effective and democratic elections or referenda conducted by the Commission.

Output – Electoral Services

Provision of an impartial, independent and efficient electoral service to Parliamentary and non-Parliamentary electoral customers.

Management of Non-Parliamentary Elections

Description

Ensure local government and other non-parliamentary elections are conducted in a timely manner with complete impartiality, independence and efficiency in accordance with relevant electoral legislation..

Quantity	Number of local government elections conducted (including two referenda)	15
	Number of eligible electors in contested local government postal elections	52,833
	Elections conducted under the <i>Industrial Relations Act 1979</i> (previously called union elections)	15
	Other elections conducted (previously called miscellaneous elections)	17
Timeliness	Percentage of elections completed within specified time frame	100.00%
Cost	Average cost/elector of conducting local government elections	\$5.63
	Fixed cost/elector of providing this service	\$1.99
Effectiveness	The average participation rate expressed as a percentage of eligible electors per election contested:	
	Local government elections	44.79%
	Elections conducted under the <i>Industrial Relations Act 1979</i>	34.66%
	Other elections conducted	31.76%
	– Postal	36.40%
	– Voting in person	16.28%

Note: The average participation rate is expressed as an average of all individual elections contested for each category

MANAGEMENT OF Electoral Information

The Electoral Commissioner has a legislative responsibility to inform and educate the community about their democratic rights and responsibilities regarding voting and to help electors become active participants in the electoral process.

Previously, the management of electoral information and education had been split between a number of branches within the Commission. A restructure afforded opportunity to assess whether these key objectives were adequately being undertaken and where there were gaps in the internal structure. Consequently, a new branch was formed, Communications and Corporate Strategy, tasked with developing better ways to communicate with stakeholders.

During the year communication, awareness and education activities were achieved by:

- direct personal contact with the community;
- targeted education programs and presentations;
- election advertising and public relations campaigns;
- publishing information via the Internet; and
- producing electoral publications, brochures and reports.

The branch is also responsible for coordinating the Commission's future strategic direction, corporate and operational plans and developing and managing external communication strategies, including public information and education campaigns. In the past year these have included community education, management of the Electoral Education Centre, the library, public enquiries, publications, web services, advertising, media and public relations.

In addition, the branch is responsible for corporate planning, policy and legislative review and development and coordination of corporate and ministerial responses. This ensures that the Commission is aware of, and assists with, the development of legislation to improve the electoral process.

In early 2004 this included strategic planning with Commission staff to continue defining the agency's long term direction and objectives. This process involved assessing consultative mechanisms for policy and procedure development as well as implementation in line with the Department of Premier and Cabinet's *Better Planning: Better Services* strategic framework for the WA public sector. The Communications and Corporate Strategy Branch has a responsibility to ensure links to the operational and functional plans of each of the branches within the Commission, and make certain the planning process is documented and monitored.

During the year the branch developed a corporate communications strategy, including media and public relations strategies and is responsible for forming strategic relationships with the public and stakeholder groups and proactively promoting events and core business services.

Web site development

The branch is also responsible for continued development of communication media and was instrumental in assisting the Information Technology Branch with developing the Commission's web site. Progress was made to improve information available to electors, local government authorities, councillors and candidates. The new web site home page and content will be launched early in the next reporting year.

Improvements include better navigation and layout, as well as adding sub sites for distribution of information and enrolment facilities. It was important to ensure the resulting site reflected that the Commission is a people-oriented business and that it represents diverse cultures.

In addition, any textual or content features will be able to be managed and maintained in-house by staff which will save costs associated with any further web development.

Electoral Research

A paper presented by the Commission's Senior Policy Officer, Kirsten Robinson, on 'One Vote, One Value: The WA Experience' at the Electoral Law Conference in December 2002 was included in a publication *Realising Democracy: Electoral Law in Australia*, published in the latter part of 2003. Ongoing research will provide an independent and impartial analysis of the subject.



A history of elections in Western Australia, with a focus on the role of the Western Australian Electoral Commission, is in progress. As a corporate history of the Commission has not been previously undertaken, and very little has been written about electoral history and practice in this State, the completed book should be a useful contribution to electoral, political and administrative history in Western Australia.

A wide range of primary and secondary material is being used to support the project, including Legislative and Executive Council Minutes, Hansard, Parliamentary Votes and Proceedings, Government reports, Royal Commission transcripts, Western Australian newspapers (dating back to the 1830s), oral histories, despatches to and from Governors and Secretaries of State for the Colonies, and election-related files in the State Records Office.

The electoral history will be completed in time to commemorate the centenary of the *Electoral Act 1907*.

Political Party Registration

During the year the Commission conducted a review of all registered political parties to confirm their ongoing entitlement to remain on the register. Possible deregistration was only a concern for any registered political party without a member who was a member of Parliament. Of the eight registered political parties during the year, five political parties were able to satisfy the Commission that they had a member of Parliament who was a member of their party.

The three remaining political parties – the Australian Democrats, the Christian Democratic Party WA and Pauline Hanson's One Nation party – were all requested to confirm that they continued to have at least 500 members who were on the State electoral roll. The Christian Democratic Party WA and Pauline Hanson's One Nation party were able to satisfy this request during the financial year. The Australian Democrats were still seeking to satisfy the Commission of this requirement at the end of this reporting year.

One application was received in June 2004 for the registration of a new political party. This is still under consideration in accordance with requirements of the *Electoral Act 1907*. Reviews of registered political parties without parliamentary representation have been conducted and any further action from these reviews will be contained in the next annual report.

Issues within the Western Australian Division of Pauline Hanson's One Nation party during the 2003–2004 financial year required considerable attention by the Commission. Political finance returns, required annually under the *Electoral Act 1907*, were not provided in a manner that readily identified the total gifts and other income received for the 2002–2003 year. A specific audit of the party's funds will be undertaken during the next reporting period. A change of party name from Pauline Hanson's One Nation to One Nation Western Australia has also been received and this will be examined in accordance with Part IIIA of the *Electoral Act 1907*.

Political Finance

Annual political finance returns were submitted by 13 political parties and four associated entities in accordance with the political finance requirements of the *Electoral Act 1907*. A coordinated approach was again undertaken with the Australian Electoral Commission (AEC), as political parties and associated entities required to lodge federal returns could lodge those same returns to comply with the *Electoral Act 1907*. In addition, a separate audit was undertaken by an independent auditing firm of a selection of returns not audited by the AEC.

Data from these annual returns have been included in the 2002–2003 Political Finance Annual Report, which will be tabled in the Parliament early in the next reporting year.

Electoral Education Centre

The Electoral Education Centre (EEC) is regarded as a fundamental area of the Commission's business activities and because of its programs and service provision the Commission is acknowledged as a leading agency in providing educational and community awareness services in relation to civics education in Western Australia.

MANAGEMENT OF Electoral Information

The EEC provides services for primary and secondary school students as well as tertiary and community groups. It offers a number of services including:

- presentations at the Centre;
- school visits;
- conduct of school elections;
- an outreach program for regional schools; and
- a youth enrolment program.

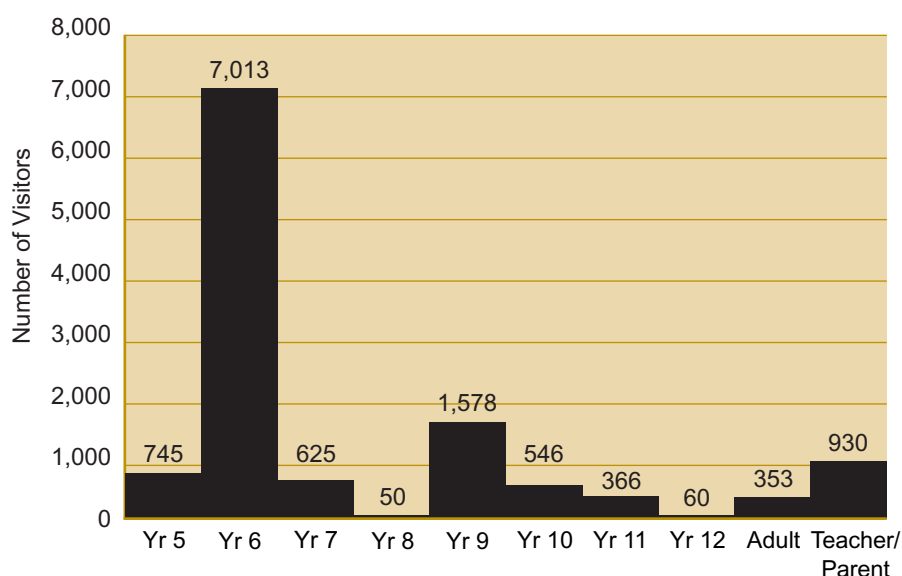
The provision of these services has been enhanced by a major refurbishment to the display areas of the EEC, and the production of a new resource kit during the year entitled 'Vote 1 for Democracy'. The resource kit is available to schools free of charge and includes resource and work sheets and electoral trivia games easily accessible on CD ROM. His Excellency, Lieutenant General John Sanderson, AC Governor of Western Australia launched these initiatives in March 2004 at a function attended by some 106 guests.

The Commission's Year 12 Enrolment Program continued in 2003–2004. In the latter half of 2003, the Commission adopted a 'Birthday Card' initiative whereby an enrolment claim form, with an accompanying birthday card, was posted directly to all Year 12 students to encourage them to enrol as provisional electors. The Curriculum Council collaborated with the Commission to provide student names. This was a new initiative that had been successfully undertaken elsewhere in Australia. The result of introducing the 'Birthday Card' initiative was very encouraging and increased the number of enrolment forms received by more than 18%. It is proposed to repeat the exercise in the coming financial year in the lead up to the next State general election.

The Commission also continues to provide Federal electoral education at the Centre by agreement with the AEC. The AEC provides funds on an annual basis that are typically used to refurbish and update displays and information related to the Federal Parliament.

In collaboration with the Parliamentary Education Office and the Constitutional Centre of Western Australia, a Joint Outreach Civics Education program has continued in the south-west of Western Australia and was also offered to schools in the metropolitan area. This joint program has proved very popular, especially to schools in country areas that normally would find it difficult to visit Perth to avail themselves of the normal programs. It is anticipated the program will be extended into the Kalgoorlie, Pilbara and Kimberley areas in 2004-2005.

FIGURE 2: BREAKDOWN FOR ELECTORAL EDUCATION CENTRE VISITORS





The EEC's achievements include:

- presentations to 12,266 school students and adults, with the breakdown by category as shown below;
- coordination of 36 school elections involving 7,699 students;
- presentations at primary and secondary schools within the metropolitan area, which involved 2,262 students;
- participation of 6,434 south-west and 2075 metropolitan students in the Joint Outreach Civics Education program;
- presentations to 509 TAFE and Adult Migrant Education students associated with citizenship studies; and
- coordination of the Year 12 enrolment program.

TABLE 4: STATISTICS FOR THE YEAR 12 ENROLMENT PROGRAM 2003-2004

Activity	Statistic
Number of enrolment claim forms distributed	23,228
Number of enrolment claim forms returned	6,926
Number of enrolment claim forms returned unclaimed	514
% of enrolment claim forms returned	29.81%

OUTPUT MEASURES

Outcome

All electors are able to participate in impartial, effective and democratic elections or referenda conducted by the Commission.

Output – Electoral Services

Provision of an impartial, independent and efficient electoral service to Parliamentary and non-Parliamentary electoral customers.

Management of Electoral Information

Description

Ensure effective electoral information and education services are provided to the community.

Quantity	Number of Electoral Education Centre participants	31,245
Quality	Percentage of participants describing service as 'good' or 'excellent'	93.58%
Timeliness	Percentage of participants able to be accommodated within a nominated school term	100.00%
Cost	Average cost/participant of providing this service	\$13.73
Effectiveness	The program provided participants with an understanding of the electoral process and encouraged participation as measured by customer satisfaction surveys. Percentage of participants rating the program as 'very effective' or extremely effective'	97.95%

MANAGEMENT OF The Electoral Roll

The Commission manages an efficient and effective State electoral roll and provides quality roll products, services and advice to customers.

The two major strategies employed to achieve these goals are:

- maintain the most accurate and up-to-date electoral roll possible; and
- provide roll products and services that comply with legislative and Government policy requirements and meet customer service needs.

An accurate electoral roll is essential in maintaining a healthy democratic system, by ensuring that those who have a right to vote are correctly enrolled at any point in time. The *Electoral Act 1907* requires that electoral rolls be maintained for electoral regions and districts. The *Local Government Act 1995* requires that electoral rolls be prepared for local governments and for any wards that exist for that local government. The *Juries Act 1957* requires that rolls be maintained for jury districts.

Managing the roll is a complex task as electors often change their circumstances and neglect to notify the Commission.

There is a continual need for updating the roll and attracting eligible electors onto the roll, so that it is as accurate as possible for any elections that may occur. The Commission, using the Electoral Roll Maintenance System (ERMS), achieves this through two main activities:

- maintaining elector information such as surname, given names, gender, birth date and occupation; and
- maintaining habitation (location) information such as address information and matching this to State electoral regions and districts, local government districts, wards, Census Collection Districts (CCDs) and jury districts.

JOINT ENROLMENT ARRANGEMENT

The completion and return of a single enrolment claim form is all that is required to be enrolled for Federal, State and local government elections. The Commission has a joint enrolment arrangement with the Australian Electoral Commission (AEC), whereby the Commission receives a weekly data file on new enrolments and changes to enrolment for existing electors received by the AEC through this arrangement. This is the principal source of amendments to the State roll. The following table summarises changes in State enrolment from 1995 to 2004:

TABLE 5: ENROLMENT STATISTICS 1995 - 2004

Year	Additions	Deletions	Total Enrolments	Event
1995–1996	348,984	310,695	1,104,774	Federal election 2 March 1996
1996–1997	284,509	269,311	1,119,977	State general election 14 December 1996 Local government elections May 1997
1997–1998	363,946	354,505	1,129,418	Federal Constitutional Convention November 1997 Electoral roll review February – June 1998
1998–1999	232,034	204,037	1,157,415	Federal election 3 October 1998 Local government elections May 1999
1999–2000	319,338	307,081	1,169,672	Federal referendum 6 November 1999
2000–2001	370,217	333,150	1,206,736	State general election 10 February 2001 Local government elections May 2001
2001–2002	327,158	327,169	1,206,725	Federal election 10 November 2001
2002–2003	312,670	309,462	1,209,933	Local government elections May 2003
2003–2004	291,178	280,749	1,220,362	

Examination of changes in State enrolment from 1995 to 2004 indicated a cyclical trend, where enrolment activity increased in line with significant electoral events such as Federal and State elections, referenda or events such as the Federal Constitutional Convention.

Further details of elector enrolment activity can be found at Appendix 2.



The existing joint enrolment arrangement comprises two documents, the first of which was signed on 20 October 1983 and the second, dealing with silent enrolment, was signed on 30 July 1985. During the reporting year, negotiations proceeded with the AEC on a new joint enrolment arrangement to combine the two agreements to reflect the current situation and better defines responsibilities and performance criteria. It is expected that the new arrangement will be finalised in the coming financial year and that as a result of this, the level of payment to the AEC will rise. In return however, the Commission expects improvements in accountability for funds, reporting, evaluation, and a commitment to continuous improvement in roll maintenance.

One of the major initiatives of the joint roll arrangement is a process called Continuous Roll Update (CRU), which uses change of address information from other State and Federal agencies to send enrolment claim forms to electors and potential electors. The CRU process is continually being improved and in April 2004, as a result of negotiations with the Department of Planning and Infrastructure (DPI) allowing drivers licence and vehicle registration particulars to be used to solicit enrolments, the first data were provided to the AEC. It has been demonstrated in other States that the use of these data results in a good response and it is expected that the same pattern will be repeated in the coming year.

A joint silent enrolment claim form and procedure is being developed by the AEC and the Commission. In the past the AEC form did not support all the provisions of the *Electoral Act 1907* in respect of silent enrolment resulting in a duplication of effort by the Commission. It is expected that the introduction of the new form, in the coming financial year, will result in savings and will provide a better service to customers.

A recent report of the Federal Parliament's Joint Standing Committee on Electoral Matters recommended more stringent requirements for proof of identity to accompany electoral enrolment or re-enrolment. The Federal Government supported this recommendation and legislation was passed by the Federal Parliament in June 2004 to require new enrollees to quote their driver's licence number on the enrolment claim form as proof of identity and address. If the applicant does not have a driver's licence then details of two witnesses are required to be included on the enrolment claim form. The driver's licence number will be checked to driver's licence records held by the DPI. The legislation is not expected to become operational until June 2005, as there are a number of technical and organisational issues to be managed. The State Government has advised the Federal Government that it has no plans to make similar changes to State legislation because it is not convinced that this measure will improve electoral integrity sufficiently to outweigh its potential to work against the full franchise of all eligible Western Australians. In the coming financial year the process for handling enrolment claim forms under the joint enrolment arrangement will need to be modified to allow for the enrolment of electors, who do not meet the requirements of Federal legislation, for State purposes.

COMMISSION ENROLMENT ACTIVITIES

In addition to enrolments obtained through the joint enrolment arrangement, the Commission also undertakes a number of enrolment activities.

LifeEvents

The Commission continues its participation in the LifeEvents component of the Online WA web site (www.onlinewa.com). This site enables the registration of a 'life event' once only and having this advice automatically directed to a number of government agencies. The Commission then mails an enrolment claim form to electors who submitted change of address details over the Internet.

TABLE 6: LIFEEVENTS STATISTICS

Activity	Statistic
Total number of transactions	16,463
Number of letters sent	12,927
Total number of enrolment claim forms returned	6,545
Response rate	50.6%

The transaction volume has increased dramatically from 7,305 reported in 2002–2003. This increase has been attributed to improvements in the design on the LifeEvents web site, which has made the Commission more visible to users of the service.

MANAGEMENT OF The Electoral Roll

Online Enrolment Check

The Commission's web site has the facility for people to check their enrolment details. This requires the elector to provide their full name, address and date of birth as a safeguard for security purposes. Details provided include the elector's State electoral district and region, local government district and ward. Postal address is also displayed, if the elector provided this on their enrolment form.

Electors can download an enrolment claim form from the Commission's web site (www.waec.wa.gov.au), make the relevant changes and return the form to the Commission. The total number of hits on the enrolment claims form was 9,963 for the year, with an average of 830 per month.

The transaction volume has increased dramatically from 4,050 reported in 2002–2003.

Ensuring Roll Accuracy

The roll is continuously updated electronically and manually to ensure ongoing accuracy, including:

- continuous electronic audit of CCDs within local governments and State electoral districts, and local governments within State electoral districts, at point of entry to the ERMS;
- local government and State electoral district boundary checks to ensure electors correctly allocated;
- quarterly roll reconciliation between the State and Federal electoral rolls. This includes a comparison audit of all elector records, elector addresses, and special category electors including general early voters, British subjects and silent electors;
- bi-annual complete audit of silent electors and general early voters;
- fortnightly audit reports including reporting on duplicate electors, adds/changes/deletes to general early voters and British subjects;
- fortnightly audit of all habitations to highlight any that have not been allocated a local government ward code, CCD number, AEC division code or jury district code;
- quarterly audit of all postal addresses on the State electoral roll;
- annual audit of allocated jury district codes;
- removal of electors who have died, from information sourced from a monthly report provided by the Registrar of Births, Deaths and Marriages; and
- removal of prisoners serving a sentence of 12 months or more, from information sourced from a report provided monthly by the Department of Justice.

Local Government Elections

The Commission receives advice of changes to elector information whenever an election is held. An elector certificate is provided on every postal ballot envelope for electors to inform the Commission of changes to these details. For voting in person elections, polling staff record details of changes on an elector information sheet. Unclaimed mail from postal elections is also a valuable source of information about possible change of address.

Because of the biennial local government elections, transaction volumes are high every second year. In 2002–2003 unclaimed mail totalled 22,000 items and elector certificates totalled 18,528 items. In the 2003–2004 year, transaction volumes reflect the reduced activity from extraordinary elections.

TABLE 7: UNCLAIMED MAIL STATISTICS

Activity	Statistic
Unclaimed mail	1,363
Elector certificates processed	993



Unclaimed mail is passed to the AEC. Elector certificates are checked against the Federal roll, and sent either to the AEC divisions for processing or directly to the local government if no action was required. The AEC takes information from unclaimed mail, as well as elector certificates, as part of the CRU activities ensuring elector details are updated on the roll.

Landgate

In an effort to improve accuracy in the allocation of electors to the correct electorates, Commission staff members were given access to the Department of Land Information Internet site, Landgate, which allows up-to-date maps to be displayed electronically.

PRODUCTION OF ELECTORAL ROLLS

Policy on the Supply of Confidential Elector Information

A review of the Commission's policy concerning the supply of confidential elector information, ensuring compliance with privacy principles, was completed in May 2004. This review looked at elector information that the Commission supplies to third parties, for purposes other than those directly authorised by legislation or where it is not clear if the information is authorised by legislation. For example, the sale of printed State electoral district rolls is authorised by legislation and as such has been excluded from the privacy arrangements. By contrast, the sale of the State electoral roll in electronic form is not directly authorised by legislation and, as such, is included in the privacy arrangements.

The review recommended a range of short-term, medium-term and longer-term strategies to address privacy compliance issues. The implementation of the short-term recommendations is substantially completed; however, some residual issues remain to be addressed over the coming financial year. Legislative amendments to the *Electoral Act 1907* and the *Local Government Act 1995* need to be progressed in the longer term to provide legislative support for information currently provided to politicians, political parties and for medical research. One immediate outcome of the review is the inclusion in this annual report, for the first time, of a list of third parties who have received elector information over the past year and the purpose for which that information was provided.

As from 1 May 2004 the Commission established a register in which details of enrolment information provided to other organisations is now recorded together with the purpose for which that information was provided. All requests for enrolment information are made on an application form and accompanied by a signed confidentiality agreement. These are assessed in terms of the Commission policy on the supply of confidential information and either approved or rejected. An extract of the register has been included in Appendix 3 for public information.

Jury Lists

Under the *Juries Act 1957*, the Commission has the obligation to provide the Sheriff with lists of prospective jurors for each of the State's 15 Jury Districts. These people are randomly selected from the electoral roll. In 2003–2004, lists were prepared in April, which included 117,134 prospective jurors.

A new jury district for Fremantle was created during the past year. Computer programs had to be altered to support the new concept of dual entitlement, whereby prospective jurors for the Fremantle jury district were also eligible for selection in the Supreme Court jury district.

Products for Members of Parliament and Registered Political Parties

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

The Commission also responds to one-off requests from Members of Parliament for electoral information.

MANAGEMENT OF The Electoral Roll

Distribution of Electoral Districts and Regions

The State electoral district and region boundaries were determined by the Electoral Distribution Commissioners during 2003 in accordance with the *Electoral Distribution Act 1947*.

Details of the new boundaries were published:

- in the Government Gazette on 4 August 2003;
- in a booklet inserted in *The West Australian* in the Saturday following gazettal; and
- on the Commission's web site, where the booklet is also available for free download.

The new boundaries will apply to elections held from the next State general election, due by May 2005.

The conversion of the ERMS elector database to the new districts commenced on 30 June 2004. Electoral rolls for these new boundaries were available for public purchase and perusal from July 2004. Details of both old and new State electoral district boundaries will be maintained in ERMS up until the next State general election to support existing Members of Parliament and to provide the capability of producing a roll for any by-elections that might occur.

The Commission will be undertaking additional activities to inform the public about the new boundaries in the lead up to the next State general election.

Local Government Redistributions

In 2003–2004 local government redistributions included:

- 1 change of ward name; and
- 5 changes of ward boundaries.

The Commission has experienced difficulties in the past with local government boundary changes and local government ward boundary changes being gazetted close to the roll close date for the biennial local government elections. This left insufficient time for the changes to be implemented in an orderly and quality assured fashion and the problem was compounded by the poor quality of maps and other information provided. To address this issue, the Commission funded the take-up by the Department of Land Information (DLI) of local government ward boundaries into the electronic mapping system called SmartPlan. Until this point, no agency was able to provide ward boundary maps.

In addition to this initiative, the Commission organised discussions with representatives of the Local Government Advisory Board, the Department of Local Government and Regional Development and DLI with the view to setting up a Memorandum of Understanding (MOU) under which these agencies would work together to improve the process to achieve benefits for all parties. The work to date has raised awareness levels and, this alone, is expected to result in improvements. In the first half of the coming financial year it is intended to finalise the MOU and to put in place arrangements to promote best practice to local governments.

Future Directions

With an eye to the future, the Enrolment Group will continue to pursue:

- improved management of the joint enrolment arrangement with the AEC. This includes agreement on a new joint enrolment arrangement, a new service level agreement and the establishment of greater accountability and cooperation within the process;
- continued efforts to improve management of continuous roll updates;
- improved management of local government district and ward boundary changes. This includes the agreement on an MOU between State agencies and the establishment of a working group to develop improved processes, communication and cooperation;
- preparation for the redevelopment of ERMS commencing in 2005–2006; and
- continued development of policies to protect the privacy of confidential elector information.



MANAGEMENT OF The Electoral Roll

OUTPUT MEASURES

Outcome

All electors are able to participate in impartial, effective and democratic elections or referenda conducted by the Commission.

Output – Electoral Services

Provision of an impartial, independent and efficient electoral service to Parliamentary and non-Parliamentary electoral customers.

Management of the Electoral Roll

Description

Maintain personal and location details for eligible electors on State and local government electoral rolls and produce extracts of roll data for external customers.

Quantity	Number of enrolment transactions processed	339,204
Quality	The unexplained variation between the Federal and State rolls, expressed as a percentage of the roll	.007%
Timeliness	The average time taken to process enrolment transaction data	32/hr
Cost	Cost/elector of maintaining the roll	\$2.17
Effectiveness	The accuracy of the roll is essential for the efficient conduct of elections and provision of roll products. A measure of effectiveness is the unexplained variation between the Federal and State rolls.	.007%

CORPORATE Governance

The Commission has increased its focus on corporate governance matters in the past financial year and achieved a high level of compliance with public sector standards in human resource management, the *Code of Ethics* and *Code of Conduct*.

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

Existing controls and checks are considered sufficient to provide a reasonable assurance of compliance with the standards and ethical codes. Auditing is conducted on a regular basis as part of the internal audit program. Application was made for a breach of standards review and the corresponding outcomes for the reporting period are:

Number Lodged	1
Breaches Found	0
Multiple Breaches	n/a
Applications Under Review	1
Material Breaches	0
Breaches Withdrawn	0

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

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

Administrative	Operational
<i>Disability Discrimination Act 1992 (Cwlth)</i>	<i>Constitution Act 1889</i>
<i>Disability Services Act 1993</i>	<i>Constitution Acts Amendment Act 1899</i>
<i>Equal Opportunity Act 1984</i>	<i>Election of Senators Act 1903</i>
<i>Financial Administration and Audit Act 1985</i>	<i>Electoral (Ballot Paper Forms) Regulations 1990</i>
<i>Freedom of Information Act 1992</i>	<i>Electoral (Political Finance) Regulations 1996</i>
<i>Government Employees Superannuation Act 1987</i>	<i>Electoral Regulations 1996</i>
<i>Industrial Relations Act 1979</i>	<i>Fines, Penalties and Infringement</i>
<i>Occupational Health Safety and Welfare Act 1984</i>	<i>Notices Enforcement Act 1994</i>
<i>Public and Bank Holidays Act 1972</i>	<i>Franchise Act 1916</i>
<i>Public Sector Management Act 1994</i>	<i>Guardianship and Administration Act 1990</i>
<i>Public Interest Disclosure Act 2003</i>	<i>Industrial Arbitration (Union Elections) Regulations 1980</i>
<i>Salaries and Allowances Act 1975</i>	<i>Juries Act 1957</i>
<i>State Records Act 2000</i>	<i>Local Government Act 1995</i>
<i>State Supply Commission Act 1991</i>	<i>Local Government (Elections) Regulations 1996</i>
<i>Workers Compensation and Assistance Act 1981</i>	<i>Referendums Regulations 1984</i>

Public Interest Disclosure

The Commission's Public Interest Disclosure (PID) Officer is the Manager, Communications and Corporate Strategy, Ms Lyn McKay. The Commission has produced internal procedures in relation to the agency's obligations under the *Public Interest Disclosure Act 2003* and provided further information on its web site about how to lodge a public interest disclosure. The Commission will take all reasonable steps to provide protection to people who make such disclosures from any detrimental action in reprisal for the making of a public interest disclosure.

Freedom of Information Applications

Freedom of Information (FOI) applications or general enquiries can be directed to the Commission's Information and Publications Coordinator, Ms Natalie Stillitano. Decisions in regard to FOI applications are made in the first instance by branch managers who have responsibility for the particular information sought. There were no FOI applications during the year.



Complaints

The Commission did not receive any complaints under its Complaints Handling Procedure during the past year. A number of investigations were conducted by the Electoral Commissioner in accordance with the *Local Government Act 1995* under separate powers conferred under that legislation. In cases relating to other elections conducted by the Commission, concerns were addressed by the relevant Returning Officer.

Recordkeeping

During the year the Commission submitted its records management plan to the State Records Commission, which was duly endorsed for the year ahead. This involved a comprehensive review of recordkeeping arrangements within the Commission to meet the new standards set by the State Records Commission.

The Commission will evaluate the efficiency and effectiveness of its recordkeeping at least once every five years. Adherence to recordkeeping standards includes a training phase as part of the induction program, which will be reviewed periodically. The Commission's induction program also addresses employee roles and responsibilities in regard to their compliance with its recordkeeping plan.

Disabilities Services Plan

The Commission made no further change to its Disability Services Plan during the year. Existing facilities provided by the Commission have continued including: telephone typewriter facility, multilingual guides, hard-of-hearing pamphlets and drive-in polling places.

As part of the election management plan for the next State general election, the Commission is working in consultation with the Disabilities Services Commission to address the issues of voters with special needs. New initiatives to be implemented include: the use of magnifying sheets at all polling places for the visually impaired and printing of graphics on polling place cardboard furniture to identify the edges for people who are visually impaired.

The Commission will continue to work with relevant associations to examine new initiatives in meeting the requirements of voters with disabilities.

Quality Assurance

The Commission will apply for certification of the management of the electoral roll processes as complying with the ISO 9001:2000 standard for quality assurance. This certification process, which commenced in May 2004, is expected to be achieved in the coming financial year. The Commission will then be quality certified for both elections and electoral roll management processes.

Compliance with section 175ZE of the *Electoral Act 1907*

In accordance with section 175ZE of the *Electoral Act 1907*, the Commission incurred the following expenditure in advertising, market research, polling, direct mail and media advertising:

- (a) Total expenditure for 2003–2004 was \$190,394
- (b) Expenditure was incurred in the following areas:

Advertising agencies	\$97,113	JDA	\$92,172
		Ward Holt	\$4,941
Market research organisations	Nil		
Polling organisations	Nil		
Direct mail organisations	\$42,273	Zipform	\$42,273
Media advertising organisations	\$51,008	Media Decisions	\$51,008

Warwick Gately AM

ACTING ELECTORAL COMMISSIONER

30 August 2004

BUSINESS Services

Human Resource Management

The Business Services Branch played a major role in the Commission's restructure. To begin the process the branch was involved with the appointment of an external facilitator to manage the process and provide recommendations and to set up an internal consultative committee to assist in the two way communication of all matters relating to staff.

This process proved to be extremely effective in terms of the establishment of a new structure and in the manner in which staff were kept informed of progress.

The restructure resulted in some changes at senior manager level, as well as the appointment of an additional six permanent staff members, which have been funded from a reprioritisation of the Commission's spending of its existing budget.

The change of Deputy Electoral Commissioner has been reported in the Commissioner's overview earlier in this report on page four. Other changes included the appointment of Ms Lyn McKay to the position of Manager, Communications and Corporate Strategy in March 2004, as Ms Jennie Anderton, who had been acting in the position, concluded her secondment in March. Jennie is thanked for her contribution to the Commission during her 18 month secondment period, especially in the area of local government elections.

Electoral Commissioner Ms Lyn Auld, commenced extended leave on 25 June 2004 and, as a consequence, Mr Warwick Gately became Acting Electoral Commissioner from July 2004 and will continue in the role for the early part of the next reporting year.

On 28 June 2004, Mr Gavan Jones joined the Commission on secondment, to fill a temporary role as General Manager, Elections (with much of the responsibility of the Deputy Electoral Commissioner's role) and with operational responsibility for the State general election and the 2005 biennial elections.

The Commission now operates with a permanent staffing level of 43 FTEs, which will continue to be supplemented by term appointments and casual staff during intense periods of activity associated with elections and other special projects.

Efforts to support special needs employment groups continued during the year, and to this extent the Commission offered employment opportunities to people with disabilities and of Aboriginal descent and continues to host a cadet under the National Indigenous Cadetship Scheme.

In order to assist in the reduction of sick leave, the Commission continued its policy of meeting the cost of influenza injections for any staff member willing to participate.

As a result of the change of the common use contract provider for the Human Resource Management System, the Commission migrated to a new system, Concept, in February 2004. The new system integrates the personnel and payroll functions, and also provides for a web kiosk that enables staff to check and amend personal details and to apply for leave online. Efforts will now be directed to enhance the system to cater for election staffing requirements.

Training

A total of \$10,920 was spent on training courses, with the bulk of this being directed towards management, customer service and finance training.

Workers' Compensation

In accordance with *Treasurer's Instruction 903*, the following workers' compensation information is provided in respect to claims. Four key factors for monitoring performance are listed below.

• frequency rate	0
• estimated cost of claims incurred per \$100 wage roll	0.00
• premium rate	1.15%
• rehabilitation success rate	n/a



Internal Audit

During the year the internal audit program was suspended, following the need to appoint a new contractor early in 2004. Efforts will now be directed to formulate a new Internal Audit Strategic Plan in conjunction with the Commission's Risk Management policy.

Financial Management

A revision of the Commission's accounts structure was undertaken during the year, with the aim of providing more defined information on expenditure at project level. This resulted in a complete restructure of the chart of accounts being implemented in January 2004. Work is continuing on the development of the system to enable both budget forecasts and expenditure to be recorded at project level. This will enable financial accountability to be devolved to branch level and to be monitored accordingly. This new structure will also assist in future planning, particularly that associated with election related projects.

Following the issue of final invoices to local governments for the recovery of costs associated with the biennial elections in May 2003, a number of objections were raised regarding the invoices. Considerable effort has been expended during the year in examination of this issue, and in discussions with affected local authorities and the Western Australian Local Government Association. It is anticipated that a satisfactory resolution will be arrived at early in 2004–2005. The Commission is taking steps to ensure that such problems are not repeated for the next round of elections due in May 2005.

Procurement

The procurement function in the lead up to the next State general election took on a significant perspective during the year, as the Commission adopted a policy of calling tenders for election-related expenditure as early as possible. The Department of Treasury and Finance was contacted in October 2003, to enlist assistance in ensuring that the tender processes were managed in a timely manner. The major tenders have now been finalised.

In addition to election-related expenditure, a tender for the purchase of new desktop computers was also finalised towards the end of the financial year, and modern flat screen PCs will be rolled out to all staff in August 2004.

Energy Smart Government Program

In accordance with the Energy Smart Government policy, the Commission has committed to achieve a 12% reduction in non-transport related energy use by 2006–2007 with a 6% reduction on the 2001–2002 base year being the target for 2003–2004.

TABLE 8: ENERGY SMART GOVERNMENT RESULTS

Energy Smart Government program	Baseline Data (2001-2002)	2002-2003	2003-2004	Variation on Base year
Energy Consumption (MJ)	487,987	529,617	484,000	1.0% decrease
Energy Cost (\$)	\$21,961	\$23,620	\$24,037	9.4% increase
Greenhouse Gas Emissions (tonnes of CO ₂)	125	135	128	2.4% increase
Performance indicators				
• MJ/sqm	276	256	277	No change
• MJ/FTE	13,555	12,610	11,262	17.0% decrease

These figures show that the Commission has not managed to reduce energy costs significantly from the base year, due largely to an increase in staff levels. However, the energy use per staff member has reduced significantly through initiatives implemented and reported on last year.

The Information Technology Branch collaborates across the Commission, on matters relating to IT and other electronic processes.

As part of the restructure, planning was undertaken to align IT requirements to fully support the Commission's objectives. New positions and roles were defined, created and advertised with most filled by existing staff and some new staff being employed.

The branch continued to work to improve its technology communications capabilities identified in its own strategic planning. The Commission's growing business, combined with its traditional role of managing the State election process, is the driver to establishing a highly efficient election system. The plan allows the Commission to provide an election system capability which uses, among other things, the Internet to deliver cost-efficient and responsive processing of results and required information.

Focus

The focus over the previous 12 months was to provide support and a work environment that assists the various user groups to perform their jobs as accurately and efficiently as possible. It was also to provide a modern, secure hardware infrastructure that provides users with the tools to run efficient and successful elections and develop systems to assist the users perform their tasks. In addition the IT Plan ensures adherence to government standards in all areas of e-government and security.

Achievements

This past year has seen a number of major achievements by the Information Technology Branch including new hardware and communications infrastructure installed over the previous year. Planning has been completed to upgrade the hardware and communications to allow for full redundancy of all hardware, especially during major election periods. This year also saw the establishment of detailed plans for the use of virtual servers for both data and applications, currently in the setup and testing phase. In addition a tender process was undertaken to upgrade workstations.

The security processes and integrity of the Commission's IT systems is of paramount importance. Security was set-up using government guidelines as a minimum standard, and was thoroughly tested during the 2003 local government elections. Security measures are continually monitored and improved as access to the network from external sources increases.

Phase 2 of the Microsoft .NET development for the Local Government Election Management system was completed as well as all documentation. This has now been locked down ready for use for the next local government elections to be held in May 2005 and is currently being used for all local government extraordinary elections.

Other major projects completed included the requirement specifications and design for the new State election results, resources and election management system all to be developed in the .NET environment.



IT staff training in various aspects of the new technologies was undertaken.

The increasing number of computer viruses contaminating computer networks, via email attachments and through direct access to the Internet, continues to be of concern. The Commission has paid particular attention to the threat of computer viruses and hackers and continues to scan email messages and attachments before they reach the network. This protection has proved successful and the Commission has experienced no downtime caused by computer virus infections. Virus activity is actively monitored by IT staff.

The branch provided the network infrastructure and equipment for various election projects located on-site and at remote sites. These included services for various local government extraordinary elections and other non-parliamentary elections. Various applications to assist in this work were also written, tested and implemented.

Support was provided for the boundary distribution project, the jury system, support for the roll maintenance system and many other projects.

A certain amount of research and development is in process to ensure that staff keep up-to-date with technology and remain in the position to advise the Commission on future directions that may be taken.

A review of the Commission's web site was undertaken during the past 12 months and new developments implemented. The branch, with other branches, has been working closely with the web developers to ensure that requirements and direction are met and interfaces with the Commission's systems.

The next phases of development using the new .NET technologies are:

- the development of a State general election results system, incorporating the use of the Internet for the collection of results, as well as the dissemination of the results as required. This system is to be linked into the current EMSWA system as a separate module;
- the development of a resourcing and election management system for State general elections. This system will need to include many aspects of the election management system, such as the management of polling places, candidates and Returning Officers; and
- re-development of the previous ERMS.

Due to the increasing use of new technologies by the Commission, it is proposed to revisit security access according to best practice methods. An enhancement of the hardware infrastructure will handle this future expansion and growth, together with improved reliability of the Commission's servers.

As hardware and software structures change—and reliance on the use of these technologies increases—the disaster recovery plan is continually revisited, upgraded and tested.



AUDITOR GENERAL

INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

WESTERN AUSTRALIAN ELECTORAL COMMISSION PERFORMANCE INDICATORS FOR THE YEAR ENDED JUNE 30, 2004

Audit Opinion

In my opinion, the key effectiveness and efficiency performance indicators of the Western Australian Electoral Commission are relevant and appropriate to help users assess the Commission's performance and fairly represent the indicated performance for the year ended June 30, 2004.

Scope

The Electoral Commissioner's Role

The Electoral Commissioner is responsible for developing and maintaining proper records and systems for preparing performance indicators.

The performance indicators consist of key indicators of effectiveness and efficiency.

Summary of my Role

As required by the Financial Administration and Audit Act 1985, I have independently audited the performance indicators to express an opinion on them. This was done by looking at a sample of the evidence.

An audit does not guarantee that every amount and disclosure in the performance indicators is error free, nor does it examine all evidence and every transaction. However, my audit procedures should identify errors or omissions significant enough to adversely affect the decisions of users of the performance indicators.

A handwritten signature in black ink, appearing to read 'D D R Pearson'.

D D R PEARSON
AUDITOR GENERAL
September 8, 2004



Performance Indicators Certification

I hereby certify that the performance indicators are based on proper records, are relevant and appropriate for assisting users to assess the performance of the Western Australian Electoral Commission, and fairly represent the performance of the Commission for the year ended 30 June 2004.

A handwritten signature in black ink, reading "Warwick Gately".

Warwick Gately AM

ACTING ELECTORAL COMMISSIONER

15 August 2004

PERFORMANCE Indicators 2003-2004

Outcome: All electors are able to participate in impartial, effective and democratic elections or referenda conducted by the Commission.

EFFECTIVENESS INDICATOR	SOURCE/ METHOD	PERFORMANCE				
		1999–2000	2000–2001	2001–2002	2002–2003	2003–2004
1. The unexplained variation between Australian Electoral Commission and Western Australian Electoral Commission roll numbers	Statistics	.009%	.008%	.007%	.005%	.007%
Note: Statistics are taken from the WAEC and AEC rolls at 30 June each year. The variation in total number on the roll is reconciled, having regard to different eligibility requirements. Only the unexplained difference is reported, by which a measure of the accuracy of the roll can be gauged. An accurate roll is essential in allowing all eligible electors to vote.						
2. Average participation rate of eligible electors:						
• State general election	Statistics	n/a	92.25%	n/a	n/a	n/a
• Local Government elections (ordinary postal)			38.23%		34.9%	
• Local Government elections (extraordinary postal)		31.5%		51.6%		44.79%
Note 1: Details of this effectiveness indicator can only be provided every four years for State general elections, and every two years for local government ordinary elections. The figures for this years local government elections relate to 15 extraordinary elections conducted by the Commission. The rates provide a key indicator of the Commission's effectiveness in enabling electors to participate in the electoral process, and also provide an indication of the advantages of postal elections in facilitating participation in voluntary elections. It should be noted that participation rates for ordinary elections, as in 2000–2001 and 2002–2003 will often be lower than the extraordinary elections due to the influence of the larger local authorities on average turnout.						
Note 2: Reporting of participation rates for elections conducted under the <i>Industrial Relations Act 1979</i> and other elections (previously called union and miscellaneous elections) were phased out in 2002–2003 as part of a re-focusing on the Commission's core business, i.e. State and local government elections.						



EFFICIENCY INDICATORS

Output: Electoral Services

Description

Provision of an impartial, independent and efficient electoral service to Parliamentary and non-Parliamentary electoral customers.

Management of Parliamentary Elections

Description

Ensure Parliamentary elections are conducted in a timely manner with complete impartiality, independence and efficiency.

EFFECTIVENESS INDICATOR	SOURCE/METHOD	PERFORMANCE				
		1999–2000	2000–2001	2001–2002	2002–2003	2003–2004
Cost/elector to conduct general election		n/a	\$6.89	n/a	n/a	n/a
Cost/elector of maintaining this service	Financial and statistical data	\$0.97	\$0.72	\$1.01	\$0.78	\$0.67
Note: This indicator reflects the fixed cost of maintaining readiness for a State general election, plus the cost of the election every four years						

Management of Non-Parliamentary Elections

Description

Ensure local government and other Non-Parliamentary elections are conducted in a timely manner with complete impartiality, independence and efficiency

EFFECTIVENESS INDICATOR	SOURCE/METHOD	PERFORMANCE				
		1999–2000	2000–2001	2001–2002	2002–2003	2003–2004
Average cost/elector to conduct Local Government elections	Financial and statistical data	\$2.35	\$4.02	\$5.68	\$1.48	\$5.63
Cost/elector of maintaining this program		\$0.58	\$0.55	\$0.63	\$1.44	\$1.99
Note 1: These indicators are derived from the number of eligible electors on the roll The variations in costs are due mainly to the size of the elections involved. In 2002–2003 year the local government elections comprised the major ordinary election for all local governments. In 2003–2004 only 15 elections were conducted. Variations are also due, in part, to the allocation of corporate support costs to outputs.						
Note 2: Details of costs for elections conducted under the <i>Industrial Relations Act 1979</i> and other elections (previously called union and miscellaneous elections) were phased out in 2002–2003 as part of a re-focusing on the Commission's core business, i.e. State and local government elections. The increase in the average cost/elector is recognition of the additional resources being channelled into this area.						

PERFORMANCE Indicators 2003-2004

Management of Electoral Information (includes Electoral Education Centre data)

Description

Ensure effective electoral information and education services are provided to the community.

EFFECTIVENESS INDICATOR	SOURCE/ METHOD	PERFORMANCE				
		1999-2000	2000-2001	2001-2002	2002-2003	2003-2004
Cost/customer of providing this service	Financial and statistical data	\$15.52	\$15.96	\$22.37	\$25.60	\$13.73
Note: This indicator reflects the cost of this output in relation to the number of customers served during the year through the Electoral Education Centre. It provides an important measure of efficiency as the Centre expands its operations. Variations are due mainly to the allocation of corporate support costs to outputs. The reduction in 2003-2004 is due to the large increase in the number of customers (56%), utilising the Commission's service.						

Management of Electoral Roll

Description

Maintain personal and location details for eligible electors on State and local government electoral rolls and produce extracts of roll data for external customers.

EFFECTIVENESS INDICATOR	SOURCE/ METHOD	PERFORMANCE				
		1999-2000	2000-2001	2001-2002	2002-2003	2003-2004
Cost/elector of providing this service	Financial and statistical data	\$2.00	\$1.90	\$2.25	\$2.84	\$2.17
Note: This indicator reflects the cost of maintaining the state electoral roll, and is derived from the cost of providing the function and the total number of electors on the roll at year end. The cost of the distribution of electoral boundaries impacted on the 2002-2003 figure. Variations are also due, in part, to the allocation of corporate support costs to outputs.						



AUDITOR GENERAL

INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

WESTERN AUSTRALIAN ELECTORAL COMMISSION
FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2004

Audit Opinion

In my opinion,

- (i) the controls exercised by the Western Australian Electoral Commission provide reasonable assurance that the receipt and expenditure of moneys, the acquisition and disposal of property, and the incurring of liabilities have been in accordance with legislative provisions; and
- (ii) the financial statements are based on proper accounts and present fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia and the Treasurer's Instructions, the financial position of the Commission at June 30, 2004 and its financial performance and cash flows for the year ended on that date.

Scope

The Electoral Commissioner's Role

The Electoral Commissioner is responsible for keeping proper accounts and maintaining adequate systems of internal control, preparing the financial statements, and complying with the Financial Administration and Audit Act 1985 (the Act) and other relevant written law.

The financial statements consist of the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, Summary of Consolidated Fund Appropriations and Revenue Estimates, and the Notes to the Financial Statements.

Summary of my Role

As required by the Act, I have independently audited the accounts and financial statements to express an opinion on the controls and financial statements. This was done by looking at a sample of the evidence.

An audit does not guarantee that every amount and disclosure in the financial statements is error free. The term "reasonable assurance" recognises that an audit does not examine all evidence and every transaction. However, my audit procedures should identify errors or omissions significant enough to adversely affect the decisions of users of the financial statements.



D D R PEARSON
AUDITOR GENERAL
September 8, 2004

FINANCIAL Statements 2003–2004

Certification of Financial Statements

The accompanying financial statements of the Western Australian Electoral Commission have been prepared in compliance with the provisions of the *Financial Administration and Audit Act 1985* from proper accounts and records to present fairly the financial transactions for the financial year ended 30 June 2004, and the financial position as at 30 June 2004.

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



Warwick Gately AM

ACTING ELECTORAL COMMISSIONER
AND ACCOUNTABLE OFFICER

15 August 2004



Gary Harrington

PRINCIPAL ACCOUNTING OFFICER

15 August 2004

STATEMENT OF FINANCIAL PERFORMANCE

for the year ended 30 June 2004



	Note	2003–2004 (\$'000)	2002–2003 (\$'000)
COST OF SERVICES			
Expenses from ordinary activities			
Employee expenses	4	2,813	2,787
Depreciation expense	5	137	368
Administration and election expenses	6	2,722	4,523
Accommodation expenses	7	531	504
Capital user charge	8	132	127
Cost of disposal of non-current assets	10	0	1
Charges to provision	14	36	0
Total costs of services		6,371	8,310
Revenues from ordinary activities			
Recoup of services	9	184	3,677
Proceeds from disposal of assets	10	0	0
		6,187	4,633
NET COST OF SERVICES			
Revenues from State Government			
Output Appropriations	11	3,411	6,917
Receipts credited into Consolidated Fund	12	0	(1)
Resources received free of charge	11	20	92
Liabilities assumed by the Treasurer	11,17	89	119
Total revenues from State Government		3,520	7,127
		(2,667)	2,494
CHANGE IN NET ASSETS			
TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH WA STATE GOVERNMENT AS OWNERS			
		(2,667)	2,494

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

STATEMENT OF FINANCIAL POSITION

as at 30 June 2004

	Note	2003–2004 (\$'000)	2002–2003 (\$'000)
Current Assets			
Cash assets	24	685	940
Restricted cash assets	13,24	82	72
Receivables	14	144	2,412
Amounts receivable for outputs	15	163	129
Other assets	16	52	53
Total Current Assets		<u>1,126</u>	<u>3,606</u>
Non-Current Assets			
Equipment and hardware	18	<u>224</u>	<u>339</u>
TOTAL ASSETS		<u>1,350</u>	<u>3,945</u>
Current Liabilities			
Payables	19	37	97
Amounts due to Treasurer	20	0	268
Other liabilities	22	88	63
Provisions	21	<u>159</u>	<u>216</u>
Total Current Liabilities		<u>284</u>	<u>644</u>
Non-Current Liabilities			
Provisions	21	<u>279</u>	<u>218</u>
TOTAL LIABILITIES		<u>563</u>	<u>862</u>
Equity			
Contributed equity	23	568	197
Accumulated surplus	23	<u>219</u>	<u>2,886</u>
Total equity		<u>787</u>	<u>3,083</u>
TOTAL LIABILITIES AND EQUITY		<u>1,350</u>	<u>3,945</u>

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

STATEMENT OF CASH FLOWS

for the Year Ended 30 June 2004



	Note	2003–2004 (\$'000)	2002–2003 (\$'000)
CASH FLOWS FROM STATE GOVERNMENT			
Output appropriations		3,248	6,788
Capital contributions		371	171
Treasurer's Advance		0	186
Receipts credited to Consolidated Fund		0	(1)
Holding account drawdowns		129	129
Net cash provided by State Government		3,748	7,273
Utilised as follows:			
CASH FLOWS FROM OPERATING ACTIVITIES			
Payments			
Employee costs		(2,771)	(2,596)
Administration and election		(3,013)	(4,020)
Accommodation		(531)	(504)
Capital user charge		(132)	(127)
GST payment on purchase		(329)	(417)
Receipts			
Revenues from services		2,360	985
GST Receipts on sales		237	99
GST Receipts from taxation authority		208	217
Net cash used in operating activities	24	(3,971)	(6,363)
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of non-current physical assets		(22)	(130)
Net cash used in investing activities		(22)	(130)
Net increase/(decrease) in cash held		(245)	780
Cash assets at the beginning of the financial year		1012	232
CASH ASSETS AT THE END OF THE FINANCIAL YEAR		767	1,012

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

SUMMARY OF CONSOLIDATED FUND APPROPRIATIONS AND REVENUE ESTIMATES for the Year Ended 30 June 2004

	2003–2004 Estimates \$'000	2003–2004 Actual \$'000	Variation \$'000	2003–2004 Actual \$'000	2002–2003 Actual \$'000	Variation \$'000
PURCHASE OF OUTPUTS						
Item 68:						
Net amount appropriated to deliver outputs	2,589	2,589	0	2,589	5,942	(3,353)
Amounts Authorised by Other Statutes						
<i>Electoral Act 1907</i>	215	215	0	215	265	(50)
<i>Industrial Relations Act 1979</i>	56	56	0	56	56	0
<i>Electoral Distribution Act 1947</i>	0	551	551	551	654	(103)
Total appropriations provided to deliver outputs	2,860	3,411	551	3,411	6,917	(3,506)
CAPITAL						
Item 142:						
Capital Contribution	371	371	0	371	171	200
GRAND TOTAL OF APPROPRIATIONS	3,231	3,782	551	3,782	7,088	(3,306)
Details Of Expenditure By Outputs						
Elections Services	5,008	6,371	1,363	6,371	8,310	(1,939)
Total Cost of Outputs	5,008	6,371	1,363	6,371	8,310	(1,939)
Less total Revenue from ordinary activities	(2,103)	(184)	1,919	(184)	(3,227)	3,043
Net Cost of Outputs	2,905	6,187	3,282	6,187	5,083	1,104
Adjustments (1)	(45)	(2,776)	(2,731)	(2,776)	1,834	(4,610)
Total appropriations provided to deliver outputs	2,860	3,411	551	3,411	6,917	(3,506)
Capital Expenditure						
Purchase of non-current physical assets	371	22	(349)	22	125	(103)
Adjustment for other funding source		349	349	349	46	303
Capital Contributions (appropriation)	371	371	0	371	171	200
DETAILS OF REVENUE ESTIMATES						
Revenues discloses as Administered Revenue		2	(2)	2	1	1

(1) Adjustments are related to movements in cash balances and other accrual items such as receivables, payables and superannuation.

The summary of Consolidated Fund Appropriations and Revenue Estimates is prepared on an accrual Basis. The Summary of Consolidated Fund Appropriations and Revenue Estimates should be read in conjunction with the accompanying notes.

This summary provides the basis for the Explanatory Statement information requirements of TI 945, set out in Note 28.

NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 30 June 2004



1. Departmental Mission and Funding

The Western Australian Electoral Commission's mission is to provide impartial and independent electoral services and promote public awareness of electoral matters.

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

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

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

2. Significant Accounting Policies

The following accounting policies have been adopted in the preparation of the financial statements. Unless otherwise stated these policies are consistent with those adopted in the previous year.

General Statement

The financial statements constitute a general purpose financial report which has been prepared in accordance with Accounting Standards, Statements of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board, and Urgent Issues Group (UIG) Consensus Views as applied by the Treasurer's Instructions. Several of these are modified by the Treasurer's Instructions to vary application, disclosure, format and wording. The Financial Administration and Audit Act 1985 and the Treasurer's Instructions are legislative provisions governing the preparation of financial statements and take precedence over Accounting Standards, Statements of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board, and UIG Consensus Views. The modifications are intended to fulfil the requirements of general application to the public sector, together with the need for greater disclosure and also to satisfy accountability requirements.

If any such modification has a material or significant financial effect upon the reported results, details of that modification and where practicable, the resulting financial effect is disclosed in individual notes to these financial statements.

Basis of Accounting

The financial statements have been prepared in accordance with Accounting Standard AAS 29.

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

Administered assets, liabilities, expenses and revenues are not integral to the Commission in carrying out its functions and are disclosed in the notes to the financial statements, forming part of the general purpose financial report of the Commission. The administered items are disclosed on the same basis as is described above for the financial statements of the Commission. The administered assets, liabilities, expenses and revenues are those which the Government requires the Commission to administer on its behalf. The assets do not render any service potential or future economic benefits to the Commission, the liabilities do not require the future sacrifice of service potential or future economic benefits of the Commission, and the expenses and revenues are not attributable to the Commission.

As the administered assets, liabilities, expenses and revenues are not recognised in the principal financial statements of the Commission, the disclosure requirements of Accounting Standard AAS 33, Presentation and Disclosure of Financial Instruments, are not applied to administered transactions.

(a) Output Appropriations

Output Appropriations are recognised as revenue in the period in which the Commission gains control of the appropriated funds. The Commission gains control of appropriated funds at the time those funds are deposited into the Commission's bank account or credited to the holding account held at the Department of Treasury and Finance. Refer to Note 11 for further commentary on output appropriation.

NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 30 June 2004

(b) Contributed Equity

Under *UIG 38 Contribution by Owners Made to Wholly-Owned Public Sector Entities*, transfers in the nature of equity contributions must be designated by the Government (owners) as contributions by owners (at the time of, or prior to transfer) before such transfers can be recognised as equity contributions in the financial statements. Capital Contributions (appropriations) have been designated as contributions by owners and have been credited directly to Contributed Equity in the Statement of Financial Position. All other transfers have been recognised in the Statement of Financial Performance. Capital appropriations that are repayable to the Treasurer are recognised as liabilities.

(c) Net Appropriation Determination

Pursuant to section 23A of the *Financial Administration and Audit Act*, the net appropriation determination by the Treasurer provides for the retention of the following monies received by the Commission:

- proceeds from fees and charges;
- commonwealth specific purpose grants and contributions;
- revenues derived from the sale of real property;
- one-off revenues with a value of \$10,000 or more derived from the sale of property other than real property; and
- other departmental revenue.

In accordance with the determination, the Commission retained \$2,560,044 in 2003–2004 (\$1,201,502 in 2002–2003).

Retained revenues may only be applied to the outputs specified in the 2003–2004 Budget Statements.

(d) Revenue Recognition

Revenue from the sale of goods and disposal of other assets and the rendering of services is recognised when the Commission has passed control of the goods or other assets or delivery of the service to the customer.

(e) Acquisitions of Assets

The cost method of accounting is used for all acquisitions of assets. Cost is measured as the fair value of the assets given up or liabilities undertaken at the date of acquisition plus incidental costs directly attributable to the acquisition.

Assets acquired at no cost or for nominal consideration, are initially recognised at their fair value at the date of acquisition.

Assets costing less than \$1,000 are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

(f) Depreciation of Non-current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner that reflects that reflects the consumption of their future economic benefits.

Depreciation is calculated on the straight line basis, using rates that are that are reviewed annually. Useful lives for each class of depreciable asset are:

Office Equipment	10 years
Computer equipment	3 years

The Commission changed the depreciation of computer hardware from 5 years to 3 years during the 2002–2003 financial year.

(g) Leases

The Commission has entered into an operating lease for motor vehicles where the lessors effectively retain all of the risks and benefits incident to ownership of the items held under the operating lease. Equal instalments of the lease payments are charged to the Statement of Financial Performance over the lease term, as this is representative of the pattern of benefits to be derived from the leased property.

The Commission has entered into an operating lease for the rental of the Office Building for Head Office accommodation, whereby the Minister for Works has formally entered into the lease arrangement, but the Commission undertakes responsibility for all financial commitments due as part of the lease agreement.

NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 30 June 2004



(h) Cash

For the purpose of the Statement of Cash Flow, cash includes cash assets and restricted cash assets. These include short-term deposits that are readily convertible to cash on hand and are subject to insignificant risk of changes in value.

(i) Accrued Salaries

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

Accrued salaries (refer Note 22) represent the amount due to staff but unpaid at the end of the financial year, as the end of the last pay period for that financial year does not coincide with the end of the financial year. Accrued salaries are settled within a few days of the financial year end. The Commission considers the carrying amount of accrued salaries to be equivalent to the net fair value.

(j) Receivables

Receivables are recognised at the amounts receivable, as they are generally due for settlement no more than 30 days from the date of recognition. Local Governments have been given approval by Government to pay postal election costs over two financial years, with the second payment being due within six months of the issue of the final invoice.

(k) Software

Software purchased is fully expensed in the year of purchase.

(l) Web Site Costs

Costs in relation to web sites controlled by the Department are charged as expenses in the period in which they are incurred unless they relate to the acquisition of an asset, in which case they are capitalised and amortised over the period of expected benefit. Generally, costs in relation to feasibility studies during the planning phase of a web site, and ongoing costs of maintenance during the operating phase are considered to be expenses.

(m) Payables

Payables, including accruals not yet billed, are recognised when the Commission becomes obliged to make future payments as a result of a purchase of assets or services. Payables are generally settled within 30 days.

(n) Amount Due to the Treasurer

The amount due to the Treasurer is in respect of a Treasurer's Advance, approval of which is renewed for each financial year. The amount is therefore repayable within a maximum period of one year. No interest is charged on this advance.

(o) Employee Benefits

Annual Leave

This benefit is recognised at the reporting date in respect to employees' services up to that date and is measured at the nominal amounts expected to be paid when the liabilities are settled.

Long Service Leave

The liability for long service leave expected to be settled within 12 months of the reporting date is recognised in the provisions for employee benefits and is measured at the nominal amounts expected to be paid when the liability is settled. The liability for long service leave expected to be settled more than 12 months from the reporting date is recognised in the provisions for employee benefits and is measured at the present value of expected future payments to be made in respect of services provided by employees up to the reporting date.

Consideration is given, when assessing expected future payments, to expected future wage and salary levels including relevant on costs, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

This method of measurement of the liability is consistent with the requirements of Accounting Standard AASB 1028 'Employee Benefits'.

NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 30 June 2004

Superannuation

Staff may contribute to the Pension Scheme, a defined benefits pension scheme now closed to new members, or to the Gold State Superannuation Scheme, a defined benefit and lump sum scheme now also closed to new members. All staff who do not contribute to either scheme become non-contributory members of the West State Superannuation Scheme, an accumulation fund complying with the Commonwealth Government's *Superannuation Guarantee (Administration) Act 1992*. All of these schemes are administered by the Government Superannuation Board (GESB).

The superannuation expense comprises the following elements:

- (i) change in the unfunded employer's liability in respect of current employees who are members of the Pension Scheme and current employees who accrued a benefit on transfer from that Scheme to the Gold State Superannuation Scheme; and
- (ii) employer contributions paid to the Gold State Superannuation Scheme and West State Superannuation Scheme.

The superannuation expense does not include payment of pensions to retirees, as this does not constitute part of the cost of services provided by the Western Australian Electoral Commission in the current year.

A revenue item, "Liabilities assumed by the Treasurer" equivalent to (i) is recognised under Revenues from State Government in the Statement of Financial Performance, as the unfunded liability assumed by the Treasurer. The Government Employees Superannuation Board makes the benefit payment and is recouped by the Treasurer.

The Commission is funded for employer contributions in respect of the Gold State Superannuation scheme and the West State Superannuation Scheme. These contributions were paid to the GESB during the year. The GESB subsequently paid the employer contributions in respect of the Gold State Superannuation Scheme to the Consolidated Fund.

Employee Benefit On-costs

Employee benefit on-costs, including payroll tax, are recognised and included in employee benefit liabilities and costs when the employee benefits to which they relate are recognised as liabilities and expenses. (See Notes 4 and 21).

(p) Resources Received Free of Charge

Resources received free of charge or for nominal value that can be reliably measured are recognised as revenues and as assets or expenses as appropriate at fair value.

(q) Comparative Figures

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

(r) Rounding

Amounts in the financial statements have been rounded to the nearest thousand dollars, or in certain cases to nearest dollar.

(s) Operating Accounts

Amounts appropriated are deposited into the account and any revenues, which are the subject of net appropriation determinations, are also deposited into the account. Revenues not subject to net appropriation determinations are credited into the Consolidated Fund. All payments of the Commission are made from the operating account.

NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 30 June 2004



3. Outputs of the Commission

Information about the Commission's output, and the expenses and revenues that are reliably attributable to this output, is set out in the Outputs Schedule. Information about expenses, revenues, assets and liabilities administered by the Commission are given in the schedule of Administered Expenses and Revenues and the schedule of Administered Assets and Liabilities in Notes 35 and 36.

The key output of the Commission is:

Election Services

Provision of an impartial, independent and efficient electoral service to Parliamentary and non-Parliamentary electoral customers.

	2003–2004 (\$'000)	2002–2003 (\$'000)
4. Employee expenses		
Salaries	2,479	2,364
Change in annual and long service leave entitlements	3	63
Superannuation	331	360
	<u>2,813</u>	<u>2,787</u>
5. Depreciation expenses		
Equipment	32	29
Computer hardware	105	339
	<u>137</u>	<u>368</u>
Refer to note 2(f)		
6. Administration and election expenses		
Expense incurred during year	2,702	4,431
Resources received free of charge	20	92
	<u>2,722</u>	<u>4,523</u>
7. Accommodation expenses		
Expenses incurred during the year	531	504
8. Capital user Charge	132	127
A Capital User Charge rate of 8% has been set by the Government and represents the opportunity cost of capital invested in the net assets of the Commission used in the provision of outputs. The charge is calculated on the net assets adjusted to take account of exempt assets. Payments are made to the Department of Treasury and Finance on a quarterly basis.		
9. Revenue from ordinary activities		
This consists of:		
Recoup of Services	184	3,677
10. Net gain/(loss) of disposal of non-current assets		
Hardware and equipment		
Gross proceeds	0	0
Written down value	0	1
Net loss on disposal of hardware and equipment	<u>0</u>	<u>1</u>
Net loss on disposal of current assets	<u>0</u>	<u>1</u>

NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 30 June 2004

	2003–2004 (\$'000)	2002–2003 (\$'000)
11. Revenues from State Government		
Appropriation revenue received during the year		
Output appropriations (i)	3,411	6,917
	<u>3,411</u>	<u>6,917</u>
The following liabilities have been assumed by the Treasurer during the financial year:		
Superannuation (ii)	89	119
	<u>89</u>	<u>119</u>
Resources received free of charge (iii)		
Determined on the basis of the following estimates provided by agencies:		
Office of the Auditor General (iv)	0	26
Department of Land Information	3	25
Department of Justice	17	41
	<u>20</u>	<u>92</u>
	<u>3,520</u>	<u>7,128</u>

- (i) Output appropriations are accrual amounts reflecting the full cost of outputs delivered. The appropriation revenue comprises a cash component and a receivable (asset). The receivable (holding account) comprises the depreciation expense for the year and any agreed increase in leave liability during the year.
- (ii) The assumption of the superannuation liability by the Treasurer is only a notional revenue to offset the notional superannuation expense reported in respect of current employees who are members of the pension scheme and current employees who have a transfer benefit entitlement under the Gold State Scheme.
- (iii) Where assets or services have been received free of charge or for nominal consideration, the Commission recognises revenues (except where the contributions of assets or services are in the nature of contributions by owners in which case the Commission shall make a direct adjustment to equity) equivalent to the fair value of the assets and/or the fair value of those services that can be reliably determined and which would have been purchased if not donated, and those fair values shall be recognised as assets or expenses, as applicable.
- (iv) Commencing with the 2003–2004 audit, the Office of the Auditor General will be charging a fee for auditing the accounts, financial statements and performance indicators. The fee for the 2003–2004 audit (\$26,400) will be due and payable in the 2004–2005 financial year.

NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 30 June 2004



	2003–2004 (\$'000)	2002–2003 (\$'000)
12. Receipts credited into Consolidated Fund		
Revenues from other services	0	1
13. Restricted cash assets		
Non-current		
Accrued Salaries Suspense Account	82	72
Amount held in suspense is to be used only for the purpose of meeting the 27th pay in a financial year that occurs every 11 years		
14. Receivables		
Current		
Receivables for goods and services supplied	133	2,311
Provision for doubtful debts	(36)	0
GST receivable	47	101
	<u>144</u>	<u>2,412</u>
15. Amounts receivable for outputs		
Current (Asset holding account)	163	129
Non-current	0	0
16. Other Assets		
Prepayments	52	53
17. Liabilities assumed by the Treasurer		
Superannuation	89	119
18. Equipment and hardware		
Equipment		
At cost	327	306
Accumulated depreciation	(183)	(151)
	<u>144</u>	<u>155</u>
Computer hardware		
At cost	1,260	1,260
Accumulated depreciation	(1,180)	(1,075)
	<u>80</u>	<u>185</u>
Total		
At cost	1,587	1,566
Accumulated depreciation	(1,363)	(1,226)
	<u>224</u>	<u>340</u>

NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 30 June 2004

Reconciliations

Reconciliations of the carrying amounts of equipment and hardware at the beginning and end of the current and previous financial year are set out below:

	2003–2004 (\$'000)	2002–2003 (\$'000)
Equipment and hardware		
Equipment		
Carrying amount at start of year	154	172
Additions	22	12
Disposals	0	(15)
Depreciation	(32)	(15)
Carrying amount at end of year	144	154
Computer hardware		
Carrying amount at start of year	185	406
Additions	0	118
Disposals	0	(4)
Depreciation	(105)	(335)
Carrying amount at end of year	80	185
Total		
Carrying amount at start of year	339	578
Additions	22	130
Disposals	0	(19)
Depreciation	(137)	(350)
Carrying amount at end of year	224	339
19. Payables		
Amounts payable for goods and services received	37	97
20. Amounts due to the Treasurer (Distribution Advance)	0	268
21. Provisions		
Current		
Annual leave	69	92
Long service leave	90	124
	159	216
Non-current		
Long service leave	279	218
<u>Employee Benefits Liabilities</u>		
The aggregate employee entitlement liability recognised and included in the financial statements is as follows:		
Provision for employee benefits:		
Current	159	216
Non-current	279	218
	438	434
22. Other Liabilities		
Accrued Salaries	88	63

NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 30 June 2004



	2003–2004 (\$'000)	2002–2003 (\$'000)
23. Equity		
Contributed equity		
Opening Balance	197	26
Capital contributions	371	171
Closing balance	568	197
Accumulated Surplus		
Opening balance	2,886	392
Change in net assets	(2,667)	2,494
Closing balance	219	2,886
24. Notes to the Statement of Cash Flows		
(a) Reconciliation of cash		
For the purposes of the Statement of Cash Flows, cash includes cash at bank in suspense and restricted cash.		
Cash assets	685	940
Restricted cash assets (refer to Note 13)	82	72
	767	1,012
(b) Reconciliation of net cost of services to net cash flow provided by operating activities.		
Net cost of services	(6,187)	(4,633)
Non-cash items:		
Depreciation	137	368
Liabilities assumed by the Treasurer (superannuation)	89	119
Resources received free of charge	20	92
Net loss on disposal of non-current assets	0	1
(Increase)/decrease in assets:		
Other current assets (prepayments)	1	(26)
Current receivables (iii)	2,214	(2,277)
Increase/(decrease) liabilities:		
Current payables	(60)	20
Other current liabilities (accrued salaries)	25	9
Current provisions	(57)	70
Non-current provisions	61	(7)
Net GST receipts/(payments) (i)	(116)	318
Change in GST in receivables/payables (ii)	(98)	(417)
Net cash used in operating activities	(3,971)	(6,363)
(i) This is the net GST paid/received. i.e. Cash transactions.		
(ii) This reverses out the GST in accounts receivable and payables		
(iii) Note that ATO receivable/payable in respect of GST and receivable/payable in respect of the sale/purchase of non-current assets are not included in these items as they are not reconciling items.		

NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 30 June 2004

	2003–2004 (\$'000)	2002–2003 (\$'000)
25. Lease Commitments		
Motor Vehicles		
Not later than one year	28	28
Later than one year and not later than two years	33	28
Accommodation		
Not later than one year	485	454
Later than one year and not later than two years	500	485
Later than two year and not later than three years	500	500

26. Contingent obligations

No known contingent Liabilities existed at balance date.

27. Events occurring after reporting date

Public Service General Agreement 2004 will have an effect on provision in the financial position and the financial performance statements.

28. Explanatory Statement

The Summary of Consolidated Fund Appropriations and Revenue Estimates discloses appropriation and other statutes expenditure estimates, the actual expenditures made and revenue estimates and payments into the Consolidated Fund, all on an accrual basis.

The following explanations are provided in accordance with Treasurer's Instruction 945. Significant variations are considered to be those greater than 10% or \$500,000.

(1) Significant variations between estimates and actual – Total appropriation to deliver output:

	2003–2004 Estimate \$'000	2003–2004 Actual \$'000	Variation \$'000
Total appropriations provided to purchase output	2,860	3,411	551
Supplementary funding approval was sought to fund an unbudgeted item in respect to the distribution of electoral boundaries (\$551,000).			
Output Expenditure	2003–2004 Estimate \$'000	2003–2004 Actual \$'000	Variation \$'000
Election Services	5,008	6,371	1,363

Election Services

This variation was due mainly to the expenditure on the distribution of electoral boundaries (\$500,000), and unbudgeted non-parliamentary elections (\$320,000). In addition, the contribution to the Commonwealth for the Joint Enrolment Arrangement increased substantially during the year (\$160,000). Remaining increases revolve around development work for the next State election. The additional costs were funded by increases in revenue (as some elections are conducted on a cost recovery basis), supplementary funding, and cash carryover from the previous year.

The variations in actual costs and estimates, at output level, were covered within the total appropriations, plus supplementary funding as indicated above, together with an increase in revenue associated with fee for service elections.

NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 30 June 2004



Retained Revenue

	2003–2004 Estimate \$'000	2003–2004 Actual \$'000	Variation \$'000
Retained Revenue	(2,103)	(184)	1,919

This decrease was due to the receipt of biennial local government postal election recoups being recognised as revenue in 2002–2003. Local governments are permitted to recoup the cost of biennial elections over two financial years, resulting in fluctuations between revenue and cash receipts.

(2) Significant variations between actual and prior year actual – Total appropriation to deliver outputs.

	2003–2004 Actual \$'000	2002–2003 Actual \$'000	Variation \$'000
Total appropriations provided to deliver outputs	3,411	6,917	(3,506)

The decrease in funding was due to the non-recurring costs of the biennial local government postal elections held in May 2003 (\$2,500,000). In addition, the funding requirements for the distribution of electoral boundaries decreased this financial year.

Output Expenditure

	2002–2003 Actual \$'000	2002–2003 Actual \$'000	Variation \$'000
Election Services	6,371	8,310	(1,939)

Election Services

This decrease was due mainly to non-recurring costs associated with the local government postal elections held in May 2003.

(3) Significant variations between estimate and actual – Capital Contribution: No significant variation.

(4) Significant variations between actual and prior year actual – Capital Contribution:

	2002–2003 Actual \$'000	2002–2003 Actual \$'000	Variation \$'000
Capital Contribution	371	171	(200)

This variation was due to an IT asset replacement program being progressed last financial year.

(5) Significant variations between estimate and actual, and actual and prior year actual - Administered revenue: No significant variation.

NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 30 June 2004

29. Carryover

The Commission received approval from the Department of Treasury and Finance for the carryover of unexpended funds of \$685,000, from the Commission's 2003-2004 Consolidated Fund allocation for recurrent services. This amount has been included in the amount reported for appropriations. The total of this unexpended appropriation is disclosed under Note 24 Notes to the Statement of Cash Flows.

30. Financial Instruments

(a) Interest Rate Risk Exposure

2003-2004 **2002-2003**

The following table details the Commission's exposure to interest rate risk as at the reporting date:

Financial Assets		
Cash resources	767	1,012
Accounts receivable	144	2,412
	911	3,424
Financial liabilities		
Accounts payable	37	97
Accrued Salaries	88	63
Amounts due to Treasurer	0	268
Employee Benefits	438	434
	563	862

(b) Credit Risk Exposure

All financial assets are unsecured

Amounts owing by other Government agencies are guaranteed and therefore no credit risk exists in respect of those amounts. In respect of other financial assets the carrying amounts represent the Commission's exposure to credit risk in relation to those assets.

31. Remuneration of Senior Officers

Remuneration

The number of Senior Officers whose total of fees, salaries, superannuation and other benefits for the financial year, who fall within the following bands is:

2003-2004 **2002-2003**

\$		
10,001-20,000	1	0
50,001-60,000	0	1
60,001-70,000	1	0
80,001-90,000	1	1
90,001-100,000	2	2
100,001-110,000	1	0
110,001-120,000	0	1
120,001-130,000	1	0
140,001-150,000	0	1
160,001-170,000	1	0
The total remuneration of senior officers is	\$753,000	\$594,000

The superannuation included here represents the superannuation expense incurred by the Commission in respect of senior officers.

One senior officer is a member of the Pension Scheme.

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 30 June 2004



32. Related bodies

No related bodies

33. Affiliated bodies

No affiliated bodies

34. Trust Accounts

The Commission administered two trust accounts during the year

(1) Deposits – *Electoral Act* Account

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

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

At year's end, the Trust account equalled zero.

	2003–2004	2002–2003
	\$	\$
Balance July 1	0	0
Receipts		
Election Candidates Nomination Deposits	0	0
Payments		
Expenses		
Refund to Candidates	0	0
Forfeited deposits paid to Consolidated Fund	0	0
Balance June 30	0	0

(2) Electoral Education Program Account

The purpose of this account is to hold monies received from the Commonwealth for the purpose of funding joint ventures between the State and Commonwealth in regard to electoral education.

At year's end, the Trust account equalled \$33,552

	2003–2004	2002–2003
	\$	\$
Balance July 1	30,417	13,417
Receipts		
Australian Electoral Commission funds	15,000	17,000
Payments		
Expenses	(11,865)	0
Balance June 30	33,552	30,417

NOTES TO THE FINANCIAL STATEMENTS

for the Year Ended 30 June 2004

	2003–2004 (\$'000)	2002–2003 (\$'000)
35. Administered expenses and revenues		
TRUST ACCOUNT - Deposits <i>Electoral Act</i>		
Expenses		
Forfeited deposits credited to Consolidated Fund		
Refunds to Candidates	0	0
Total Administered Expenses	0	0
Revenues		
Election Candidate Nomination Deposits	0	0
Total Administered Revenues	0	0
TRUST ACCOUNT – Electoral Education Program		
Expenses		
Expenses	12	0
Total Administered Expenses	12	0
Revenues		
AEC Funding	15	17
Total Administered Revenues	15	17
36. Administered Assets and Liabilities		
TRUST ACCOUNT - Deposits <i>Electoral Act</i>		
Administered current assets		
Deposits <i>Electoral Act</i> Trust Account	0	0
Total administered current assets	0	0
Administered current liabilities		
Accounts payable	0	0
Refunds to Candidates	0	0
Forfeited deposits credited to Consolidated Fund	0	0
Total administered current liabilities	0	0
TRUST ACCOUNT – Electoral Education Program		
Administered current assets		
Electoral Education Program Trust Account	33	30
Total administered current assets	33	30
Administered Current Liabilities		
Accounts payable	0	0
Total administered current liabilities	0	0
Note: Collection of Penalties, for failure to vote.	2	1
These are not classified as operating revenue and are credited to the Consolidated Fund.	2	1

37. The Impact of adopting International Accounting Standards

After consulting and completing a questionnaire with the Department of Treasury and Finance, there will be minimal impact to the Western Australian Electoral Commission's financial statements with the adoption of the International Accounting Standards.



NON-PARLIAMENTARY ELECTION STATISTICS **Appendix 1**

(a) Elections Conducted Under the *Industrial Relations Act 1979* during 2003-2004

Organisation	Vacancies	Contested	Unopposed Vacancies	Unfilled Vacancies	Electors Vacancies	Voters	Participation Rate
Breweries and Bottleyards Employees Industrial Union of Workers of Western Australia	5	0	3	2	No election		n/a
Health Services Union of Western Australia (Union of Workers)	5	1	4	0	3,373	948	28.11%
Health Services Union of Western Australia (Union of Workers)	3	0	3	0	No election		n/a
Master Builders Association of Western Australia	8	0	8	0	No election		n/a
Master Painters, Decorators and Signwriters' Association of Western Australia (Union of Employers)	9	0	1	8	No election		n/a
Master Painters, Decorators and Signwriters' Association of Western Australia (Union of Employers)	8	0	7	1	No election		n/a
Master Plumbers and Gasfitters Association of Western Australia (Union of Employers)	11	9	2	0	399	114	28.57%
Murdoch University Academic Staff Association	10	0	10	0	No election		n/a
State School Teachers' Union of WA (Inc.)	18	14	4	0	12,804	3,125	24.41%
University of Western Australia Academic Staff Association	10	7	3	0	383	112	29.24%
Western Australian Hotels and Hospitality Association Incorporated (Union of Employers)	6	0	6	0	No election		n/a
Western Australian Hotels and Hospitality Association Incorporated (Union of Employers)	27	0	12	15	No election		n/a
Western Australian Hotels and Hospitality Association Incorporated (Union of Employers)	6	0	6	0	No election		n/a
Western Australian Prison Officers' Union of Workers	7	1	4	2	74	43	57.11%
Western Australian Prison Officers' Union of Workers	4	1	3	0	43	17	39.53%
Totals	137	33	76	28	17,076	4,359	25.53%

NON-PARLIAMENTARY ELECTION STATISTICS **Appendix 1**



(b) Other (previously called miscellaneous) Elections 2003-2004

Elections conducted in accordance with section 5F(1)(ea) of the <i>Electoral Act 1907</i> ¹	Organisation	Vacancies	Contested Vacancies	Unopposed Vacancies	Unfilled Vacancies	Electors	Voters	Participation Rate
(i) University Guild Elections	Curtin University Student Guild	26	23	3		23,073	1,295	5.61%
	University of Western Australia Student Guild	29	27	2		16,136	2,676	16.58%
	SUB TOTAL	55	50	5		39,209	3,971	10.13%
(ii) Other Elections	Fire and Emergency Services Superannuation Board	2	2	0		1,310	613	46.79%
	Settlement Agents Supervisory Board	4	2	2		661	221	33.43%
	SUB TOTAL	6	4	2		1,971	834	42.31%
	Other (previously called miscellaneous) elections conducted in accordance with section 5F(1)(ea) of the <i>Electoral Act 1907</i>	61	54	7		41,180	4,805	11.67%

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

Elections conducted in accordance with section 5F(1)(ea) of the <i>Electoral Act 1907</i> ²	Organisation	Vacancies	Contested Vacancies	Unopposed Vacancies	Unfilled Vacancies	Electors	Voters	Participation Rate
(i) Enterprise/Certified Agreement Ballots	Department of Education and Training	Ballot	1	0	0	4,157	1,661	39.96%
	Department of Education and Training	Ballot	1	0	0	22,247	9,652	43.39%
	SUB TOTAL	2	2	0		26,404	11,313	42.85%
(ii) Other Elections	AISWA Capital Grant Association (Inc.)	2	0	1	1	No election		n/a
	Derbal Yerrigan Health Service Inc.	12	12	0	0	747	199	26.64%
	Employees Inspector of Mines	1	1	0	0	8,206	1,189	14.49%
	Fremantle Football Club	2	2	0	0	12,350	4,708	38.12%
	Greening Australia (WA) Inc.	6	2	3	1	418	73	17.46%
	Greening Australia (WA) Inc.	3	2	1	0	268	111	41.42%
	National Trust of Australia (WA)	5	0	2	3	No election		n/a
	Potato Growing Industry Trust Fund Advisory Committee	2	0	2	0	No election		n/a
	Potato Marketing Corporation of Western Australia	1	1	0	0	205	153	74.63%
	StateWest Credit Society	3	3	0	0	52,954	7,573	14.30%
	Taxi Council of Western Australia Inc.	3	0	2	1	No election		n/a
	SUB TOTAL	40	23	11	6	75,148	14,006	18.64%
	All elections conducted in accordance with section 5F(1)(eb) of the <i>Electoral Act 1907</i>	42	25	11	6	101,552	25,319	24.93%
ALL OTHER ELECTIONS		103	79	18	6	142,732	30,124	21.11%

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

ENROLMENT STATISTICS **Appendix 2**

ELECTOR ENROLMENT ACTIVITY 2003–2004

Activity	Statistic
Total enrolment 30 June 2003	1,209,933
Additions +	
New elector enrolments	39,115
Reinstatements	19,340
TOTAL ADDITIONS	58,455
Deletions -	
Removals:	
By objection action	37,965
Death of elector	8,625
Moved to another State	8
Mental health	5
Mental/physical incapacity	40
Imprisonment	204
Duplicates	521
Guardianship orders	96
Failed to vote at last election	0
Overseas objections	562
TOTAL DELETIONS	48,026
Net increase	10,429
Total enrolment 30 June 2004	1,220,362
Transfers:	
Transfers from another district	73,208
Transfers within the district	159,515
	232,723

OTHER ENROLMENT CATEGORIES

Silent Electors

Silent electors are electors who have had approval to have their residential addresses suppressed on the electoral roll for security reasons. Under State law, a silent elector may also have their name suppressed from publicly available printed rolls.

The table below shows the increased trend for electors opting to have their name suppressed on the State roll from 30 June 2003 to 30 June 2004:

Date	Address suppression	Name suppression
30 June 2003	6,289	4,639
30 June 2004	7,001	5,093

General Early Voters

Enrolled electors meeting the requirements of section 93 of the *Electoral Act 1907* may apply to be registered as a general early voter.

These electors are automatically sent a postal vote for any election relating to their enrolment. The number of these electors has also increased in the year.

Date	Number Registered
30 June 2003	10,574
30 June 2004	11,059



The following agency was provided with an electronic data file containing details of elector name, residential address, postal address, gender and date of birth for all electors. Silent elector records were not provided.

Agency Name	Branch	Purpose for which the information was provided
Western Australian Police Service	State Intelligence Services	To assist with investigations into crime and law enforcement purposes

The following agencies were provided with an electronic data file containing details of elector name, residential address, postal address, gender and date of birth for all electors. Silent elector address details were not provided.

Agency Name	Branch	Purpose for which the information was provided
Department of Treasury and Finance	Office of State Revenue	To assist in the administration of revenue laws and grants and subsidy schemes in a fair and equitable manner for the community
Department of Health	Data Linkage Unit	To support medical research projects

The following agencies were provided with an electronic data file containing details of elector name, residential address, postal address and gender for all electors. Silent elector address details were not provided.

Agency Name	Branch	Purpose for which the information was provided
Consultech		For the State Member of Parliament electorate management system as provided for in section 25A of the <i>Electoral Act 1907</i>
Magenta Linas		For the State Member of Parliament electorate management system as provided for in section 25A of the <i>Electoral Act 1907</i>

The following agencies were provided with an electronic read-only PDF file containing a State A–Z list of electors showing details of elector name, residential address, postal address, gender and date of birth for all electors. Silent elector address details were not provided.

Agency Name	Branch	Purpose for which the information was provided
Corruption and Crime Commission of Western Australia		To assist the CCC to fulfil its purposes as stated in section 7A of the <i>Corruption and Crime Commission Act 2003</i>
Department for Community Development	Adoption Services	As defined in sections 79(1), 80 and 109 of the <i>Adoption Act 1994</i> and regulation 55 of the <i>Adoption Regulations 1995</i>
Department of Justice	Justices of the Peace Branch	To confirm applicants eligibility to become Justices of the Peace and Commissioners of Declaration in accordance with legislation and departmental policy
Health Department of WA	Pharmaceutical Services	To assist in the validation process to verify the identity of a patient when issuing an authorisation for a medical practitioner to prescribe a drug of addiction and then to monitor the drugs of addiction prescribed in Western Australia

ENROLMENT PRODUCTS FOR OTHER ORGANISATIONS **Appendix 3**

The following agencies were provided with an electronic read-only PDF file containing a State A-Z list of electors showing details of elector name, residential address and gender for all electors. Silent elector address details were not provided.

Agency Name	Branch	Purpose for which the information was provided
Department of Fisheries	Serious Offenders' Unit	Investigations pursuant to the <i>Fish Resources Management Act 1994</i>
Department of Justice	Victim-Offender Mediation Unit	To obtain addresses of victims of crime to be able to write to them and offer the services of the unit
Department of Justice	Public Trustee	To locate beneficiaries, witnesses, potential beneficiaries and minor beneficiaries for cases where the Public Trustee has been appointed
The Salvation Army	Family Tracing Service	Research for the purpose of re-uniting of families who for many reasons have lost contact with one another
Western Power Corporation	Contributory Extension Scheme	To locate customers to enable Western Power to provide Contributory Extension Scheme (CES) capital contribution refunds relating to monies that have been held 'in trust' over 30 years

The following agencies were provided with rolls and habitation lists containing public information for purposes other than for an election.

Agency Name	Branch	Purpose for which the information was provided
City of Perth		Removing the name of residents from the owners' and occupiers' roll
Department for Planning and Infrastructure	TravelSmart	DPI provide Travel Demand Management services under the provision of the <i>Transport Co-ordination Act</i> to achieve an efficient transport system
Department of Planning and Infrastructure		To mail a survey form seeking views on the future development potential and the form of that development along the Perth metropolitan coastline
Shire of Bruce Rock		Review of Shire of Bruce Rock ward boundaries
Shire of Dumbleyung		Review of Dumbleyung wards prior to the 2005 local government election
Shire of Dundas		Review of Shire of Dundas ward boundaries
Shire of Halls Creek		Review of ward boundaries
Shire of Kondinin		Review of Shire of Kondinin ward boundaries
Shire of Moora		Review of ward boundaries
Shire of Pingelly		Review of Shire of Pingelly ward boundaries
Shire of Serpentine-Jarrahdale		Review of ward boundaries



Publication	Cost
Rolls	
State Electoral Rolls	Price on application (Varies according to number of electors)
2003 Distribution Maps (Publication)	
Western Australia's Electoral Region and District Maps	\$11.00
Election Results	
Election Statistics 1890 – 1996	\$22.00
State General Election Results and Reports 1993, 1996	Price on Application
Daylight Saving Referendum 4 April 1992	
State General Election 10 February 2001 – Report *	\$10.00
State General Election 10 February 2001 – Results and Statistics *	\$30.00
Local Government Postal Elections 1997 Report	\$6.00
Local Government Postal Elections 1999 Report *	\$11.00
Local Government Postal Elections 2001 Report *	\$11.00
Local Government Postal Elections 2003 Report *	\$11.00
Other Publications	
Citizens Initiated Referendums Report	\$11.00
Compulsory Voting in Australia Report	\$11.00
Determining the Result: Transferring Surplus Votes in the Legislative Council	\$11.00
2000 Streets, Towns and Places Directory *	\$11.00
Publications available free of charge	
Boundary Maps*	
By-election Reports	
Enrolment Statistics *	
Legislative Council Re-count Results	
Past Annual Reports *	
Political Finance Annual Reports *	

* available on WAEC web site: www.waec.wa.gov.au free of charge

ELECTORAL COUNCIL OF AUSTRALIA **Appendix 5**

The Electoral Council of Australia (ECA) is a consultative forum with membership comprising Commonwealth, State and Territory Electoral Commissioners, Chief Electoral Officers and certain other senior electoral officers. The Council meets approximately each three months and if possible prior to general elections to consider the maintenance of the electoral rolls, the implementation of new electoral legislation and issues of common interest and 'best practice' in the management of elections.

Specific outcomes for the ECA for 2003–2004 included:

- a full review of the ECAs information material, with a fresh printing in 2004 for distribution to the public and electoral education centres.
- participation with other government agencies and Australia Post in the development and first release in April 2004 of the Geo-coded National Address File (G-NAF).
- the development of performance indicators for the monitoring of improvements in the management of the joint rolls.
- completion of the Electoral Law project, a research initiative undertaken in partnership with the University of NSW and the Australian Research Council. The ECA is also a part sponsor of a three year research scholarship at the Australian National University.

Continuous Roll Update (CRU)

A subcommittee of the Council, the Continuous Roll Update Steering Committee (CISCO), meets regularly to jointly manage the implementation and progress of the Continuous Roll Update (CRU) program for the review of the joint rolls. A major outcome of CISCO for the year was the use of motor licensing data from all jurisdictions in the CRU program.

THE WESTERN AUSTRALIAN ELECTORAL COMMISSION **Contacts**

If you require copies of the 2003–2004 Annual Report, any other publications listed in this report, or have any electoral enquiries, please contact the Western Australian Electoral Commission:

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or

GPO Box F316

PERTH WA 6841

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Facsimile: (08) 9226 0577

Telephone Typewriter (TTY): (08) 9214 0487

Internet address: www.waec.wa.gov.au

Email address: waec@waec.wa.gov.au

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

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

or

PO Box 1396

WEST PERTH WA 6872

Telephone: (08) 9222 6955

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