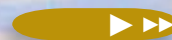




WESTERN AUSTRALIAN
Electoral Commission



Annual Report 2007–08

This Report

Welcome to the 2007–08 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 2008.

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. Norman Moore MLC

Minister for Mines and Petroleum; Fisheries and Electoral Affairs

Dear Minister

In accordance with section 61 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 2008.

The Annual Report has been prepared in accordance with the provisions of the *Financial Management Act 2006*, and any other relevant written law.

Yours sincerely

Warwick Gately AM
ELECTORAL COMMISSIONER
3 November 2008



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Introducing the Western Australian Electoral Commission

Our Purpose

To provide all Western Australians with quality, innovative and accountable electoral services.

Our Mission

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

Who We Are

The Western Australian Electoral Commission, created in 1987 following electoral reforms, is a department of the WA Public Service through which electoral legislation is administered and the functions of the Electoral Commissioner are performed. The Commission employs some 60 staff and has an average budget of some \$7 million.

What We Do

The Western Australian Electoral Commission's primary role is to conduct elections, maintain the electoral roll and raise public awareness of electoral matters, with the outcome that Western Australian electors are able to participate in independent and impartial elections and referendums as part of the democratic process.

To this end, three areas of operation comprise the Service that is the Commission's core business:

- The planning, conduct and evaluation of elections and referendums. This encompasses managing Parliamentary elections (State general elections and by-elections), local government elections, and fee-for-service and other elections.
- Managing electoral education and information through encouraging and promoting community awareness of electoral processes.
- Maintaining an accurate and up-to-date electoral roll.

The Commission at-a-glance

	2003-04	2004-05	2005-06	2006-07	2007-08
Number of enrolled electors (30 June)	1,220,362	1,266,817	1,261,845	1,296,858	1,325,715
State general elections		1*	—	—	—
State by-elections	—	—	1	1	1
Number of referenda	—	1**	—	—	—
Local government elections	3	50	0	0	65
Local government extraordinary elections	12	1	12	14	6
Elections conducted under the <i>Industrial Relations Act 1979</i> and other elections	32	35	37	44	48
Staff numbers (FTEs)	32	43	43	48	60
Total expenditure	\$6,165,000	\$18,196,000	\$6,459,000	\$7,482,000	\$10,378,000

Highlights and

Achievements 2007–08

- Establishment of new electoral boundaries under 'one vote one value' legislation for application at the next State general election, increasing Legislative Assembly districts to 59 and regional representation in the Legislative Council to 36 members.
- Successful conduct of local government ordinary postal elections under the preferential and proportional representation voting system, involving 65 councils and 1.1 million electors.
- Successful conduct of the Murdoch district by-election.
- Undertook 48 fee-for-service elections, with new business including the conduct of a ballot to allocate boat pens within the Fremantle Fishing Boat Harbour.
- Completion of the redevelopment of election-related components of the Electoral Roll Maintenance System, thus providing improved interfaces with the Election Management System in readiness for the next State general election.
- Some 70 State general election projects planned and on track by 30 June, leaving the Commission in a good state of preparedness should an early election be called.
- Processed 380,585 enrolment changes, with 1,325,715 electors now on the roll – an increase of over 29,000 on the previous year.
- Closed 28 local government extraordinary election rolls, one State by-election roll and produced rolls for every local government for their October 2007 elections.
- Over 35,400 individuals took part in the Commission's education programs, with presentations made to 9,247 school students and adults at the Commission's Electoral Education Centre, and over 13,400 individuals participating in the Joint Civics Education Program run in conjunction with the Parliament of Western Australia.

Commissioner's Overview

Our Year in Review – Executive Summary

The year 2007–08 was demanding. Biennial local government elections in October 2007 involving over one million electors were most challenging. Minor changes to electoral legislation were prepared for introduction into Parliament, re-drawing of the State electoral boundaries was completed, a by-election in the district of Murdoch was conducted and again an increasing number of fee-for-service elections were undertaken. Now, with less than one year before the next State general election, preparations for this high profile activity were also advanced around all other Commission operations.

In May 2008, amendments to electoral legislation were introduced into Parliament which, when enacted, would replace the Chief Justice as Chairman of the Electoral Distribution Commissioners, amend prisoner voting entitlement, allow electors with no fixed address to vote, extend early voting provisions to overseas electors and allow candidates to hand out how-to-vote cards. This would likely be the last reform to electoral legislation before the next State general election.

The tragic death of Trevor Sprigg MLA, Member for Murdoch required a by-election in February 2008. Four candidates contested the by-election which attracted a turnout of 74% of eligible electors. The by-election, a welcome test of Commission procedures, was won by the Liberal candidate Christian Porter.

In October 2007, biennial local government elections were held under a preferential and proportional representation voting system. The Commission was responsible for postal

elections for 65 local governments comprising 1,022,534 electors. This was a substantial increase on 2005 and, coupled with changes in the voting system, presented significant operational challenges, which were later subject to review by a working group comprising the Commission, Department of Local Government and Regional Development, the Western Australian Local Government Association and council representatives.

The fast track development, testing and introduction of a computer counting system, CountWA, was an outright success in supporting these demanding elections. Additionally, six extraordinary elections were conducted involving about 29,000 electors.

At the end of October 2007, the Electoral Distribution Commissioners published the new electoral boundaries to apply for the next State general election due to be held in early 2009. In the course of the statutory process 130 suggestions, comments and objections were received from individuals, organisations and political parties. Of note, from the next State general election the Legislative Assembly will consist of 59 members and the Legislative Council 36 members: six members in each of the six regions. Secretarial support to the Commissioners was particularly noteworthy.

Non-parliamentary, union and fee-for-service elections were a continuing activity throughout the year. A total of 48 elections were conducted which included public land ballots and one boat pen ballot at Fremantle. A small number of workplace agreement ballots were observed as a new line of business. The continuous workload in this section required a review of staff levels and numbers as responsibilities have increased.

As has probably been the case for most public sector agencies this year, attracting, recruiting and retaining staff in a highly competitive job market has been a challenge. Particularly so because the Commission has a small workforce and consequently limited developmental opportunities. This has necessitated some re-thinking of our retention and succession planning.

As for previous years, information technology continues to underpin Commission operations with core applications being progressively reviewed and improved. This year, improvements to the Election Management System have included a new election resources module to assist with election set-up and resources for State and local government elections. The development was completed, user acceptance tested and users are now inputting data for the next election. CountWA was rigorously tested and audited in preparation for the next State general election. The long awaited re-development of the Electoral Roll Maintenance System was advanced with phase 1 completed and phase 2 now focussing on the core system.

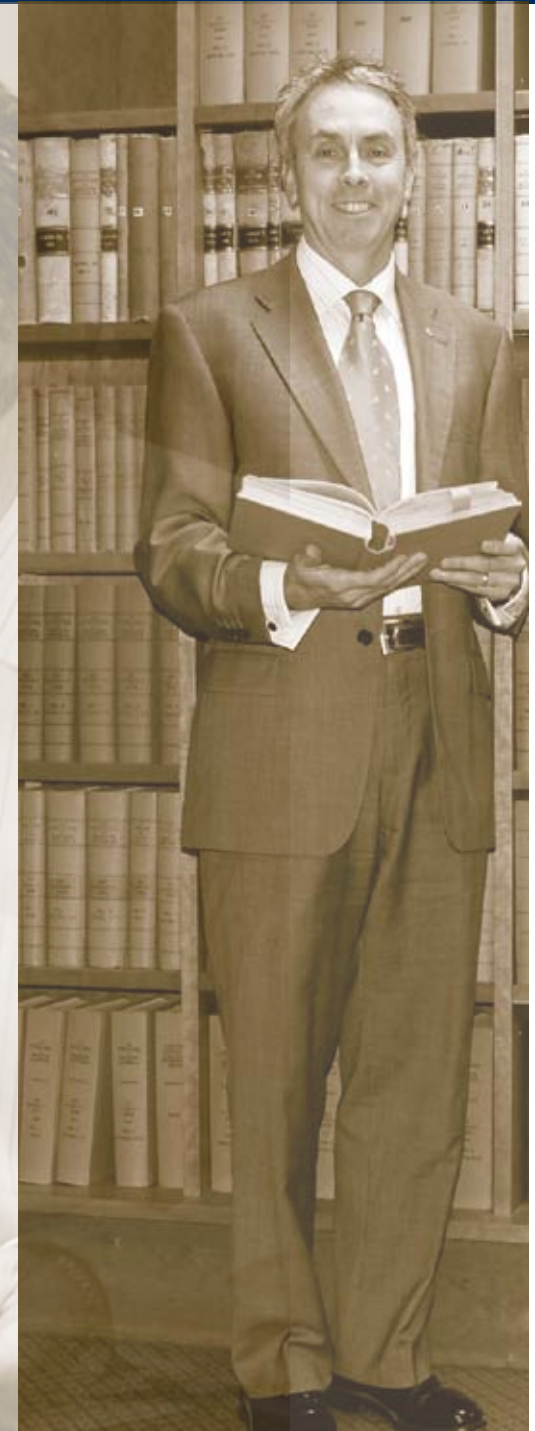
The Joint Roll Arrangement with the Australian Electoral Commission (AEC) remained in force during the year and while effective, there is now evidence of diverging elector information as a result of the AEC's move to prove identity for enrolment. This will require increased Commission effort to ensure electors satisfy State enrolment requirements. This said, at the end of 2007, nearly 1.3 million persons were enrolled as electors, determined to be 93% of the estimated eligible State population. It remains now to preserve this figure in advance of the next State general election.

Commissioner's Overview continued ...

The Commission's governance arrangements and management system received attention this year, principally through internal audits. Additionally, an external review by the Auditor General was conducted, examining the Commission's record keeping system and information technology security and business continuity arrangements. Necessary improvements were identified and action taken to implement recommendations. The introduction of an Intranet has and will continue to improve internal communications within the Commission.

As an immediate focus, the Commission's attention is on the next State general election. When this is completed early in 2009 the continuous improvement cycle will commence again and necessary improvements to election operations will be identified and assessed for implementation. Importantly and already identified as a priority, re-writing of the *Electoral Act 1907* will be commenced in the next year, which may be informed by a Commonwealth Green Paper process seeking to harmonise electoral law and practices. Once more the dedication and hard work of Commission staff has been fundamental to the Commission's evident success in a variety of electoral activities during the year. I thank them for their efforts and support.

Warwick Gately AM
Electoral Commissioner
3 November 2008



Summary of Key Results and Performance

What we set out to do in 2007–08	What we achieved
Develop and progress project plans to cover all aspects of conducting the next State general election, due between 21 June 2008 and 6 May 2009.	Some 70 SGE projects planned and in place by December 2007 with all up and running by 30 June, leaving the Commission in a good state of preparedness should an early election be called.
Plan the efficient and effective conduct of biennial local government postal elections in October 2007, under a new preferential and proportional system of voting.	Successful conduct of 65 local government postal elections (up from 50 in 2005) under the Weighted Inclusive Gregory Method.
Continue to attract new clients to the independent election services of the Commission.	Fee-for-service and other elections increased from 44 in 2006–07 to 48 in 2007–08; with new business including the conduct of a ballot to allocate boat pens within the Fremantle Fishing Boat Harbour.
Continue to efficiently manage an accurate and up-to-date State electoral roll.	On 30 June there were 1,325,715 electors on the roll – an increase of over 29,000 on the previous year. In this period the Commission also processed 380,585 enrolment changes.
Continue to provide on-demand quality roll products and services to clients.	The Commission closed 28 local government extraordinary election rolls, one State by-election roll and produced rolls for every local government for their October 2007 elections.
Actively monitor any discrepancy between the State and Federal electoral rolls resulting from proof of identity changes to the <i>Commonwealth Electoral Act 1916</i> .	The Commission found some 6,900 electoral enrolment forms that were not witnessed and 3,318 that did not provide proof of identity.
Assist the Electoral Distribution Commissioners in finalising new electoral boundaries based for the first time on ‘one vote one value’ principles.	Final electoral boundaries were published State-wide in October 2007 with further work then undertaken to produce boundary maps in a variety of formats for use by all stakeholders.
Increase community awareness of electoral processes through effective education programs.	Overall, some 35,400 individuals took part in the Commission’s education programs, a slight increase from the previous year. Presentations were made to 9,247 school students and adults at the Commission’s Electoral Education Centre, whilst Centre staff coordinated 39 school elections involving 11,329 students. Over 13,400 participated in the Joint Civics Education Program run in conjunction with the Parliament of Western Australia.
Introduce a risk-based approach to all Commission planning and project management.	The Commission was one of the first public sector agencies to use RiskCover’s new electronic risk system, with a risk analysis register for all key activities developed and introduced into operations in July 2007. Utilising this, a comprehensive risk analysis of local government ordinary elections was completed in September 2007.
Prepare for tabling in Parliament changes to legislation in regard prisoner entitlements, itinerants and political party funding arrangements.	The legislation was introduced into Parliament by the Attorney General in May 2007.
Establish a procedure for the efficient processing of electoral funding claims by political parties and candidates	The process was further developed and fine-tuned from July 2007 and successfully trialled after the Murdoch by-election in March 2008.

Key Performance Indicators: Actual Performance compared to budget targets

EFFECTIVENESS INDICATOR	PERFORMANCE		
	2007-08 Target	2007-08 Actual	Variation
The number of relevant breaches of 'Declaration by Officer' (Forms 1) upheld by a Court of Disputed Returns	Nil	Nil	Nil
Percentage of eligible electors on the State electoral roll	95%	92.52%	2.48%
Percentage of enrolled electors voting in: State elections	n/a	n/a	n/a
By-elections	—	75%	—
Average percentage of enrolled electors voting in local government ordinary postal election or referendums conducted by the Commission	38%	34%	4%

The percentage of enrolled electors voting in local government elections fluctuates markedly due to the size and nature of each election.

Other variations are considered insignificant.

EFFICIENCY INDICATOR	PERFORMANCE		
	2007-08 Target	2007-08 Actual	Variation
Average cost/elector of providing electoral services	\$4.50	\$5.23	\$0.73
Average cost/elector to conduct Parliamentary elections	\$0.48	\$0.20	-\$0.28
Average cost/elector to conduct local government elections	\$2.50	\$2.03	-\$0.47

Significant Issues and Trends

- Changes to the *Electoral Act 1907*, which included public funding of political advertising, adjustment to the Legislative Council count method, tighter privacy controls over elector information and operational changes to electoral practices will take full effect during the next State general election expected in early 2009.
- Western Australia's new electoral boundaries redrawn in 2007 implementing 'one vote one value' principles will apply for the next State general election. The changes to the boundaries of electoral regions and districts are substantial and will require an additional and significant public awareness program in the lead up to the election.
- The Commission will be required to conduct a referendum on daylight saving in the period May to September 2009, shortly after the next State general election and prior to biennial local government ordinary elections.

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.

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.

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.

New Electoral Boundaries

The distribution process, commenced formally by the Electoral Distribution Commissioners [the Chief Justice of Western Australia, the Electoral Commissioner and the Government Statistician] in April 2007, was completed during the year under review. The process occurred as a result of the introduction of 'one vote one value' principles to Legislative Assembly districts, which now have an approximately equal number of electors.

The final electoral boundaries were published in the *Government Gazette* and on the boundaries website www.boundarieswa.com on 29 October and in a State-wide newspaper on the following weekend. Further work was then undertaken to produce boundary maps and other electorate information in a variety of formats for use by the general public and the Commission. The new boundaries will apply at the next State general election. The boundaries will be reviewed again two years after that election.

Services to Political Parties

Political Party Registration

There were no new parties registered during the reporting year. There are 13 political parties currently registered with the Commission.

Political Finance

Annual political finance returns for 2006–07 were submitted to the Commission by 20 political parties and four associated entities in accordance with the political finance requirements of the *Electoral Act 1907*. An audit of a selection of these returns was undertaken using an independent auditing firm.

A summary of data from these annual returns and any audit results were included in the *2006–2007 Political Finance Annual Report*, which was transmitted to Parliament for tabling.

Electoral Funding of Candidates and Political Parties

Under the *Electoral Act 1907* 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. For the 2007–08 financial year the electoral funding dollar amount was \$1.50419. The amount is adjusted annually in line with CPI with the amount for the 2008–2009 financial year being \$1.56888.

Looking to the Future

The Commission will:

- Finalise plans and conduct the State general election under 'one vote one value' legislation
- Finalise plans for the conduct of a State-wide referendum on daylight saving to be held in the period 10 May 2009 to 13 September 2009
- Commence work on phase 2 of the redevelopment of the State Electoral Roll Maintenance System which is now over 20 years old
- Further trial and develop the Internet voting system into an application viable in fee-for-service election work
- Commence further IT upgrades and asset replacements.

Organisational Profile

Responsible Minister

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

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

Enabling Legislation

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

Legislation Administered

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

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

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

The Electoral Commissioner and Deputy Electoral Commissioner

Mr Warwick Gately AM was 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.

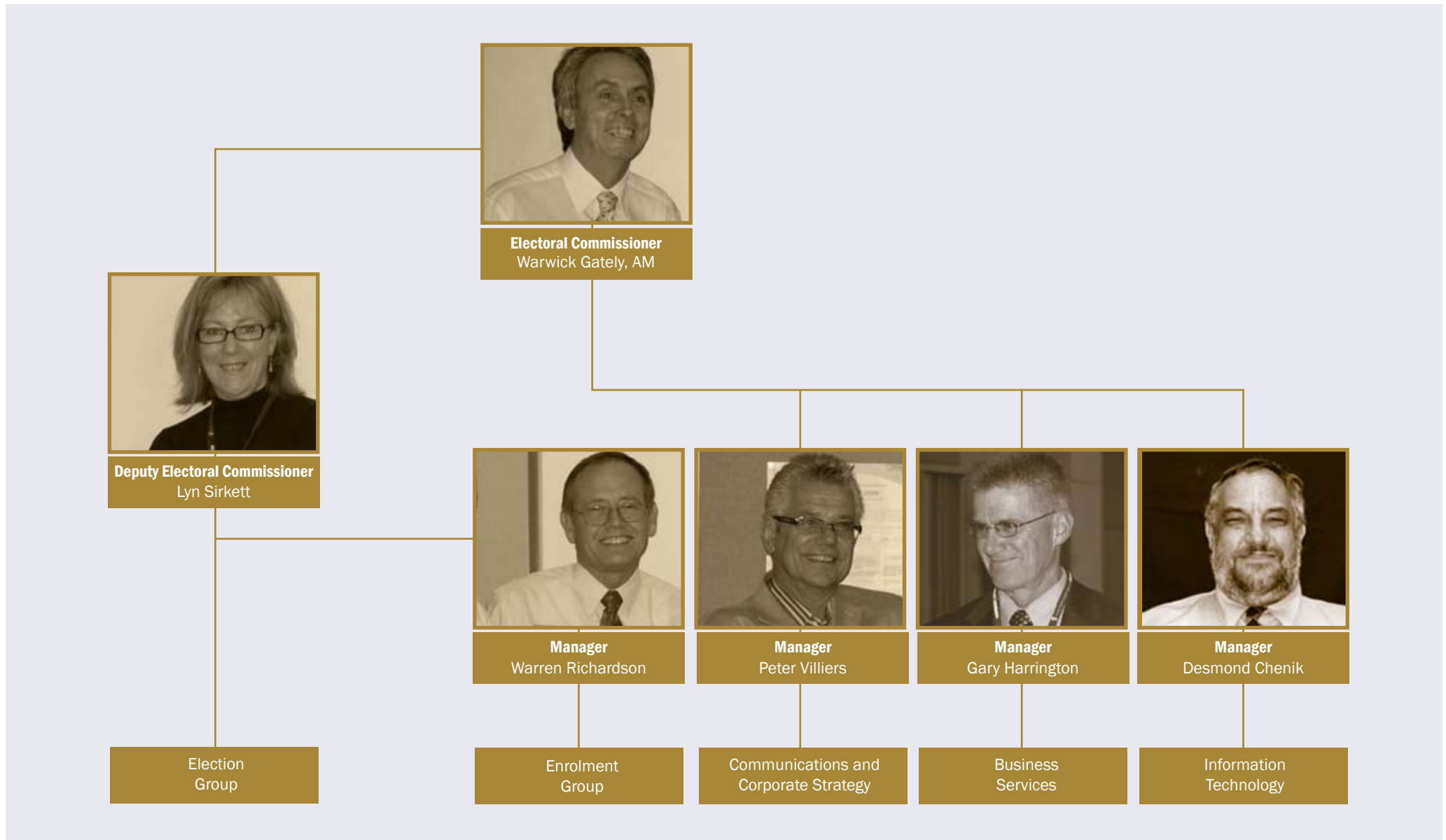
The Electoral Commissioner and Deputy Electoral Commissioner both hold independent statutory appointments under the *Electoral Act 1907*. They are responsible for the impartial administration of electoral law through the Western Australian Electoral Commission, which is a department of the State Public 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
- 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
- Publish material on matters that relate to the functions of the Electoral Commissioner
- Perform such other functions as are conferred on the Electoral Commissioner by or under the Act or any other written law.

Organisational Structure

The Electoral Commissioner and Deputy Electoral Commissioner plus the four managers comprise the Commission's Corporate Executive.



Organisational Profile continued ...

Staff Profile

Currently the Commission employs some 60 staff.

Level	Number of staff	Male	Female
1	11	1	10
2	10	2	8
3	13	6	7
4	8	5	3
5	9	6	3
6	2	2	0
7	5	5	0
9	1	0	1
Class 1	1	1	0

	2007-08	2006-07	2005-06
Full-time permanent	42	38	38
Full-time contract	1	7	3
Part-time on a FTE basis	2	2	4
On secondment	15	1	–
Total	60	48	45



Report on Operations

How we go about our business

To fulfil the Western Australian Electoral Commission's Purpose of providing all Western Australians with quality, innovative and accountable electoral services, the Commission's stated Mission is to conduct impartial and independent elections and to promote public awareness of electoral matters through education and information programs.

Our Aim is to foster public confidence and participation in the electoral process, with the desired Outcome that Western Australian electors are able to participate in independent and impartial elections and referendums as part of the democratic process.

That Outcome is achieved through three areas of operation that collectively comprise the Service that is the Commission's core business:

1. Planning and Conduct of Elections	2. Maintaining the Electoral Roll	3. Electoral Education and Information
Objective <p>Conduct State, local government and other elections and referendums with impartiality, independence and efficiency according to relevant legislation.</p>	Objective <p>To manage an accurate and up-to-date State electoral roll and to provide quality roll products, services and advice to our customers.</p>	Objective <p>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.</p>
Strategies <p>Evaluate election policies, legislation and practices for continuous improvement.</p> <p>Research and develop innovative election practices that deliver improved customer service.</p> <p>Develop non-parliamentary election services.</p> <p>Partner key peak bodies and other organisations that will assist in providing cost effective services.</p> <p>Engage clients and use their feedback in our planning processes.</p> <p>Continuously improve recruitment and training of election staff.</p>	Strategies <p>Develop targeted enrolment programs to stimulate enrolment.</p> <p>Partner key peak bodies and organisations to improve accuracy of the State roll.</p> <p>Review and improve roll maintenance policies and procedures in accordance with privacy laws.</p> <p>Ensure compliance requirements for all roll products and services are met.</p> <p>Meet customer requirements for roll products.</p> <p>Improve quality data and support for customers.</p>	Strategies <p>Develop an education and information framework for our customers.</p> <p>Conduct effective education programs recognising the diversity and geographical habitation of electors.</p> <p>Provide accurate information in a range of formats.</p> <p>Research and improve timing and delivery of information to stakeholders.</p> <p>Partner key peak bodies and organisations to deliver consistent electoral information and services.</p>

Operational Structure

The Commission is structured into four divisions. Each division's key contributions to the Commission's Service is detailed below:

	1. PLANNING, AND CONDUCT OF ELECTIONS	2. MAINTAINING THE ELECTORAL ROLL	3. ELECTORAL EDUCATION AND INFORMATION
ELECTION MANAGEMENT	<ul style="list-style-type: none"> ▶ 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 ▶ Review and evaluate each election and implement changes where appropriate ▶ Review electoral procedures in respect of recruitment, training and evaluation of returning officers and other electoral staff 	<ul style="list-style-type: none"> ▶ Maintain elector enrolments ▶ Maintain address changes ▶ Maintain administrative boundary changes ▶ Maintain special category enrolments ▶ Manage the Joint Roll Arrangement with the Australian Electoral Commission ▶ Reconciliation of State and Federal rolls ▶ Manage roll closes ▶ Produce roll products 	<ul style="list-style-type: none"> ▶ Produce roll statistics ▶ Produce rolls for internet ▶ Manage roll related enquiries ▶ Publish election information on the Commission's website ▶ Publish election results on the Commission's website
INFORMATION TECHNOLOGY	<ul style="list-style-type: none"> ▶ Perform research and development to enable system improvements ▶ 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 ▶ Review post-election work closely for system improvements and problems 	<ul style="list-style-type: none"> ▶ Provide full support in the day-to-day running of the system ▶ Provide system design, development and backup knowledge 	<ul style="list-style-type: none"> ▶ Support where required ▶ Provide technology for working environments and check enrolments
COMMUNICATIONS AND CORPORATE STRATEGY	<ul style="list-style-type: none"> ▶ Assist with the publication of election reports ▶ Evaluation and interpretation of electoral legislation in regards the planning and conduct of electoral events ▶ Develop, evaluate and manage internal Commission procedures and policies to better meet the needs of stakeholders 	<ul style="list-style-type: none"> ▶ Encourage the need for electors to maintain up-to-date enrolment details through information and advertising campaigns ▶ Publication of electoral enrolment statistics 	<ul style="list-style-type: none"> ▶ Provide electoral education resources through the Electoral Education Centre ▶ Publish election reports and other information materials ▶ Manage election advertising information to meet statutory and non-statutory requirements ▶ Promotion of electoral issues and education at public events ▶ Provide media comment on electoral issues
BUSINESS SERVICES	<ul style="list-style-type: none"> ▶ Provide administrative support in the provision of human resource, procurement and financial services 	<ul style="list-style-type: none"> ▶ Provide administrative support in the provision of human resource, procurement and financial management 	<ul style="list-style-type: none"> ▶ Provide administrative support in the provision of human resource, procurement and financial services

1. Planning and Conduct of Elections

Parliamentary Elections

During 2007–08 one by-election was conducted, three re-counts for the Legislative Council undertaken, and assistance was provided to interstate electoral authorities in the conduct of their elections.

Murdoch By-election

A writ for a by-election in the district of Murdoch was issued in January 2008. The district boundaries remained the same as those used for the 2005 State general election, as did the polling places. At the close of nominations, four candidates had nominated.

Of the 28,882 electors on the roll for the district, 21,582 voted, representing 74.72% electors. A recent initiative, successfully trialled in the previous Peel by-election, of posting an *Easy Voter Card* to every elector proved useful in contributing to such a relatively high voter turnout for a by-election. The Liberal Party candidate won the by-election on which, a full report (*District of Murdoch By-Election: Election Report*) is available on the Commission's website.

Voting in other Electoral Authorities

Date	Election	Votes Issued
15 September 2007	By-election for Albert Park and Williamstown districts, VIC	10 pre-poll for Albert Park and 1 pre-poll for Williamstown
13 October 2007	By-election for Brisbane Central, QLD	Postal applications only
3 May 2008	By-election for Divisions of Huon and Rosevears, TAS	1 pre-poll votes issued 2 pre-poll votes issued
28 June 2008	By-election for Kororoit, VIC	2 pre-poll votes issued 1 postal vote issued

Re-counts for the Upper House of Parliament

Re-counts for the East Metropolitan Region and the Agricultural Region (twice) were held during the year following the resignation of sitting members.

Full re-counts of all ballot papers cast in the most recent Legislative Council elections (February 2005) were conducted. As votes at the 2005 State general election were counted electronically using a software program developed by the Commission, the re-counts were conducted in the same manner.

Assistance to Other Electoral Authorities

Under reciprocal arrangements with other Australian States 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 2007–08, the Commission provided facilities for early voting (by post) and early voting (in person) for four other authorities:

Non-Parliamentary Elections

Local Government Elections

In October 2007 the biennial local government elections were held using, for the first time, a preferential and proportional system of voting. As this system is highly complex it required the Commission to fast-track the development of a computer-assisted counting program to support postal and in-person voting.

In the year under review, 65 councils had committed to the Commission to conduct postal voting for them. This was up from 50 in 2005, indicating continuing confidence in postal voting as a proven, secure and convenient means of voting. Preparations for the local government elections were in place in January 2007 and continued through to early in July when the focus turned to the operational management of these elections.

While 65 of Western Australia's 140 local governments declared the Electoral Commissioner to be responsible for the conduct of their elections, the number of electors represented by these 65 districts was 1,202,329, which was 92% of all electors eligible to vote at these elections. The Commission therefore provides electoral services to the majority of local government electors in Western Australia. Those local governments that chose to conduct their own elections are principally in rural electorates with low elector numbers.

A total of 1,054,186 electors were sent a postal package in the 2007 local government elections. Each package comprised a minimum of five items, and therefore the effort needed to ensure that each elector received the correct items for each election was considerable.

The potential for error was high, but the procedures used, together with effective quality control at the loading stage ensured that very few electors received incorrect forms.

2007–2008 Local Government Extraordinary postal elections

Shire/City	Ward Name	Date of Election	Participation Rate
Shire of Esperance	Town	28 February 2008	31.4%
City of Nedlands	Dalkeith	28 February 2008	42.7%
City of Nedlands	Coastal	28 February 2008	Unopposed
Shire of Mt Magnet	District	10 May 2008	Unopposed
City of Rockingham	Rockingham	22 May 2008	30.7%

Technology allows returning officers and local government staff around the State to use an election management system to issue provisional and replacement voting papers. Users can update the database with the name of electors who had returned packages. This system works well and allows for the data from the local government elections to be stored in one database.

Complaints

The *Local Government Act 1995* provides that either the Electoral Commissioner or the returning officers may investigate whether misconduct, malpractice or maladministration has occurred in relation to an election. The Electoral Commissioner's powers are not limited to elections conducted by the Commissioner.

Approximately 124 complaints were received during the October 2007 ordinary elections. The majority were in connection with:

- Section 4.87 – printing and publication of election material
- Section 4.88 – misleading, false and defamatory statements
- Election procedure.

All of the complaints were reviewed to determine if a breach of the Act had occurred and whether further action was warranted.

Extraordinary Elections

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

2007–2008 Local Government Extraordinary voting in-person elections

Shire/City	Ward Name	Date of Election	Participation Rate
Shire of Halls Creek	South	19 April 2008	13.3%

Fee-for-service and Other Elections

Overall, the year saw an increase in the number of elections and ballots conducted by the Commission – rising from 44 in 2006–07 to 48 in 2007–08. New clients continued to be attracted to the independent services of the Commission, with ongoing advice also provided to organisations in regard to proper electoral procedure in their constitution or rules.

The number of organisations requesting the Commissioner to conduct fee-for-service elections remained consistent with 32 elections conducted in 2007–08.

This required careful management to balance current requirements and the amount of new client business that was generated.

Land for Sale by Ballot

Land for sale by ballot continued to be in good demand with six 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 on regional country centres with ballots conducted at Broome, Denham, Derby, Exmouth, Karratha and Kununurra.

Union Elections

There was a strong increase in the number of requests to conduct elections referred by the Industrial Relations Commission under the *Industrial Relations Act 1979*, (refer Appendix 1) – rising from 10 in 2006–07 to 16 in 2007–08.

New Business

During the year the CBH Group joined the Medical Defence Association of WA, Retirees WA, Western Australian College of Teaching and the Department of Planning and Infrastructure as organisations conducting elections and ballots through the impartiality and independence of the Commission.

One area of new business arose from a Department of Planning and Infrastructure request for the Commission to conduct a ballot to allocate boat pens within the Fremantle Fishing Boat Harbour. This ballot expands on the LandCorp land ballots currently being conducted by the Commission and illustrates the growing diversity of the Commission's work.

Additionally, a number of queries have been received to conduct fee-for-service Workplace Agreements either by a voting in person ballot, or by post.

2. Maintaining the Electoral Roll

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 Commission produces rolls for State general 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.

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 summary of State enrolment from 2000 to 2008 is shown below.

State Enrolment Statistics 2000–2008

Year	Total Enrolments	% increase	Electoral Event
2000–2001	1,206,736	3.17	State general election 10 February 2001 Local government elections 5 May 2001
2001–2002	1,206,725	0	Federal election 10 November 2001
2002–2003	1,209,933	0.27	Local government elections 3 May 2003
2003–2004	1,220,362	0.86	–
2004–2005	1,266,817	3.67	Federal election 9 October 2004 State general election 26 February 2005 Local government elections 7 May 2005
2005–2006	1,261,845	–0.39	–
2006–2007	1,296,858	2.70	–
2007–2008	1,325,715	2.23	Local government elections 20 October 2007 Federal election 24 November 2007

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.

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.

Joint Roll 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.

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.

Federal Proof of Identity Legislation

The Federal Government's changes to the *Commonwealth Electoral Act 1918* to require enrolees to quote their driver's licence number on the electoral enrolment form as proof of identity were introduced in 2007. The changes also removed the requirement for the electoral enrolment form to be witnessed.

Similar changes to State legislation were not made, resulting in anomalies between the State and Federal roll. However, the AEC processing of electoral enrolment forms was modified to allow for the enrolment of electors who do not meet the requirements of Federal legislation for State purposes, and the Commission has been actively monitoring the discrepancy between the two rolls.

As at 30 June 2008 the following differences existed:

Proof of Identity Statistics

Difference	Statistic
Electoral enrolment forms that did not provide proof of identity	
• New enrolments	1,442
• Re-enrolments	1,876
Total	3,318
Electoral enrolment forms that were not witnessed	
• New enrolments	2,532
• Re-enrolments	4,366
Total	6,898

Life Events

The Commission continued its participation in the Life Events Online Service on the WA Government web site (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.

In 2007–08, the statistics included:

Life Events Statistics

Activity	Statistic
Number of electoral enrolment forms sent	10,762
Number of electoral enrolment forms returned	3,879
Response rate	36.04%

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 2007–08, lists were prepared in April which included 200,170 prospective jurors.

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 new electoral boundaries which were finalised in late October 2007.

Local Government Redistributions

The following table summarises local government redistributions gazetted in 2007–08:

Local Government Redistribution Statistics¹

Type of Change	Voting by Post Election	Voting in Person Election	Total
Abolition of wards	–	–	–
Amalgamation of wards	–	–	–
Change of district boundaries	1	1	2
Change of ward boundaries	1	–	1
Change of ward name	–	–	–
Creation of new local government	–	1	1

¹Generally changes to ward boundaries take effect from the next ordinary election (due in October 2009). Other changes tend to take effect from the date of gazettal.

3. Electoral Education and Information

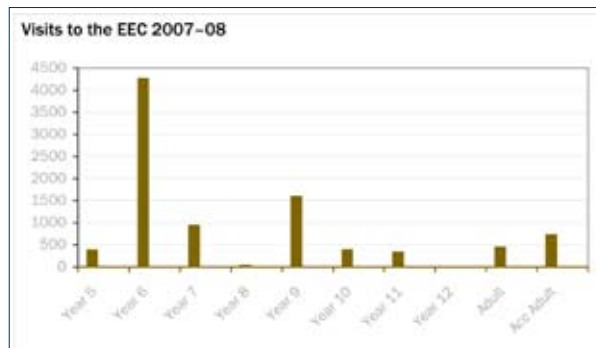
The Communications and Corporate Strategy branch provided support to all branches in this area of operation. Electoral legislation was reviewed and revised and support given to the development of the new count system for local government elections. Media and public relations support was provided to communicate any legislative changes and to promote elector awareness and participation in the Murdoch 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 provision of 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 for the Murdoch by-election was the distribution of an *Easy Voter Card* – a personally addressed letter sent to every elector in the Murdoch 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.

Electoral Education Centre

The past 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 governments.



Services included:

- Presentations at the centre
- School and TAFE visits
- Conduct of school elections
- Participation in a Joint Civics Education program (JCE), in conjunction with the Parliament of Western Australia and the Constitutional Centre of Western Australia
- An information booth at the 'Education Expo' held at the Claremont show grounds.

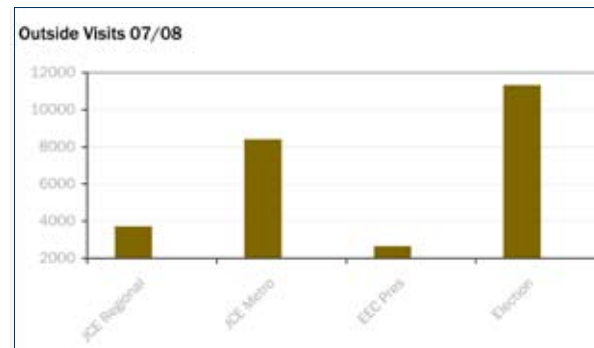
The JCE program continues to receive strong support from both country and metropolitan schools.

During the year presentations were made to 9,247 school students and adults at the centre.

Further activity included:

- Coordination of 39 school elections involving 11,329 students
- Visits to primary and secondary schools within the metropolitan area, which involved 2,660 students
- Participation by 13,416 students in the JCE program
- Presentations to 484 TAFE and adult migrant education students.

Overall 35,364 individuals have taken part in an EEC program.



Managing the Commission

The factors that shape and sustain the Commission's 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.

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 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.

The Commission is committed to the highest standards of governance – managing our people, managing our resources and managing our relationships as befits an organisation striving for best practice in all that it does.

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.

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 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 integrated with project planning and management.

The Commission has invested a considerable effort in enhancing its risk identification and management processes, through the integration of RiskCover's intuitive risk management system 'RiskBase', into its business management processes. As a first step in this process a comprehensive risk analysis was undertaken of all activities associated with the delivery of local government elections, and once finalised the information will be transferred to RiskBase.

There are a number of benefits to this approach:

- Improves the Commission's understanding and management of risk
- Facilitates the allocation of risks to the relevant positions within the organisation
- Facilitates the production of reports
- All risks are located in one central register
- Facilitates compliance with Premier's Circular 2006/03
- Facilitates compliance with ISO 9001 and the Commission's QA system
- The system is intuitive and not static and provides the foundation to undertake further risk analyses.

Quality Management

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

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. The Quality Assurance Management Review Committee (QAMRC) has conducted and completed a comprehensive internal audit program during the year.

In total 14 areas of enrolment and election services were audited with the audits making important findings and observations. The QAMRC has introduced formal procedures to obtain feedback from the Commission's customers and importantly acts upon many of those comments.

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.

Sustainability Action Plan

Sustainability initiatives undertaken by the Commission in 2007–08 included:

- Further development of e-voting, initially trialled in late 2006. Wider application of e-voting can help realise significant democratic, social, financial and environmental benefits in the longer term
- Continued development of CountWA, with potential to reduce count times and resource consumption, particularly labour and lighting, over alternative methods
- Commission staff participated in community awareness programs and fund-raising events, for causes such as heart disease, cancer and SIDS research. The Commission has incorporated sustainability initiatives into its planning processes and will review the Sustainability Action Plan in 2009 to ensure it remains effective and relevant.

Internal Audit

Internal auditing has concentrated on operational aspects of procurement, accounts receivable and human resource standards, and a satisfactory report was received in regard to these functions.

Managing our People

Human Resource Management

The Commission operates with a permanent staffing level of 60 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 15 vacancies for permanent positions were advertised and filled. The Commission is committed to the provision of a stable workforce in the lead up to the State general election in the forthcoming year.

Conversion to a new version of the personnel and payroll system was completed during the year, and an upgrade of the data base utilised for election staff recruitment has been finalised. Arrangements are under way to provide training to returning officers on this system.

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 and Professional Development

A total of \$16,000 was spent on training programs during the year. The major emphasis this year was provision for mid-level management and project management training, together with attendance at a wide-range of seminars.

The emphasis for the immediate future is the provision of additional project management training and internal audit quality management training.

Occupational Safety and Health

In 2007–08 a new Commission Occupational Safety and Health Representative was elected for a two year term. The OSH Committee continued to monitor 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.

The Commission is committed to providing a safe and healthy workplace for its employees and encourages employees to express their concerns and raise any issues which may impact on occupational health and safety.

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 part 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.

Managing the Commission continued ...

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

Indicator	2007-08
Number of fatalities	0
Lost time injury/diseases (LTI/D incidence rate)	0
Lost time injury severity rate	0

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

Equity and Diversity

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

The plan will incorporate an election element, as election events create the opportunity to embrace diversity and employ a wide range of staff. 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 Equity and Diversity outcomes. 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
- Greater attention to training, induction and staff orientation on Equity and Diversity, 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 Equity and Diversity 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.

Managing our Relationships

Disability Access and Inclusion Plan (DAIP)

During the year the Commission completed its consultation process for its Disability Access and Inclusion Plan after public consultation and having liaised with stakeholders and representative organisations for people with disabilities. The response was largely positive with most comments outlining that electors were happy with the services and materials that the Commission currently provides for people with disabilities. The Commission has finalised its DAIP 2007–2012 which focuses on improving and maintaining existing services for people with disabilities and exploring options for improvement based on suggestions from our consultation phase. The following outlines the Commission's progress and some current initiatives against the six desired DAIP outcomes.

Outcome 1 – People with disabilities have the same opportunities as other people to access the services of, and any events organised by, a public authority

- The Commission will adapt drive-in polling places at the State general election so that they are attached to existing polling places for people with special needs.
- Exploring of polling place accessibility options, for example the hire of video magnifiers
- Continue to supply polling places desktop voting compartment with a magnifying sheet to assist voters with visual impairment and thicker pencils to enable a better grip for special needs electors.
- Ensure that any events that are organised by the Commission are accessible to people with disabilities.

Outcome 2 – People with disabilities have the same opportunities as other people to access our offices and other facilities

- Ensure our head office and the Electoral Education Centre are accessible to people with disabilities and meet all legislative requirements.
- People with disabilities and representative organisations are aware of transport and parking facilities at Commission events.

Outcome 3 – People with disabilities receive information from us in a format that will enable them to access the information as readily as other people are able to access it

- A review of the Voters with Special Needs brochure was conducted to ensure all information was correct and it was in a suitable format for people with disabilities.
- Commission policy of ensuring all electoral information is written in plain English is continued.
- The Commission will continue to explore the use of new technologies that will assist voters with disabilities.
- The Telephone Typewriter Service (TTY) service will continue to be offered by the Commission to the general public.

Outcome 4 – People with disabilities receive the same level and information from us in a format that will enable them to access the information have the same opportunities as other people to access our offices and other facilities

- The Commission is committed to ensuring that disability awareness training is included in orientation programs for new staff.

- Training on disability awareness issues has been developed for training of returning officers prior to the State general election.
- The Commission will continue to update and review polling place manuals and assessment information to ensure access criteria and required service standards for polling places are correct and appropriate.

Outcome 5 – People with disabilities have the same opportunities as other people to make complaints to us

- The Commission will continue to ensure that our complaints system and policy are accessible to people with disabilities.
- Commission information brochures refer to the complaints process.

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

- The Commission will ensure that our venues are accessible to people with disabilities and they are encouraged to participate in any public consultation that the Commission holds.
- Provide sufficient notice of meetings and an appropriate level of support to people with disabilities who are directly involved in the consultation process.

During the year the Commission was recognised for its commitment to the principles of equal access and inclusion. In the 2007 'Count Us in Awards' which are sponsored by the Disability Services Commission, the Commission received a commendation in the State Government category which reflected our excellent service to people with disabilities. The award was based on the successful e-voting trial undertaken with the Fremantle Football Club, which meant that electors with a wide range of disabilities were able to access a convenient and secure electronic voting system. Other ongoing services provided to meet the needs of voters with disabilities which were recognised include:

- The 'Voters with Special Needs – Electors with Disabilities' brochure
- Mobile polling at hospitals and institutions
- Providing ballot papers to electors who are unable to enter the polling place
- Video magnifier screens for people with a vision impairment
- TTY and hard of hearing cards at polling places.

Freedom of Information (FOI)

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

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.

The vast majority of the complaints this reporting year were in relation to the October 2007 local government elections.

Identified complaints during 2007–08

Area of Complaint	Number of Complaints
Local government elections	124
Enrolment issues	11
State election issues	13
Non-Parliamentary elections	2
Total	150

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.

Managing our Resources

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. During the year particular emphasis was placed on coordinating major procurement functions and commencement of polling staff management for the forthcoming State general election.

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 the electoral roll maintenance system.

The finalisation of the distribution of electoral boundaries and the conduct of the by-election for the district of Murdoch also impacted on the year's activities.

Information Systems and Technology

The 2007–08 year saw the development of a new electronic counting program to cater for both State Legislative Council elections and local government elections using the new Weighted Inclusive Gregory method of counting. The system was developed in some 18 weeks in readiness for the 2007 local government elections. The system was easy to use, and allowed simple and efficient data entry, data correction and results display. The system received praised from the Parliament, the Department for Local Government and Regional Division, the Western Australian Government Local Association and users around the State.

During the year, with regard to the next State general election, there was a requirement to redevelop two of the modules from the Commission's original Electoral Roll Maintenance System (ERMS) which is used only in State elections. These were the declaration vote processing module and the non-voters/multi-voters module.

The declaration vote module caters for the receipt, processing and counting of all absent, provisional, early (in-person) and early (by post) votes. This system is currently in the user acceptance testing (UAT) phase. A number of improvements and streamlining of processes was also achieved during this development phase. Enhancements were made to the existing Election Management System WA (EMSWA) including a new election resources module to assist with election setup and resources for State and local government elections. This development has been completed, user acceptance testing finalised and users are now inputting data for the next election.

The Commission also developed a new web site with a new, modern look and feel, and one that is more user friendly for customers. This site was developed in some three months including specialised areas such as links to EMSWA for automatic results updating. The web site is now totally organised and controlled from within the Commission and once completed a content management system (CMS) will be added to allow the internal users to manage many of their own pages. Conjointly, an intranet is being developed for internal use with full usage expected to take place as soon as full staff training can be concluded.

This year also saw the set up and establishment of a new form of communication using a secure wireless protocol. This assists in the set up and establishment of temporary premises for elections. It was used successfully for the first time during the 2007 local government elections.



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.

Compliance Issues	Significant Action taken to Monitor and Ensure Compliance
Public Sector Standards (PSS) Nil breach claims	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.
WA Code of Ethics Nil reported non-compliance	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.
Agency Code of Conduct No allegations of breach reported or identified	All electoral officers sign a declaration of impartiality (Form 1) on appointment 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.

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.

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

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

Total expenditure for 2007–2008 was \$1,029,938.

Details are as following:

Advertising agencies	\$284,956	303 Advertising	\$284,956
Market research organisations	\$Nil	–	–
Polling organisations	\$Nil	–	–
Media advertising organisations	\$380,420	Media Decisions Market Force	\$377,016 \$3,404
Direct mail organisations	\$364,562	Hermes Precisa Pty Ltd Zipform Pty Ltd	\$316,474 \$48,088

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

Changes to Legislation

In May 2008, the Minister for Electoral Affairs, the Hon. Jim McGinty MLA, introduced into Parliament the Electoral Amendment Bill NO.2 2008 (the Bill). The Bill intends to amend the *Electoral Act 1907* and the *Electoral (Political Finance) Regulations 1996*. The major provisions of the Bill are to:

- Comply with a Commonwealth High Court decision that stated that prisoners serving a sentence under three years should be allowed to vote in Commonwealth elections. Currently, prisoners, regardless of the term of their sentence, cannot vote in Western Australian State elections
- Allow citizens with no fixed address to vote in Western Australian State elections
- Allow overseas electors to be registered as general early voters. This amendment will allow the Commission to send postal ballot papers automatically to Western Australians living overseas, once an election is called
- Lower the political donation disclosure threshold from \$1,800 to \$1,000 after the next State election
- Allow party agents to be the default agents of political candidates
- Remove restrictions on political candidates distributing how-to-vote-cards on polling day
- Minor technical and consequential corrections.

These amendments if passed would better align State and Commonwealth electoral legislation and enable the Commission to improve its services to electors and political candidates.

The Bill has been subject to considerable debate in Parliament and has been amended. At the date of reporting the final version of the Bill had yet to be agreed.

Ministerial Directives

No Ministerial directives were received during the financial year.

Governance and Other Financial Disclosures

Pricing policies of services provided

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

Capital Works – Capital project incomplete


Work continues on the development of a new Electoral Roll Maintenance System (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
3 November 2008



Financial Statements and Performance Indicators 2007–08

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 2008

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 2008, 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.

Western Australian Electoral Commission Financial Statements and Key Performance Indicators for the year ended 30 June 2008

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 2008 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 2008.

COLIN MURPHY
AUDITOR GENERAL
19 September 2008

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 2008 and the financial position as at 30 June 2008.

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

16 September 2008

Warwick Gately AM
Electoral Commissioner

16 September 2008

Income Statement

for the year ended 30 June 2008

	Note	2008 \$000	2007 \$000
COST OF SERVICES			
Expenses			
Employee benefits expense	5	4,604	3,454
Supplies and services	6	4,866	3,081
Depreciation and amortisation expense	7	67	119
Accommodation expenses	8	803	733
Grants and subsidies	9	21	30
Loss on disposal of non current assets	12	–	18
Other expenses	10	17	47
Total cost of services		10,378	7,482
Income			
Revenue			
Other revenue	11	3,302	655
Total revenue		3,302	655
Gains			
Gains on disposal of non-concurrent assests	12	–	–
Total gains		–	–
Total income other than income from State Government		3,302	655
NET COST OF SERVICES		7,076	6,827
INCOME FROM STATE GOVERNMENT			
Service appropriation	13	7,246	6,068
Capital contribution		150	23
Liabilities assumed by the Treasurer		170	–
Resources received free of charge		74	112
Total income from State Government		7,640	6,203
SURPLUS/(DEFICIT) FOR THE PERIOD		564	(624)

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

Balance Sheet

as at 30 June 2008

	Note	2008 \$000	2007 \$000
ASSETS			
Current Assets			
Cash and cash equivalents	14,25	933	737
Receivables	16	417	186
Amounts receivable for services	17	164	50
Other current assets	18	5	30
Total Current Assets		1,519	1,003
Non-Current Assets			
Restricted cash and cash equivalents	15,25	19	–
Amounts receivable for services	17	284	250
Plant and equipment	19	175	151
Total Non-Current Assets		478	401
TOTAL ASSETS		1,997	1,404
LIABILITIES			
Current Liabilities			
Payables	20	483	318
Amounts due to the Treasurer	21	278	483
Provisions	22	369	288
Other current liabilities	23	–	–
Total Current Liabilities		1,130	1,089
Non-Current Liabilities			
Provisions	22	235	247
Total Non-Current Liabilities		235	247
TOTAL LIABILITIES		1,365	1,336
Net Assets		632	68
EQUITY			
Contributed equity	24	568	568
Accumulated surplus/(deficiency)		64	(500)
Total Equity		632	68
TOTAL LIABILITIES AND EQUITY		1,997	1,404

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

Statements of Changes in Equity

for the year ended June 2008

	Note	2008 \$000	2007 \$000
Balance of equity at start of period		68	693
CONTRIBUTED EQUITY			
Balance at start of period	24	568	568
Capital contribution		–	–
Other contributions by owners		–	–
Distributions to owners			
Balance at end of period		568	568
ACCUMULATED SURPLUS			
Balance at start of period	24	(500)	124
Surplus/(deficit) for the period		564	(624)
Balance at end of period		64	(500)
Balance of equity at end of period		632	68
Total income and expense for the period ^(a)		564	(624)

(a) The aggregate net amount attributable to each category of equity is: surplus \$564,000 (2007–08) deficit \$624,000.

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

Cash Flow Statement

for the year ended June 2008

	Note	2008 \$000	2007 \$000
CASH FLOWS FROM STATE GOVERNMENT			
Service appropriation		7,047	5,870
Capital contribution		150	23
Holding account draw downs		50	277
Net cash provided by State Government		7,247	6,170
Utilised as follows:			
CASH FLOWS FROM OPERATING ACTIVITIES			
Payments			
Employee benefits		(4,354)	(3,356)
Supplies and services		(5,023)	(2,835)
Accommodation		(654)	(732)
Grants and subsidies		(21)	
GST payments on purchases		166	(5)
Other Movements		18	
Other payments (Treasurer's Advance Re-payment)		(205)	(48)
Receipts			
Sale of goods and services		3,131	843
Other receipts (Salaries Suspense with Treasury)		(19)	469
Net cash used in operating activities	25	(6,961)	(5,664)
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds from sale of non-current physical assets		–	–
Purchase of non-current physical assets		(90)	(50)
Net cash used in investing activities		(90)	(50)
Net increase/(decrease) in cash and cash equivalents		196	456
Cash and cash equivalents at the beginning of period		737	281
CASH AND CASH EQUIVALENTS AT THE END OF PERIOD	14,25	933	737

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 June 2008

	2008 Estimate \$000	2008 Actual \$000	Variance \$000	2008 Actual \$000	2007 Actual \$000	Variance \$000
DELIVERY OF SERVICES						
Item 72 Net amount appropriated to deliver services	6,119	6,119	-	6,119	5,284	835
Amount Authorised by Other Statutes						
- Electoral Act 1907	858	766	(92)	766	467	299
- Industrial Relations Act 1979	56	56	-	56	56	-
- Salaries and Allowances Act 1975	305	305	-	305	261	44
Total appropriations provided to deliver services	7,338	7,246	(92)	7,246	6,068	1,178
CAPITAL						
Item 154 Capital Contribution	150	150	-	150	23	127
GRAND TOTAL	7,488	7,396	(92)	7,396	6,091	1,305
<i>Details of Expenses by Service</i>						
Electoral Services	9,662	10,378	716	10,378	7,398	2,980
Total Cost of Services	9,662	10,378	716	10,378	7,398	2,980
Less total income	2,543	3,302	759	3,302	655	2,647
Net Cost of Services	7,119	7,076	(43)	7,076	6,743	333
Adjustments	219	170	(49)	170	(675)	845
Total appropriations provided to deliver services	7,338	7,246	(92)	7,246	6,068	1178
Capital Expenditure						
Purchase of non-current physical assets	150	90	60	90	50	40
Adjustments for other funding sources	-	60	(60)	60	(27)	87
Capital Contribution (appropriation)	150	150	-	150	23	127

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 2008 and between the actual results for 2007 and 2008.

Notes to the Financial Statements for the year ended June 2008

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 2008 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 2008.

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. 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.

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 2007 2008 Budget Statements, the Commission retained \$3,302,000 in 2008 (\$655,000 in 2007) from the following:

- proceeds from fees and charges;
- sale of goods; and
- other departmental revenue (predominantly recoup of local government election costs).

Grants, donations, gifts and other non-reciprocal contributions

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

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

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 or 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.

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.

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 15 '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 17 '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 16 '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'.

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 GESBSchemes.

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:

- i) Defined benefit plans – Change in the unfunded employer's liability (ie 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
- ii) 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 (ie 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.

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.

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 2007 that impacted on the Department:

1. '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 and while there is no financial impact, the changes have resulted in increased disclosures, both quantitative and qualitative, of the Department's exposure to risks, including enhanced disclosure regarding components of the Department's financial position and performance, and changes to the way of presenting certain items in the notes to the financial statements.
2. 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.

3. 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.
4. 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 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

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.
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

AAAASB 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 June 2008 continued

	Note	2008 \$000	2007 \$000
5. Employee Benefits Expense			
Wages and salaries ^(a)		4,027	3,034
Superannuation – defined contribution plans ^(b)		511	263
Superannuation – defined benefit plans ^{(c)(d)}		–	–
Long service leave ^(e)		17	51
Annual Leave ^(e)		49	106
		4,604	3,454
(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		753	223
Consultants and contractors		3,036	2,394
Consumables		945	309
Travel		58	43
Other		74	112
		4,866	3,081
7. Depreciation and Amortisation Expense			
Depreciation			
Equipment		21	25
Computer hardware		46	94
Total depreciation		67	119
8. Accommodation Expenses			
Lease rentals		653	621
Repairs and maintenance		150	112
		803	733

Notes to the Financial Statements for the year ended June 2008 continued ...

	Note	2008 \$000	2007 \$000
9. Grants and Subsidies			
Grants (section 175LC of the <i>Electoral Act 1907</i>)		21	30
10. Other Expenses			
Employment on-costs		(20)	23
Audit Fees		37	24
		17	47
11. Other Revenue			
Recoup – Local Government Elections		2,801	92
Recoup – Other Elections		300	260
Education Centre Contributions		–	49
Sale of Roll Products		17	21
Other Contribution from DLGRD for election expenses		–	188
Other General Revenue		184	45
		3,302	655
12. Net gain/(loss) on Disposal of Non Current Sssets			
<u>Costs of Disposal of Non-Current Assets</u>		–	18
Plant, equipment and vehicles			
<u>Proceeds from Disposal of Non-Current Assets</u>		–	–
Plant, equipment and vehicles			
Net gain/(loss)		–	(18)
13. Income from State Government			
Appropriation received during the year:			
Service appropriations ^(a)		7,246	6,068
Capital appropriation		150	23
		7,396	6,091
The following liabilities have been assumed by the Treasurer during the financial year:			
Superannuation ^(b)		170	–

	Note	2008 \$000	2007 \$000
Total liabilities assumed by the Treasurer			
Resources received free of charge ^(c)			
Determined on the basis of the following estimates provided by agencies:			
Department of Justice		40	24
Landgate		34	88
		74	112
		7,640	6,203

- (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.

14. Cash and Cash Equivalents

Current

Cash at bank

933	737
933	737

15. Restricted Cash and Cash Equivalents

Restricted cash and cash equivalents

Non Current

Salaries suspense account with Treasury

19	-
19	-

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.

16. Receivables

Current

Receivables

GST receivable

287	71
130	115
417	18

Notes to the Financial Statements for the year ended June 2008 continued ...

	Note	2008 \$000	2007 \$000
17. Amounts Receivable for Services			
Current		164	50
Non-current		284	250
		448	300
Represents the non-cash component of service appropriations. See note 3(l) 'Amounts receivable for services (Holding Account)'. It is restricted in that it can only be used for asset replacement or payment of leave liability.			
18. Other Assets			
Current			
Pre-payments		5	30
Total current		5	30
19. Plant and Equipment			
<u>Equipment</u>			
At cost		261	243
Accumulated depreciation		(182)	(160)
Accumulated impairment losses			-
		79	83
<u>Hardware</u>			
At cost		1,388	1,315
Accumulated depreciation		(1,292)	(1,247)
Accumulated impairment losses			-
		96	68
		175	151

	Note	2008 \$000	2007 \$000
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			
<u>Equipment</u>			
Carrying amount at start of year		82	92
Additions		17	34
Disposals		-	(19)
Depreciation		(20)	(25)
Carrying amount at end of year		79	82
<u>Computer Hardware</u>			
Carrying amount at start of year		69	147
Additions		73	16
Disposals		-	-
Depreciation		(46)	(94)
Carrying amount at end of year		96	69
Carrying amount at start of year		151	239
Additions		90	50
Disposals		-	(19)
Depreciation		(66)	(119)
Carrying amount at end of year		175	151

Impairment of assets

There were no indications of impairment to plant and equipment at 30 June 2008.

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 2008 have either been classified as assets held for sale or written off.

Notes to the Financial Statements for the year ended June 2008 continued ...

	Note	2008 \$000	2007 \$000
20. Payables			
Current			
Accrued Expenses		182	232
Trade payables		301	86
Total current		483	318
21. Amounts due to the Treasurer			
Current			
Amount due to the Treasurer ^(a)		278	483
		278	483
(a) This amount refers to an outstanding Treasurer's Advance for the local government and electoral distribution draw downs.			
22. Provisions			
Current			
Employee benefits provision			
Annual leave ^(a)		176	113
Long service leave ^(b)		164	135
		340	248
Other provisions			
Employment on-costs ^(c)		29	40
		29	40
Total current		369	288
Non-current			
Employee benefits provision			
Long service leave ^(b)		218	229
Other provisions			
Employment on-costs ^(c)		17	18
Total Non-Current		235	247

Notes to the Financial Statements for the year ended June 2008 continued ...

	Note	2008 \$000	2007 \$000
(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		176	113
More than 12 months after balance sheet date		-	-
		176	113
(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		115	82
More than 12 months after balance sheet date		297	311
		412	393
(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'.			
<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		58	28
Additional provisions recognised		(12)	30
Carrying amount at end of year		46	58
23. Other Liabilities			
Current		-	-
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.			
<i>Contributed equity</i>			
Balance at the start of the year		568	568
Balance at the end of the year		568	568
<i>Accumulated surplus/(deficit)</i>			
Balance at the start of the year		(500)	124
Result for the period		564	(624)
Balance at the end of the year		64	(500)

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:

Note	2008 \$000	2007 \$000
Cash and cash equivalents	933	737
Restricted Cash and Cash Equivalents (see note 15)	19	19
	952	756

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

Net cost of services	(7,076)	(6,827)
Non-cash items:		
Depreciation and amortisation expense	67	119
Resources received free of charge	74	112
Net (gain)/loss on sale of property, plant and equipment	-	18
Other	368	198
(Increase)/decrease in assets:		
Current receivables ^(c) (Includes Salaries Suspense)	(240)	108
Other current assets	25	3
Non-current receivables	(158)	(148)
Other receivables (Outputs)	(50)	
Increase/(decrease) in liabilities:		
Current payables ^(c)	10	447
Current provisions	(50)	176
Other current liabilities	81	150
Non-current provisions	(12)	(20)
Net GST receipts/(payments) (a)	166	5
Change in GST in receivables/payables (b)	(166)	(5)

Notes to the Financial Statements for the year ended June 2008 continued ...

	Note	2008 \$000	2007 \$000
Net GST receipts/(payments) ^(a)		166	5
Change in GST in receivables/payables ^(b)		(166)	(5)
Net cash provided by/(used in) operating activities		(6,961)	(5,664)
(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.			

26. Commitments

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	39
Later than 1 year and not later than 5 years	39	39
Later than 5 years		
	78	78

Representing:

Non-cancellable operating leases	78	78
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Accommodation

Within 1 year	648	460
Later than 1 year and not later than 5 years	3,650	2,005
Later than 5 years		
	4,298	2,465

Representing

Non-cancellable operating leases	4,298	2,465
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The property lease is a non-cancellable lease with a five year term, with rent payable monthly in advance. Contingent rent provisions within the lease agreement require 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 2008

Total appropriation to deliver services:

Total appropriation provided to deliver services for the year

The variance is the result of the reduction in the appropriation required for electoral distribution expenses for the year.

Service Expenditure

Service Expenditure

The increase in expenditure is the result of additional expenditure required for local government extraordinary elections and other fee for service elections conducted during the year. These costs have been offset by corresponding revenue increases.

Income

Income

The increase in income is the result of the conduct of additional extraordinary local government elections, and other fee for service elections, and the consequential increase in cost recovery of those elections.

Significant variances between actuals for 2007 and 2008

Total appropriation to deliver services

2008 Estimate \$000	2008 Actual \$000	Variation \$000
7,338	7,246	(92)

2008 Estimate \$000	2008 Actual \$000	Variation \$000
9,662	10,303	641

2008 Estimate \$000	2008 Actual \$000	Variation \$000
2,543	3,302	759

	2008 Actual \$000	2007 Actual \$000	Variation \$000
Total appropriation to deliver services	7,246	6,068	1,178

The increase in appropriation is the result of an allocation to commence State general election preparations, together with an increased funding allocation for the distribution of State electoral boundaries.

Service expenditure

	2008 Actual \$000	2007 Actual \$000	Variation \$000
Service expenditure	10,303	7,482	2,821

The increase is largely a result of expenditure associated with the conduct of local government postal elections and the distribution of State electoral boundaries.

Income

	2008 Actual \$000	2007 Actual \$000	Variation \$000
Income	3,302	655	2,647

Significant variances between estimate and actual for 2008

Capital Contribution:

No significant variances.

Significant variances between actuals for 2007 and 2008

Capital Contribution:

No significant variances.

	Note	2008 \$000	2007 \$000
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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.

Market risk

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

(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:

Financial assets

Cash resources

933	737
-----	-----

Restricted Cash and Cash equivalents

19	-
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Accounts receivable

287	186
-----	-----

1,239	923
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Notes to the Financial Statements for the year ended June 2008 continued ...

	Note	2008 \$000	2007 \$000
Financial liabilities			
Accounts payable		301	86
Amounts due to the Treasurer		278	483
		579	569

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

Interest Rate Sensitivity Analysis

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

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:

\$		
90,001 – 100,000	3	3
100,001 – 140,000	2	1
140,001 – 150,000	–	1
220,001 – 230,000	1	1
	681	681

The total remuneration of senior officers is:

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.

	Note	2008 \$000	2007 \$000
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		37	24
The expense is included at note 10 'Other expenses'.			
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			
<u>Special Purpose Account section 16(1)(d) of FMA</u>			
<i>Nomination fees</i>			
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 <i>Electoral Act 1907</i> .			
The Commission is responsible for collection of election candidate nomination fees. These fees are paid directly to the Consolidated Account or refunded to candidates.			
Balance at the start of the year		-	-
Receipts		1,000	2,480
Payments		1,000	2,480
Balance at the end of the year		-	-
36. Supplementary Financial Information			
<u>Write-Offs</u>			
During the financial year there were no write-offs.			
<u>Losses Through Theft, Defaults and Other Causes</u>			
During the year there were no thefts or defaults			
<u>Gifts of Public Property</u>			
During the year there were no gifts of public property.			

Key Performance Indicators

for the year ended June 2008

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 2008.

Warwick Gately AM

ELECTORAL COMMISSIONER

16 September 2008

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

	2004-05	2005-06	2006-07	2007-08
Key Effectiveness Indicator				
	%	%	%	%
The number of relevant breaches of 'Declaration by Officer' (Forms 1) upheld by a Court of Disputed Returns	n/a	Nil	Nil	Nil
Percentage of eligible electors on the State electoral roll	91.61%	89.73%	90.81%	92.52%
Percentage of enrolled electors voting in: State elections	89.84%	n/a	n/a	n/a
By elections	n/a	64%	79%	75%
Average percentage of enrolled electors voting in local government ordinary postal election or referenda conducted by the Commission	39.30%	28.85%	37.80%	34%

Note: The number of breaches of 'Declaration by Officer' forms is an indicator which provides a link to the Commission's objective of conducting impartial and independent elections.

The percentage of eligible electors on the State electoral roll is an indicator that provides a link to the Commission's objective of enabling electors to participate in the electoral process. The figures presented for the previous three financial years differ slightly from previous reports due to a change in the method of calculating this data. The data is provided by the Australian Electoral Commission, utilising ABS census data as it becomes available.

The percentage of enrolled electors voting is an indicator that can only be provided every four years for State general elections, and every two 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 extraordinary elections due to the influence of the larger local authorities on average turnout. The average participation rate in extraordinary 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, 2006-07 and 2007-08. Targets are not set during the budget process as these elections are conducted on an 'as needs' basis.

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

	2004-05	2005-06	2006-07	2007-08
Key Efficiency Indicators				
	\$	\$	\$	\$
Average cost per elector of providing electoral services	\$4.69	\$4.56	\$4.92	\$5.23
Average cost per elector of conducting State:				
General elections	\$8.36	\$0.24	n/a	\$0.20
By-elections	n/a	\$7.03	\$8.13	\$5.53
Referenda	n/a	n/a	n/a	n/a
Average cost per elector of local government ordinary (or extraordinary) elections conducted by the Commission	\$2.04	\$1.67	\$1.30	\$2.03

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. Previous reports contained general election costs only. Targets are not set during the budget process for by-elections as these elections are conducted on an 'as needs' basis.

Local government ordinary elections are conducted every two years, the last being in 2007-08. Extraordinary elections are conducted on an as-needs basis. This year, six extraordinary elections were conducted, of which four 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.

Key Performance Indicators: Actual Performance compared to budget targets

EFFECTIVENESS INDICATOR	PERFORMANCE		
	2007-08 Target	2007-08 Actual	Variation
The number of relevant breaches of "Declaration by Officer" (Forms 1) upheld by a Court of Disputed Returns	Nil	Nil	Nil
Percentage of eligible electors on the State electoral roll	95%	92.52%	2.48%
Percentage of enrolled electors voting in: State elections	n/a	n/a	n/a
By-elections	-	75%	-
Average percentage of enrolled electors voting in local government ordinary postal election or referendums conducted by the Commission	38%	34%	4%

The percentage of enrolled electors voting in local government elections fluctuates markedly due to the size and nature of each election.

Other variations are considered insignificant.

EFFICIENCY INDICATOR	PERFORMANCE		
	2007-08 Target	2007-08 Actual	Variation
Average cost per elector of providing electoral services	\$4.50	\$5.23	\$0.73
Average cost/elector to conduct Parliamentary election	\$0.48	\$0.20	-\$0.28
Average cost/elector to conduct local government elections	\$2.50	\$2.03	-\$0.47

Variations are considered to be insignificant.

Performance indicators explain in more detail, see page 60.

Appendices

Appendix 1 – Non-Parliamentary Election Statistics

- Elections Conducted Under the *Industrial Relations Act 1979* during 2007–08
- Other Elections 2007–08 (includes University Guild elections and Certified Agreement ballots)
- Land Ballots 2007–08

Appendix 2 – Enrolment Statistics

- The Western Australian Electoral Commission at a Glance
- State Enrolment Statistics 2000–2008
- Proof of Identity Statistics
- Life Event Statistics

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 a 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 data 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

- 2007 Electoral Distribution Maps
- 2003 Electoral Distribution Maps
- Election Results
- Other Publications
- Publications available free of charge
- Research

Appendix 1

Non-Parliamentary Election Statistics

a) Elections Conducted Under the *Industrial Relations Act 1979* during 2007–2008

Organisation	Vacancies	Contested Vacancies	Unopposed Vacancies	Unfilled Vacancies	Electors	Voters	Participation Rate	Average Participation Rate
Health Services Union of Western Australia (Union of Workers)	5	0	4	1	Uncontested	n/a	n/a	
Health Services Union of Western Australia (Union of Workers)	1	0	1	0	Uncontested	n/a	n/a	
Master Builders Association of Western Australia	8	8	0	0	571	157	27.49%	
Master Painters, Decorators and Signwriters' Association of Western Australia (Union of Employers)	9	7	2	0	Uncontested	n/a	n/a	
Murdoch University Academic Staff Association	10	0	6	4	Uncontested	n/a	n/a	
State School Teachers' Union of WA (Inc)	18	17	1	0	12,773	4,274	33.46%	
State School Teachers' Union of WA (Inc)	The Western Australian Electoral Commission only conducted the counting of votes.							
The Breweries and Bottleyards Employees' Industrial Union of Workers of Western Australia	6	0	4	2	Uncontested	n/a	n/a	
The Forest Products, Furnishing and Allied Industries Industrial Union of Workers, Western Australia	7	0	2	5	Uncontested	n/a	n/a	
The Independent Education Union of Western Australia, Union of Employees	10	9	1	0	Uncontested	n/a	n/a	
The Master Plumbers and Gasfitters Association of Western Australia (Union of Employers)	11	0	11	0	Uncontested	n/a	n/a	
University of Western Australia Academic Staff Association	10	6	4	0	Uncontested	n/a	n/a	
Western Australian Hotels and Hospitality Association Incorporated (Union of Employers)	13	1	10	2	74	17	22.97%	
Western Australian Hotels and Hospitality Association Incorporated (Union of Employers)	6	0	6	0	Uncontested	n/a	n/a	
Western Australian Prison Officers' Union of Workers	21	7	10	4	1,486	579	38.96%	
Western Australian Prison Officers' Union of Workers	6	0	4	2	Uncontested	n/a	n/a	
Totals	141	55	66	20				30.72%

Appendix 1 – Non-Parliamentary Election Statistics continued ...

(b) Other Elections 2007–2008 (includes University Guild elections and Certified Agreement ballots)

Elections Conducted in Accordance with Section 5F(1) (ea) of the <i>Electoral Act 1907</i> ¹	Organisation	Vacancies	Contested Vacancies	Unopposed Vacancies	Unfilled Vacancies	Electors	Voters	Participation Rate	Average Participation Rate
(i) University Guild Elections (voting in person)	Curtin University Student Guild	26	0	26	0	Uncontested	n/a	n/a	
	ECU Student Guild	31	2	12	17	11,996	92	0.77%	
	University of Western Australia Student Guild	30	28	2	0	16,545	3,016	18.23%	
	University of Western Australia Student Guild (re-count)								
	Sub Total	87	30	40	17				9.50%
(ii) Other Elections	Edith Cowan University – Two Enrolled Students	2	2	0	0	17,391	242	1.39%	
	Edith Cowan University – Salaried and Academic Staff	1	1	0	0	712	171	24.02%	
	Edith Cowan University – Salaried and Academic Staff	1	1	0	0	474	153	32.28%	
	Edith Cowan University – Alumni Representative	1	1	0	0	1,505	344	22.86%	
	Fire and Emergency Services Superannuation Board	4	3	1	0	Uncontested	n/a	n/a	
	National Trust of Australia (WA)	5	0	2	3	Uncontested	n/a	n/a	
	Potato Marketing Corporation of Western Australia	1	0	1	0	Uncontested	n/a	n/a	
	Potato Marketing Corporation of Western Australia	1	0	1	0	Uncontested	n/a	n/a	
	Prison Officers' Appeal Tribunal	1	1	0	0	1,475	393	26.64%	
	Settlement Agents Supervisory Board	1	1	0	0	760	393	51.71%	
	Sub Total	18	10	5	3				26.48%
	Elections conducted in accordance with section 5F(1)(ea) of the <i>Electoral Act 1907</i>	105	40	45	20				17.99%

Appendix 1 – Non-Parliamentary Election Statistics continued ...

Elections Conducted in Accordance with Section 5F(1)(eb) of the <i>Electoral Act 1907</i> ²	Organisation	Vacancies	Contested Vacancies	Unopposed Vacancies	Unfilled Vacancies	Electors	Voters	Participation Rate	Average Participation Rate
Other Elections	CBH Group ³	3	1	2	0	2,529	1,395	55.16%	
	Derbarl Yerrigan Health Service Inc.	12	3	8	1	140	47	33.57%	
	Department of Consumer and Employment Protection	1	1	0	0	13,800	1,705	12.36%	
	Department of Consumer and Employment Protection	1	0	0	1	Uncontested	n/a	n/a	
	Department of Consumer and Employment Protection	1	0	0	1	Uncontested	n/a	n/a	
	Department of Consumer and Employment Protection	1	0	0	1	Uncontested	n/a	n/a	
	Retirees WA (Inc)	5	2	2	1	5,813	2,271	39.07%	
	RSPCA	3	3	0	0	2,003	715	35.70%	
	The Medical Defence Association of Western Australia (Incorporated)	3	0	3	0	Uncontested	n/a	n/a	
	Western Australian College of Teaching	10	10			38,663	10,175	26.32%	
	Western Australian College of Teaching	1	1	0	0	5,547	1,158	20.88%	
	Elections conducted in accordance with section 5F(1)(eb) of the <i>Electoral Act 1907</i>	41	21	15	5				31.87%
All Other Elections		146	61	60	25				24.93%

Appendix 1 – Non-Parliamentary Election Statistics continued ...

(c) Land and Other Ballots 2007–2008

Land and Other Ballots Conducted in Accordance with Section 5F(1)(eb) of the <i>Electoral Act 1907</i> ²	Organisation	Lots/Pens Available	Lots/Pens Allocated	Lots/Pens Unallocated	Expressions of Interest	Conforming Applications	Participation Rate	Average Participation Rate
Land Ballots	LandCorp – Broome	50	50	0	981	112	12.64%	
	LandCorp – Derby	26	4	22	82	4	13.41%	
	LandCorp – Denham	45	11	34	143	12	9.79%	
	LandCorp – Exmouth	60	60	0	555	119	21.98%	
	LandCorp – Nickol West Karratha	81	81	0	1,449	376	27.54%	
	LandCorp – Kununurra	23	23	0	349	103	30.37%	
Boat Pens ³	Department of Planning and Infrastructure – Fremantle	65	62	3	499	97	21.04%	
	Land and Other ballots conducted in accordance with section 5F(1)(eb) of the <i>Electoral Act 1907</i>	350	291	59	4,058	823		19.54%

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

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

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

Appendix 2

Enrolment Statistics

The Western Australian Electoral Commission at a Glance

	2003–2004	2004–2005	2005–2006	2006–2007	2007–2008
Number of enrolled electors (30 June)	1,220,362	1,266,817	1,261,845	1,296,858	1,325,715

State Enrolment Statistics 2000–2008

Year	Total Enrolments	% increase	Electoral Event
2000–2001	1,206,736	3.17	State general election 10 February 2001 Local government elections 5 May 2001
2001–2002	1,206,725	0	Federal election 10 November 2001
2002–2003	1,209,933	0.27	Local government elections 3 May 2003
2003–2004	1,220,362	0.86	
2004–2005	1,266,817	3.67	Federal election 9 October 2004 State general election 26 February 2005 Local government election 7 May 2005
2005–2006	1,261,845	–0.39	
2006–2007	1,296,858	2.70	
2007–2008	1,325,715	2.23	Local government election 20 October 2007 Federal election 24 November 2007

Proof of Identity Statistics

Difference	Statistic
<i>Electoral enrolment</i> forms that did not provide proof of identity:	
• New enrolments	1,442
• Re-enrolments	1,876
Total	3,318
<i>Electoral enrolment</i> forms that were not witnessed:	
• New enrolments	2,532
• Re-enrolments	4,366
Total	6,898

Life Events Statistics

Activity	Statistic
Number of <i>Electoral enrolment</i> forms sent	10,762
Number of <i>Electoral enrolment</i> forms returned	3,879
Response rate	36.04%

Appendix 3

Roll Products Provided to Other Organisations 2007–2008

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

Agency Name	Branch	Purpose for which the information was provided
CSG Ltd		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	Data Linkage – Public Health Division	Processing of data and release of it to medical researchers for approved medical research projects under strict privacy controls
Department of Health	Breastscreen WA	For approved medical research projects under strict privacy controls
Department of Health	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
Town of Cottesloe	5 Jul 2007	Residents roll for an electors survey
Shire of Wandering	17 Jul 2007	Residents roll for determining which ratepayers are not enrolled and possibly might be eligible to be enrolled on the Owners & Occupiers roll
Town of Cambridge	24 Jul 2007	Residents roll for an electors meeting
City of Canning	13 Aug 2007	Residents roll for a ward boundary review
Shire of Serpentine-Jarrahdale	15 Aug 2007	Residents roll to verify electors names on a petition
Department for Planning & infrastructure	28 Sep 2007	TravelSmart Household Audit program in the City of Mandurah
Department for Planning & infrastructure	28 Sep 2007	TravelSmart Household Audit program in the City of Joondalup
Murdoch University Division of Science and Engineering	26 Oct 2007	Random selection of 2,000 names for a survey on 'Attitudes and practices of rural residents regarding husbandry of pet cats'
Shire of Gingin	2 Apr 2008	Residents roll for a ward boundary review
Curtin University Sustainability Policy Institute	29 Apr 2008	Random sample of 1500 names from which 150 will be selected for a Citizens Parliament in Canberra to deliberate how our democracy could better serve the people

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 Child Protection	Adoption Services	To access applicant, relative and associates parties information in accordance with the <i>Adoption Act 1994</i>
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 Health	Sir Charles Gairdner Hospital	To validate patient details to ensure patient information is linked to the correct person.
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	Pathwest	To correctly match pathology results to existing medical records and correctly identifying patients to Medicare
Department of Health	Fremantle Hospital Sexual Health Clinic	To assist with follow-up public health action
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

Appendix 3 – Roll Products Provided to other Organisations 2007–2008 continued ...

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

Agency Name	Branch	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 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'
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

2007 Electoral Distribution Maps

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

2003 Electoral Distribution Maps

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

Election results

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
2000 Streets Towns and Places Directory*	\$11.00
2004 Streets Towns and Places Directory*	\$11.00
2008 Streets Towns and Places Directory*	\$11.00
The Quest for 'One Vote One Value' in Western Australia's Political History a monograph by Professor Harry C.J. Phillips	\$11.00

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*

Youth Engagement and the Age of Majority*

* available on the Commission's web site 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 Legislative Assembly electorate vacated by a Member of Parliament for reason other than Parliament's expiration or dissolution.

C

Candidate

A person who nominates for election.

Casual Vacancy

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

Compulsory Voting

Once enrolled to vote for State and Federal parliamentary elections, voting is compulsory. There is a penalty for failing to vote without a valid and sufficient reason. Voting 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 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. It 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.

H

How-To-Vote Card

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

I

Informal Vote

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

L

Legislative Assembly

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

Legislative Council

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

Local Government Act 1995

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

M

Mobile Polling

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

N

Nomination

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

O

Ordinary Election

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

P

Political Party

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

Poll

An election, referendum or survey.

Polling

The process of electors recording their votes.

Polling Place

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

Postal Elections (Local Government)

In a postal election the only way to vote is to put the ballot paper into an envelope, sign the elector’s certificate and place this envelope into an outer envelope and send or deliver it to the returning officer. 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 of the *Electoral Act 1907*.

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.

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.

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 (By post)

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

Early Vote (In Person)

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

Provisional Vote

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

W

Writ

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

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