



WESTERN AUSTRALIAN  
Electoral Commission



2006-07

**ANNUAL REPORT**



WESTERN AUSTRALIAN  
Electoral Commission

## This Report

Welcome to the 2006-07 Annual Report of the Western Australian Electoral Commission. This report describes the functions and operations of the Commission, outlining our performance and the progress we made during the year.

The report also presents our audited financial statements and performance indicators for the year ended 30 June 2007.

When reading this report readers should be aware that the desired outcome the Commission seeks is that Western Australian electors participate in independent and impartial elections or referenda conducted by the Commission as part of the democratic process.

## Letter of Transmittal

Hon. J A McGinty B.A., B Juris. (Hons), L.L.B., JP MLA  
Attorney General  
Minister for Electoral Affairs  
4th floor, London House  
216 St Georges Terrace  
PERTH WA 6000

Dear Minister

In accordance with section 63 of the *Financial Management Act 2006*, I submit for your information and presentation to Parliament, the Annual Report of the Western Australian Electoral Commission for the year ended 30 June 2007.

The Annual Report has been prepared in accordance with the provisions of the *Financial Management Act 2006*.

Yours sincerely

Warwick Gately AM  
**ELECTORAL COMMISSIONER**

29 August 2007

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# Executive Summary



During the year the Commission achieved some notable outcomes, including the successful conduct of the Peel by-election, a ground-breaking e-voting trial for a non-parliamentary client where members were able to cast their vote via the Internet, and a significant contribution to amendments in electoral legislation which simplified early voting procedures.

The Western Australian Electoral Commission is an independent State government agency which was established by the proclamation of the *Acts Amendment (Electoral Reform) Act 1987* on 30 October 1987. The Commission is responsible for the conduct in Western Australia of State general elections, by-elections and referenda, Local Government postal elections and referenda and fee-for-service elections. The Commission also maintains the electoral roll and promotes community awareness of the electoral process.

The Commission aims to produce outcomes which deliver quality, innovative and accountable electoral services every time for all Western Australians through the impartial and independent conduct of elections and the promotion of electoral education and information programs fostering public confidence and participation in the electoral process.

The Electoral Commissioner and Deputy Electoral Commissioner both hold independent statutory appointments under the *Electoral Act 1907*. The Commissioner and Deputy Commissioner are supported by a Corporate Executive and around 48 full time staff.

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

In this context the Minister responsible is the Hon. J A McGinty, Attorney General: Minister for Electoral Affairs.



During the year under review, the Commission achieved some notable outcomes including:

- The successful conduct of the Peel by-election in February 2007.
- A ground-breaking e-voting trial for a non-parliamentary client where members were able to cast their vote via the Internet.
- Providing support to the Electoral Distribution Commissioners in redrawing the State's electoral boundaries.
- Significant contribution to amendments in electoral legislation which simplified early voting (by post) and early voting (in person) procedures and updated privacy issues regarding personal details on the electoral roll.
- Close collaboration with the Department of Local Government and Regional Development on legislative changes for a new preferential and proportional representation vote counting system.
- Staff development including training Commission officers as internal auditors and project management training for 30 staff.
- The delivery of electoral education programs to some 8,720 school students and adults at the Electoral Education Centre as well as external presentations to 1,360 metropolitan primary and secondary school students and 545 TAFE and adult migrant students.

These and other achievements detailed in this Annual Report, contribute to the Commission's three strategic goals of planning, conducting and evaluating elections; elector education and information; and maintaining the electoral roll.

The Commission's commitment to providing quality services to its clients and stakeholders was confirmed by the results of an independent Quality Assurance audit which reviewed the election management processes and systems and commended the Commission's professional and organised approach to clients, products, services and business management.

The Commission's total expenditure for the period was \$7,482,000, which was \$1,091,000 below budget and represents an increase of \$1,023,000 from the previous year.

Looking ahead to 2007–08, a number of major challenges face the Commission. The new electoral boundaries will be finalised at the end of 2007 culminating in a public awareness campaign to advise electors of the new boundaries which will apply at the next State general election. Local government elections will be conducted in October 2007 and will use a new system of counting votes – preferential and proportional representation – for the first time. The Commission is well advanced in the development of new counting software and in training returning officers and other staff.

Additionally, a major redevelopment of election related components of the Electoral Roll Management System (ERMS) will be completed to provide a more efficient system and preparatory work for the next State general election, due in early 2009, will commence.



# Introducing the Western Australia Electoral Commission



## Our Aim, Purpose, Principles

### Our Aim

To deliver quality, innovative and accountable electoral services every time for all Western Australians.

### Our Purpose

To conduct impartial and independent elections and promote public awareness of electoral matters through education and information programs, to foster public confidence and participation in the electoral process.

### Our Principles

We are committed to the following principles to ensure that the Western Australian community will have confidence in the way we conduct our business operations:

- Respect - that electors can have their say in the electoral decision process.
- Integrity - in the administration of our business operations.
- Improvement - in the quality and delivery of our services.
- Safety - and a healthy work environment.
- Innovation - in our strategies and processes.
- Evaluation - of our performance.

## Who We Are

The Western Australian Electoral Commission, created in 1987 following electoral reforms, is a department of the State Public Service through which relevant electoral legislation is administered and the functions of the Electoral Commissioner are performed. It operates within a legislative framework that enables eligible electors in the Western Australian community to be able to participate in impartial, effective and democratic elections or referenda conducted by the Commission.

## What We Do

Three key areas of operation comprise our core business:

- The planning, conduct and evaluation of elections and referenda which entails managing parliamentary elections (State general elections and by-elections in Western Australia), Local Government elections and non-parliamentary and other elections.
- Managing electoral education and information through encouraging and promoting community awareness of electoral processes.
- Maintaining an accurate and up-to-date State electoral roll.



In addition we provide other services which include:

- Promoting, funding and conducting research into electoral matters.
- Providing administrative support for the distribution of electoral boundaries.
- Providing an advisory service to customers on electoral matters.
- Administering political party registrations.
- Administering disclosure of gifts, income and expenditure.
- Administering the funding of political advertising.
- Providing roll products, maps and publications.

## Our Clients

In its widest context, our primary clients are the eligible electors of Western Australia.

Other stakeholders in our operations include:

- Potential and future electors.
- Members of Parliament and electorate offices.
- Local Government authorities.
- Local Government Councillors.
- State Government agencies.
- Political parties.
- Candidates.
- Industrial unions and employer organisations.
- Teachers, students and youth.
- Other Australian electoral authorities and peer bodies.
- Other electoral customers.

## Responsible Minister

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

In this context the Minister responsible for the Commission is the Hon J A McGinty, Attorney General; Minister for Electoral Affairs.

## Relevant Legislation

### Enabling Legislation

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

### Legislation Administered

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

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

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

## Introducing the Western Australia Electoral Commission continued

### The Electoral Commissioner and Deputy Electoral Commissioner

Mr Warwick Gately AM was appointed as the Western Australian Electoral Commissioner for a three-year term in August 2006. Prior to this Mr Gately was the Acting Electoral Commissioner.

Ms Lyn Sirkett was appointed the Deputy Electoral Commissioner in February 2007 after serving as the Commission's General Manager the previous year, and prior to that as the Manager, Communications and Corporate Strategy.

The Electoral Commissioner and 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 the Electoral Commissioner by the Minister, and such other electoral matters as the Electoral Commissioner sees fit;
- promote public awareness of electoral and parliamentary matters, by conducting of educational 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; and publish material on matters that relate to the functions of the Electoral Commissioner.



Mr Warwick Gately



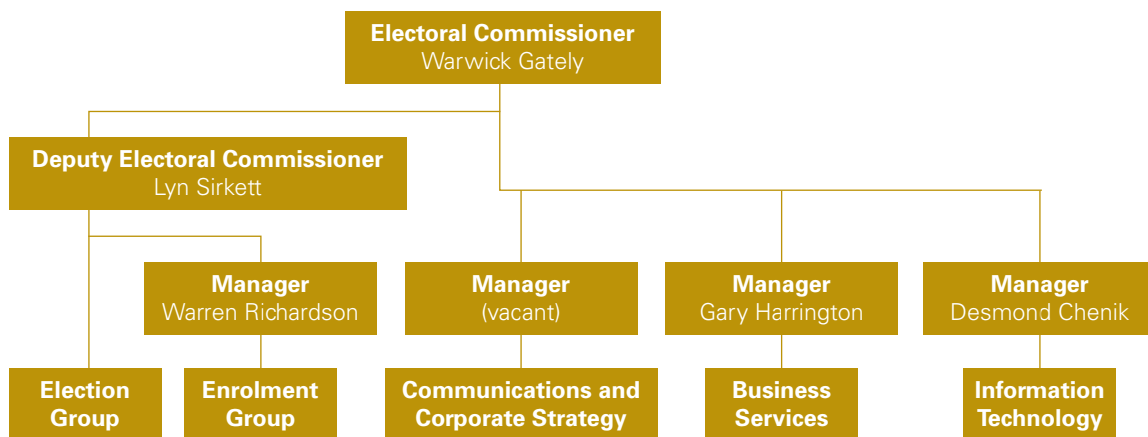
Ms Lyn Sirkett





## Organisational Structure

Following the appointment of both the Electoral Commissioner and Deputy Electoral Commissioner the Commission's organisational structure was stabilised, with management responsibility as detailed below:



## Staff Profile

Currently the Commission employs some 48 staff.

	2006-07	2005-06
Full-time permanent	38	38
Full-time contract	7	3
Part-time on a FTE basis	2	4
On secondment	1	
	<b>48</b>	45

Level	Number of staff	Male	Female
1	10	0	10
2	6	2	4
3	9	3	6
4	9	5	4
5	4	4	0
6	5	5	0
7	4	4	0
9	1	0	1

## Corporate Executive

In addition to the Electoral Commissioner (Mr Warwick Gately) and Deputy Electoral Commissioner (Ms Lyn Sirkett), in 2006-07 the corporate executive comprised Mr Desmond Chenik, Mr Warren Richardson and Mr Gary Harrington.

The Manager, Communications and Corporate Strategy position was in the process of being filled at the time of this report.

# The Year in Review 2006-07



Core activities were undertaken around general Commission work focussed on improving processes and planning for the 2007 biennial Local Government ordinary election and the 2009 State general election.

## Commissioner's Overview

While at the midpoint between State general elections, this year has nonetheless proven very busy. Electoral reform legislation has been enacted, redrawing of State electoral boundaries commenced, a by-election conducted in the Peel district, along with several extraordinary Local Government elections and referendums and many fee for service elections. These core activities were undertaken around general Commission work focussed on improving processes and planning for the 2007 biennial Local Government ordinary election and the 2009 State general election.

In October 2006, Parliament agreed to the public funding of candidates and parties allowing the reimbursement of costs associated with electoral expenditure provided a threshold of votes was received. This was followed in December 2006 with legislative change to generally improve election administration. Specifically, the Legislative Council count method was amended, early

voting procedures were simplified, electoral roll data privacy provisions were increased and penalties for offences modernised.

The resignation of the Member for the District of Peel necessitated a by-election in February 2007. A field of eight candidates contested the by-election which attracted a turnout of 80% of eligible electors. This was an encouraging result given a previous low turnout in another metropolitan district a year earlier. The use of an "easy voter" card sent to all electors in the district reminding of their obligation to vote and displaying polling places greatly assisted turnout.

Activity in the Local Government Branch has been unrelenting and not confined to extraordinary election work. In December 2006 Parliament changed the biennial Local government ordinary election date from May until October. In January 2007, a submission was provided to the Environment and Public Affairs Committee of State Parliament enquiring into a proposed change to the



voting system in Local Government. Following the Committee's report, in June 2007 Parliament moved to change the voting system from First Past the Post to Preferential and Proportional Representation.

The Commission made provision to adapt operations to meet the changes including the fast track development of a new computer vote counting application to reflect Parliament's requirements. Within this environment the Commission conducted ten extraordinary elections and four referendums involving over 109,800 electors.

The provision of election services in the non-parliamentary, union and fee for service sector is at an all time high. This year the Commission conducted 44 elections now including 8 public land ballots for Landcorp. In November 2006 the decision was taken to halt the election for Board members for the Western Australian College of Teaching due to a technical legal discrepancy between the governing Act and the election Rules. This was a controversial action but necessary to protect the integrity of the election process and subsequent appointments. Notwithstanding, the Commission continues to be held in high regard for its efficiency and transparency in providing election services.

In April 2007, the process to redraw State electoral boundaries commenced with the formal call for written suggestions as to how the Electoral Distribution Commissioners should proceed. Earlier changes to State law introducing "one vote one value" principles would significantly influence the distribution process. At the end of the reporting year, 59

written suggestions and comments had been received and the Distribution Commissioners had published their proposals. The ensuing four months would allow time for objections to be received and consultation to occur before final boundaries were promulgated.

As forecast, a proof of concept trial for electronic voting over the internet was conducted for a commercial client at the end of 2006. The trial was very successful. Security protocols were robust, informality rates were nil and electors had choice as to how to cast their vote. While the internet option did not significantly improve turnout it provided a convenient and contemporary means of being involved in the election. The Commission will look for further commercial opportunities to expand this concept.

Information technology remains fundamental to Commission operations. Incremental improvement of the Elections Management System has been undertaken and user testing nearly completed. The requirement to fast track develop of the Local Government computer vote counting application has slowed plans to replace the Electoral Roll Maintenance System. However, work on the first phase of this project commenced during the year.

The Joint Roll Arrangement with the Commonwealth remained in force and effective. The State electoral roll continues to grow at about 2% per year, notwithstanding the challenges associated with youth enrolment and lapsing enrolment by more mobile electors. In April 2007 the Commonwealth introduced proof-of-identity requirements for people enrolling and updating their details.

## The Year in Review 2006-07 continued

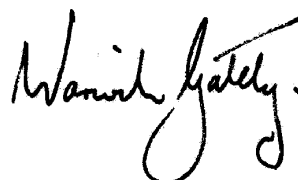
Consciously the State Government did not mirror such changes given the potential to disenfranchise many electors in the State. The effect of diverging State and Commonwealth electoral rolls, as a result, is not yet evident.

In January 2007 Ms Lyn Sirkett was appointed as Deputy Electoral Commissioner. Ms Sirkett has a very strong background in long range planning and strategic communications and as General Manager in the Commission previously, has considerable experience in the full range of electoral operations. She was awarded a Public Sector Fellowship late in 2006 undertaking research into youth disengagement in voting. Staffing generally has proven challenging. The Commission as a small agency has not escaped the tight labour market evident in Western Australia carrying a number of staff vacancies and experiencing difficulty in recruiting replacements. This is also evident in attempts to recruit Returning Officers particularly in remote and rural areas. A review of remuneration is now necessary.

This year the Commission's management system has received attention. Branch and operational plans have been further developed, disaster recovery plans refined and internal audits progressed as part of the Commission's quality certification. Planning for the introduction of an Intranet has commenced and this medium will improve information flow within the Commission.

As other business, the Commission submitted a report to the Joint Standing Committee on Electoral Matters inquiry into Civics and Electoral Education including hosting a visit by the Committee to the Electoral Education Centre. This was followed by participation in an international Conference examining youth engagement in civic life generally. Also, the Commission contributed to a review into the ability of accountability officers to effectively carry out their legislated responsibilities. Outcomes were tabled in Parliament in the document, Report of Accountability Officers of the Western Australian Parliament: Accountability and Independence Principles.

In the next years, improvements and efficiencies in all aspects of election operations will be sought while continuing the transfer of knowledge between staff. Preparations for the next State general election have an immediate priority including educating electors of the new electoral boundaries. Staff commitment and professionalism has again been noteworthy and in conclusion I wish to pay tribute to my staff. The progress detailed in the following pages would not have been possible without their cooperation, dedication and commitment.



Warwick Gately AM

**Electoral Commissioner**



## WAEC At-a-Glance

	2002-03	2003-04	2004-05	2005-06	2006-07
Number of enrolled electors (30 June)	1,209,933	1,220,362	1,266,817	1,261,845	1,296,858
State general elections	-	-	1 *	-	-
State by-elections	-	-	-	1	1
Number of referenda	-	-	1 **	-	-
Local government elections	56	3	50	0	0
Local government extraordinary elections	4	12	1	12	14
Elections conducted under the Industrial Relations Act 1979 and other elections	32	32	35	37	44
Staff numbers (FTEs)	32	32	43	43	48
<b>Total expenditure</b>	<b>\$8,286,000</b>	<b>\$6,165,000</b>	<b>\$18,196,000</b>	<b>\$6,459,000</b>	<b>\$7,482,000</b>

\*A separate writ was issued for the Legislative Assembly and Legislative Council elections

\*\*A separate writ was issued in relation to each question on retail trading hours

## Our Performance

### Financial Performance

#### Financial Targets: Actual performance compared to budget targets

	2006-07 Target <sup>(1)</sup> \$000	2006-07 Actual \$000	Variation <sup>(2)</sup> \$000
Total cost of services (expense limit) (sourced from Income Statement)	8,573	7,482	(1,091)
Net cost of services (sourced from Income Statement)	6,030	6,827	797
Total equity (sourced from Balance Sheet)	3,098	68	(3,030)
Net increase / (decrease) in cash held (sourced from Cash Flow Statement)	1,000	456	(544)
Approved full time equivalent (FTE) staff level	48	44	4

<sup>(1)</sup> As specified in the budget statements for the year in question.

<sup>(2)</sup> Further explanations are also contained in Note 30 'Explanatory Statement' to the financial statements.

(a) The variations are mainly due to the deferment of Local Government elections from May 2007 to October 2007, and the consequential change to net appropriation amounts.



## The Year in Review 2006-07 continued

### Effectiveness and Efficiency

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

	2006–07 Target <sup>(1)</sup> \$000	2006–07 Actual \$000	Variation <sup>(2)</sup> \$000
<b>Key effectiveness indicators</b>			
The number of relevant breaches of 'Declaration by Officer' (Forms 1) upheld by a Court of Disputed Returns <sup>(a)</sup>	Nil	Nil	Nil
Percentage of eligible electors on the State electoral roll	95%	92.13%	-2.87%
Percentage of enrolled electors voting in State elections or by-elections <sup>(a)</sup>	80%	79%	-1%
Average percentage of enrolled electors voting in Local Government ordinary postal election or referenda conducted by the Commission	38%	37.80%	-0.2%
<b>Key efficiency indicators</b>			
Average cost per elector of providing electoral services	\$4.74	\$4.92	\$0.18
Average cost per elector of conducting State general elections <sup>(b)</sup>	Nil	Nil	Nil
by-elections	Nil	\$8.13	\$8.13
referenda	Nil	Nil	Nil
Average cost per elector of Local Government ordinary (or extraordinary) elections conducted by the Commission <sup>(c)</sup>	\$2.48	\$1.30	\$1.18

#### Variations

<sup>(a)</sup> No target was set for the conduct of State general or by-elections as no election was anticipated for budget purposes. However during the year a by-election was called. This results in a reported variance.

<sup>(b)</sup> Variations in regard to the cost of conducting Local Government elections fluctuate markedly with respect to extraordinary elections due to the nature and size of each election.

Other variations are not considered significant.

Further detail on performance indicators can be found on page 91 of this report.



## Highlights

These are some of our Achievements in 2006-07...

### In Our Operations...

- The Peel by-election was successfully conducted in February 2007. Early voting (in person) was available for electors at 38 locations throughout Western Australia, interstate and in London, and in an emerging trend, early voting by post increased by over 16% compared to the last State general election. Voter turnout was high compared with previous by-elections, with 79.54% of eligible electors casting a vote.
- In an exciting development for the future, the Commission secured funding from the Office of e-Government for a proof of concept trial of voting via the Internet. Such a system has great potential given the remote and isolated nature of many parts of Western Australia. A September 2006 trial with one electoral customer was very successful and lays the foundation for further development in this area.
- The Enrolment Group closed 33 Local Government extraordinary election rolls, one State by-election roll and processed 367,399 enrolment changes.
- Ten Extraordinary elections and four referendums were conducted for Local Governments during 2006-07.
- Preferential voting and an attendant proportional representation counting system (Weighted Inclusive Gregory Method) was introduced into Local Government elections. This replaced the 'First Past the Post' method.
- New computer software (CountWA) was developed in collaboration with the Department of Local Government and Regional Development for electronic counting of votes using the preferential and proportional system of voting.
- Local governments undertaking postal elections grew from 50 (2005 ordinary elections) to 64 postals and one in-person election (2007 ordinary elections).
- There was a substantial increase in the number of organisations requesting the Electoral Commissioner to conduct fee-for-service elections – rising from 22 in 2005-06 to 34 in 2006-07.
- LandCorp's land for sale by ballot was a new area of business for the Commission and grew significantly in 2006-07, with eight ballots conducted. The Commission was responsible for distributing all ballot information, scrutinising all applications to ensure conformance, and conducting the ballot through a draw; thus ensuring a fair and equitable process.
- There were ten requests from the Industrial Relations Commission to conduct Union elections under the *Industrial Relations Act 1979*.
- The office of the Electoral Distribution Commissioners was established on a semi-permanent basis and preparatory work to support the Electoral Distribution Commissioners was completed.

## The Year in Review 2006-07 continued

- The number of individuals to have participated in an Electoral Education Centre program reached 35,021.
- During the year Electoral Education Centre staff delivered presentations to 8,720 school students and adults at the centre; coordinated 42 school elections involving 10,801 students; and made presentations to 1,360 metropolitan primary and secondary school students and 545 TAFE and adult migrant education students.
- 14,420 students participated in the Joint Civics Education Program run by the Commission and the Parliamentary Education Office.
- 98.9 % of teachers who brought classes to the Electoral Education Centre rated the program as either excellent or good.

### For Our Stakeholders...

- In an effort to maximise voter turnout in the Peel by-election on polling day, a personally addressed *Easy Voter Card* was developed and delivered to every elector within the district – this carried a map of the district, information on how to cast an early vote, a list of polling places, instructions on how to fill out the ballot paper and the message that voting in the by-election was compulsory.
- The Commission had significant input into amendments to the Electoral Regulations 1996 that were introduced in May 2007 – these simplified early voting by post

and in person; updated privacy issues regarding personal details on the electoral roll; improved consistency and removed unnecessary duplication in electoral procedures and forms; and changed regulations based on electoral feedback by revising non-voter 'apparent failure to vote' notices.

- The Minister for Education and Training and the Curriculum Council announced earlier this year that teacher juries would be established to deliberate on the readiness of new courses being implemented in 2008 and in order to ensure independent selection of teachers onto these juries the Commission was requested to provide the teacher jury lists. Once presented with the list of teacher's eligible for selection, specific software programs were developed for each jury and those programs run to generate the required jury lists.
- The Commission worked closely with the Department of Local Government and Regional Development on legislative changes for the new proportional representation voting system and regulations dealing with Code of Conduct and disclosure matters for councillors.
- There was increased liaison with councils and CEOs regarding postal elections for the October 2007 Local Government elections including a program of over 50 Local Government visits.



- With an eye to the 2007 Local Government elections participation by Commission staff in information sessions for prospective councillors increased, as did collaboration on an advertising campaign to promote participation and explain changes to the voting process.
- A Service Level Agreement (2007-2010) and a Memorandum of Understanding (2007-2008) were signed between the Commission and the Australian Electoral Commission.
- The Electoral Education Centre contacted WA organisations for people with disabilities, offering suitable electoral education programs for their clients.
- A phased whole-of-Commission Risk Management strategy was developed and introduced.
- A full upgrade of the operating systems in the Commission's server room was successfully completed.
- The Commission demonstrated its commitment to quality assurance by arranging for eight of its staff to be trained as internal auditors – the Commission now has 12 trained internal auditors out of a total of 48 staff.
- The yearly audit by the Commission's external quality and assurance auditors, Benchmark, found that the Commission's Election Management Branch and Enrolment Branch were "clearly well organised and professional in their approach to clients, product, services and business management"; the Electoral Commissioner had "demonstrated full top management commitment to QA, Certification and the Commission's Quality Management System"; all staff "are competent and skilled in QA activities" and that "continuous improvements to the Quality Management System have been conducted".

### In Our Business Processes...

- Work commenced on the first phase of the redevelopment of the Electoral Roll Maintenance System – this included election related components (declaration vote processing, non-voters) which will be implemented in 2008.
- There was increased focus on reviewing and developing materials and information to support the new proportional vote counting system introduced to Local Government elections.
- A defined project methodology for conducting Local Government postal elections was adopted.

## The Year in Review 2006-07 continued

### For Our Staff...

- Excellent access for people with disabilities at the Electoral Education Centre has enabled the Commission to employ a wheelchair-bound person as a part time Community Education Assistant.
- Some \$18,000 was invested on training courses and training aids for staff.
- 30 staff undertook two-days training by the University of Western Australia in Project Management tools and techniques.
- The Deputy Electoral Commissioner was awarded a Public Sector Fellowship and completed a highly-regarded research paper on the decline of youth participation in the democratic process.
- The Planning Coordinator was awarded a place in the government's Public Sector Management Program and is undertaking a project to enhance the risk management strategy at the Commission.
- Succession Planning was introduced into the Commission's human resource management process.

### Significant Issues and Trends

- Substantial changes have been made to the *Electoral Act 1907*, including public funding of political advertising, changes to the Legislative Council count method, tighter privacy controls over elector information and operational changes to electoral practices. Implementation will take full effect during the next State general election in 2009.
- A change to the *Local Government Act 1995* has moved the Local Government ordinary election date from May to October. This will have a practical effect of further separating the State general election and Local Government elections.
- Parliament recently changed the Local Government voting system from the first past the post to a preferential and proportional system. The Commission is now required to revise systems and processes to count, collate, record and report results.
- The 2007 electoral boundary distribution will be finalised. This is the first distribution following changes to the *Electoral Act 1907* implementing 'one vote one value' principles, which will affect representation in Parliament in districts and regions. There will likely be significant change to electoral boundaries throughout the State. An electoral boundary distribution will now occur every four years instead of every eight years. The new electoral boundaries will apply at the next State general election due in 2009.
- The client base for fee-for-service elections continues to increase, reflecting confidence in the Commission's efficiency and independence.





## Looking to the Future

### Major Initiatives for 2007-08

- The setting of new electoral boundaries by the Electoral Distribution Commissioners will be finalised by the end of 2007. This distribution will result in major changes in district and region boundaries, as it is the first distribution following the introduction of 'one vote, one value' legislation. This will involve the creation of two additional districts to now total 59. The number of members in the Legislative Council will increase by two, to 36, as a result of this legislative amendment. The formal process for the final phases of the electoral boundaries distribution will be undertaken from July to October and will culminate in a public awareness campaign to advise communities of the final boundaries for use at the next State general election.
- Local government ordinary elections, originally scheduled to be conducted in May 2007, will be conducted in October for the first time following amendments to the *Local Government Act 1995*. Changes to the counting method from first past the post to a preferential and proportional system will be introduced for this election. The Commission is well advanced in the development of new counting software to enable it to conform to the legislation. The software has also been further developed to assist those Local Governments that do not utilise the Commission's full services to conduct their elections.
- The major redevelopment of the election related components of the ERMS will be completed. This will provide a more efficient system together with improved interfaces with the Election Management System. Work on phase two which will redevelop the core components of ERMS, is scheduled to commence in 2008.
- Preparatory work on the conduct of the next State general election, scheduled for early 2009, will commence.
- Consistent with the Commission's Quality Management schedule a full ISO Certification review will be undertaken in 2008.
- Recruitment and retention strategies, incorporating succession planning to cover the retirement of longstanding staff members in 2009, will be explored and developed.



*Ballot paper count, Local Government elections.*

# Report on Operations 2006-07



The Outcome we seek is that Western Australian electors participate in independent and impartial elections or referenda conducted by the Commission as part of democratic processes. This is achieved through our Service of the provision of independent, impartial and efficient electoral services to electors for Parliament and other electoral clients. This Service is realised through three areas of activity that serve as our Strategic Directions.

## Contribution to Government Goals

Broad, high level government goals are supported at agency level by more specific desired outcomes. Agencies deliver services to achieve these desired outcomes which ultimately contribute to meeting the higher level government goals.

The table below illustrates the relationship between agency level desired outcomes and the most appropriate government goal.

The Commission's role also fits within the fifth goal of the strategic framework for the Western Australian public sector 'Better Planning: Better Services' – *"To govern for all Western Australians in an open, effective and efficient manner that also ensures a sustainable future"*. Further, in pursuing its stated objectives the Commission also contributes in various ways to the other government strategic goals.

Government Goal	Desired Outcome	Service
Developing and maintaining a skilled, diverse and ethical public sector serving the government with consideration of the public interest.	Western Australian electors participate in independent and impartial elections or referenda conducted by the Commission as part of democratic processes.	Provision of independent, impartial and efficient electoral services to electors for Parliament and other electoral clients.



Electoral services and education contribute to democratic governance, and help to enhance the quality of life and wellbeing of all people and communities throughout Western Australia.

Consistent with State-wide strategies, electoral services aid in:

- Better opportunities for the community to participate in and make creative and effective contributions to government processes.
- Greater community confidence in the processes and actions of government agencies through effective independent oversight and reporting.
- Reduced incidence of corruption in all its forms.
- Coordinated, integrated, high quality service delivery to the community.
- Whole-of-government approaches to planning, decision-making and resource allocation.
- Sustainability considerations inform planning and decision-making.
- Effective partnerships with federal and Local Governments, the private sector and the wider community.

The Commission also has strategies promoting:

- Increased use of information communications and technology to provide better services to the community.
- An efficient government sector that provides value for money service delivery.
- Appropriate and competitive pricing regimes for public goods and services.

## Supporting the Office of the Electoral Distribution Commissioners

The Western Australian Electoral Commission provides administrative support to the three independent Electoral Distribution Commissioners; the Chief Justice of Western Australia (Chairman), the Electoral Commissioner and the Government Statistician.

The Office of the Electoral Distribution Commissioners was set up by the Acting Electoral Commissioner in March 2006 to assist with preparations and provide support to the Electoral Distribution Commissioners. A Secretary was appointed to manage the office. In late 2006 the Commissioners determined that a review of electoral boundaries should commence on 4 April 2007. During the latter part of 2006 and early 2007 the office increased to its full complement of three staff members.

## Support to the Electoral Distribution Commissioners

The main focus was to provide support to the Electoral Distribution Commissioners in determining and publishing their proposed electoral boundaries.

Customised mapping software, enrolment statistics and other supporting materials were created or collated through collaboration with State and Commonwealth departments to ensure that the Commissioners could make informed decisions about electoral boundaries.

## Report on Operations 2006-07 continued

### Support to Interested Groups and Individuals

Public interest and participation is crucial to the successful completion of a review of electoral boundaries. To enable people to become involved in the process in a meaningful way, the office developed a number of resources in a range of formats to allow members of the public in regional and metropolitan areas to make informed submissions to the Electoral Distribution Commissioners. The material, available electronically from the new boundaries web site at [www.boundarieswa.com](http://www.boundarieswa.com), on CD and in hard copy, included:

- Background information – why distributions occur and how to participate.
- Elector statistics – to allow people to produce submissions without the need for mapping software.
- E-newsletters – direct subscriber-based email delivered at key points in the process.
- Maps – current and proposed boundaries.
- Media releases – to ensure updated information was available to people across the state through various sources.
- Copies of advertisements placed in newspapers.
- A timetable of events.

To increase transparency in the process and provide for further public comment, copies of submissions received were also made available for viewing on the boundaries web site and at the Office of the Electoral Distribution Commissioners and the Western Australian Electoral Commission.

### Written Suggestions and Comments

The distribution process commenced formally on 4 April 2007 with a call for written suggestions from interested groups and individuals about how the boundaries should be drawn. The opportunity to participate was advertised widely with a focus on ensuring publication in a range of community and regional newspapers and on many regional radio stations.

Forty written suggestions were received from political parties, members of parliament, Local Government authorities, individuals and others with an interest in the process. Interested groups and individuals were given 14 days from the close of written suggestions, until 18 May 2007, to provide comments on the written suggestions. A further 19 comments were received.

### Proposed Electoral Boundaries

The Electoral Distribution Commissioners considered all public submissions before determining the proposed electoral boundaries. The proposed boundaries were published in the *Government Gazette* and on the boundaries web site on Friday 29 June 2007 and appeared in a booklet insert in *The West Australian* on Saturday 30 June 2007. Early response to the proposed boundaries has been positive.



## Future Directions

Written objections to the proposed electoral boundaries from interested or affected groups or individuals have been sought and close on 30 July 2007.

The Electoral Distribution Commissioners have a further 90 days following the close of written objections to determine and publish the final electoral boundaries. The final boundaries will be published in the *Government Gazette* and on the boundaries web site on 29 October 2007 and in a newspaper circulating State-wide on the following weekend. Further work will then be undertaken to produce maps in a variety of formats for use by the general public and the Western Australian Electoral Commission. The new boundaries will apply at the next State general election, due in 2009.

## Political Party Registration

At the beginning of this period under review, 16 political parties were registered with the Commission. There were no new parties registered during the 2006-07 reporting period.

### Registered Political Parties As At 30 June 2007

Political Party	Registration Date	Party Secretary
Australian Democrats (WA Division)	21 October 2000	Mr Sanjay Chakraborty
Australian Labor Party (Western Australian Branch)	21 October 2000	Mr Bill Johnston
Christian Democratic Party WA	5 January 2001	Ms Madeleine Goiran
Citizens Electoral Council of Australia	18 August 2004	Ms Jean Robinson
Community 1st (Inc)	29 September 2004	Ms Cheryl Jongeling
Daylight Savings Party	29 April 2005	Dr Tom Cunneen
Family First Party WA Inc.	14 January 2005	Mr Peter Greaves
Fremantle Hospital Support Group	6 December 2004	Dr Keith Woollard
liberals for forests	9 July 2001	Dr Keith Woollard
National Party of Australia (WA) Incorporated	21 October 2000	Ms Wendy Duncan
New Country Party	30 November 2004	Mr Frank Hough
Nurses for Health	29 April 2005	Ms Patricia Fowler
One Nation Western Australia	29 December 2000	Ms Marye Daniels
Public Hospital Support Group	30 December 2004	Dr Keith Woollard
The Greens (WA) Inc	21 October 2000	Ms Rebecca Brown
The Liberal Party of Australia (Western Australian Division) Incorporated	21 October 2000	Mr Mark Neeham



## Report on Operations 2006-07 continued

### Political Finance

During the period under review, annual political finance returns for 2005-06 were submitted to the Commission by 21 political parties and four associated entities. These returns were submitted in accordance with the political finance requirements of the *Electoral Act 1907*. Those political parties and associated entities required to lodge federal returns could lodge those same returns to comply with the *Electoral Act 1907*.

An audit of a selection of these returns was undertaken using an independent auditing firm. An additional selection of the returns submitted by political parties and associated entities on a federal basis were audited by officers from the Australian Electoral Commission.

A summary of data from these annual returns and any audit results will be included in the *2005–2006 Political Finance Annual Report*, which will be tabled in Parliament early in the 2007-08 reporting year.

Following the 2007 Peel by-election, candidates and 'other persons' were required to lodge disclosure returns setting out all election-related gifts received during the disclosure period and expenditure incurred for that election. Political parties were also required to lodge election-related returns setting out details of electoral expenditure. Returns were required to be lodged by 21 May 2007, 15 weeks after polling day. These returns were made available for public inspection on 19 June 2006, with a summary of the details to be included in the *2006-07 Political Finance Annual Report*. All returns were lodged within the required timeframe.

### Electoral Funding of Candidates and Political Parties

In October 2006, the *Electoral Reform (Electoral Funding) Act 2006* introduced amendments into Part VI of the *Electoral Act 1907*, providing for electoral funding of political parties and candidates.

Under these provisions, candidates at a State general election or by-election can apply to be reimbursed for electoral expenditure incurred, subject to them receiving more than 4% of valid first preference votes. The amount paid will be the amount of expenditure incurred in the relevant categories defined at section 175 of the *Electoral Act 1907*, or the entitled amount, whichever is less. The entitled amount is the current dollar amount per valid first preference vote.

For the 2006-07 financial year, the electoral funding dollar amount was \$1.45302. The amount is adjusted annually, in line with CPI. The amount for the 2007-2008 financial year is \$1.50419.

The Peel by-election was the first election to apply electoral funding. Of the eight candidates at the by-election, six received over 4% of valid first preference votes, and were therefore entitled to funding. Claims for funding were due to be lodged with the Electoral Commissioner no later than 25 June 2007, being 20 weeks after polling day. All six eligible candidates lodged successful claims within this timeframe.



## How WAEC Operates...

### The **Outcome**

we seek is:



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



This is achieved through our

### **Service** of:



*The provision of independent, impartial and efficient electoral services to electors for Parliament and other electoral clients.*



This Service is realised through

### **Three Areas of Activity**

that serve as our



### **Strategic Directions:**



#### **Strategic Direction 1: Election Management**

This encompasses the Planning, Conduct and Evaluation of Elections and comprises:

##### **Management of Parliamentary elections**

– State General elections and by-elections in WA

##### **Management of Non-Parliamentary elections**

– Local Government elections and other elections.

#### **Strategic Direction 2: Electoral Education and Information**

Entails encouraging and promoting community awareness and understanding of the electoral processes via education and information initiatives.

#### **Strategic Direction 3: Maintaining the Electoral Roll**

This ensures an accurate and up to date State electoral roll.

## Report on Operations 2006-07 continued

### Operational Structure

The Commission is structured into four divisions. Each division's key contributions to the Commission's three Strategic Directions is summarised below:

	Strategic Direction 1 PLANNING, CONDUCT AND EVALUATION OF ELECTIONS	Strategic Direction 2 ELECTORAL EDUCATION AND INFORMATION	Strategic Direction 3 MAINTAINING THE ELECTORAL ROLL
<b>ELECTION MANAGEMENT</b>	<ul style="list-style-type: none"> <li>▶ Plan and conduct State general elections, by-elections and referenda, Local Government elections and fee for service elections, in accordance with the relevant rules and regulations.</li> <li>▶ Review and evaluate each election and implement changes where appropriate</li> <li>▶ Review electoral procedures in respect of recruitment, training and evaluation of returning officers and other electoral staff.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Produce roll statistics.</li> <li>▶ Produce rolls for internet.</li> <li>▶ Manage roll related enquiries.</li> <li>▶ Publish election information on the Commissions' website.</li> <li>▶ Publish election results on the Commission's website.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Maintain elector enrolments.</li> <li>▶ Maintain address changes.</li> <li>▶ Maintain administrative boundary changes.</li> <li>▶ Maintain special category enrolments.</li> <li>▶ Manage the Joint Roll Arrangement with the Australian Electoral Commission.</li> <li>▶ Reconciliation of State and Federal Rolls</li> <li>▶ Manage roll closes.</li> <li>▶ Produce roll products.</li> </ul>
<b>INFORMATION TECHNOLOGY</b>	<ul style="list-style-type: none"> <li>▶ Perform R&amp;D to enable system improvements.</li> <li>▶ Work closely with State, Local government and Non Parliamentary teams to plan, provide technology system improvements and to assist in running all processes that use technology for the successful conduct of elections.</li> <li>▶ Post elections work closely for system improvements and problems.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Support where required.</li> <li>▶ Provide technology for working environments and check enrolments.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Provide full support in the day to day running of the system</li> <li>▶ Provide system design, development and backup knowledge</li> </ul>
<b>COMMUNICATIONS AND CORPORATE STRATEGY</b>	<ul style="list-style-type: none"> <li>▶ Assist with the publication of election reports.</li> <li>▶ Evaluation and interpretations of electoral legislation in regards the planning and conduct of electoral events.</li> <li>▶ Develop, evaluate and manage internal Commission procedures and policies to better meet the need of stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Provide electoral education resources through the Electoral Education Centre.</li> <li>▶ Publish election reports and other information materials.</li> <li>▶ Manage election advertising information to meet statutory and non-statutory requirements.</li> <li>▶ Promotion of electoral issues and education at public events.</li> <li>▶ Provide media comment on electoral issues.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Encourage the need for electors to maintain up to date enrolment details through information and advertising campaigns.</li> <li>▶ Publication of electoral enrolment statistics.</li> </ul>
<b>BUSINESS SERVICES</b>	<ul style="list-style-type: none"> <li>▶ Provide administrative support in the provision of human resource, procurement and financial services.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Provide administrative support in the provision of human resource, procurement and financial services.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Provide administrative support in the provision of human resource, procurement and financial services.</li> </ul>



## STRATEGIC DIRECTION 1

### Planning, Conduct and Evaluation of Elections

#### Objectives

- Conduct State, Local Government and other elections and referenda with impartiality, independence and efficiency according to relevant legislation.
- Foster public confidence and participation in elections.

#### Strategies

- Evaluate election policies, legislation and practices for continuous improvement.
- Research and develop innovative election practices that deliver improved customer service.
- Develop non-parliamentary election services.
- Partner key peak bodies and other organisations that will assist us in providing cost effective services.
- Engage our clients and use their feedback in our planning processes.
- Evaluate business plans regularly to ensure they are aligned to strategic objectives.
- Extend the benchmarking processes.
- Employ strategic financial reporting across business operations to manage resources more effectively.
- Continuously improve recruitment and training of election staff.

- Monitor compliance with relevant legislation.
- Manage policies and procedures more effectively and better articulate them to our staff and other stakeholders.
- Develop and implement efficient and effective IT plans and systems.
- Develop knowledge management processes for continued effective election operations.

#### Management of Parliamentary Elections

During the period under review a by-election was undertaken, assistance was provided to interstate electoral authorities in the conduct of their elections, and opportunities to develop process improvements were carried out.

##### Peel By-election

A Writ for a by-election in the southernmost district of the South Metropolitan region, Peel, was issued on 21 November 2006, following the resignation of the sitting member, Norman Marlborough. The Peel district boundaries remained the same as those used for the 2005 State general election. At the close of nominations on 4 January 2007, eight eligible candidates had nominated to contest the by-election. Mr Paul Papalia of the Australian Labor Party, was declared elected on 10 February 2007. A full report on the by-election; *District of Peel By-election: Results and Statistics* is available from the Commission's website at [www.waec.wa.gov.au](http://www.waec.wa.gov.au).

## Report on Operations 2006-07 continued

### Polling Places and Voter Participation

In order to minimise confusion for electors, the same 15 polling places used in the 2005 State general election were used for the Peel by-election. Of the 27,907 electors on the roll for the district of Peel at roll close on 29 November 2006, a total of 22,197 recorded their vote. This represented 79.54% of the district, which was a considerably higher participation rate than the Victoria Park by-election (64.04%) held the previous year.

A new initiative of posting an *Easy Voter Card* to every elector in the district has been largely credited to this increased voter turnout. The findings from a survey conducted following the Victoria Park by-election highlighted a lack of awareness of the by-election and the political process generally. The *Easy Voter Card* was developed to directly address these findings.

### New Initiatives

#### *Easy Voter Card*

A personally addressed two-fold card was created and posted to every elector enrolled in the district of Peel in the week commencing 22 January 2007. The messages in the card reminded electors that voting in the by-election was compulsory, gave the date and time of polling, provided a list of all polling places in the district as well as details of how to cast an early vote, how to fill in the ballot paper and provided a map of the district.

### *Mobile Polling*

The three special institutions and hospitals in the district were visited by one mobile polling team using a tablet PC which uses a stylus or keyboard to locate electors on the electoral roll and mark their names off electronically as being issued a ballot paper. This device was first used in the Victoria Park by-election and its retrieval in the Peel by-election confirmed its convenience.

### *Virtual Tally Room*

Election results were progressively available to electors, candidates, political parties and the general public via the Commission's web site which acted as a 'virtual' tally room.

### Re-count for the Agricultural Region

In June 2007, the Hon. Margaret Rowe MLC resigned as Member for the Agricultural Region. Under the requirements of the *Electoral Act 1907*, the Commission wrote to all political parties informing them of the re-count procedures. The re-count will take place in July.



*Mobile Polling.*



## Voting Facilities for other Electoral Authorities

Under reciprocal arrangements with other Australian State and New Zealand electoral authorities, electors in Western Australia at the time of their elections and by-elections are able to vote at the Commission. During 2006-07, the Commission provided facilities for early voting (by post) and early voting (in person) for four other authorities:

### Voting in other Electoral Authorities

Date	Election	Votes Issued
9 September 2006	State general election, Qld	485
25 November 2006	State general election, Vic	1,032
24 March 2007	General election, NSW	603
5 May 2007	By-election for Nelson and Pembroke divisions, NZ	1 for the division of Nelson

## Future Directions

Business improvement projects, derived from post-activity analysis following the 2005 State general election, continue to be progressively actioned to improve the facilities and processes of voting in State electoral events.

Development commenced for a computer software program to be used for the revised counting system for Legislative Council elections. Significant testing of this complex program will be undertaken prior to the requirement for its use.

## Management of Non-Parliamentary Elections

### Local Government Elections

During the year under review early preparations for the biennial Local Government elections in 2007 has been the focus. An amendment to

the *Local Government Act 1995* in late 2006 moved the biennial election date from May to October providing extra time for preparation. This was followed by a further amendment to the Act in April 2007 which replaced first past the post voting with a preferential and proportional system of voting.

This system, seen as more complex, required the fast-track development of a computer-assisted counting program to support postal and in person voting. Given this change to preferential and proportional voting, it is possible that several councils decided to use the Electoral Commission's services.

At the end of the reporting period 64 councils had committed to postal voting, up from 50 in 2005. This also indicates continuing confidence in postal voting as a proven, secure and convenient means of voting.



## Report on Operations 2006-07 continued

### Local Government Extraordinary and Other Elections 2006-07

Shire/City/Town	Ward Name	Election Type	Date of Election	Turnout
Shire of Ashburton	Tom Price Ward	Postal Election	12 May 2007	unopposed
City of Belmont	Central Ward	Postal Election	23 November 2006	36.48%
Shire of Busselton	Central Rural Ward	Postal Election	28 June 2007	unopposed
Town of Claremont	East Ward	Postal Election	15 September 2007	40.35%
Shire of East Pilbara	North West Ward	Postal Election	17 August 2006	0.39%
	South Ward	Postal Election	17 August 2006	27.17%
City of Joondalup	Central Ward	Postal Election	31 March 2007	26.12%
City of Mandurah	Coastal Ward	Postal Election	12 October 2006	39.48%
	North Ward	Postal Election	12 October 2006	unopposed
City of Rockingham	Safety Bay Ward	Postal Election	15 September 2006	29.76%
Shire of Serpentine-Jarrahdale	Byford Ward	Postal Election	15 September 2006	54.13%
City of South Perth	Civic Ward	Postal Election	15 September 2006	34.53%
Election Average Participation				32.04%
Shire of Bridgetown-Greenbushes	All Districts	Postal Referendum	27 September 2006	66.29%
Shire of Bussellton	All Districts	Postal Referendum	28 June 2007	62.8%
Shire of Greenough	All Districts	In-person Referendum	2 December 2007	28.74%
Shire of Northam	All Districts	In-person Referendum	28 April 2007	23.59%
Referendum Average Participation				45.35%



## Benefits of WAEC conducting Local Government elections

The *Local Government Act 1995* permits Local Governments to make the Electoral Commissioner responsible for their elections, subject to the Electoral Commissioner's agreement.

There are many benefits in having the Electoral Commissioner conduct Local Government elections:

- Assured impartiality and independence.
- Best practice standards are ensured, as the commission's core business is conducting elections.
- Election management (including complaints) is handled by independent returning officers, experienced specialists who provide a very cost effective service.
- Local government staff, including chief executive officers, can attend to their daily business, rather than being involved in the often complex management of an election.
- Established partnerships with suppliers enable economies of scale and ensure accuracy and ease of postal voting.

## Fee for Service and Other Elections

In the year under review there was a strong increase in the number of organisations requesting the Electoral Commissioner to conduct fee for service elections – rising from 22 in 2005-06 to 34 in 2006-07.

With this increase in the number of elections the planning of current and new business required careful attention. The recruitment of an extra Project Officer thus proved highly beneficial, allowing flexibility in the balance between current requirements and the amount of new business that was generated.

## Land for Sale by Ballot

There was strong growth during 2006-07 in the conduct of ballots for the release of LandCorp land packages. Land for sale by ballot was a new area of business for the Commission and grew significantly, with eight ballots conducted. The Commission was responsible for distributing all ballot information, scrutinising all applications to ensure conformance, and conducting the ballot through a draw; thus ensuring a fair and equitable process.

Activity was centred predominantly on regional country centres with ballots conducted at Broome (1), Derby (1), Hopetoun (2), Karratha (2) and Port Hedland (1). One ballot was conducted in the metropolitan region (Seville Grove).

## Report on Operations 2006-07 continued

### e-Voting

In a ground-breaking advancement in voting, Fremantle Football Club members made Western Australian electoral history, when for the first time in any election in the State, club members were able to vote through the Internet.

The initiative was trialled by the Western Australian Electoral Commission in the club's member Director election in November 2006 as an alternative to postal voting. Many months of hard work went into making Internet voting a possibility, giving club members the convenience of casting their vote from a home computer and meeting the State government's objective of the provision of high quality accessible services.

In order for the project to be successful, close collaboration was required between the Commission, the Office of e-Government, the Fremantle Football Club and Microsoft to create a robust, functional, and secure system meeting the technical requirements of the client.

The e-voting initiative was well-received by the client as an alternative service to postal voting and has significant implications for the future of voting in Western Australia, including cost savings per elector and increasing the rate of opportunity for citizens to participate in the electoral process. Previous international

research into e-voting has found that providing the option of voting through the Internet increases voter participation by approximately 4-5% and this was found to be the case in this e-voting trial.

The project addressed many challenges including legal and social issues, (security); political issues (cross party support); voter education and promotional issues. The result was the provision of an innovative service meeting the objectives of State Government and the client base.

### Teacher Juries

The Minister for Education and Training and the Curriculum Council announced during the year that teacher juries would be established to deliberate on the readiness of new courses being implemented in 2008. In order to ensure independent selection of teachers onto the juries the Commission was requested to provide the teacher jury lists. Once presented with a list of teachers eligible for selection, software programs were devised specific to the requirements for each jury and programs run to generate the required jury lists. This was achieved under a tight timeline requirement.

### Union Elections

There were ten requests to conduct elections referred by the Industrial Relations Commission under the *Industrial Relations Act 1979*. (Refer Appendix 1).



## STRATEGIC DIRECTION 2

### Electoral Education and Information

#### Objectives

To achieve increased community understanding of electoral processes and participation in elections by improving education methods and providing information using a range of media for our diverse customers.

#### Strategies

- Develop an education and information framework for our customers.
- Conduct effective education programs recognising the diversity and geographical habitation of electors.
- Provide accurate information in a range of formats.
- Research and improve timing and delivery of information to stakeholders.
- Partner key peak bodies and organisations to deliver consistent electoral information and services.

#### Electoral Education and Information

The Communications and Corporate Strategy branch provided support to all branches in meeting this key strategic direction. Electoral legislation was reviewed and revised and support given to the development of the new count system for Local Government elections. Media and public relations support was provided to communicate the legislative changes and to promote elector awareness

and participation in the Peel by-election. The Commission's Electoral Education Centre continued to provide quality electoral education to school and adult groups in metropolitan and regional areas.

All Commission branches contributed to the agency's strategic direction to provide Electoral Education and Information during the year under review through the production of various publications including election and by-election reports, Commission policy leaflets, electoral education materials, roll products, guides for candidates and information for political parties. All publications and other materials are available on the Commission's website.

An initiative trialled for the Peel by-election in February was the production of an Easy Voter Card – a personally addressed letter sent to every elector in the Peel district containing vital voting information including, polling places, how to cast an early vote (by post) or (in person), information on how to fill in the ballot paper and a map of the district.

A post by-election survey reported that electors found the *Easy Voter Card* a convenient way to obtain election related information.

Two significant pieces of research were published by Commission in 2006–07 – “*The Decline of the Franchise and the Rise of the I-Generation, a Western Australian Perspective*” and “*Click Here for Democracy*”.

## Report on Operations 2006-07 continued

### Electoral Education Centre

The 2006-07 reporting year has seen the continuation of successful programs at the Electoral Education Centre. These programs are directed towards the voting procedures of State, federal and Local Government.

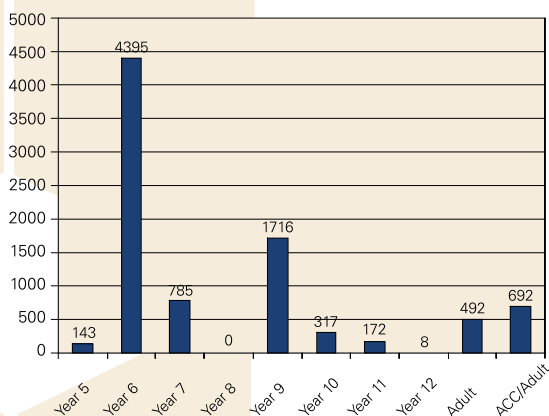
Services include:

1. Presentations at the centre
2. School and TAFE visits
3. Conduct of school elections
4. Participation in a Joint Civics Education program (JCE), in conjunction with the Parliament of Western Australia and the Constitutional Centre of Western Australia.

The JCE program continues to receive strong support from both country and metropolitan schools.

During the year presentations were made to 8,720 school students and adults at the centre with the breakdown by category as follows:

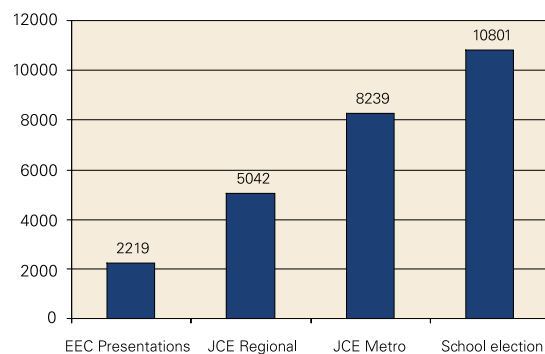
**Visits to the EEC 06/07**



Further activity included:

- Coordination of 42 school elections involving 10,801 students
- Visits to primary and secondary schools within the metropolitan area, which involved 1,360 students
- Participation by 14,420 students in the Joint Civics Education program
- presentations to 545 TAFE and adult migrant education students

**Outside Visits**



Overall 35,021 individuals took part in an EEC program during the year under review.

Future plans include upgrading some of the interactive displays at the EEC to reflect legislative changes impacting on federal and Local Government elections.



## STRATEGIC DIRECTION 3

### Maintaining the Electoral Roll

#### Objective

To manage an accurate and up-to-date State electoral roll and to provide quality roll products, services and advice to our customers.

#### Strategies

- Develop targeted enrolment programs to stimulate enrolment.
- Partner key peak bodies and organisations to improve accuracy of the State roll.
- Review and improve roll maintenance policies and procedures in accordance with privacy laws.
- Ensure compliance requirements for all roll products and services are met.
- Meet customer requirements for roll products.
- Improve quality data and support for customers.

#### The Electoral Roll

An accurate electoral roll plays an essential part in maintaining a healthy democratic system, ensuring that those who have a right to vote are correctly enrolled at any point in time.

The system relies on electors keeping their own enrolment up to date by changing their address and other details as they become eligible. Public compliance is, however, haphazard. The Commission has a number of strategies in place to educate the public about their civic obligations and electoral responsibilities, to detect when electors have

changed address and remind them to update their enrolment. Further information on these strategies is contained in the relevant sections of this report.

Once an elector has enrolled for an address it is the responsibility of the Commission to allocate that elector to the correct State electoral district and region, Local Government ward and jury district. The relevant legislation that guides this process is the *Electoral Act 1907*, the *Local Government Act 1995* and the *Juries Act 1957*.

The Commission produces rolls for State elections, Local Government elections and for potential jurors as required. State general elections occur every four years with generally one or two by-elections in between. Local government ordinary elections occur every two years with a large number of extraordinary elections in between. Jury rolls are produced annually. The electoral roll is continuously updated to meet these events.

The electoral roll is assessed regularly to remove persons who are no longer eligible to be on the roll. Processes are in place to remove deceased persons, persons incapable of complying with the provisions of the *Electoral Act 1907* due to mental illness or mental disorder, persons no longer living at an address and duplicate entries.

The electoral roll is a permanent database, stored on a computer, which holds the names of electors who have enrolled to vote. The elector's address is linked to a State district and region, a Local Government district, a



## Report on Operations 2006-07 continued

Local Government ward and a jury district. When a roll is required for an election, a snapshot of the permanent roll is taken after all the enrolment claims received up until the time set for the roll closure are processed. The Commission often has to manage different elections occurring simultaneously with slightly differing roll closure dates.

When State district and region boundaries change, the Commission needs to maintain both old and new boundaries for as long as 12 months. This allows for the possibility of having to prepare a roll for a State by-election under the old boundaries and also for electoral information to be produced for the new boundaries.

State district boundaries are reviewed every four years, while Local Government ward boundaries are reviewed every eight years or whenever an imbalance of 10% or greater in elector numbers in wards is detected. The Commission updates its address file records with changes to address descriptions (such as new postcode, locality, street, house number) that occur on an ongoing basis. Every five years, the Census Collection District boundaries also change and are used by the Commission to assist in the review of State district boundaries.

In accordance with legislation and the Commission privacy policy, electoral roll information is provided to the public, Members of Parliament, government agencies, Local Government and for medical and community service research projects.

### Joint Enrolment Arrangement

The Commission has a Joint Roll Arrangement (JRA) with the Australian Electoral Commission (AEC), whereby the Commission receives a weekly data file containing elector enrolment transactions and address transactions. This is the principal source of amendments to the State roll.

The major benefits of the JRA are:

- Electors only need to complete one enrolment form to be enrolled for Federal, State and Local Government elections.
- Reduced costs due to shared Commonwealth–State activities.
- Access to the AEC national network delivers better information about electors who leave the State and provides better public access through 15 AEC offices throughout the State.

During the reporting year the base calculation that is used to determine the annual payment required by the AEC for services provided under the JRA was reviewed for the 2007–2008 financial year. This review occurs every three years and in the intervening years the annual payment is calculated by applying changes in the Consumer Price Index (CPI) to the base calculation. Although the amount to be paid to the AEC has risen, the increase is in line with Commission's projected budget estimates.



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

Because of concerns about the on-going effectiveness of CRU, the AEC conducted a major review of CRU during the reporting year. These concerns were based on statistical evidence which showed enrolment levels

were not keeping pace with population growth and in fact had actually fallen below the levels that existed at the last Federal election. There appeared to be widespread public non-compliance with compulsory voting which was evidenced by poor returns from CRU mail-outs to persons that were known to have changed address.

This problem is exacerbated by changes in social factors such as the increasing mobility of the population, the increasing difficulty in making face to face contact with electors because everyone in the household is at work, or because electors live in secure apartment complexes that are not accessible to review officers.

The summary of State enrolment from 2000 to 2007 is shown below.

#### State Enrolment Statistics 2000–2007

Year	Total Enrolments	% increase	Electoral Event
2000–01	1,206,736	3.17	State general election 10 February 2001 Local government elections 5 May 2001
2001–02	1,206,725	0	Federal election 10 November 2001
2002–03	1,209,933	0.27	Local government elections 3 May 2003
2003–04	1,220,362	0.86	
2004–05	1,266,817	3.67	Federal election 9 October 2004 State general election 26 February 2005 Local government election 7 May 2005
2005–06	1,261,845	- 0.39	
2006–07	1,296,858	2.70	

## Report on Operations 2006-07 continued

The cyclical pattern of enrolment statistics suggests that many electors are not complying with their obligations to re-enrol one month after changing address and/or not responding to correspondence from the AEC. Typically, as a result of non-voter and multiple voter investigations in the six months following a Federal or State general election, a significant number of electors are removed from the roll.

Electors' names are also removed from the roll as a result of regular monthly objection processing that is triggered by unclaimed mail from Local Government postal elections, CRU activities, members of parliament and political parties. In the six months before an election enrolment levels tend to increase in anticipation of the forthcoming election.

### Federal Proof of Identity Legislation

The Federal government's changes to the *Commonwealth Electoral Act 1918* to require enrollees to quote their driver's licence number on the Electoral enrolment form, as proof of identity, were introduced on 16 April 2007.

The State government earlier advised the Federal government that it had no plans to make similar changes to State legislation because it was not convinced that this measure would improve electoral integrity sufficiently to outweigh its potential to work against the full franchise of all eligible Western Australians. The AEC processing of *Electoral enrolment* forms has been modified to allow for the enrolment of electors, who do not meet the requirements of Federal legislation, for State purposes.

As part of the proof of identity changes, the Federal government removed the requirement for the Electoral enrolment form to be witnessed. This has now created another difference to State legislation which has resulted in the enrolment of electors, who do not meet the requirements of State legislation, for Federal purposes.

Where an elector lodges an Electoral enrolment form that is not fully compliant with Federal and State legislation the AEC contacts the elector to obtain a form that is fully compliant. Inevitably this process takes time and electors may not submit a second claim.

The Commission has been monitoring the discrepancy between the Federal and State rolls since the introduction of proof of identity. In cases where proof of identity has not been provided the State roll has more up to date information than the Federal roll. For new enrolments the elector does not appear on the Federal roll. In cases where the Electoral enrolment form has not been witnessed the Federal roll has more up to date information than the State roll. For new enrolments the elector does not appear on the State roll.



As at 30 June 2007 the following differences existed:

#### Proof of Identity Statistics

Difference	Statistic
Electoral enrolment forms that did not provide proof of identity	
• New enrolments	754
• Re-enrolments	769
Total	1,523
Electoral enrolment forms that were not witnessed	
• New enrolments	113
• Re-enrolments	137
Total	250

#### State Legislative Changes which Impact Enrolment Activities

On 5 March 2007 amendments to the *Electoral Act 1907* came into effect that:

- Protect the privacy of enrolment information.
- Allow prisoners to be on the electoral roll but unable to vote.
- Allow for persons registered as eligible overseas electors under Commonwealth legislation to be registered as eligible overseas electors under state legislation.
- Prevent electoral rolls being sold to the public.

The implementation of these changes is continuing. The Commission wrote to all existing recipients of roll information to inform them of the new privacy provisions in the legislation and to obtain updated

confidentiality agreements. The negotiations with the Department of Corrective services to obtain prisoner information have been concluded and monthly updates are expected to commence on the 30 June 2007. Arrangements to register Eligible Overseas Electors and to stop the sale of rolls have been implemented.

#### Commission Enrolment Activities

In addition to enrolments obtained through the JRA, the Commission also undertakes a number of enrolment activities in its own right.

#### Life Events

The Commission continues its participation in the Life Events Online Service of the Government of Western Australia web site ([www.wa.gov.au](http://www.wa.gov.au)). This site enables the public to lodge a request for an Electoral enrolment form to be mailed to them when they register a Life Event such as change of address or change of name. Requests are processed weekly. Changes made this year to filter out Life Events requests that did not specifically ask for an Electoral enrolment form to be posted meant the response rate improved significantly.

In the 2006-07 year, the statistics included:

#### Life Events Statistics

Activity	Statistic
Number of Electoral enrolment forms sent	12,637
Number of Electoral enrolment forms returned	7,404
Response rate	58.60%

## Report on Operations 2006-07 continued

### Online Enrolment Check

The Commission's web site has the facility for electors to check their enrolment details. This requires the elector to provide their full name, address and date of birth as a safeguard for security and privacy purposes. Details provided include the elector's State electoral district and region, Local Government district and ward. The postal address is also displayed if it has been provided by an elector. Electors can download an Electoral enrolment form to make any changes to their enrolment and then return the form to the Commission. The total number of 'hits' (web site visits) on the Electoral enrolment form was 25,566 for the year, with an average of 2,131 per month. Enrolment form downloads totalled 25,583.

### Year 12 Enrolment Program

In September 2006 the Commission sent Electoral enrolment forms to year 12 students using a list that had been obtained from the Curriculum Council. As a new initiative a reminder card was sent in March 2007 to those students who had not responded to the September mail out. The statistics show that the second mail out resulted in a significantly improved overall response rate than in the previous year. The statistics for 2006-07 are as follows:

Activity	Statistic
September 2006 mail out	
Number of <i>Electoral enrolment</i> forms sent	18,115
Number of <i>Electoral enrolment</i> forms returned	4,194
Response rate	23.15%
March 2007 mail out	
Number of <i>Electoral enrolment</i> forms sent	13,900
Number of <i>Electoral enrolment</i> forms returned	2,256
Response rate	16.23%
Overall response rate	35.60%
Number of <i>Electoral enrolment</i> forms returned to sender	133
Number of <i>Electoral enrolment</i> forms received from people not on the data base	259

The Year 12 enrolment program is to be taken over by the AEC in 2007-2008 as part of a national initiative under the JRA.



## Ensuring Roll Accuracy

To ensure ongoing accuracy, the roll is continuously updated electronically and manually, using a range of strategies, including:

- Continuous electronic audit of Census Collector Districts (CCDs) within Local Governments and State electoral districts, and Local Governments within State electoral districts, at point of entry to the Electoral Roll Management System (ERMS).
- Local government and State electoral district boundary checks to ensure electors are 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.
- Weekly audit reports including reporting on duplicate electors, adds/changes/deletes to general early voters and British subjects who are entitled to remain on the roll.
- Weekly 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 using information sourced from a monthly report provided by the Registrar of Births, Deaths and Marriages.

- Annotating records of prisoners using information sourced from a monthly report provided by the Department of Corrective Services.

## Landgate

In an effort to improve accuracy in the allocation of electors to the correct electorates, the Commission uses the Landgate Map Viewer which is located on the Landgate web site and allows up-to-date maps to be displayed electronically. The Landgate Map Viewer has been a useful tool, but there are some issues with changes to administrative boundaries such as State district boundaries, Local Government boundaries and Local Government ward boundaries that are not updated on the Landgate Map Viewer until they come into effect.

This can lead to confusion, particularly with other users of the Landgate Map Viewer, who may expect to be viewing the boundaries for the forthcoming election, when in fact the Landgate Map Viewer displays the old boundaries which apply up until polling day. This same confusion can apply to other Landgate products. A solution to this problem would be to have two sets of boundaries (current and new) in the Landgate Map Viewer.

## Quality Assurance

The Commission has achieved certification of the management of the electoral roll processes in compliance with the ISO 9001:2000 standard for quality assurance. The Commission has now achieved quality certification for both election and electoral roll management processes confirming the quality of performance to existing and potential customers.



## Report on Operations 2006-07 continued

### Production of Electoral Rolls Supply of Confidential Elector Information

All requests for enrolment information are made by application and accompanied by a signed confidentiality agreement. These are assessed in terms of Commission policy on the supply of confidential information and either approved or rejected. Details of the enrolment information provided to other organisations (together with the purpose for which that information was provided) are recorded in a register. An extract of the register has been included in Appendix 3 for public information.

### Jury Lists

Under the Juries Act 1957, the Commission has an obligation to provide the Sheriff with lists of prospective jurors for each of the State's 17 Jury Districts. Elector names are randomly selected from the electoral roll. In 2006-07, lists were prepared in April which included 157,862 prospective jurors.

### Products for Members of Parliament and Parliamentary 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 achieved through updates to service providers Magenta Linas or Consultech who receive either monthly updates or roll dumps to provide this information to politicians.

### Distribution of Electoral Districts and Electoral Regions

The roll close for the 2007 electoral distribution took place on 26 February 2007. The enrolment information from that roll close was used by the Electoral Distribution Commissioners in determining the new electoral boundaries which will be finalised on 29 October 2007.

### Elector Mobility

Western Australia continued to experience significant population movement over the past year, with high levels of reported economic growth, employment and home sales. On average, the State electoral roll has had a turnover around 23.5% (19.7% last year). Some districts such as Victoria Park, Perth and Wanneroo were again substantially higher, joined by Peel and Kalgoorlie; all at 30% turnover or more. Other districts, particularly in the Agricultural Region, have significantly lower turnover.

In 2006-07 an additional 165,937 electors were registered and 130,924 were deleted, many (79,171) simply relocating electoral district, but this year the number of new electors (86,766) exceeded the number of roll deletions (51,753). This represents a net increase in the roll of 2.77% or 35,013 electors.

Electoral enrolment tends to be stimulated in the lead up to elections, as was evident in the Peel electoral district prior to the by-election. However, considering an economic boom and significant interstate migration, it remains



notable that enrolment declines were again apparent in some districts normally associated with the mining industry in the Mining and Pastoral Region.

The level of elector mobility is a serious challenge to maintaining the completeness and currency of the electoral roll. The Commission is concerned that many electors relocating to or within Western Australia may not be updating their enrolment details as required by the *Electoral Act 1907*.



Families waiting to vote.

## Future Directions

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

- The redevelopment of Electoral Roll Maintenance System (ERMS).
- Legislative changes to better align State and Federal roll maintenance systems.
- Continued development of procedures to protect the privacy of confidential elector information.
- The development of strategies to inform the public about the new boundaries in the lead-up to the next State general election.

## Local Government Redistributions

The following table summarises Local Government redistributions gazetted in 2006–07:

### Local Government Redistribution Statistics<sup>1</sup>

Type of Change	Voting by Post Election	Voting in Person Election	Total
Abolition of wards	5	8	13
Amalgamation of wards	1	0	1
Change of district boundaries	3	3	6
Change of ward boundaries	7	2	9
Change of ward name	0	0	0
Creation of New Local Government	2	0	2

<sup>1</sup> Generally changes to ward boundaries take effect from the next ordinary election (due in October 2007). Other changes tend to take effect from the date of gazettal.

# Report on Corporate Activity 2006-07



The factors that shape and sustain our corporate philosophy are diverse, but built on the foundation of a commitment to quality, professional conduct and excellence of service. The Commission recognises that the key factor central to the success of all client service strategies is the creation of an ethical and equitable workplace, free from bias, which values diversity and encourages both individual and collective achievement. Our greatest strength is the competence, dedication and enthusiasm of our staff.

## Corporate Governance

The challenge of exemplary Corporate Governance is pivotal to all aspects of the Commission's operations – from the soundness of strategic planning and quality assurance, through the conduct of elections and management of the electoral roll, to stewardship of public funds allocated to us and the professional development of the individuals that choose to be part of the organisation.

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Hence, in achieving our purpose as an organisation and as individuals, and ensuring the public of Western Australia has confidence in the way we conduct our operations, we will always act according to our principles of:

- Respect – that electors can have their say in the electoral decision process.
- Integrity – in the administration of our business operations.
- Improvement – in the quality and delivery of our services.



- Safety – and a healthy work environment.
- Innovation – in our strategies and processes.
- Evaluation – of our performance.

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

### Corporate Executive

The Corporate Executive of the Commission comprises the Electoral Commissioner, Deputy Electoral Commissioner, Manager Enrolment, Manager Business Services, Manager Information Technology and Manager Communications and Corporate Strategy. These officers are all professionally qualified in their area of expertise and possess relevant broadly-based policy development, performance evaluation and management skills. All have extensive public sector experience.

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

- Confirmation of the Commission's financial statements.
- Appropriate consideration of the recommendations and advice of internal and external auditors and other external advisors on the operational and financial risks facing the Commission.

- Ensuring the Commission has an appropriate internal control environment in place to manage identified key risks.
- Revision and improvement of existing Commission risk management strategies.
- Ensuring adherence to the Commission's Code of Conduct, the Public Sector Code of Ethics and all directives of the Office of Public Sector Standards Commissioner by all Commission staff in carrying out their duties and responsibilities.
- Provision of advice to the Commissioner on strategic direction.
- Assistance in the development of corporate policy.
- Monitoring of the operations and finances of the Commission.

### Risk Management

The growing importance of effective risk management in the conduct of electoral affairs is recognised in the Commission's Risk Management and Business Continuity policy. Major strategic risks are being reviewed and addressed as part of business continuity and disaster recovery planning, particularly responses to the impact of potential 'mission critical' disasters. Operational risk management is being integrated with project planning and management.

### Quality Management

Under the Commission's Quality Management policy and AS/NZS ISO 9001:2000 'Quality Management Systems', election and enrolment services provided for the State of Western Australia are certified to international quality standards.

## Report on Corporate Activity 2006–07 continued

Certificates of Approval confirm that management systems comply with the requirements of the standard for core electoral activities. The certificates remain valid for three years until re-certification (July 2008), subject to annual external quality reviews.

Significant progress has been made in Quality Management, with all Commission staff briefed in the policy, role of the Quality Assurance Management Review Committee and ISO 9000:2000 series standards. Twelve Commission officers are now trained in quality management standards and internal quality auditing. A wider range of appropriately skilled staff to undertake quality projects also benefits the Commission's overall flexibility and performance by assisting to 'in-build' quality in all electoral activities.

Part of the quality management process is ongoing monitoring of electoral services, including elector and other client perceptions and satisfaction. Citizens, electors and other stakeholders in Commission activities can provide feedback at any time through the web site, by facsimile, mail or telephone. Contact details are available at the back of this report.

### Occupational Safety & Health

In 2006-07 the Commission's OSH Committee continued to review the OSH management system and oversight compliance with the *Occupational Safety and Health Act 1984*.

The Commission's OSH management system is designed to:

- Identify hazards and risk.
- Enable continuous improvement in OSH management.

- Ensure appropriate training for management and employees in hazard identification and risk control, including providing resources to allow OSH representatives to attend accredited training courses so that they can operate in a more effective manner.

Under the management system employees are required to:

- Report accidents and injuries as soon as possible after the event. Incidents are also to be reported as this helps identify areas where preventative action is required.
- Report hazards to supervisors/managers.
- Use and care for all equipment in a proper manner.
- Comply with OSH policies and procedures, including the Injury Management System.
- Elect and support the OSH representative if called upon.
- Ensure that they do not endanger their own health and safety or that of their fellow workers.

By continually improving the system for managing safety and health the committee seeks to:

- Promote and nurture an organisational culture that adopts safety and health as an integral of its processes.
- Establish an effective mechanism for consultation.
- Maintain a process for resolving safety and health issues and responsibly managing hazards.
- Identify safety and health training needs.



The Commission's policy and procedures also encourage managers to consult with OSH representatives and other employees at the workplace in order to resolve issues when they arise.

### Sustainability Action Plan 2005-09

Sustainability initiatives undertaken by the Commission in 2006-07 included:

- The successful trial of a 'proof of concept' for e-voting late in 2006, and publication of *Click Here For Democracy: A comparative analysis of electronic elections* conducted between 2000–2005 in May 2007. Wider application of e-voting can help realise significant democratic, social, financial and environmental benefits in the longer term.
- Development of CountWA, with potential to reduce count times and resource consumption, particularly labour and lighting, over alternative methods;
- Commission staff participate in community awareness programs and fund-raising events, for causes such as cancer and SIDS research, that benefit the local and wider community.

### Freedom of Information (FOI) Applications

The Commission received two Freedom of Information applications during the year. One request was for public records of a 1977 court of disputed returns from a period prior to the Commission's creation. An initial decision, made in error, to consider this request under FOI arrangements has now been rectified

and all records released. The other request related to an investigation then being undertaken into related matters, where the release of documents would undermine the effectiveness of the deliberative processes of government. As such, access to the requested documents was refused in accordance with the legislation.

### Complaints and other Feedback

The Western Australian Electoral Commission seeks to increase opportunities for electors and other stakeholders to provide feedback about its electoral services, and to improve its processes as a result of this feedback. The few complaints about the commission's electoral services are necessarily handled differently from more regular complaints involving possible offences or investigations of alleged breaches against statutory electoral requirements.

Complaints related to electoral offences are managed by the Electoral Commissioner in accordance with specific legislative, regulatory, legal and administrative provisions and processes. The handling of each complaint depends on the particular election involved, having regard to best complaint handling practice under Australian standards.

In preparation for the coming State general election, the Commission is examining feedback management and incident reporting systems to best manage the various circumstances, requirements and duties involved.



## Report on Corporate Activity 2006–07 continued

### Identified complaints during 2006-07

Electoral Function - Complaints Recorded	Electoral Service			
	Received	Resolved	Received	Resolved
Enrolment	3	3	2	2
State Elections	6	4*	4	4
Local Government Elections	16	16	0	0
Non-Parliamentary Elections	11	11	1	1
<b>Total</b>	<b>36</b>	<b>34</b>	<b>7</b>	<b>7</b>

\*Two complaints are under ongoing investigation, one continuing from 2005-06, and are being dealt with directly by the Electoral Commissioner.

The majority of both electoral requirement and electoral service complaints were responded to and resolved within 48 hours of receipt. However, some more complex matters or allegations required more extensive and ongoing investigation before all avenues for action were exhausted.

### Disability Access and Inclusion

The Commission commenced a consultative process in preparation for its Disability Access and Inclusion planning during the year. The goal is to increase access to electoral services, functions and facilities by continuing to work with relevant associations to identify the requirements of voters with special needs.

Existing facilities for electors with disabilities have continued, including:

- Telephone typewriter (TTY) facility.
- Multilingual guides.
- Hard-of-hearing pamphlets.
- The use of magnifying sheets for the visually impaired at all polling places.
- The printing of graphics on polling place cardboard furniture to identify the edges for people who are visually impaired.

### Code of Conduct

The Commission's Code of Conduct has its genesis in the Office of the Public Sector Standards' Code of Ethics which provides for the ethical principles of justice, respect for persons and responsible care. Further, the Commission upholds the values of teamwork, leadership, research and development and encouragement. The Code of Conduct is regularly reviewed and amended to ensure its ongoing importance and relevance to staff and is part of the Commission's induction process. All permanent and temporary employees are required to read it and acknowledge it to ensure they are aware of their obligations in respect to the Code of Ethics and Code of Conduct, as well as policies in relation to Equal Employment Opportunity, Internet and Email usage and access to the office's facilities and physical assets.



## Equity and Diversity

During the year under review the commitments and action plans contained in the Commission's Equal Employment Opportunity Management plan were reviewed and preparation for a new plan for the period 2007–2011 is currently in progress.

The plan has an election focus, as election events create a welcome opportunity to embrace diversity and employ a wide range of staff, as highlighted in the Commission's Sustainability Action Plan. The principles also apply to all enrolment, education and information, election management and other activities and services offered by the Commission.

Embracing diversity during election events is seen as one practical way to progress equal opportunity, equity, access and inclusion. The plan represents an investment in good management as embracing diversity also achieves EEO outcomes.

Major initiatives proposed include:

- More proactive use of census and other data in equal opportunity, disability and diversity planning in election events.
- Continuing development of information systems and processes that support project managers, project leaders and returning officers in recognising the diversity of electorates, capturing required data to deliver EEO, and reporting on EEO and diversity outcomes in an electoral context.

- Greater attention to training, induction and staff orientation on EEO, diversity and related issues, including more proactive use of grievance officers.
- Greater exchange of practical initiatives with other electoral authorities and other bodies with similar challenges or experiences, to progress employment and services within EEO groups.
- Continuing emphasis on engaging suitably qualified women in leadership roles during election events.
- Partnering with peak indigenous, disability and diversity bodies that will assist in consistently and cost-effectively delivering electoral information and services, and electoral participation in events coordinated by such bodies.

The Commission is also actively examining strategies for engaging young people more effectively in electoral process and events.

All Commission staff are encouraged to support the plans and embrace diversity, with branch managers and project leaders committed to implementing action plans at project and branch level. Key aspects may also be considered as part of performance appraisal and staff career development.

## Report on Corporate Activity 2006–07 continued

### Business Services

The Business Services branch supports the key functional areas within the Commission by providing human resource, financial and administrative services. During major election activity, this support extends to providing direct project responsibilities for related areas within election management.

### Human Resource Management

The Commission operates with a permanent staffing level of 48 FTEs. This staff level is supplemented during the year through term appointments and the employment of casual staff to assist with particular election-related projects.

Considerable resources have been allocated to the management of staff vacancies during the year as a result of an unusual number of staff movements. A total of 16 vacancies for permanent positions were advertised and filled. The Commission is committed to the provision of a stable workforce in the lead up to Local Government and State elections in the forthcoming year.

Arrangements are under way for conversion to a new version of the personnel and payroll system. In addition, an upgrade of the data base utilised for election staff recruitment is about to commence.

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

### Training

A total of \$18,000 was spent on training programs during the year. Whilst considerable emphasis was provided for senior management leadership and project management training, attendance at a wide range of seminars was encouraged.

The Commission also employed three junior staff under the Indigenous Traineeship program, and although two officers terminated their traineeships for personal reasons, the third successfully completed the course, and has been retained on staff.

The emphasis for the immediate future is the provision of additional project management training and internal audit quality management 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 rates	0
Estimated cost of claims incurred per \$100 wage roll	0.00
Premium rate	0.64%
Rehabilitation success rate	n/a



## Financial Management

Project expenditure for the year continued to centre on the development of the election management systems, with particular emphasis on the development of a new count system for both Local Government elections and the Legislative Council. Development of the electoral roll maintenance system was deferred until next year due to the need to prioritise the development of the Legislative Council and Local Government count system. Additional funding had to be sought during the year to cater for the distribution of electoral boundaries and the conduct of the by-election for the district of Peel.

## Internal Audit

Internal auditing has concentrated on operational aspects of the new proportional representation count system, and payroll systems.

## Information Systems and Technology

The focus for the Information Systems and Technology branch for this year included:

- Successfully supporting all branches for their technology requirements and to ensure systems required by the users were available.
- Providing a hardware infra-structure that was stable and robust, ensuring maximum up time and security of data within budgetary constraints.
- Ensuring the hardware infrastructure is capable of supporting future growth and requirements.

- Pro-actively working with users to understand their tasks, to assist them with creating tools and systems to run efficient and successful elections as well as in their day to day work.
- Ensuring the commission maintained at least the minimum government standards in all areas of e-government and security.

Importantly, a procurement plan and tender documents were completed to enable the appointment of a development partner for the next three to five years. Beacon Technologies was successful and engaged in late 2006 to assist in system development.

Over previous years the Election Management System WA (EMSWA) was progressively developed to ultimately include 11 modules. Two modules, the Local Government module, and the State Election Results module were put into service in 2006. Activity this year, slowed by the need to fast track the development of the new vote counting module, included:

- Development of additional functionality in the Local Government module.
- Development of additional functionality in the State Election Setup and Processing module.
- Design and development of the Election Resources module to be used for State, Local Government and Non Parliamentary elections.
- Commencing redevelopment of the Election Roll Management System (ERMS).

## Report on Corporate Activity 2006–07 continued

### Design Methodologies

The Local Government module and State election module have been designed and developed conjointly to ensure savings and reusability of code.

Also during the past year an examination of design methodologies was conducted to determine whether to continue future development in a Silo or System Oriented Architecture (SOA) direction. An Architectural Options Discussion paper was produced and a mixture of both SILO and SOA was decided as the future direction.

### Changes to Vote Counting

In 2006 Parliament passed amendments to the *Electoral Act 1907* which, while continuing with the proportional representation voting system for the Legislative Council, made subtle changes to the way votes are transferred between candidates in line with elector preferences.

The proportional representation system used in Legislative Council elections since 1987 is a Single Transferable Vote system known as *Inclusive Gregory*. There is a recognised shortfall in this system in that some ballot papers can increase in value when transferred under certain conditions. The legislative amendment removed this anomaly in the change to the Weighted *Inclusive Gregory* system. Subsequently Parliament determined that Local Government elections would be conducted under the same voting system.

The Commission therefore had to re-write the vote counting program and a number of other projects were put on hold as a result. This new vote counting program, CountWA, can manage the larger Legislative Council elections comprising over 100,000 electors and much smaller Local Government elections. CountWA interacts with the EMSWA election management system for the names of Regions, Districts, Wards and for candidate names. CountWA can also be used in a stand alone manner where details can be manually entered. There is provision for one or more data entry operators accessing the single data base. CountWA also provides all reports required by State law.

### SharePoint

SharePoint server 2007 was installed providing immediate benefit through its collaborative tools and the expectation of:

- Improved team productivity.
- Ease of operation.
- Ease of control and management of documents including file sharing and searching.
- Ease in building workplace collaboration and controlling security of data.
- Providing a cost-effective base for building web based intranet/internet solutions.



Using the SharePoint Server 2007 solution an intranet is being developed. Future projects thereafter may include the replacement of the Records management and Document management system allowing for all documents and records to be imaged and through character recognition allow full searching and indexing.

SharePoint server 2007 will also provide an option for redeveloping the Commission's website, which, as an earlier project using Portalmaster was not successfully completed.

### E-voting

During 2003 the idea of e-voting or voting over the internet was advanced. The Commission was awarded a grant for this project from Microsoft and the Office of e-Government early in 2006. In the 6 months up to August 2006 an e-voting proof of concept module was developed allowing an internet voting project to be run with a postal voting election. The Fremantle Dockers Football club displayed interest and in October 2006 club members had the choice of voting for a club Director by post or by using the internet. This proved to be very successful, easy to use for the electors and produced results for the internet part of the election immediately on the close of polls. The next step is to develop a fully functional system that will allow internet voting for clients either as a stand alone election or in conjunction with other forms of voting.

### Servers

The Commission has continued its program of virtualising most of its program and system servers, as well as its data array servers using VMWARE GSX. Also the replication of the important system servers and data arrays is done in real time to an off site data centre using the SANMelody solution. An upgrade of all servers to Windows server 2003 was achieved.

Given that SQL Server 2000 will no longer be supported past April 2008, an upgrade of all systems still using SQL Server 2000 to SQL Server 2005 will occur around November 2007.

### Other Services

Wider contribution to the Commission has included provision of tablet PCs for the District of Peel by-election, support to project leaders in Local Government and non-parliamentary elections, program changes to meet Commonwealth proof of identity requirements for enrolment and purchasing advice to support the hardware requirements of the Electoral Distribution Commissioners.



## Report on Corporate Activity 2006–07 continued

### Compliance with Relevant Written Law

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

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

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



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

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

<ul style="list-style-type: none"> <li>• Compliance Issues</li> </ul>	<ul style="list-style-type: none"> <li>• Significant Action taken to Monitor and Ensure Compliance</li> </ul>
<ul style="list-style-type: none"> <li>• Public Sector Standards (PSS)</li> <li>• Nil breach claims</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment and induction materials include reference to the standards and related codes are covered in individual briefings of all new staff as part of the Commission's induction.</li> </ul>
<ul style="list-style-type: none"> <li>• WA Code of Ethics</li> <li>• Nil reported non-compliance</li> </ul>	<ul style="list-style-type: none"> <li>• With the Commission's general interest in public sector integrity, a comprehensive submission was lodged contributing towards the published political impartiality guidelines released in May 2007.</li> </ul>
<ul style="list-style-type: none"> <li>• Agency Code of Conduct</li> <li>• No allegations of breach reported or identified</li> </ul>	<ul style="list-style-type: none"> <li>• All electoral officers sign a declaration of impartiality (Form 1) on appointment</li> <li>• An updated grievance resolution policy was issued in November 2006, with a matrix guide to assist in identifying issues and appropriate processes or referral points. Reviews of the Code of conduct and associated guidelines, and customer Charter are scheduled.</li> </ul>

The Commission is currently developing an intranet that will include direct access to information on these standards and codes. This will be supported by relevant training for all staff.

## Report on Corporate Activity 2006–07 continued

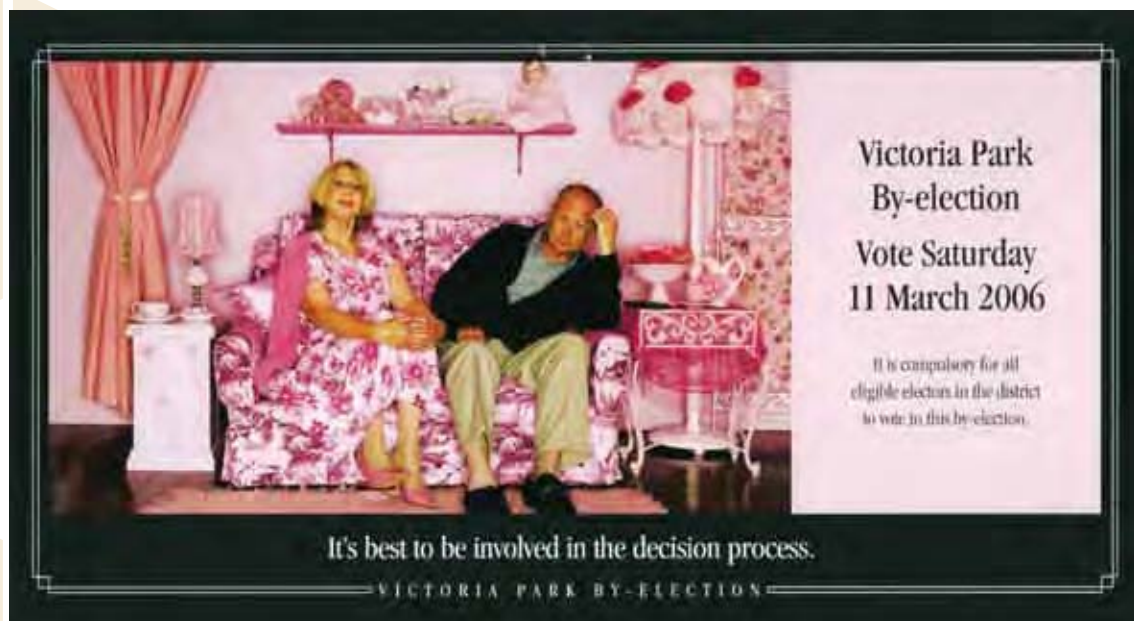
### Compliance with Section 175ZE of the *Electoral Act 1907*

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:

1. Total expenditure for 2006-07 was \$307,477.
2. Expenditure was incurred in the following areas:

• Advertising agencies	• \$48,768	• 303 Advertising	• \$48,768
• Market research organisations	• \$Nil		
• Polling organisations	• \$15,000	• Synovate Pty Ltd	• \$15,000
• Media advertising organisations	• \$132,201	• Media Decisions	• \$119,232
		• Marketforce	• \$12,969
• Direct mail organisations	• \$111,508	• Hermes Precisa Pty Ltd	• \$71,623
		• Zipform Pty Ltd	• \$30,342
		• Salmat Pty Ltd	• \$9,543

This expenditure related to statutory and campaign advertising for the Peel by-election and the election day elector perceptions survey, and mailing costs for statutory Local Government extraordinary and contracted non-parliamentary postal elections.



Advertising flyer for the 2006 Victoria Park By - Election.



## Changes to Legislation

Amendments to the *Electoral Regulations 1996* were introduced on 11 May 2007, following revision of the *Electoral Act 1907* in 2006.

The regulations dealt with administrative electoral issues that included:

- Simplifying early voting (by post) and early voting (in person).
- Updating privacy issues regarding personal details on the electoral roll.
- Improving consistency and removing unnecessary duplication of electoral procedures and forms.
- Changing regulations based on electoral feedback revising non-voter 'apparent failure to vote' notices and 'infringement.'

## Governance and Other Financial Disclosures

### Ministerial Directives

No Ministerial directives were received during the financial year.

### Pricing policies of services provided

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

### Capital Works – Capital project incomplete

Work continues on the development of a new Electoral Roll Maintenance System (ERMS). Priority is being given to the modules of the system that will be required for election management systems at the next State election.

### Contracts with Senior Officers

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

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

Warwick Gately AM

**Electoral Commissioner**





# Financial Statements and Performance Indicators 2006-07

# Auditor General's Opinion



## AUDITOR GENERAL

### INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

#### **WESTERN AUSTRALIAN ELECTORAL COMMISSION FINANCIAL STATEMENTS AND KEY PERFORMANCE INDICATORS FOR THE YEAR ENDED 30 JUNE 2007**

I have audited the accounts, financial statements, controls and key performance indicators of the Western Australian Electoral Commission.

The financial statements comprise the Balance Sheet as at 30 June 2007, and the Income Statement, Statement of Changes in Equity, Cash Flow Statement, Schedule of Income and Expenses by Service, and Summary of Consolidated Account Appropriations and Income Estimates for the year then ended, a summary of significant accounting policies and other explanatory Notes.

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

#### **Electoral Commissioner's Responsibility for the Financial Statements and Key Performance Indicators**

The Electoral Commissioner is responsible for keeping proper accounts, and the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Treasurer's Instructions, and the key performance indicators. This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial statements and key performance indicators that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; making accounting estimates that are reasonable in the circumstances; and complying with the Financial Management Act 2006 and other relevant written law.

#### **Summary of my Role**

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the financial statements, controls and key performance indicators based on my audit. This was done by testing selected samples of the audit evidence. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion. Further information on my audit approach is provided in my audit practice statement. Refer "<http://www.audit.wa.gov.au/pubs/Audit-Practice-Statement.pdf>".

An audit does not guarantee that every amount and disclosure in the financial statements and key performance indicators 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 and key performance indicators.



## Auditor General's Opinion continued


### **Western Australian Electoral Commission**

### **Financial Statements and Key Performance Indicators for the year ended 30 June 2007**

#### **Audit Opinion**

In my opinion,

- (i) the financial statements are based on proper accounts and present fairly the financial position of the Western Australian Electoral Commission at 30 June 2007 and its financial performance and cash flows for the year ended on that date. They are in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Treasurer's Instructions;
- (ii) the controls exercised by the Commission provide reasonable assurance that the receipt, expenditure and investment of money, the acquisition and disposal of property, and the incurring of liabilities have been in accordance with legislative provisions; and
- (iii) the key performance indicators of the Commission are relevant and appropriate to help users assess the Commission's performance and fairly represent the indicated performance for the year ended 30 June 2007.



COLIN MURPHY  
AUDITOR GENERAL  
11 September 2007

# Certification of Financial Statements


The accompanying financial statements of the Western Australian Electoral Commission have been prepared in compliance with the provisions of the *Financial Management Act 2006* from proper accounts and records to present fairly the financial transactions for the financial year ending 30 June 2007 and the financial position as at 30 June 2007.

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.



Gary Harrington  
**Chief Finance Officer**

29 August 2007



Warwick Gately AM  
**Electoral Commissioner**

29 August 2007

# Income Statement

## for the year ended 30 June 2007

	Note	2007 \$000	2006 \$000
<b>COST OF SERVICES</b>			
<b>Expenses</b>			
Employee benefits expense	5	3,454	3,334
Supplies and services	6	3,081	2,364
Depreciation and amortisation expense	7	119	111
Accommodation expenses	8	733	600
Grants and subsidies	9	30	0
Loss on disposal of non-current assets	12	18	0
Other expenses	10	47	50
<b>Total cost of services</b>		<b>7,482</b>	<b>6,459</b>
<b>Revenue</b>			
<b>Income</b>			
<b>Other revenue</b>	11	655	683
<b>Total revenue</b>		<b>655</b>	<b>683</b>
<b>Gains</b>			
Gain on disposal of non-current assets	12	0	3
<b>Total gains</b>		<b>0</b>	<b>3</b>
<b>Total income other than income from State Government</b>		<b>655</b>	<b>686</b>
<b>NET COST OF SERVICES</b>		<b>6,827</b>	<b>5,773</b>
<b>INCOME FROM STATE GOVERNMENT</b>			
Service appropriation	13	6,068	3,050
Capital contribution		23	0
Liabilities assumed by the Treasurer		0	122
Resources received free of charge		112	36
<b>Total income from State Government</b>		<b>6,203</b>	<b>3,208</b>
<b>DEFICIT FOR THE PERIOD</b>		<b>(624)</b>	<b>(2,565)</b>

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

# Balance Sheet

## as at 30 June 2007

	Note	2007 \$000	2006 \$000
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and cash equivalents	14	737	281
Receivables	15	186	344
Amounts receivable for services	16	50	277
Other current assets	17	30	33
<b>Total Current Assets</b>		<b>1,003</b>	<b>935</b>
<b>Non-Current Assets</b>			
Amounts receivable for services	16	250	102
Plant and equipment	18	151	239
<b>Total Non-Current Assets</b>		<b>401</b>	<b>341</b>
<b>TOTAL ASSETS</b>		<b>1,404</b>	<b>1,276</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Payables	20	86	109
Amounts due to the Treasurer	21	483	13
Provisions	22	288	113
Other current liabilities	23	232	82
<b>Total Current Liabilities</b>		<b>1,089</b>	<b>317</b>
<b>Non-Current Liabilities</b>			
Provisions	22	247	266
<b>Total Non-Current Liabilities</b>		<b>247</b>	<b>266</b>
<b>TOTAL LIABILITIES</b>		<b>1,336</b>	<b>583</b>
<b>Net Assets</b>		<b>68</b>	<b>693</b>
<b>EQUITY</b>			
Contributed equity	24	568	568
Accumulated surplus/(deficiency)		(500)	125
<b>Total Equity</b>		<b>68</b>	<b>693</b>
<b>TOTAL LIABILITIES AND EQUITY</b>		<b>1,404</b>	<b>1,276</b>

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

# Statement of Changes in Equity

## for the year ended 30 June 2007

	Note	2007 \$000	2006 \$000
<b>Balance of equity at start of period</b>		<b>693</b>	<b>3258</b>
<b>CONTRIBUTED EQUITY</b>			
Balance at start of period	24	568	568
Capital contribution		0	0
Other contributions by owners		0	0
Distributions to owners			
<b>Balance at end of period</b>		<b>568</b>	<b>568</b>
<b>ACCUMULATED SURPLUS</b>			
Balance at start of period	24	124	2690
Deficit for the period		(624)	(2564)
<b>Balance at end of period</b>		<b>(500)</b>	<b>124</b>
<b>Balance of equity at end of period</b>		<b>68</b>	<b>692</b>
<b>Total income and expense for the period (a)</b>		<b>(624)</b>	<b>(2564)</b>

(a) The aggregate net amount attributable to each category of equity is: deficit \$624,000 (2005-06 deficit \$2,565,000).

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

# Cash Flow Statement

## for the year ended 30 June 2007

	Note	2007 \$000	2006 \$000
<b>CASH FLOWS FROM STATE GOVERNMENT</b>			
Service appropriation		5,870	2,887
Capital contributions		23	0
Holding account draw downs		277	110
<b>Net cash provided by State Government</b>		<b>6,170</b>	<b>2,997</b>
<b>Utilised as follows:</b>			
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Payments</b>			
Employee benefits		(3356)	(3376)
Supplies and services		(2835)	(2375)
Accommodation		(732)	(437)
Grants and subsidies			
GST payments on purchases		(5)	(90)
GST payments to taxation authority			
Other payments		(48)	0
<b>Receipts</b>			
Sale of goods and services		843	1,324
Other receipts (Treasurer's Advance)		469	0
Net cash used in operating activities	25	(5,664)	(4,954)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Proceeds from sale of non-current physical assets		0	3
Purchase of non-current physical assets		(50)	(89)
<b>Net cash used in investing activities</b>		<b>(50)</b>	<b>(86)</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>456</b>	<b>(2043)</b>
Cash and cash equivalents at the beginning of period		281	2324
<b>CASH AND CASH EQUIVALENTS AT THE END OF PERIOD</b>	14	<b>737</b>	<b>281</b>

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



# Summary of Consolidated Account Appropriations and Income Estimates

## for the year ended 30 June 2007

	2007 Estimate \$000	2007 Actual \$000	Variance \$000	2007 Actual \$000	2006 Actual \$000	Variance \$000
<b>DELIVERY OF SERVICES</b>						
<b>Item 72</b> Net amount appropriated to deliver services	7,650	5,284	(2,366)	5,284	2,635	2,649
Amount Authorised by Other Statutes						
- Electoral Act 1907	743	728	(15)	728	359	369
- Industrial Relations Act 1979	56	56	0	56	56	0
<b>Total appropriations provided to deliver services</b>	<b>8,449</b>	<b>6,068</b>	<b>(2,381)</b>	<b>6,068</b>	<b>3,050</b>	<b>3,018</b>
<b>CAPITAL</b>						
Item 154 Capital Contribution	173	23	(150)	23	0	23
<b>GRAND TOTAL</b>	<b>8,622</b>	<b>6,091</b>	<b>(2,531)</b>	<b>6,091</b>	<b>3,050</b>	<b>3,041</b>

### *Details of Expenses by Service*

Electoral Services	8,573	7398	(1,175)	7398	6,459	939
<b>Total Cost of Services</b>	<b>8,573</b>	<b>7,398</b>	<b>(1,175)</b>	<b>7,398</b>	<b>6,459</b>	<b>939</b>
Less total income	2,543	655	(1,888)	655	686	(31)
Net Cost of Services	6,030	6,743	(713)	6,743	5,773	970
Adjustments	2,419	(675)	(3,094)	(675)	(2,723)	2048
<b>Total appropriations provided to deliver services</b>	<b>8,449</b>	<b>6,068</b>	<b>(2,381)</b>	<b>6,068</b>	<b>3,050</b>	<b>3,018</b>
<b>Capital Expenditure</b>						
Purchase of non-current physical assets	173	50	(123)	50	89	(39)
Adjustments for other funding sources		(27)	(27)	(27)	(89)	62
<b>Capital Contribution (appropriation)</b>	<b>173</b>	<b>23</b>	<b>(150)</b>	<b>23</b>	<b>0</b>	<b>23</b>

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

Note 29 'Explanatory statement' provides details of any significant variations between estimates and actual results for 2007 and between the actual results for 2006 and 2007.

# Notes to the Financial Statements

## for the year ended 30 June 2007

### 1. Departmental Mission and Funding

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

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

Conduct of certain non-parliamentary elections.

Sale of electoral roll products.

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

### 2. Australian Equivalents to International Financial Reporting Standards

#### General

The Commission's financial statements for the year ended 30 June 2007 have been prepared in accordance with Australian equivalents to International Financial Reporting Standards (AIFRS), which comprise a Framework for the Preparation and Presentation of Financial Statements (the Framework) and Australian Accounting Standards (including the Australian Accounting Interpretations).

In preparing these financial statements the Commission has adopted, where relevant to its operations, new and revised Standards and Interpretations from their operative dates as issued by the AASB and formerly the Urgent Issues Group (UIG).

#### Early adoption of standards

The Commission cannot early adopt an Australian Accounting Standard or Australian Accounting Interpretation unless specifically permitted by TI 1101 'Application of Australian Accounting Standards and Other Pronouncements'. No Standards and Interpretations that have been issued or amended but are not yet effective have been early adopted by the Commission for the annual reporting period ended 30 June 2007.

### 3. Summary of Significant Accounting Policies

#### (a) General Statement

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

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

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

## Notes to the Financial Statements for the year ended 30 June 2007 continued

### (b) Basis of Preparation

The financial statements have been prepared in accordance with Accounting Standard AAS 29 'Financial Reporting by Government Departments' on the accrual basis of accounting using the historical cost convention

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

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

### (c) Reporting Entity

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

### (d) Contributed Equity

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

### (e) Income

#### Revenue recognition

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

Revenue is recognised for the major business activities as follows:

#### *Sale of goods*

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

#### *Rendering of services*

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

#### *Service Appropriations*

Service Appropriations are recognised as revenues 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 Treasury.

#### *Net Appropriation Determination*

The Treasurer may make a determination providing for prescribed receipts to be retained for services under the control of the Commission. In accordance with the determination specified in the 2006 2007 Budget Statements, the Commission retained \$655,000 in 2007 (\$685,305 in 2006) from the following:

- proceeds from fees and charges;
- sale of goods; and
- other departmental revenue.

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

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

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

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the balance sheet date, the nature of, and amounts pertaining to, those undischarged conditions are disclosed in the notes.

*Gains*

Gains may be realised or unrealised and are usually recognised on a net basis. These include gains arising on the disposal of non current assets and some revaluations of non current assets.

**(f) Plant and Equipment**

*Capitalisation/Expensing of assets*

Items of plant and equipment costing \$1,000 or more are recognised as assets and the cost of utilising assets is expensed (depreciated) over their useful lives. Items of plant and equipment costing less than \$1,000 are immediately expensed direct to the Income Statement (other than where they form part of a group of similar items which are significant in total).

*Initial recognition and measurement*

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

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

*Subsequent measurement*

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

*Depreciation*

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

Estimated useful lives for each class of depreciable asset are:

Plant and equipment      10 years

Computer equipment      3 years

Software is expensed in the year of acquisition.

## Notes to the Financial Statements for the year ended 30 June 2007 continued

### (g) Impairment of Assets

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

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

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

*See note 19 'Impairment of assets' for the outcome of impairment reviews and testing.*

### (h) Leases

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

### (i) Financial Instruments

The Commission has two categories of financial instrument:

- Receivables (cash and cash equivalents, receivables); and
- Non trading financial liabilities (payables, Treasurer's advance).

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

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

### (j) Cash and Cash Equivalents

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

**(k) Accrued Salaries**

The accrued salaries suspense account (see note 14 'Restricted cash and cash equivalents') consists of amounts paid annually into a suspense account over a period of 10 financial years to largely meet the additional cash outflow in each eleventh year when 27 pay days occur instead of the normal 26. No interest is received on this account.

Accrued salaries (refer note 23 'Other liabilities') represent the amount due to staff but unpaid at the end of the financial year, as the pay date for the last pay period for that financial year does not coincide with the end of the financial year. Accrued salaries are settled within a fortnight of the financial year end. The Commission considers the carrying amount of accrued salaries to be equivalent to its net fair value.

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

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

*See also note 13 'Income from State Government' and note 16 'Amounts receivable for services'.*

**(m) Receivables**

Receivables are recognised and carried at original invoice amount less an allowance for uncollectible amounts (i.e. impairment). The collectability of receivables is reviewed on an ongoing basis and any receivables identified as uncollectible are written off. The allowance for uncollectible amounts (doubtful debts) is raised when there is objective evidence that the Department will not be able to collect the debts. The carrying amount is equivalent to fair value as it is due for settlement within 30 days.

*See note 30 'Financial Instruments' and note 15 'Receivables'.*

**(n) Payables**

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

*See note 30 'Financial Instruments' and note 20 'Payables'.*

**(o) Amounts Due to the Treasurer**

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

*See note 21 'Amounts due to the Treasurer'.*



## Notes to the Financial Statements for the year ended 30 June 2007 continued

### (p) Provisions

Provisions are liabilities of uncertain timing and amount and are recognised where there is a present legal, equitable or constructive obligation as a result of a past event and when the outflow of resources embodying economic benefits is probable and a reliable estimate can be made of the amount of the obligation. Provisions are reviewed at each balance sheet date.

*See note 22 'Provisions'*

#### (i) Provisions - Employee Benefits

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

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

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

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

All annual leave and unconditional long service leave provisions are classified as current liabilities as the Commission does not have an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

##### *Long service leave:*

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

##### *Superannuation*

The Government Employees Superannuation Board (GESB) administers the following superannuation schemes.

Employees may contribute to the Pension Scheme, a defined benefit pension scheme now closed to new members or the Gold State Superannuation Scheme (GSS), a defined benefit lump sum scheme also closed to new members. The Commission has no liabilities for superannuation charges under the Pension or the GSS Schemes as the liability has been assumed by Treasurer.

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

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

*See also note 3(q) 'Superannuation expense'.*

## **(ii) Provisions - Other**

### *Employment On Costs*

Employment on-costs, including workers' compensation insurance, are not employee benefits and are recognised separately as liabilities and expenses when the employment to which they relate has occurred. Employment on costs are included as part of 'Other expenses' and are not included as part of the Commission's 'Employee benefits expense'. The related liability is included in 'Employment on-costs provision'. *See note 10 'Other Expenses' and note 22 'Provisions'.*

## **(q) Superannuation Expense**

The following elements are included in calculating the superannuation expense in the Income Statement:

- (a) Defined benefit plans - Change in the unfunded employer's liability (i.e. current service cost and, actuarial gains and losses) assumed by the Treasurer 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 (GSS); and
- (b) Defined contribution plans - Employer contributions paid to the West State Superannuation Scheme (WSS), GESB Super Scheme (GESBS), and the equivalent of employer contributions to the GSS.

Defined benefit plans - in order to reflect the true cost of services, the movements (i.e. current service cost and, actuarial gains and losses) in the liabilities in respect of the Pension Scheme and the GSS Scheme transfer benefits are recognised as expenses directly in the Income Statement. As these liabilities are assumed by the Treasurer, a revenue titled 'Liabilities assumed by the Treasurer' equivalent to the expense is recognised under Income from State Government in the Income Statement. *See note 13 'Income from State Government'.*

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

## Notes to the Financial Statements for the year ended 30 June 2007 continued

Defined contribution plans - in order to reflect the Commission's true cost of services, the Commission is funded for the equivalent of employer contributions in respect of the GSS Scheme (excluding transfer benefits). These contributions were paid to the GESB during the year and placed in a trust account administered by the GESB on behalf of the Treasurer. The GESB subsequently paid these employer contributions in respect of the GSS Scheme to the Consolidated Account.

The GSS Scheme is a defined benefit scheme for the purposes of employees and whole of government reporting. However, apart from the transfer benefit, it is a defined contribution plan for agency purposes because the concurrent contributions (defined contributions) made by the agency to GESB extinguishes the agency's obligations to the related superannuation liability.

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

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

**(s) Comparative Figures**

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

Note: a \$1000 rounding adjustment has been attributed to the 2005-06 deficit.

### **4 Disclosure of changes in accounting policy and estimates**

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

The Commission has applied the following Australian Accounting Standards and Australian Accounting Interpretations effective for annual reporting periods beginning on or after 1 July 2006:

1. AASB 2005-9 'Amendments to Australian Accounting Standards [AASB 4, AASB 1023, AASB 139 & AASB 132]' (Financial guarantee contracts). The amendment deals with the treatment of financial guarantee contracts, credit insurance contracts, letters of credit or credit derivative default contracts as either an "insurance contract" under AASB 4 'Insurance Contracts' or as a "financial guarantee contract" under AASB 139 'Financial Instruments: Recognition and Measurement'. The Commission does not currently undertake these types of transactions, resulting in no financial impact in applying the Standard.
2. UIG Interpretation 4 'Determining whether an Arrangement Contains a Lease' as issued in June 2005. This Interpretation deals with arrangements that comprise a transaction or a series of linked transactions that may not involve a legal form of a lease but by their nature are deemed to be leases for the purposes of applying AASB 117 'Leases'. At balance sheet date, the Commission has not entered into any arrangements as specified in the Interpretation, resulting in no impact in applying the Interpretation.
3. UIG Interpretation 9 'Reassessment of Embedded Derivatives'. This Interpretation requires an embedded derivative that has been combined with a non-derivative to be separated from the host contract and accounted for as a derivative in certain circumstances. At balance sheet date, the Commission has not entered into any contracts as specified in the Interpretation resulting in no impact in applying the Interpretation.

The following Australian Accounting Standards and Interpretations are not applicable to the Commission as they have no impact or do not apply to not for profit entities:

#### **AASB Standards and Interpretations**

2005-1	'Amendments to Australian Accounting Standard' (AASB 139 - Cash flow hedge accounting of forecast intragroup transactions)
2005-5	'Amendments to Australian Accounting Standards [AASB 1 & AASB 139]'
2006-1	'Amendments to Australian Accounting Standards [AASB 121]'
2006-3	'Amendments to Australian Accounting Standards [AASB 1045]'
2006-4	'Amendments to Australian Accounting Standards [AASB 134]'
2007-2	'Amendments to Australian Accounting Standards arising from AASB Interpretation 12 [AASB 1, AASB 117, AASB 118, AASB 120, AASB 121, AASB 127, AASB 131 & AASB 139]' – paragraph 9
UIG 5	'Rights to Interests arising from Decommissioning, Restoration and Environmental Rehabilitation Funds'
UIG 6	'Liabilities arising from Participating in a Specific Market – Waste Electrical and Electronic Equipment'
UIG 7	'Applying the Restatement Approach under AASB 129 Financial Reporting in Hyperinflationary Economies'
UIG 8	'Scope of AASB 2'

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

There were no voluntary changes to accounting policy

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

The Commission cannot early adopt an Australian Accounting Standard or Australian Accounting Interpretation unless specifically permitted by TI 1101 'Application of Australian Accounting Standards and Other Pronouncements'. Consequently, the Commission has not applied the following Australian Accounting Standards and Australian Accounting Interpretations that have been issued but are not yet effective. These will be applied from their application date:

1. AASB 7 'Financial Instruments: Disclosures' (including consequential amendments in AASB 2005-10 'Amendments to Australian Accounting Standards [AASB 132, AASB 101, AASB 114, AASB 117, AASB 133, AASB 139, AASB 1, AASB 4, AASB 1023 & AASB 1038]'). This Standard requires new disclosures in relation to financial instruments. The Standard is considered to result in increased disclosures, both quantitative and qualitative of the Commission's exposure to risks, enhanced disclosure regarding components of the Commission's financial position and performance, and possible changes to the way of presenting certain items in the financial statements. The Commission does not expect any financial impact when the Standard is first applied. The Standard is required to be applied to annual reporting periods beginning on or after 1 January 2007.
2. AASB 2005-10 'Amendments to Australian Accounting Standards (AASB 132, AASB 101, AASB 114, AASB 117, AASB 133, AASB 139, AASB 1, AASB 4, AASB 1023, & AASB 1038)'. The amendments are as a result of the issue of AASB 7 'Financial Instruments: Disclosures', which amends the financial instrument disclosure requirements in these standards. The Commission does not expect any financial impact when the Standard is first applied. The Standard is required to be applied to annual reporting periods beginning on or after 1 January 2007.

## Notes to the Financial Statements for the year ended 30 June 2007 continued

3. AASB 101 'Presentation of Financial Statements'. This Standard was revised and issued in October 2006 so that AASB 101 has the same requirements as IAS 1 'Presentation of Financial Statements' (as issued by the IASB) in respect of for-profit entities. The Commission is a not-for-profit entity and consequently does not expect any financial impact when the Standard is first applied. The Standard is required to be applied to annual reporting periods beginning on or after 1 January 2007.
4. AASB 2007-4 'Amendments to Australian Accounting Standards arising from ED 151 and Other Amendments (AASB 1, 2, 3, 4, 5, 6, 7, 102, 107, 108, 110, 112, 114, 116, 117, 118, 119, 120, 121, 127, 128, 129, 130, 131, 132, 133, 134, 136, 137, 138, 139, 141, 1023 & 1038)'. This Standard introduces policy options and modifies disclosures. These amendments arise as a result of the AASB decision that, in principle, all options that currently exist under IFRSs should be included in the Australian equivalents to IFRSs and additional Australian disclosures should be eliminated, other than those now considered particularly relevant in the Australian reporting environment. The Department of Treasury and Finance has indicated that it will mandate to remove the policy options added by this amending Standard. This will result in no impact as a consequence of application of the Standard. The Standard is required to be applied to annual reporting periods beginning on or after 1 July 2007.
5. AASB 2007-5 'Amendment to Australian Accounting Standard – Inventories Held for Distribution by Not-for-Profit Entities (AASB 102)'. This amendment changes AASB 102 'Inventories' so that inventories held for distribution by not-for-profit entities are measured at cost, adjusted when applicable for any loss of service potential. The Commission does not have any inventories held for distribution so does not expect any financial impact when the Standard is first applied. The Standard is required to be applied to annual reporting periods beginning on or after 1 July 2007.
6. AASB Interpretation 4 'Determining whether an Arrangement Contains a Lease [revised]'. This Interpretation was revised and issued in February 2007 to specify that if a public-to-private service concession arrangement meets the scope requirements of AASB Interpretation 12 'Service Concession Arrangements' as issued in February 2007, it would not be within the scope of Interpretation 4. At balance sheet date, the Commission has not entered into any arrangements as specified in the Interpretation or within the scope of Interpretation 12, resulting in no impact when the Interpretation is first applied. The Interpretation is required to be applied to annual reporting periods beginning on or after 1 January 2008.
7. AASB Interpretation 12 'Service Concession Arrangements'. This Interpretation was issued in February 2007 and gives guidance on the accounting by operators (usually a private sector entity) for public-to-private service concession arrangements. It does not address the accounting by grantors (usually a public sector entity). It is currently unclear as to the application of the Interpretation to the Department if and when public-to-private service concession arrangements are entered into in the future. At balance sheet date, the Commission has not entered into any public-to-private service concession arrangements resulting in no impact when the Interpretation is first applied. The Interpretation is required to be applied to annual reporting periods beginning on or after 1 January 2008.

8. AASB Interpretation 129 'Service Concession Arrangements: Disclosures [revised]'. This Interpretation was revised and issued in February 2007 to be consistent with the requirements in AASB Interpretation 12 'Service Concession Arrangements' as issued in February 2007. Specific disclosures about service concession arrangements entered into are required in the notes accompanying the financial statements, whether as a grantor or an operator. At balance sheet date, the Commission has not entered into any public-to-private service concession arrangements resulting in no impact when the Interpretation is first applied. The Interpretation is required to be applied to annual reporting periods beginning on or after 1 January 2008.
9. AASB 2007-06 "Amendments to Australian Accounting Standards arising from AASB 123 (AASB 1, AASB 101, AASB 107, AASB 111, AASB 116, and AASB138 and Interpretations 1 and 12)". This Standard was issued on 14 June 2007 and applies to annual reporting periods beginning on or after 1 January 2009.

The following Australian Accounting Standards and Interpretations are not applicable to the Commission as they will have no impact or do not apply to not for profit entities:

#### AASB Standards and Interpretations

AASB 8	'Operating Segments'
AASB 1049	'Financial Reporting of General Government Sectors by Governments'
AASB 2007-1	'Amendments to Australian Accounting Standards arising from AASB Interpretation 11 [AASB 2]'
AASB 2007-2	'Amendments to Australian Accounting Standards arising from AASB Interpretation 12 [AASB 1, AASB 117, AASB 118, AASB 120, AASB 121, AASB 127, AASB 131 & AASB 139]' – paragraphs 1 to 8
AASB 2007-3	'Amendments to Australian Accounting Standards arising from AASB 8 [AASB 5, AASB 6, AASB 102, AASB 107, AASB 119, AASB 127, AASB 134, AASB 136, AASB 1023 & AASB 1038]'
AASB 2007-7	"Amendments to Australian Accounting Standards (AASB 1, AASB 2, AASB 4, AASB 5, AASB 107, and AASB 128)" This Standard was issued on 28 June 2007 and applies to annual reporting periods beginning on or after 1 July 2007.
Interpretation 10	'Interim Financial Reporting and Impairment'
Interpretation 11	'AASB 2 – Group and Treasury Share Transactions'

#### Changes in accounting estimates

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



## Notes to the Financial Statements for the year ended 30 June 2007 continued

	2007 \$000	2006 \$000
<b>5. Employee benefits expense</b>		
Wages and salaries <sup>(a)</sup>	3,034	3,101
Superannuation – defined contribution plans <sup>(b)</sup>	263	214
Superannuation – defined benefit plans <sup>(c)(d)</sup>	0	177
Long service leave <sup>(e)</sup>	51	(78)
Annual Leave <sup>(e)</sup>	106	(80)
	<u>3,454</u>	<u>3,334</u>

(a) Includes the value of the fringe benefit to the employee plus the fringe benefits tax component.

(b) Defined contribution plans include West State and Gold State (contributions paid).

(c) Defined benefit plans include Pension scheme and Gold State (pre-transfer benefit).

(d) An equivalent notional income is also recognised (*see note 13 'Income from State Government'*).

(e) Includes a superannuation contribution component

Employment on-costs such as workers' compensation insurance are included at note 10 'Other Expenses'. The employment on costs liability is included at note 22 'Provisions'.

## 6. Supplies and services

Communications	223	265
Consultants and contractors	2,394	1,774
Consumables	309	271
Materials	0	0
Travel	43	24
Other	112	30
	<u>3,081</u>	<u>2,364</u>

## 7. Depreciation and amortisation expense

Depreciation		
Equipment	25	25
Computer hardware	94	86
Total depreciation	<u>119</u>	<u>111</u>

## 8. Accommodation expenses

Lease rentals	621	437
Repairs and maintenance	112	163
	<u>733</u>	<u>600</u>

## 9. Grants & Subsidies

Grants (section 175LC of the <i>Electoral Act 1907</i> )	<u>30</u>	<u>0</u>
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	2007 \$000	2006 \$000
<b>10. Other expenses</b>		
Employment on-costs	23	21
Audit Fees	24	29
	<u>47</u>	<u>50</u>
<b>11. Other revenue</b>		
Recoup – Local Government Elections	92	279
Recoup – Other Elections	260	137
Education Centre Contributions	49	0
Sale of Roll Products	21	20
Other Contribution from DLGRD for election expenses	188	0
Other General Revenue	45	246
	<u>655</u>	<u>682</u>
<b>12. Net gain/(loss) on disposal of non-current assets</b>		
<u>Costs of Disposal of Non-Current Assets</u>	18	0
Plant, equipment and vehicles		
<u>Proceeds from Disposal of Non-Current Assets</u>	0	3
Plant, equipment and vehicles		
Net gain/(loss)	<u>(18)</u>	<u>3</u>
<b>13. Income from State Government</b>		
Appropriation received during the year:		
Service appropriations <sup>(a)</sup>	6,068	3,050
Capital appropriation	23	0
	<u>6091</u>	<u>3050</u>
The following liabilities have been assumed by the Treasurer during the financial year:		
Superannuation <sup>(b)</sup>	0	122
Total liabilities assumed by the Treasurer		
Resources received free of charge <sup>(c)</sup>		
Determined on the basis of the following estimates provided by agencies:		
Department of Justice	24	36
Landgate	88	0
	<u>112</u>	<u>36</u>
	<u>6,203</u>	<u>3,208</u>

## Notes to the Financial Statements for the year ended 30 June 2007 continued

- (a) Service appropriations are accrual amounts reflecting the full cost of services delivered. The appropriation revenue comprises a cash component and a receivable (asset). The receivable (holding account) comprises the depreciation expense for the year and any agreed increase in leave liability during the year.
- (b) The assumption of the superannuation liability by the Treasurer is a notional income to match 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 Superannuation Scheme.
- (c) Where assets or services have been received free of charge or for nominal cost, 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.

	<b>2007 \$000</b>	<b>2006 \$000</b>
<b>14. Restricted cash and cash equivalents</b>		
Current		
Cash at bank	737	281
Non-current		
Accrued salaries suspense account	19	9
	<u>756</u>	<u>290</u>

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

### 15. Receivables

Current		
Receivables	71	254
GST receivable	115	90
	<u>186</u>	<u>344</u>

### 16. Amounts receivable for services

Current	50	277
Non-current	250	102
	<u>300</u>	<u>379</u>

Represents the non-cash component of service appropriations. See note 3(m) 'Amounts receivable for services (Holding Account)'. It is restricted in that it can only be used for asset replacement or payment of leave liability.

	2007 \$000	2006 \$000
<b>17. Other assets</b>		
Current		
Pre-payments	30	33
Total current	30	33

## 18. Plant and equipment

### Equipment

At cost	243	276
Accumulated depreciation	(160)	(184)
Accumulated impairment losses	-	-
	83	92

### Hardware

At cost	1,315	1342
Accumulated depreciation	(1,247)	(1195)
Accumulated impairment losses	-	-
	68	147
	151	239

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

### **Equipment and hardware**

#### *Equipment*

Carrying amount at start of year	92	109
Additions	34	8
Disposals	(19)	0
Depreciation	(25)	(25)
Carrying amount at end of year	82	92

#### *Computer Hardware*

Carrying amount at start of year	147	152
Additions	16	81
Disposals	0	0
Depreciation	(94)	(86)
Carrying amount at end of year	69	147

## Notes to the Financial Statements for the year ended 30 June 2007 continued

	2007 \$000	2006 \$000
Total		
Carrying amount at start of year	239	262
Additions	50	89
Disposals	(19)	0
Depreciation	(119)	(111)
Carrying amount at end of year	151	239

### 19. Impairment of assets

There were no indications of impairment to plant and equipment at 30 June 2007.

The Commission held no goodwill or intangible assets with an indefinite useful life during the reporting period and at balance sheet date there were no intangible assets not yet available for use.

All surplus assets at 30 June 2007 have either been classified as assets held for sale or written off.

### 20. Payables

Current		
Trade payables	86	109
Total current	86	109

### 21. Amounts due to the Treasurer

Current		
Amount due to the Treasurer <sup>(a)</sup>	483	13
	483	13

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

	2007 \$000	2006 \$000
<b>22. Provisions</b>		
Current		
<i>Employee benefits provision</i>		
Annual leave <sup>(a)</sup>	113	30
Long service leave <sup>(b)</sup>	135	71
	<u>248</u>	<u>101</u>
<i>Other provisions</i>		
Employment on-costs <sup>(c)</sup>	40	12
	<u>40</u>	<u>12</u>
Total current	<u>288</u>	<u>113</u>
Non-current		
<i>Employee benefits provision</i>		
Long service leave <sup>(b)</sup>	229	250
<i>Other provisions</i>		
Employment on-costs <sup>(c)</sup>	18	16
Total Non-Current	<u>247</u>	<u>266</u>
(a) Annual leave liabilities have been classified as current as there is no unconditional right to defer settlement for at least 12 months after balance sheet date. Assessments indicate that actual settlement of the liabilities will occur as follows:		
Within 12 months of balance sheet date	113	30
More than 12 months after balance sheet date	0	0
	<u>113</u>	<u>30</u>
(b) Long service leave liabilities have been classified as current where there is no unconditional right to defer settlement for at least 12 months after balance sheet date. Assessments indicate that actual settlement of the liabilities will occur as follows:		
Within 12 months of balance sheet date	82	87
More than 12 months after balance sheet date	311	255
	<u>393</u>	<u>342</u>

- (c) The settlement of annual and long service leave liabilities gives rise to the payment of employment on-costs including workers' compensation insurance. The provision is the present value of expected future payments. The associated expense, apart from the unwinding of the discount (finance cost), is disclosed in note 10 'Other expenses'.



## Notes to the Financial Statements for the year ended 30 June 2007 continued

	2007 \$000	2006 \$000
<u>Movements in Other Provisions</u>		
Movements in each class of provisions during the financial year, other than employee benefits, are set out below.		
<u>Employment on-cost provision</u>		
Carrying amount at start of year	28	59
Additional provisions recognised	30	(31)
Carrying amount at end of year	58	28

### 23. Other liabilities

#### *Current*

Accrued expenses	220	32
Accrued salaries	12	50
Total current	232	82

### 24. Equity

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

#### *Contributed equity*

Balance at the start of the year	568	568
Balance at the end of the year	568	568

#### *Accumulated surplus/(deficit)*

Balance at the start of the year	124	2,690
Result for the period	(624)	(2,564)
Balance at the end of the year	(500)	124

	2007 \$000	2006 \$000
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## 25. Notes to the Cash Flow Statement

### Reconciliation of cash

Cash at the end of the financial year as shown in the Cash Flow Statement is reconciled to the related items in the Balance Sheet as follows:

Cash and cash equivalents	737	281
Accrued salaries suspense account	19	9
	<u>756</u>	<u>290</u>

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

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

<i>Net cost of services</i>	(6827)	(5773)
Non-cash items:		
Depreciation and amortisation expense	119	111
Resources received free of charge	112	36
Net (gain)/loss on sale of property, plant and equipment	18	(3)
Other	198	122
(Increase)/decrease in assets:		
Current receivables <sup>(c)</sup>	108	646
Other current assets	3	22
Non-current receivables	(148)	0
Increase/(decrease) in liabilities:		
Current payables <sup>(c)</sup>	447	(3)
Current provisions	176	(173)
Other current liabilities	150	82
Non-current provisions	(20)	(21)
Net GST receipts/(payments) <sup>(a)</sup>	5	90
Change in GST in receivables/payables <sup>(b)</sup>	(5)	(90)
Net cash provided by/(used in) operating activities	<u>(5,664)</u>	<u>(4,954)</u>

(a) This is the net GST paid/received, ie. cash transactions.

(b) This reverses out the GST in receivables and payables.

(c) Note that the Australian Taxation Office (ATO) receivable/payable in respect of GST and the receivable/payable in respect of the sale/purchase of non-current assets are not included in these items as they do not form part of the reconciling items.

## Notes to the Financial Statements for the year ended 30 June 2007 continued

	2007 \$000	2006 \$000
<b>26. Commitments</b>		
Commitments in relation to leases contracted for at the balance sheet date but not recognised in the financial statements are payable as follows:		
The Commission leases vehicles through Fleet Australia under a common use contract. Vehicles are generally leased for 2 years.		
The Commission is an occupier of premises in Perth. The lessee for accommodation is the Hon. Minister for Works, with the Department of Housing and Works responsible for payment for all leases and associated costs to the lessors. The Commission reimburses the Department of Housing and Works for lease payments and the cost of outgoings.		
Motor vehicles		
Within 1 year	39	38
Later than 1 year and not later than 5 years	39	38
Later than 5 years		-
	78	76
Representing:		
Non-cancellable operating leases	78	76
Accommodation		
Within 1 year	460	408
Later than 1 year and not later than 5 years	2,005	1,793
Later than 5 years		0
	2,465	2,201
Representing		
Non-cancellable operating leases	2,465	2,201

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

## 27. Contingent liabilities and contingent assets

### Contingent Liabilities and Assets

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

## 28. Events occurring after the balance sheet date

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

## 29. Explanatory statement

Significant variations between estimates and actual results for income and expense as presented in the financial statement titled 'Summary of Consolidated Account Appropriations and Income Estimates' are shown below. Significant variations are considered to be those greater than 10% or \$500,000.

### Significant variances between estimate and actual for 2007

#### Total appropriation to deliver services:

	2007 Estimate \$000	2007 Actual \$000	Variation \$000
Total appropriation provided to deliver services for the year	8,449	6,068	(2,381)

The variance is mainly the result of the deferment of Local Government elections from May 2007 to October 2007 (\$2.5million), and the subsequent effect on the Commission's expense and revenue for the period.

#### Service Expenditure

	2007 Estimate \$000	2007 Actual \$000	Variation \$000
Service Expenditure	8,573	7,482	(1,091)

The decrease in expenditure is the result of the deferment of Local Government elections to October 2007.

#### Income

	2007 Estimate \$000	2007 Actual \$000	Variation \$000
Income	2,543	655	(1,888)

The decrease in income is the result of the deferment of Local Government elections to October 2007, and consequential reduction in the cost recovery of those elections.

### Significant variances between actuals for 2006 and 2007

#### Total appropriation to deliver services

	2007 Actual \$000	2006 Actual \$000	Variation \$000
Total appropriation to deliver services	6,068	3,050	3,018

The increase in appropriation is the result of the net appropriation effect of the cost recovery of Local Government elections in 2004–05 being received in 2005–06, together with funding allocation for the distribution of State electoral boundaries.

## Notes to the Financial Statements for the year ended 30 June 2007 continued

### Service expenditure

	2007	2006	
	Actual	Actual	Variation
	\$000	\$000	\$000
Service expenditure	7,482	6,459	1,023

The increase is largely a result of expenditure associated with the distribution of State electoral boundaries.

### Income

	2007	2006	
	Actual	Actual	Variation
	\$000	\$000	\$000
Income	655	686	(31)
No significant variation			

### Significant variances between estimate and actual for 2007

#### Capital Contribution:

No significant variances.

### Significant variances between actuals for 2006 and 2007

#### Capital Contribution:

No significant variances.

## 30. Financial instruments

### (a) Financial Risk Management Objectives and Policies

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

#### *Credit risk*

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

#### *Liquidity risk*

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

#### *Cash flow interest rate risk*

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

(b) Financial Instrument disclosures  
Interest Rate Risk Exposure

The following table details the Department's exposure to interest rate risk as at the balance sheet date:

	2006-07	2005-06
Financial assets		
Cash resources	737	281
Accounts receivable	186	344
	<hr/> 923	<hr/> 625
Financial liabilities		
Accounts payable	86	109
Amounts due to the Treasurer	483	13
	<hr/> 569	<hr/> 122

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

### 31. Remuneration of senior officers

#### Remuneration

The number of senior officers, whose total of fees, salaries, superannuation, non-monetary benefits and other benefits for the financial year, fall within the following bands are:

\$	2006-07	2005-06
80,001 – 90,000	0	1
90,001 – 100,000	3	4
100,001 – 110,000	1	1
120,001 – 130,000	1	0
200,001 – 210,000	1	1

The total remuneration of senior officers is: 

---

\$681,000      \$775,000

The total remuneration includes the superannuation expense incurred by the Commission in respect of senior officers.

One senior officer is a member of the Pension Scheme.

### 32. Remuneration of auditor

Remuneration payable to the Auditor General for the financial year is as follows:

Auditing the accounts, financial statements and performance indicators	\$24,000	\$29,000
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The expense is included at note 11 'Other expenses'.



## Notes to the Financial Statements for the year ended 30 June 2007 continued

### 33. Related bodies

The Commission had no related bodies during the financial year.

### 34. Affiliated bodies

The Commission had no affiliated bodies during the financial year

### 35. Special Purpose Accounts

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

Nomination fees

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

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

	2006-07	2005-06
Balance at the start of the year	0	0
Receipts	2,480	6,000
Payments	2,480	6,000
Balance at the end of the year	0	0

### 36. Supplementary financial information

Write-Offs

During the financial year there were no write-offs.

Losses Through Theft, Defaults and Other Causes

During the year there were no thefts or defaults

Gifts of Public Property

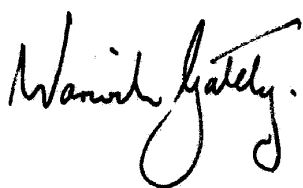
During the year there were no gifts of public property.

# Key Performance Indicators

## for the year ended 30 June 2007

### Certification of Key Performance Indicators

I hereby certify that the performance indicators are based on proper records, are relevant and appropriate for assisting users to assess the performance of the Western Australian Electoral Commission, and fairly represent the performance of the Commission for the financial year ended 30 June 2007.



Warwick Gately AM

**Electoral Commissioner**

29 August 2007

## Key Performance Indicators for the year ended 30 June 2007 continued

### Government Goal

Developing and maintaining a skilled, diverse and ethical public sector serving the Government with consideration of the public interest.

### Agency Level Government Desired Outcome

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

### Service

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

Key Effectiveness Indicator	2003–04	2004–05	2005–06	2006–07
	%	%	%	%
The number of relevant breaches of “Declaration by Officer” (Forms 1) upheld by a Court of Disputed Returns	n/a	n/a	Nil	Nil
Percentage of eligible electors on the State electoral roll	91.25%	93.17%	91.07%	92.13%
Percentage of enrolled electors voting in:				
State elections	n/a	89.84%	n/a	n/a
By elections	n/a	n/a	64%	79%
Average percentage of enrolled electors voting in Local Government ordinary postal election or referenda conducted by the Commission	44.79%	39.30%	28.85%	37.80%

**Note:** The number of breaches of “Declaration by Officer” forms is a new indicator prepared for 2006–07, which provides a link to the Commission’s objective of conducting impartial and independent elections.

The percentage of eligible electors on the State electoral roll is a new indicator prepared for 2006–07. This indicator provides a link to the Commission’s objective of enabling electors to participate in the electoral process.

Details of this effectiveness indicator can only be provided every four years for State general elections, and every 2 years for Local Government ordinary elections. The rates provide a key indicator of the Commission’s effectiveness in enabling electors to participate in the electoral process, and also provide an indication of the advantages of postal elections in facilitating participation in voluntary elections. It should be noted that participation rates for Local Government ordinary elections, as in 2004–05, will often be lower than the extra-ordinary elections due to the influence of the larger local authorities on average turnout. The average participation rate in extra-ordinary elections can vary markedly due to the size of the election and the importance of local issues.

State by-elections were held in 2005–06 and 2006–07. Targets are not set during the budget process as these elections are conducted on an ‘as needs’ basis.

Further details on targets and variations can be found in the summary section of the Commission’s annual report.

## Service 1: Provision of Independent, impartial and efficient Electoral Services to electors for Parliament and other electoral clients

	2003–04	2004–05	2005–06	2006–07
Key Efficiency Indicators	\$	\$	\$	\$
Average cost per elector of providing electoral services	\$4.97	\$4.69	\$4.56	\$4.92
Average cost per elector of conducting State:	n/a	\$8.36	\$0.24	n/a
General elections	n/a	n/a	\$7.03	\$8.13
By-elections	n/a	n/a	n/a	n/a
Referenda	\$5.63	\$2.04	\$1.67	\$1.30
Average cost per elector of Local Government ordinary (or extraordinary) elections conducted by the Commission				

**Note:** The indicator for the cost/elector of providing electoral services was amended in 2004–05 to reflect the consolidation of four programs into one. This now provides a direct link to the budget estimates. This indicator reflects the fixed cost of maintaining readiness for a State election.

The indicator for cost of elections includes both general and by-elections this year. Previous reports contained general election costs only. Targets are not set during the budget process as these elections are conducted on an 'as needs' basis.

Local government ordinary elections are conducted every two years, the last being in 2004–05. The next ordinary elections will be conducted in 2007–08, following the legislated change for the election date from May to October. Extra-ordinary elections are conducted on an as-needs basis. This year, 16 extra-ordinary elections were conducted, of which 13 proceeded to election.

The cost per elector figures for conducting elections is calculated on a cash basis due to the finite nature of each electoral event.

Further details on targets and variations can be found in the summary section of the Commission's annual report.

# Appendices

## Appendix 1 - Non-Parliamentary Election Statistics

- Elections Conducted Under the *Industrial Relations Act 1979* during 2006-07
- Other Elections 2006-07 (includes University Guild elections and Certified Agreement)
- Land Ballots 2006-07

## Appendix 2 - Enrolment Statistics

- Elector Enrolment Activity 2006-07
- Other Enrolment Categories
- Silent Electors
- General Early Voters

## Appendix 3 - Roll Products Provided to other Organisations

- Manipulable data files provided to organisations on a regular basis
- Manipulable data files provided to organisations on an ad-hoc basis
- Read only data files (including date of birth) provided in PDF format to organisations on a regular basis
- Read only data files (excluding date of birth) provided in PDF format to organisations on a regular basis
- MS Access computer system giving Read Only access (excluding date of birth) provided to organisations with updates on a regular basis

## Appendix 4 Publications

- Election Results
- Other Publications
- Publications available free of charge
- Research

## Elections Conducted Under the Industrial Relations Act 1979 during 2006-07

Organisation	Vacancies	Contested Vacancies	Unopposed Vacancies	Unfilled Vacancies	Electors	Voters	Participation Rate	Average Participation Rate
Health Services Union of Western Australia (Union of Workers)	4	0	2	2	Uncontested	n/a	n/a	
Union of Australian College Academics, Western Australian Branch, Industrial Union of Workers	13	0	12	1	Uncontested	n/a	n/a	
Master Builders Association of Western Australia	8	0	8	0	Uncontested	n/a	n/a	
Master Painters, Decorators and Signwriters' Association of Western Australia (Union of Employers)	9	0	8	1	Uncontested	n/a	n/a	
Murdoch University Academic Staff Association	10	0	8	2	Uncontested	n/a	n/a	
State School Teachers' Union of WA (Inc)	1	0	1	0	Uncontested	n/a	n/a	
The Breweries and Bottleyards Employees' Industrial Union of Workers of Western Australia	5	0	4	1	Uncontested	n/a	n/a	
The Master Plumbers and Gasfitters Association of Western Australia (Union of Employers)	11	0	9	2	Uncontested	n/a	n/a	
University of Western Australia Academic Staff Association	10	0	10	0	Uncontested	n/a	n/a	
Western Australian Prison Officers' Union of Workers	9	1	5	3	282	102	36.17%	
<b>Totals</b>	<b>80</b>	<b>1</b>	<b>67</b>	<b>12</b>				<b>36.17%</b>



## Appendix 1 - Non-Parliamentary Election Statistics

### Other Elections 2006-07 (includes University Guild elections and Certified Agreement ballots)

Elections Conducted in Accordance with Section 5F(1)(ea) of the Electoral Act 1907 <sup>1</sup>	Organisation	Vacancies	Contested Vacancies	Unopposed Vacancies	Unfilled Vacancies	Electors	Voters	Participation Rate	Average Participation Rate
(i) University Guild Elections (voting in person elections)	Curtin University Student Guild	27	24	3	0	21,238	878	4.13%	
	Curtin University Student Guild (re-count)								
	Curtin University Student Guild (re-count)								
	ECU Student Guild	23	2	5	16	18,297	421	2.30%	
	University of Western Australia Student Guild	30	28	2	0	18,997	2,894	15.23%	
(ii) Other Elections	University of Western Australia Student Guild (re-count)								
	<b>SUB TOTAL</b>	<b>80</b>	<b>54</b>	<b>10</b>	<b>16</b>				<b>7.22%</b>
	Edith Cowan University – Two Enrolled Students	2	2	0	0	18,395	227	1.23%	
	Edith Cowan University – Salaried and Academic Staff	3	3	0	0	1,231	443	35.99%	
	Fire and Emergency Services Superannuation Board	4	3	1	0	1,524	597	39.17%	
	National Trust of Australia (WA)	5	5	0	0	2,745	881	32.09%	
	Potato Marketing Corporation of Western Australia	1	1	0	0	165	102	61.82%	
	Settlement Agents Supervisory Board	4	2	1	1	761	424	55.72%	
	WA Police Appeal Board <sup>2</sup>	1	1	0	0	5,303	1,947	36.72%	
	<b>SUB TOTAL</b>	<b>20</b>	<b>17</b>	<b>2</b>	<b>1</b>				<b>37.53%</b>
	<b>Elections conducted in accordance with section 5F(1)(ea) of the Electoral Act 1907</b>	<b>100</b>	<b>71</b>	<b>12</b>	<b>17</b>				<b>22.38%</b>

Elections Conducted in Accordance with Section 5F(1)(eb) of the <i>Electoral Act 1907</i> <sup>2</sup>	Organisation	Vacancies	Contested Vacancies	Unopposed Vacancies	Unfilled Vacancies	Electors	Voters	Participation Rate	Average Participation Rate
Other Elections	Alzheimer's Australia	5	5	0	0	1,707	386	22.61%	
	Aquaculture Council of Western Australia <sup>3</sup>		Referendum			461	196	42.52%	
	Department of Consumer and Employment Protection	1	0	1	0	Uncon- tested	n/a	n/a	
	Football West <sup>3</sup>	74	2	39	33	292	142	48.63%	
	Fremantle Football Club	1	1	0	0	19,613	5,801	29.58%	
	Ieramugadu Group Incorporated <sup>3</sup>	8	2	4	2	259	52	20.08%	
	Retirees WA (Inc)	3	3	0	0	848	406	47.88%	
	RSPCA	3	3	0	0	1,974	900	45.59%	
	Taxi Council of Western Australia Incorporated	3	0	3	0	Uncon- tested	n/a	n/a	
	The Medical Defence Association of Western Australia (Incorporated) <sup>3</sup>	3	3	0	0	9,866	1,609	16.31%	
	United Group Infrastructure <sup>3</sup>		Workplace Agreement			242	175	72.31%	
	Western Australian College of Teaching <sup>3</sup>	10	10			Election halted			
	Western Australian Football Commission		The Western Australian Electoral Commission only conducted the counting of votes.						
	<b>Elections conducted in accordance with section 5F(1)(eb) of the <i>Electoral Act 1907</i></b>	<b>111</b>	<b>29</b>	<b>47</b>	<b>35</b>				<b>38.39%</b>

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

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

<sup>3</sup>Elections conducted by the Electoral Commissioner for the first time.

<b>ALL OTHER ELECTIONS</b>	<b>211</b>	<b>100</b>	<b>59</b>	<b>52</b>	<b>30.39%</b>
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## Appendix 1 continued - Non-Parliamentary Election Statistics

## Land Ballots 2006-07

Land Ballots Conducted in Accordance with Section 5F(1)(eb) of the Electoral Act 1907 <sup>2</sup>	Organisation	Lots Available	Lots Allocated	Lots Unallocated	Expressions of Interest	Conforming Applications	Participation Rate	Average Participation Rate
Land Ballots	LandCorp – Broome	53	53	0	840	206	24.52%	
	LandCorp – Derby	10	10	0	109	30	27.52%	
	LandCorp – Hopetoun Stage 2B	27	25	2	417	29	6.95%	
	LandCorp – Hopetoun Stage 3A	18	18	0	193	24	12.44%	
	LandCorp – Nickol West Karratha	88	88	0	623	168	26.97%	
	LandCorp – Pretty Pool Port Hedland	39	39	0	644	105	16.30%	
	LandCorp – Seville Grove	41	3	38	105	3	2.86%	
	LandCorp – Tambrey Karratha	68	68	0	638	242	37.93%	
	<b>Land ballots conducted in accordance with section 5F(1)(eb) of the Electoral Act 1907</b>	<b>344</b>	<b>304</b>	<b>40</b>	<b>3,569</b>	<b>807</b>		<b>19.44%</b>

## Appendix 2 - Enrolment Statistics

### Elector Enrolment Activity 2006-07

Activity	Statistic
<b>Total enrolment 30 June 2006</b>	<b>1,261,845</b>
<b>Additions +</b>	
New elector enrolments	54,426
Reinstatements	32,340
<b>Deletions -</b>	51,753
<b>Net increase</b>	35,013
<b>Total enrolment 30 June 2007</b>	<b>1,296,858</b>
<b>Transfers</b>	
Transfers from another district	79,171
Transfers within the district	149,709

### 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 2006 to 30 June 2007:

Date	Address Suppression	Name Suppression
30 June 2006	9,293	6,957
30 June 2007	10,247	7,770

#### 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 numbers of these electors has also increased in the year.

Date	Number Registered
30 June 2006	14,777
30 June 2007	15,284

## Appendix 3 - Roll Products Provided to other Organisations 2006-07

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

Agency Name	Branch	Purpose for which the information was provided
Power Business Systems (formerly Consultech)		For the State member of parliament electorate management system as provided for in section 25A of the <i>Electoral Act 1907</i>
Corruption and Crime Commission of WA		To assist the CCC to fulfil its purposes as stated in 5.7A of the <i>Corruption and Crime Commission Act 2003</i>
Department of Fisheries	Serious Offences Unit	Fisheries law enforcement (investigations and compliance)
Department of the Attorney General	Registry of Births, Deaths & Marriages	The electronic format of the electoral roll will be used primarily to aid Registration Officers to confirm data entered on registration forms for Birth, Death and Marriage, and secondly as part of an Automatic Birth registration process
Department of Treasury & Finance	Office of State Revenue	To confirm the residential address for Land Tax, first Home Owners Grant and Various compliance purposes
Magenta Linas Software Pty Ltd		For the State member of parliament electorate management system as provided for in section 25A of the <i>Electoral Act 1907</i>
Western Australian Police Service	State Intelligence Services	To assist with investigations into crime and law enforcement purposes. Information only to be used for police purposes and will not be released to other outside agencies or persons
Department of Health	Health Information Linkage Branch	Processing of data and release of it to medical researchers for approved medical research projects under strict privacy controls
Department of Health	Breastscreen WA	For approved medical research projects under strict privacy controls
Department of Health	WA Cervical Cancer Prevention Program	For approved medical research projects under strict privacy controls
Department of Health	Familial Cancer Program, Genetic Services of Western Australia	For approved medical research projects under strict privacy controls
Department of Health	Central Waitlist Bureau	For approved medical research projects under strict privacy controls
Telethon Institute for Child Health Research		For approved medical research projects under strict privacy controls
University of Western Australia	School of Population Health	Processing of data and release of it to medical researchers for approved medical research projects under strict privacy controls

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

Agency Name	Date of Request	Purpose for which the information was provided
Shire of Greenough	4 July 2006	Roll of shire provided to assist in determining ward boundaries.
Department of Local Government and Regional Development	2 August 2006	Rolls for City of Stirling, Town of Vincent, City of Bayswater and City of Perth to be used to assist with an inquiry into boundary changes within these Local Governments.
Department for Planning and Infrastructure	10 August 2006	Extract for TravelSmart Project in the Town of Vincent, City of Perth, Town of Bassendean, City of Stirling and City of Swan.
Shire of Tammin	24 August 2006	Roll of shire provided to assist in rural road renumbering.
Town of Port Hedland	30 August 2006	Roll of town provided to assist in a community survey.
Main Roads WA	4 September 2006	Random sample of 6,000 persons to participate in a community engagement project around the future of the Fremantle Traffic Bridge.
City of Perth	5 September 2006	Roll of city to be used to match with owners and occupiers roll.
Town of Victoria Park	12 September 2006	Roll of town provided to assist in a community consultation.
City of Armadale	4 October 2006	Roll of city provided to be used to verify persons who can vote at a special meeting of electors.
Department of Local Government and Regional Development	5 October 2006	Roll for Shire of Greenough provided to verify signatures on a petition.
Department of Local Government and Regional Development	9 October 2006	Roll for City of Cockburn provided to verify signatures on a petition.
City of Rockingham	25 October 2006	Roll of city provided to be used to verify persons who can vote at a special meeting of electors.
Fremantle Ports	27 October 2006	Random sample of 5,000 persons to participate in a community engagement project around the future of the Victoria Quay in Fremantle.
Department for Planning and Infrastructure	13 December 2006	Extract for TravelSmart Project in the City of Rockingham, City of Melville, City of Mandurah and City of Joondalup
Department of Local Government and Regional Development	15 December 2006	Roll for City of Nedlands provided to verify signatures on a petition.
City of Stirling	18 December 2006	Random sample of 5,000 persons to participate in a community consultation in the Balcatta/Stirling area.

## Appendix 3 continued - Roll Products Provided to other Organisations 2006-07

Agency Name	Date of Request	Purpose for which the information was provided
City of Stirling	29 December 2006	Printed roll of city provided in habitation order to be used to review boundaries.
City of Gosnells	5 January 2007	List of Silent Electors living within the city. Addresses not provided.
City of Swan	18 January 2007	List of Silent Electors living within the city. Addresses not provided.
Department of Local Government and Regional Development	20 February 2007	Roll for Shire of Northam provided to verify signatures on a petition.
Department of Local Government and Regional Development	12 March 2007	Roll for City of Nedlands provided to verify signatures on a petition.
Shire of Manjimup	23 March 2007	Roll for shire provided to verify ABS data on enrolment.
Shire of Chittering	11 April 2007	List of Silent Electors living within the city. Addresses not provided.
Town of Northam	17 April 2007	Roll of town provided to test computer program.
City of Fremantle	19 April 2007	Roll of city provided to be used for community survey.
City of Stirling	27 April 2007	Roll of city provided to be used for community survey.
Shire of Kalamunda	14 June 2007	Roll of shire provided to be used to verify persons who can vote at a special meeting of electors.

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

Agency Name	Branch	Purpose for which the information was provided
Department for Community Development	Adoption Services	To access applicant, relative and associates parties information in accordance with the Adoption Act 1994
Department of Conservation and Land Management	Nature Protection Branch	To assist in investigations into breaches of legislation administered by CALM
Department of Health	Pharmaceutical Services	To assist in the validation process to verify the identity of a patient when issuing an authorisation for a medical practitioner to prescribe a drug of addiction and then to monitor the drugs of addiction prescribed in WA
Department of the Attorney General	Fines Enforcement Register	To trace fine defaulters to recover monies owed to the state thereby ensuring the integrity of the Justice System and protecting the revenue of the State.



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

Agency Name	Branch	Purpose for which the information was provided
Adoption Jigsaw WA Inc		To trace West Australian residents in our work to reunite families separated by adoption, fostering or similar
Adoption Research and Counselling Service (ARCS Inc)		To facilitate ARCS tasks as Licensed Adoption Mediators
Department of Agriculture and Food	Biosecurity Compliance and Investigation, Border Biosecurity and Emergency Response	To investigate and prosecute individuals for offences against State Acts administered by the Department
Department of Health	Communicable Diseases Control Directorate	To assist with follow-up public health action
Department of Health	East Metropolitan Public Health Unit	To assist with follow-up public health action
Department of Health	Fremantle Hospital Sexual Health Clinic	To assist with follow-up public health action
Department of Industry and Resources	Investigation Services Unit	To investigate and prosecute serious breaches of DoIR legislation
Department of the Attorney General	Justices of the Peace Branch	To confirm applicants eligibility to become Justices of the Peace and Commissioners of Declaration in accordance with Legislation and Departmental Policy
Department of the Attorney General	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 the Attorney General	Office of the Public Advocate	To assist appointed Office of the Public Advocate staff perform their roles in accordance with the <i>Guardianship and Administration Act 1990</i>
Department of the Attorney General	Public Trustee	To help locate beneficiaries of deceased estates and trusts as well as witnesses to wills
Government Employees Superannuation Board	Administration	Locating the whereabouts of members with unclaimed benefits
Horizon Power	Contributory Extension Scheme	To locate customers to enable Horizon Power to provide Contributory Extension Scheme (CES) capital contribution refunds relating to monies that have been held 'in trust'

## Appendix 3 continued - Roll Products Provided to other Organisations 2006-07

Agency Name	Branch	Purpose for which the information was provided
MacBeth Genealogical Services		To work under the direction of the Public Trustee in WA to identify and locate the beneficiaries of estates, usually intestate estates
The Salvation Army	Family Tracing Service	Research for the purpose of re-uniting of families who for many reasons have lost contact with one another
Western Australian College of Teaching		To confirm the identity of teachers and to assist with the registration of teachers, including enquiries, in accordance with the <i>Western Australian College of Teaching Act 2004</i>
Workcover WA	Senior Compliance Branch	Compliance and debt collection for Work Cover WA

An MS Access computer system giving Read Only access (excluding date of birth) was provided to the following organisation with updates on a regular basis

Agency Name	Branch	Purpose for which the information was provided
Parliamentary Library		To assist in the provision of information to members of parliament in support of their parliamentary duties

## Appendix 4 Publications

### 2003 Electoral Distribution Maps (Publication)

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

Election Statistics 1890–1996	\$22.00
State General Election Reports 1993,1996	POA
Daylight Saving Referendum 4 April 1992	\$11.00
State General Election 10 February 2001 – Report*	\$11.00
State General Election 10 February 2001 – Results and Statistics	\$33.00
Referendum on Retail Trading Hours 26 February 2005 – Report	\$11.00
State General Election 26 February 2005 – Report*	\$11.00
State General Election 26 February 2005 – Results and Statistics*	\$33.00
Local Government Postal Elections 1997 Report	\$6.00
Local Government Postal Elections 1999 Report*	\$11.00
Local Government Postal Elections 2001 Report*	\$11.00
Local Government Postal Elections 2003 Report*	\$11.00
Local Government Postal Elections 2005 Report (on CD)	POA

### Other Publications

Citizens Initiated Referendums Report	\$11.00
Compulsory Voting in Australia Report	\$11.00
2004 Streets Towns and Places Directory*	\$11.00
The Quest for 'One Vote One Value' in Western Australia's Political History a monograph by Professor Harry C.J. Phillips	\$11.00

### Publications available free of charge

Online computer access to a modified version of the State Electoral Roll
Boundary Maps*
By-election Reports*
Enrolment Statistics*
Legislative Council Re-count Results
Past Annual Reports*
Political Finance Annual Reports*
Proportional Representation Explained for the Legislative Council and Local Government in Western Australia*

### Research

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

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

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

# Glossary

## A

**Absent Vote** - See Vote

### **Act of Parliament**

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

## B

### **Ballot Box**

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

### **Ballot Paper**

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

### **By-election**

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

## C

### **Candidate**

A person who nominates for election.

### **Casual Vacancy**

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

### **Compulsory Voting**

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

### **Council**

Administrative body of a Local Government district.

### **Court of Disputed Returns**

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

## D

### **District (Local Government)**

A Local Government City, Shire or Town is also referred to as a district.

### **District (State)**

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

## E

**Early Vote** - See Vote

### **Elector**

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

### **Electoral Act**

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

### **Electoral Commissioner**

In Western Australia this is the independent officer appointed by the Governor with the responsibility for the proper conduct of Parliamentary, Local Government and other statutory elections.

### **Electoral Roll**

A loose leaf, printed list of names and addresses of electors entitled to vote in an election or referendum. Used in certain circumstances to mark the names of electors. Is electronically scannable. Also referred to as the Certified List. (See also Reference Roll)

### **Enrolment**

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

## F

### **Formal Vote**

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

## G

### **General Election**

An election for all the seats in a House of State Parliament. (See Conjoint General Election)

## H

### **How-To-Vote Card**

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

**I****Informal Vote**

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

**L****Legislative Assembly**

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

**Legislative Council**

In Western Australia this is the Upper House of Parliament. It is sometimes referred to as the "House of Review" and is comprised of 34 members elected from the State's six regions.

**Local Government Act**

The Act of Parliament that stipulates statutory requirements for the conduct of Local Government elections.

**M****Mobile Polling**

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

**N****Nomination**

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

**O****Ordinary Election**

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

**P****Political Party**

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

**Poll**

An election, referendum or survey.

**Polling**

The process of electors recording their votes.

**Polling Place**

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

**Postal Elections (Local Government)**

In a postal election the only way to vote is to put the ballot paper into an envelope, sign the elector's certificate and place this envelope into an outer envelope and send or deliver it to the Returning Officer. Prior to election day, all enrolled electors will receive a postal voting package from the Western Australian Electoral Commission.

**Primary Vote**

The Primary Vote for a candidate is the number of first preferences received on formal ballot papers in a count.

**R****Re-count**

A further count of votes in an election, conducted at the discretion of the Returning Officer.

**Redistribution**

The review and redrawing of electoral boundaries. For State elections in Western Australia it is conducted periodically by the Electoral Distribution Commissioners in accordance with the provisions of the Electoral Act 1907.

**Returning Officer**

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

**Roll** - See Electoral Roll.

## Glossary continued

### T

#### **Tally Room**

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

### V

#### **Vote**

An elector's indication of their preferred choice for a parliamentary representative, as indicated by the completion of a ballot paper.

There are several ways in which electors can vote:

##### *Ordinary Vote*

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

##### *Absent Vote*

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

##### *Early Vote (State)*

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

##### *Early Vote (In Person) Vote*

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

##### *Provisional Vote (State)*

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

### W

#### **Writ**

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

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WESTERN AUSTRALIAN  
Electoral Commission

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