

Western Australian Electoral Commission



ANNUAL REPORT 2008-09



This Report

This Report

Welcome to the 2008–09 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 2009.

The report should be read in the context that the desired Outcome of the Commission is that: *Western Australian electors participate in independent and impartial elections or referenda conducted by the Commission as part of democratic processes.* The Service the Commission must deliver to achieve that Outcome is the: *Provision of independent, impartial and efficient electoral services to electors for Parliament and other electoral clients.* That Service comprises three Outputs:

- Election Management
- Electoral Roll Management
- Electoral Education and Information.

The Commission's Strategic Plan further identifies three more Key Results Areas that are central to the management and efficient and effective operations of the Commission and support the above three outputs:

- Our Clients
- Our People
- The Organisation.

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 2009.

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
16th September 2009



Key Events 2008–09

August 7th 2008

Writ for a State general election issued by His Excellency the Governor. Commission to proceed with elections in all Legislative Assembly electoral districts and Legislative Council electoral regions in Western Australia, with a minimum time of 31 days to polling day.

Setting of the polling date triggers the next Division of the State (redistribution of electoral district boundaries), under section 16E(b) of the *Electoral Act 1907*, which is to occur as soon as practicable two years after polling day.

September 6th 2008

1.3 million WA electors go to the polls in the State General Election.

September 26th 2008

The Commission declares the results for the State's 59 Legislative Assembly districts and six Legislative Council regions.

October 3rd 2008

Quality accreditation (ISO 9001) renewed for another year following Benchmark annual audit.

October 23rd 2008

The Commission launches its Reconciliation Action Plan with a speaker from the Indigenous community outlining current Indigenous issues and the role of the Commission's plan in addressing these issues.

December 8th 2008

The historical works "Highest Privilege and Bounden Duty – A Study of Western Australian Parliamentary Elections 1829–1901" and "Electoral Law in the State of Western Australia: An Overview" published by the Commission launched by the Minister for Electoral Affairs.

April 9th 2009

Writ for a referendum on Daylight Saving issued by His Excellency the Governor.

Writ issued by the Speaker of the Legislative Assembly to proceed with a by-election in the Legislative Assembly electoral district of Fremantle.

May 16th 2009

Electors go to the polls in a State-wide referendum on Daylight Saving and a concurrent by-election in the District of Fremantle.

May 21st 2009

Electoral Amendment (Miscellaneous) Act 2009 receives Royal Assent.

2008–09

Highlights and Achievements 2008–09

- Successfully conducted the 2008 State general election when over 1.3 million electors went to the polls. Notwithstanding the election being called 6 months early, a considerable increase in the number of electors, an increase in the number of seats in Parliament, and pressure on many of the district counts due to their closeness, the election ran smoothly and it took only 20 days from polling day for the Commission to declare the results for the State's 59 Legislative Assembly districts and six Legislative Council regions.
- Successfully planned and conducted a State-wide referendum on Daylight Saving and a concurrent by-election in the District of Fremantle, just seven months after undertaking the State General Election.
- Managed a record budget allocation of \$34 million.
- For the State General Election and Daylight Saving Referendum in total the Commission appointed and paid over 11,000 polling place and count centre staff.
- Undertook 19 local government extraordinary elections and 35 non-parliamentary union and fee for service elections during the year.
- 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 30 local government extraordinary election rolls and produced rolls for every State district for the 2008 State general election and the 2009 Daylight Saving Referendum.
- Over 30,000 individuals took part in the Commission's education programs – with the Electoral Education Centre making presentations to over 8500 school students and adults and coordinating 39 school council elections involving 11,224 students.
- Over 10,000 students participated in the Joint Civics Education Program run in conjunction with the Parliament of Western Australia.
- The Commission's 2007–08 Annual Report won a Gold Award in the W.S. Lonnie Awards for excellence in annual reporting and a Bronze Award in the national Australasian Reporting Awards, similarly for excellence and accountability in annual reporting.
- The historical works 'Highest Privilege and Bounden Duty – A Study of Western Australian Parliamentary Elections 1829–1901' and 'Electoral Law in the State of Western Australia' published by the Commission were launched by the Minister for Electoral Affairs in December 2008.





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Introducing the Western Australian Electoral Commission

Our Purpose

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

Our Vision

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

Our Values

Professional – How we go about our work

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

Respectful – How we treat others and expect to be treated

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

Customer Focused – How we deliver our services

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

Collaborative – How we work together

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

Continuously Improving – How we move forward and work better

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

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 48 staff and has an average budget of around \$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 or referenda as part of the democratic process.

To this end, three areas of operation (or outputs) comprise the Service that is the Commission's core business:-

Election Management

This entails the planning, conduct and evaluation of elections and referenda and encompasses managing Parliamentary elections (State general elections, referenda, and by-elections), local government elections, and fee-for-service and other elections.

Electoral Roll Management

The key responsibility is the maintenance of an accurate and up-to-date electoral roll

Electoral Education and Information

This involves managing electoral education and information through encouraging and promoting community awareness of electoral processes.



The Commission At-A-Glance

	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
Number of enrolled electors (30 June)	1,220,362	1,266,817	1,261,845	1,296,858	1,325,715	1,325,895
State general elections		1*	—	—	—	1
State by-elections	—	—	1	1	1	1
Number of referenda	—	1**	—	—	—	1
Local government elections	3	50	0	0	65	0
Local government extraordinary elections	12	1	12	14	6	19
Elections conducted under the <i>Industrial Relations Act 1979</i> and other elections	32	35	37	44	48	35
Staff numbers (FTEs)	32	43	43	48	60	48
Total expenditure	\$6,165,000	\$18,196,000	\$6,459,000	\$7,482,000	\$10,378,000	\$32,286,000

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

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



The Year in Review

Commissioner's Overview – Executive Summary

Election activity in 2008–09 was unprecedented with Commission staff in a continuous planning and service delivery cycle. A State general election was held in September 2008, followed in May 2009 by a State-wide referendum on Daylight Saving and a concurrent by-election in the District of Fremantle. Additionally there were 19 local government extraordinary elections and 35 non-parliamentary union and fee-for-service elections in the year.

State General Election

The 2008 State general election was very demanding. The election was called six months earlier than historically expected. Of note for the 20 general elections held since the Second World War only one has been held this early. Adding to the challenge in delivering election services was the minimum time of 31 days between the issue of the writs to polling day, the impact of significant electoral boundary changes from 2007 and a tight labour market. As it transpired the election result was so close that the formation of a government was not certain until eight days after polling day. There was intense interest and scrutiny by political parties, candidates, the media and electors. Ultimately there was a change of the executive with the incumbent Labor Government losing power to a Liberal–National Government. Throughout the election process the Electoral Commission and

staff were subjected to often unwarranted and ill-informed criticism and pressure to finalise a result at the expense of care and diligence. This was resisted.

As district and region results were declared, there was one petition to the Court of Disputed Returns questioning the eligibility of an elected candidate and aspects of the Electoral Commissions' operations in the Agricultural Region. Ultimately the petition was dismissed on the basis that the petition had not been completed correctly in accordance with legislation.

Post-Election Review

A critical examination of all aspects of the Electoral Commission's operations was undertaken immediately after the State general election. Results and information dissemination, material handling and the training of returning officers and the casual workforce were identified as requiring attention. Vast improvements were made in these areas in a short time and the success of the Daylight Saving Referendum in May 2009 attested to the leadership of the Deputy Electoral Commissioner, Ms Lyn Sirkett in driving change and the commitment of all staff to learn and develop. In conjunction with the referendum, a by-election was held for the District of Fremantle

following the resignation of Hon. Jim McGinty MLA. Eleven candidates contested the by-election which attracted a turnout of 87 % of electors and was won by the Greens WA candidate Ms Adele Carles.

Legislation

As with other activity, amendments to electoral legislation which had been introduced into Parliament in May 2008 lapsed with the calling of the State general election. Similar amendments dealing with prisoner voting rights, electors with no fixed address, overseas electors and candidate activities were put before the new Parliament and received assent in May 2009.

Staffing

Staffing challenges existed in the first half of the year. This was particularly evident in securing the services of returning officers and casual polling staff for the State general election. Nearly one third of returning officers were new and their performance in the State general election was impacted thereafter by a very compressed training regime. With the global financial downturn, recruiting for the Daylight Saving Referendum was easier, in turn assisted by the early notification by Government of the polling date.



As to permanent staff, at the end of this period, there were only two vacancies in the full time complement. Unfortunately many short term contract staff who had gained considerable electoral experience from the two large events had to be released at the end of their work contract.

Information Technology

Advances in information technology slowed in the year due to election activity. Earlier changes to the Election Management System performed well during the State election as did CountWA during the Legislative Council vote counting under the Weighted Inclusive Gregory system.

The redevelopment of the Roll Maintenance System continued slowly given other work priorities and funding constraints. Future development work remains focussed on the core system.

Enrolment

Links with the Australian Electoral Commission under the Joint Roll Arrangement remained strong. Despite the increase in the number of electors on the State roll there is increasing number of persons allowing their enrolment to lapse or not enrolling on being eligible.

Given that this is a national problem, the solution will be in opening up new channels for transacting enrolments.

Governance

The Commission's management systems and governance arrangements remain sound. A limited number of internal audits were conducted and, as is normal, a comprehensive array of surveys examined all aspects of Commission operations during the election and referendum, being an important part of the continuous improvement cycle.

For the next year, lessons learned from the State election and referendum will drive process improvements where cost effective and practical.

Electoral legislation will be reviewed and preliminary work commenced in establishing the Office of the Electoral Distribution Commissioners for 2011. Once again Commission members have performed admirably over the year showing great determination and resilience in managing two very large electoral events under significant public scrutiny. I thank them for their efforts and support.

Warwick Gately AM
Electoral Commissioner
16 September 2009





State General Election 2008

The 38th Western Australian State General Election was announced by Premier Alan Carpenter on the 7th August 2008. Writs for the election were issued that day by the Governor, nominating 6th September as polling day.

Numerous Challenges

The calling of this election on 7th August came as a surprise to most commentators and observers as it was some six months earlier than expected. This, and the minimum four-week lead-in to polling day, coupled with the impact of major electoral district boundary changes and a tight labour market affecting staff availability and experience, presented many challenges.

To set up polling places across the State, recruit and train staff, and provide the necessary resources and election material in four weeks was a major undertaking for the Commission's 48 permanent staff and a small number of contractors. Parallel to this effort was the need to establish and staff a large Call Centre to handle public enquiries, a counting centre at the Fremantle Passenger Terminal to count all postal, early in-person and absent votes and undertake a full distribution of preferences, and a Tally Room at the ABC Television studios to cover the counting of primary votes and display of results on election night.

Election Logistics

As 1.3 million electors went to the polls on Saturday 6th September, 800 ordinary polling places had been set up across the State, 57 interstate and overseas, and a further 59 in remote areas serviced predominantly by air. Over 6000 casual staff had been recruited and trained to work in those polling places and 1,500 at the vote processing centre in Fremantle.

Remote polling had been completed across the vast areas of the Kimberley, Pilbara, Kalgoorlie, Eyre, and North West electoral districts, with 70 indigenous and remote communities visited to service the needs of many of the 76,005 registered electors in the Mining and Pastoral region. Mobile polling for electors in 241 special institutions and hospitals was also completed.

The Commission produced almost 5 million ballot papers, 10,500 voting packs containing electoral material and instructional manuals for polling places and 250 cubic metres of cardboard for polling screens. All this material was despatched across the State, whilst the overseas destinations and the eight states and territories were sent ballot papers. An elector information guide or 'Easy Voter Card' that provided details of electoral districts, the location of all polling places in the district, and how to complete ballot papers, was produced and mailed directly to all households in the State.

Over 21,000 calls were received at the Commission's call centre, almost 75% from electors away on polling day enquiring about postal or early in-person voting. Over 15,000 enrolment forms had been lodged with, and processed by, the Commission and by the close of the roll on 15th August 1,330,399 electors were eligible to vote, an increase of 5.65% on the 2005 State general election.

Postal and Early Voting

Of special note in the week leading up to the election was the significant increase in postal and early in-person voting. The postal voting process had been in full operation since the election was called, with a torrent of postal vote applications to the Commission, largely because political parties were actively promoting this option. With four days to polling over 65,000 postal vote applications had been received. Early in-person voting too ballooned with over 60,000 early in-person votes cast at facilities set up at the Commission, Australian Electoral Commission offices and Magistrate's Courts throughout WA, and at the domestic and international terminals at Perth airport. It meant that well over 100,000 electors had cast their vote before polling day.



Total Cost

When all such initiatives, activity and processes were taken into account the total cost of the election (including statutory, informational and encouragement to enrol and vote advertising) was around \$15.5 million.

Close Results

Saturday 6th September, Polling Day, ran smoothly at all of the 800 polling places. When the polls closed at 6.00pm, 1,150,497 electors had cast their vote and counting began. Results were progressively fed through to the Tally Room throughout the evening. There were some issues in the reporting of votes through the Commission's system which was slow. By 10.00pm some 40% of polling place results were still not available to the public due to slow counting or reporting. This situation was exacerbated by the closeness of the result in eleven districts, unprecedented for a State general election. Therefore a clear outcome of the election was not obvious at the end of counting that night.

Naturally in the community there is an expectation that at the close of polls on a Saturday evening votes will be counted, the winner announced and the election over. This expectation is often met when the margins of seats won or lost are sufficiently clear for a party or coalition to claim victory. On 6th September the close seats in this election meant that an indication of which major party

might form government was not clear and inevitably this gave rise to intense interest from political parties, candidates, the media and electors and resulted in a level of scrutiny on the work of the Commission that led to criticisms, both informed and otherwise.

Further Challenges

Hence, further challenges for the Commission arose following polling day as the pressure for the Commission to finalise counting and undertake a full distribution of preferences became intense. Adding to this pressure was the fact that WA electors had opted for postal voting in unprecedented numbers and absent voting had reached a record high. In total 269,644 declaration votes were cast during the election. Each vote had to be meticulously scrutinised and manually processed before it could be added to the count – a labour-intensive and time-consuming task but essential to the integrity of the count.

Cognisant of the imperatives, the 11 close districts were prioritised by the Commission with all effort being directed to their finalisation. Counting was, however, painstaking and ponderous due to the extreme scrutiny of the distribution from all sides of politics – at one stage some 300 scrutineers were in attendance.

That the identified close districts were finalised in just eight days after polling day was a significant achievement for the Commission and indeed an improvement on 2005. The need for

accuracy always had priority over a quick result. The counts for the other 48 districts proceeded simultaneously with the same attention to accuracy, though without the same level of scrutiny.

Results Declared

It took only 20 days from polling day for the Commission to declare the results for the State's 59 Legislative Assembly districts and six Legislative Council regions – the last district being declared on 26th September. Given the increase in the number of electors and in the number of seats in Parliament, the need for meticulous counting, and the pressure many of the counts were under, this was an outstanding outcome for the Commission, and bettered marginally the 21 days it took to declare all seats after the 2005 State general election.

Like any enterprise undertaken by the Commission there followed a close analysis and full review of the entire election process. Input was sought from all stakeholders – from electors at large, from government, and from the key political players. The findings and feedback from that process will certainly result in improved electoral services to the people of Western Australia.



Daylight Saving Referendum 2009

As the daylight saving trial ended on 30th March 2009, the Government moved quickly to allow the citizens of Western Australia to have their say on this issue at the earliest opportunity. A writ for the Daylight Saving Referendum was issued by the Governor on 9th April, nominating Saturday 16th May as polling day.

Thus, just some seven months after the massive task of conducting the 2008 State General Election the Commission was challenged to literally do it all over again – given that a stand-alone referendum embraces all the planning, processes and infrastructure as that for a general election, bar some obvious differences such as no candidates, hence no major political involvement beyond the provision of the yes or no arguments; and a single simple ballot paper, hence counting is quicker and results posted earlier.

Early announcement of the polling date enabled the Commission to better prepare in all areas. Quick to draw on the lessons learned from the State general election and applying its policy of continuous improvement, the Commission finetuned and re-engineered a number of key processes; notably in the level of training provided to Returning Officers (and in turn their key staff) and in the handling of material. The result was an overall lift in efficiency and effectiveness and all operations ran smoothly and trouble free. The referendum was however undertaken in an environment of budgetary constraint, with impacts on polling place and count centre staffing, advertising, and call centre operations.

For the referendum the Commission operated 776 general polling places across the State with mobile polling undertaken at 240 special institutions and hospitals. Additionally, 67 remote communities were visited in the two weeks prior to polling day. Approximately 6,400 people were employed to undertake this work.

Early in-person voting at 58 locations across the State attracted 70,374 electors, an increase of 7,500 on the 2008 State general election. Early in-person voting was again available at the domestic and international airport terminals for the 23 days prior to polling day with 9,306 electors using this option – a significant increase on the 5,000 in 2008.

Postal voting was significantly less than for the State general election with only 45,897 electors using this option.

Total number of calls received and answered during the operation of the Commission's call centre was 22,873, with approximately 50 per cent relating to early voting. Also recorded were 3978 excuses for not voting and 3,547 forms were mailed out.

A significant success was the expansion of the Easy Absent system to electronically mark electors' names off the roll as having voted. In 2008 16,607 votes were issued using this system and this expanded to 58,728 votes in the referendum. The system was well received at polling places and enabled quicker inclusion of these votes in to the count.

A 'virtual' Tally Room set up at the count centre was also successful, particularly its accessibility direct from the Commission's web site home page, which was simple and effective. Results were updated progressively on polling night and provided media and electors direct access to results.

In the referendum, overall 1,144,203 valid votes were cast, with 519,899 (45.44%) electors voting 'Yes' and 624,304 (54.56%) voting 'No' – on a turnout of 85.64% of the State's 1,341,554 enrolled electors. Informal votes totalled only 4,650 (0.40% of all votes), the lowest-ever recorded level of informality for WA daylight saving referenda and almost half the number of informal votes cast in 1992.

Given that traditionally voter turnout in a stand-alone referendum is low, the final figure of 85% was an excellent result for the Commission, comparing favourably with the 86.48% turnout at the 2008 State general election and the 86% at the last daylight saving referendum. The low level of informal votes was also encouraging, suggesting the Commission had effectively communicated to the public its messages in regard to correctly completing the ballot paper.



Summary of Key Results and Performance

What we set out to do in 2008–09	What we achieved
Develop, progress and finalise project plans to cover all aspects of efficiently and effectively conducting the next State general election.	An early election was called for 6th September, 2008 and over 1.3 million electors went to the polls. The election ran smoothly and it took only 20 days from polling day for the Commission to declare the results for the State's 59 Legislative Assembly districts and six Legislative Council regions – bettering marginally the 21 days it took to declare all seats after the 2005 State general election.
Develop, progress and finalise project plans to cover all aspects of efficiently and effectively conducting a Daylight Saving Referendum in 2009.	Though called just seven months after the State general election, all facets of the referendum ran smoothly and efficiently, with an excellent turnout of 85.64% of the State's 1,341,554 enrolled electors, and the outcome clear by 10.00pm on polling day.
Consolidate the independent election services of the Commission.	Thirty-five Fee-for-Service and other elections were conducted by the Commission during the year (48 in 07–08). Whilst the number of Trade Union elections undertaken remained constant, there was fall in demand for election services from the private sector and government-based land agencies as the downturn in the economy impacted their operations.
Promote participation in the electoral process through enrolment to vote and efficiently manage an accurate and up-to-date State electoral rolls.	On 30 June there were 1,352,895 electors on the roll – an increase of over 27,000 on the previous year. In this period the Commission also processed 334,289 enrolment changes.
Increase community awareness of electoral processes through effective education programs.	Overall, some 30,089 individuals took part in the Commission's education programs. Presentations were made to 8,526 school students and adults at the Commission's Electoral Education Centre, whilst Centre staff coordinated 39 school elections involving 11,224 students. Over 10,169 participated in the Joint Civics Education Program run in conjunction with the Parliament of Western Australia.
Assist in steering through Parliament changes to legislation in regard prisoner entitlements, itinerants and political party funding arrangements.	In May 2009, the <i>Electoral Amendment (Miscellaneous) Act 2009</i> received Royal Assent. Most parts of the Act do not come into operation until proclamation which the Commission expects in Spring 2009.
Redevelop the State Election system for handing declaration votes in time for the State general election, referendum and any by-elections as required.	Phase 1 was completed in time for the State Election in September 2008 and Phase 2 (final phase) was completed in time for the Daylight Saving Referendum and Fremantle By-Election in May 2009.
Provide a computer system for the easy and efficient issue of Absent Votes during election events.	During the State general election 74 laptops containing the electoral roll were provided at 38 locations across WA for Easy Absent voting; and for the Daylight Saving Referendum 175 laptops at 130 locations were rolled out.



Key Performance Indicators:

Effectiveness

KEY EFFECTIVENESS INDICATOR	2004-05	2005-06	2006-07	2007-08	2008-09
The number of relevant breaches of 'Declaration by Officer' (Forms 1) upheld by a Court of Disputed Returns	n/a	Nil	Nil	Nil	Nil
Percentage of eligible electors on the State electoral roll	91.61%	89.73%	90.81%	92.52%	91.38%
Percentage of enrolled electors voting in: State elections	89.84%	n/a	n/a	n/a	86.48%
State referendum	n/a	n/a	n/a	n/a	85.6%
By-elections	n/a	64%	79%	75%	87.2%
Average percentage of enrolled electors voting in local government ordinary postal election or referendums conducted by the Commission	39.30%	28.85%	37.80%	34%	33.78%

Note 1: 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 2 years for local government ordinary elections. The rates provide a key indicator of the Commission's effectiveness in enabling electors to participate in the electoral process, and also provide an indication of the advantages of postal elections in facilitating participation in voluntary elections. It should be noted that participation rates for local government ordinary elections, as in 2004-05, will often be lower than the extra-ordinary elections due to the influence of the larger local authorities on average turnout. The average participation rate in extra-ordinary elections can vary markedly due to the size of the election and the importance of local issues.

State by-elections were held in 2005-06, 2006-07 and 2007-08 and 2008-09. Targets are not set during the budget process as these elections are conducted on an 'as needs' basis.

Efficiency

KEY EFFICIENCY INDICATOR	2004-05	2005-06	2006-07	2007-08	2008-09
Average cost per elector of providing electoral services	\$4.69	\$4.56	\$4.92	\$5.23	\$5.52
Average cost per elector of conducting State: General Elections	\$8.36	\$0.24	n/a	\$0.20	\$10.14
By-elections	n/a	\$7.03	\$8.13	\$5.53	\$2.98
Referenda	n/a	n/a	n/a	n/a	\$5.40
Average cost per elector of local government ordinary (or extraordinary) elections conducted by the Commission	\$2.04	\$1.67	\$1.30	\$2.03	\$1.17

Note 1: 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. Extra-ordinary elections are conducted on an as-needs basis. This year, 19 extra-ordinary elections were conducted, of which 14 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.



Significant Issues and Trends

- Being a small agency, the Government's 3% Efficiency Dividend will have impacts on Commission staffing, capital works and the redevelopment of election-critical IT systems.
- The Commission will be required to conduct postal elections in October 2009 for around 70 of the largest local governments in Western Australia. This will entail the provision of electoral services to over 1.2 million electors.
- 2008 saw declaration voting (postal, early in-person and absent voting) reach an unprecedented high. The challenge for the Commission will be to effectively apply business process re-engineering to its declaration vote processes and protocols to effectively manage increasing volumes, generate efficiencies and speed up counting.
- Easy Absent Voting, based on the loading of the State electoral roll onto a computer within a polling place thus enabling absent voters to be marked off the roll electronically, is one solution to minimising the number of declaration votes and reducing the inevitable delay checking these votes causes after an election. The potential expansion of this initiative will have major cost, logistical, training and staffing impacts on the Commission.
- General Early Voting is regarded as a viable solution for the many electors concerned about attending a polling place on the day of polling and in addressing the timing issues around postal voting. The promotion of General Early Voting has significant implications for a range of Commission processes, especially enrolment.
- The 2008 State general election and 2009 Daylight Saving Referendum saw a dramatic increase in the public accessing the Commission's web site seeking a range of electoral information or wishing to register queries and concerns. This medium is set to become the prime interface between the Commission and the public and will need major development to meet future demand.

- The tradition Tally Room has become somewhat of an anachronism in election events and its provision for the State general election proved highly expensive and consumed inordinate amounts of valuable staff time. For the Daylight Saving Referendum the Commission established a 'virtual' Tally Room linked directly to its election management and results systems via its web page. This proved highly successful for all stakeholders. The role of the traditional tally room for future elections thus needs to be carefully considered.

Looking to the Future

Obviously the lessons learned from the State election and referendum will provide the springboard for moving the Commission forward. A series of post-project reviews is currently underway and feedback is being sought from all stakeholders. The analysis, review and realignment will continue over the next three years and will embrace those significant issues and trends detailed above. In its commitment to continuous improvement, the Commission will strive to re-engineer its processes thereby delivering superior electoral services for the next major election event, probably in 2013.

For the immediate future, planning for the 2009 Local Government ordinary elections, involving around 70 local governments and 1.2 million electors, is well underway, whilst preliminary work has commenced in establishing the Office of the Electoral Distribution Commissioners for 2011.





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. Norman Moore MLC, Minister for Mines; Fisheries; Electoral Affairs.

Enabling Legislation

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

Legislation Administered

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

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

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

The Electoral Commissioner and Deputy Electoral Commissioner

Mr Warwick Gately AM was appointed as the Western Australian Electoral Commissioner for a three-year term in August 2006. Prior to this Mr Gately was the Acting Electoral Commissioner. Ms Lyn Sirkett was appointed the Deputy Electoral Commissioner in February 2007 after serving as the Commission's General Manager the previous year and prior to that as the Manager Communications and Corporate Strategy.

The Electoral Commissioner and Deputy Electoral Commissioner 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.

The Management Team

Electoral Commissioner, Warwick Gately AM



Has held the position of Electoral Commissioner, Western Australian Electoral Commission since August 2006. Prior to this appointment, was the Deputy Electoral Commissioner at the Commission. Has also held senior roles in the Royal Australian Navy.

Deputy Electoral Commissioner, Lyn Sirkett



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

Manager Information Systems and Technology, Desmond Chenik



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

Manager Enrolment, Warren Richardson



Extensive experience in public administration, information technology and accounting in a 39-year public service career, of which 26 years have been with the Commission.

Manager Business Services, Gary Harrington



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

Manager Communications and Corporate Strategy, Peter Villiers

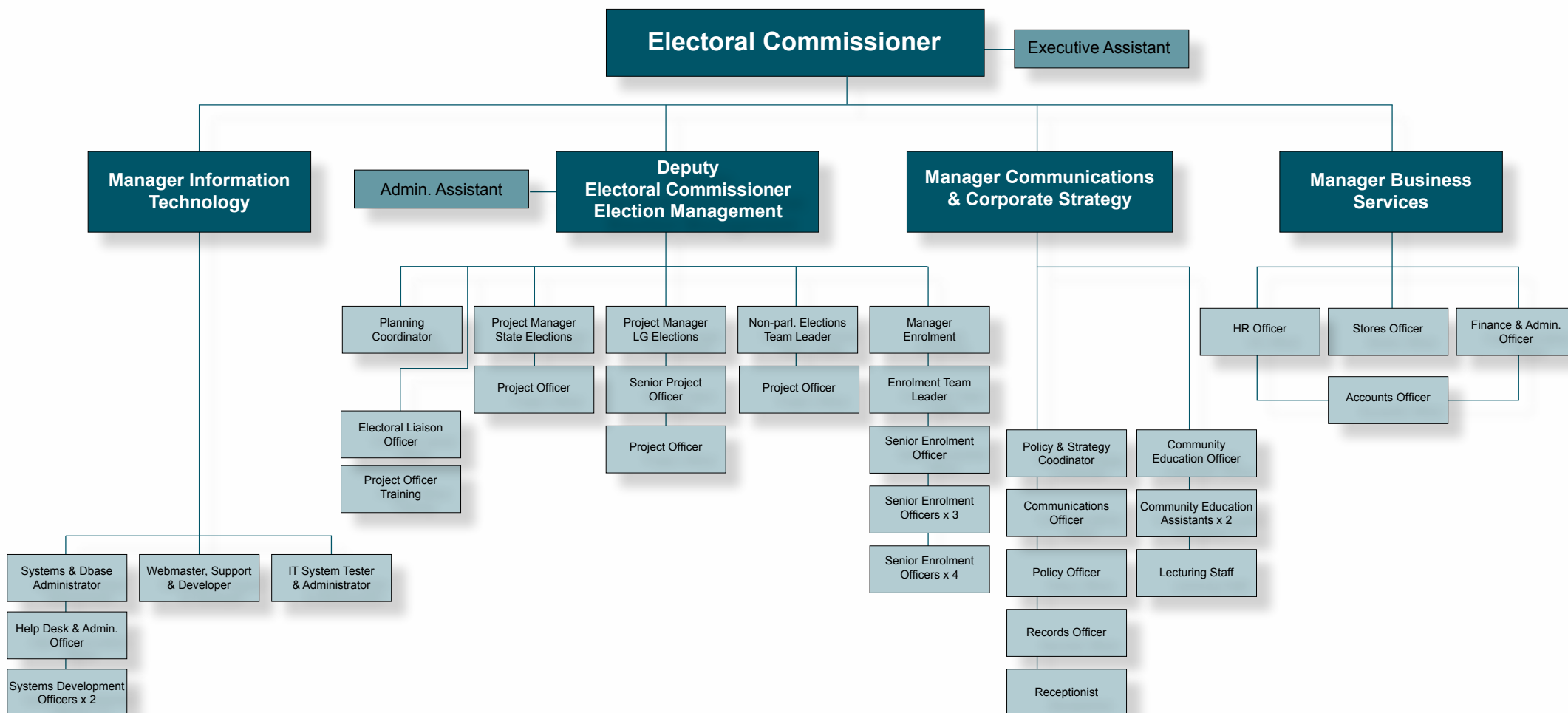


Extensive experience in corporate communications, media and public affairs in the public and private sectors in Western Australia and the UK.



Organisational Structure

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





Staff Profile

Currently the Commission employs 48 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
8	1	1	0
9	1	0	1
Class 1	1	1	0

Staff	2008–09	2007–08	2006–07	2005–06
Full-time permanent	46	42	38	38
Full-time contract	—	1	7	3
Part-time on a FTE basis	2	2	2	4
On secondment	—	15	1	—
Total	48	60	48	45





Report on Operations

How we go about our business

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

The Service we must deliver to achieve that Outcome is the:

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

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

- **Output 1 Election Management**
- **Output 2 Electoral Roll Management**
- **Output 3 Electoral Education and Information**

The Commission's Strategic Plan further identifies three more **Key Results Areas** that are central to the management and efficient and effective operations of the Commission and support those three outputs.

- **Our Clients**
- **Our People**
- **The Organisation**

Operations and activity within these Outputs and Key Results Areas are detailed in the following pages.

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 on page 21 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 current strategic framework for the Western Australian public sector – '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.

New Government Goals have been developed as part of the budget process for 2009–2010. The new goals are:

State Building – Major Projects

Building strategic infrastructure that will create jobs and underpin Western Australia's long-term economic development.

Financial and Economic Responsibility

Responsibly managing the State's finances through the efficient and effective delivery of services, encouraging economic activity and reducing regulatory burdens on the private sector.

Outcomes Based Service Delivery

Greater focus on achieving results in key service delivery areas for the benefit of all Western Australians.

Stronger Focus on the Regions

Greater focus on service delivery, infrastructure investment and economic development to improve the overall quality of life in remote and regional areas.

Social and Environmental Responsibility

Ensuring that economic activity is managed in a socially and environmentally responsible manner for the long-term benefit of the State.

The Commission's operations are most consistent with the desired outcomes expressed in the third Government Goal and also with the second in part. Further, the Commission's Remote and Rural Area Strategy and its Civics Outreach Program go to many aspects of the outcomes desired by the fourth Government Goal.

In 2009–10 the Commission will report its contribution to these goals.

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



Operational Structure

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

Divisions	1. Election Management	2. Electoral Roll Management	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



Output 1 Election Management

Objective

Conduct State, local government and other elections and referenda with impartiality, independence and efficiency according to relevant legislation.

Strategies

- Evaluate election policies, legislation and practices for continuous improvement.
- Research and develop innovative election practices that deliver improved customer service.
- Develop non-parliamentary election services.
- Engage clients and use their feedback in our planning processes.

Operations during the reporting year were obviously dominated by the State general election and the Daylight Saving Referendum. The small Parliamentary elections team drew heavily on the resources of the Non-Parliamentary teams (Local Government and Fee-for-Service) who to their credit were still able to meet the needs of their respective clients with efficiency and effectiveness and undertake all other responsibilities despite an onerous workload.

Staff from across the Commission were assigned to work in key areas of election project management with oversight from the Parliamentary team, and contract staff appointed to supplement or assist in managing or running of these two major election events. The outstanding performance of all teams has already been detailed in the earlier pages of this report.

Parliamentary Elections

During 2008–09 a State general election for the Legislative Assembly, conjoint with the Legislative Council, a State Referendum and a by-election were undertaken. Additionally, assistance was provided to interstate and overseas electoral authorities in the conduct of their elections.

State General Election

On August 7th 2008 writs were issued by His Excellency the Governor to proceed with elections in all Legislative Assembly electoral districts and Legislative Council electoral regions in Western Australia. These events used the new electoral boundaries which were published in late October 2007. The writs allowed for 31 days to polling day and were issued 6 months earlier than anticipated.

Of the 1,330,399 electors on the roll for the State, 1,150,497 voted representing 86.48% of the electors. A number of close district results incurred additional scrutiny of the full distribution of preferences and two re-counts were conducted. The incumbent Labor Government lost power to a Liberal-National Government. A full report (*2008 State General Election: Election Report*) is available on the Commission's website.

Daylight Saving Referendum

On April 9th 2009 a writ was issued by His Excellency the Governor to proceed with a referendum as to the question under section 5 of the *Daylight Saving Act 2006*, to be submitted to all Western Australian electors. This event used the same electoral boundaries used for the State general election held seven months earlier and almost the same polling places.

Of the 1,341,554 electors on the roll for the State 1,148,853 voted, representing 85.64% on the electors. As in the three previous referenda on the same subject, the majority of electors, 624,304, voted against adopting daylight saving on a ongoing basis following its three year trial. A full report (*2009 Daylight Saving Referendum: Referendum Report*) will be available on the Commission's website early in 2010.



Fremantle By-election

Also on April 9th 2009 a writ was issued by the Speaker of the Legislative Assembly to proceed with an election in the Fremantle electoral district. This by-election was held on the same day as the Daylight Saving Referendum and absent voting was available for Fremantle electors at every polling place. At the close of nominations, eleven candidates had nominated.

Of the 23,719 electors on the roll for the district, 20,684 voted representing 87.20% of the electors. The Greens candidate, Ms Adele Carles, won the by-election on which a full report (*District of Fremantle By-Election: Election Report*) will be available on the Commission's website early in 2010.

Re-counts for the Upper House of Parliament

Re-counts for the North Metropolitan Region and Mining and Pastoral Region were held during the year following the resignation of sitting members.

Voting in other Electoral Authorities

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, these re-counts were conducted in the same manner.

Carolyn Anne Burton was elected to the seat vacated by the Hon. Graham Giffard for the North Metropolitan Region. This was declared on 12th September 2008. Shelley Elizabeth Eaton was elected to the seat vacated by the Hon. Vincent Catania for the Mining and Pastoral Region. This was declared on 15th September 2008.

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 six other authorities:

Date	Election	Votes Issued
9 August 2008	General election NT	28 early votes (in person) 4 early votes (by post)
18 October 2008	General election ACT	41 early votes (in person)
18 October 2008	State by-election NSW	2 early votes (in person) Port Macquarie 0 early votes (in person) Ryde 0 early votes (in person) Cabramatta 1 early votes (in person) Lakemba
8 November 2008	General election NZ	339 early votes (in person)
17 January 2009	State by-election SA	1 early vote (in person) Frome
2 March 2009	General election QLD	444 early votes (in person)
13 June 2009	By-election NZ	0 early votes (in person) Mt Albert



Non-Parliamentary Elections

Operations this year were undertaken in an extremely busy election environment, with the State general election and the daylight saving referendum drawing heavily on the time and resources of the Non-parliamentary team.

In addition extraordinary elections were conducted for the following councils:

Shire/City/Town	Election Date	Electors	Voters	Participation Rate
Shire of East Pilbara	07/08/2008	2,269	466	20.5%
City of Gosnells	14/08/2008	17,704	4,125	23.3%
City of Canning	16/10/2008	51,023	16,265	31.9%
Shire of Broomehill-Tambellup	18/10/2008	805	507	63.0%
Shire of Busselton	18/12/2008	19,800	7,682	38.8%
Shire of Coolgardie	18/12/2008	1,875	603	32.2%
Town of Bassendean (East Ward)	18/12/2008	3,379	1,218	36.0%
City of Canning	20/12/2008	6,002	1,149	19.1%
Shire of Ashburton	19/02/2009	1,503	460	30.6%
City of Albany	28/02/2009	7,837	3,303	42.1%
City of Cockburn	05/03/2009	52,533	19,721	37.5%
City of Swan	05/03/2009	13,014	3,781	29.1%
Town of Claremont	06/03/2009	6,530	3,506	53.7%
City of Canning	07/03/2009	14,643	4,798	32.8%
City of Wanneroo	07/05/2009	7,756	2,233	28.8%
TOTAL		206,673	69,817	33.78%
In-Person Unopposed				
Shire of Brookton	11/09/2009	516		
Shire of Ashburton	11/12/2008	1,503		
Town of Bassendean (North)	18/12/2008	3,069		
Shire of East Pilbara	26/02/2009	375		
TOTAL		5,463		

Local Government Elections

The year under review was not an election year for biennial elections in Local Government but the team were busy with preparations for the next round of biennial elections scheduled for 17th October 2009.



Benefits of the Commission conducting local government elections

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

There are many benefits in having the Electoral Commissioner conduct local government elections:

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

Fee-for-Service and Other Elections

As reflected generally in industry and the broader community, economic forces and a quietening of the consumer sector resulted in less new business opportunities than in recent years. However, the Commission consolidated its client base and continued to conduct elections regularly throughout the year. In all 23 fee-for-service elections were undertaken.

Of the total of 35 elections conducted a significant number were of a highly-complex nature. Non-statutory elections, which are private sector elections, remained constant and included new customers such as the Real Estate and Business Agents Advisory Board.

There was considerable interest from potential clients and a large number of queries were addressed with a view to business in the future.

Extraneous Elections

The number of extraneous elections, which are directed by the *Electoral Act 1907*, fell this year due to the office bearers in the many of the client organisations not being due for re-election.

Union Elections

The number of union elections conducted remained constant at 12, with considerable work being undertaken on a large union election during the year. The election also entailed a requirement to plan for a number of outcomes following a challenge to aspects of the election process.



Output 2 Electoral Roll Management

Objective

Manage an accurate and up-to-date State electoral roll and provide quality roll products and services.

Strategies

- Continually review and improve roll maintenance policies and procedures.
- Partner key peak bodies and organisations to improve accuracy of the State roll.
- Ensure compliance requirements for all roll products and services are met.
- Meet customer requirements for quality roll products.

The 2008-09 reporting year was one of constant challenge for the Enrolment Branch, dominated, of course, by the imperatives of the State General Election and the Daylight Saving Referendum. The loss of key experienced staff early in the period meant that recruitment and training of replacement staff was still in progress when the State general election was called. However, the efficiencies and processes initiated in previous years were sound and Enrolment was able to effectively meet its commitments and obligations on schedule.

Overall, in its operations Enrolment processed 334,289 electoral roll changes, with 1,352,895 electors now on the roll – an increase of 27,000 on the previous year. In meeting the requirements of electoral events, 30 local government extraordinary election rolls were closed and rolls produced for every State district for the September 2008 State general election and the May 2009 Daylight Saving referendum. The table on the next page shows enrolment activity for the year.

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.

The electoral roll is a permanent database, stored on a computer, which holds the names of electors who have enrolled to vote. The elector's address is linked to a State district and region, a Local Government district, a Local Government ward and a jury district. When a roll is required for an election, a snapshot of the permanent roll is taken after all the enrolment claims received up until the time set for the roll closure are processed. The Commission often has to manage different elections occurring simultaneously with slightly differing roll closure dates.

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

State district boundaries are reviewed every four years, while local government ward boundaries are reviewed every eight years or whenever an imbalance of 10% or greater in elector numbers in wards is detected.



Elector Enrolment Activity 2008-09

Activity	Statistic
Total enrolment 30 June 2008	1,325,715
Additions +	
New elector enrolments	49,182
Reinstatements	17,000
Deletions —	39,002
Net increase	27,180
Total enrolment 30 June 2009	1,352,895
Transfers	
Transfers from another district	81,744
Transfers within the district	147,361

State Enrolment Statistics 2001-2009

Year	Total Enrolment	% Increase	Electoral Event
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	2.18	Local government elections 20 October 2007 Federal election 24 November 2007
2008 – 2009	1,352,895	2.01	State general election 6 September 2008 Daylight Saving Referendum 16 May 2009

Silent Electors

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

The number of silent electors registered during the year increased by 9.31% as compared with an overall enrolment growth of 2%. The table below shows the increased trend for electors opting to have their name suppressed on the State roll from 30 June 2007 to 30 June 2009:

Date	Address Suppression	% Change	Name Suppression	% Change
30 June 2007	10,247		7,770	
30 June 2008	11,289	9.23	8,647	10.14
30 June 2009	12,448	9.31	9,516	9.13



General Early Voters

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

The number of General Early Voters increased by 22.84% in the year.

Date	Number Registered	% Change
30 June 2007	15,284	
30 June 2008	17,573	13.03
30 June 2009	22,775	22.84

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.
- Annual 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.
- Biennial 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 30th June 2009 the following differences existed:

Proof of Identity Statistics

Difference	Statistic
<i>Electoral enrolment</i> forms that did not provide proof of identity	
New enrolments	1,484
Re-enrolments	1,384
Total	2,868
<i>Electoral enrolment</i> forms that were not witnessed	
New enrolments	2,376
Re-enrolments	3,830
Total	6,206

Local Government Redistributions

Local Government Redistribution Statistics¹

The following table summarises local government redistributions gazetted in 2008–09:

Type of Change	Voting by Post Election	Voting by Person Election	Total
Abolitions of wards	–	–	–
Amalgamation of wards	–	–	–
Change of district boundaries	1	2	3
Change of ward boundaries	3	1	4
Change of ward name	–	1	1
Creation of new local government	–	–	–

¹ Generally 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.

Production of Electoral Rolls

The Supply of Confidential Elector Information

Details of the enrolment information provided to other organisations (together with the purpose for which that information was provided) are recorded in a register. An extract of the register has been included in Appendix 3 for public information.

Jury Lists

Under the *Juries Act 1957*, the Commission has an obligation to provide the Sheriff with lists of prospective jurors for each of the State’s 17 Jury Districts. Elector names are randomly selected from the electoral roll. In 2008–2009, lists were prepared in April which included 199,397 prospective jurors.



Products for Members of Parliament and Parliamentary Political Parties

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

Future Directions

In to the future the Enrolment Branch will seek to:

- Explore opportunities for closer co-operation with the AEC in Enrolment activities to achieve greater efficiency.
- Explore opportunities to stimulate enrolment by additional means to those currently used in continuous roll update. This includes special focus on indigenous voters and those in remote areas.
- Continue work on Phase 2 of the redevelopment of the State Electoral Roll Maintenance System which is now over 21 years old.
- Implement recently passed, but not yet proclaimed legislation affecting prisoner voting, itinerant elector voting, access of overseas electors to general early votes and the provision of date of birth information to Members of Parliament.
- Promote general early voter registration to the elderly and infirm.





Output 3 Electoral Education and Information

Objective

Increase community understanding of electoral processes and participation in elections.

Strategies

- Continue to improve the Commission's education and information framework.
- Conduct effective education programs for primary and secondary schools and for the general public, recognising the diversity and geographical habitation of electors.
- Provide accurate and timely electoral information to all stakeholders in the Commission's operations.

The ongoing informational needs of the Commission's stakeholders were routinely addressed throughout the year via:

- The services of the Electoral Education Centre.
- Continuous improvements to, and promotion of, the website as the main interface between the public, candidates and political parties and the Commission on all electoral matters.
- The Commission's feedback and complaints policy which addressed public queries and complaints expeditiously and comprehensively.
- The work of the Communications and Corporate Strategy Branch that produced a range of informational publications and materials, responded to media enquiries, and further developed external communications strategies for the Commission.

Most public information effort in the year was focused on the State general election and the Daylight Saving Referendum. The public's need for

information during these election events was primarily met through the Commission's Call Centre which handled 21,000 calls during the election and nearly 23,000 for the referendum. Communications and Corporate Strategy Branch put in place a comprehensive Advertising Plan covering key messages regarding enrolment, compulsory voting, boundary changes, polling place locations, services to voters with special needs and the marking of ballot papers during each event. This was complemented by a detailed Media/Public Awareness Plan that generated State-wide media coverage of election and referendum matters. Print and electronic media was briefed on a regular basis throughout. Media attention was intense and constant in the weeks leading up to each event, with queries and requests for interview averaging 20 per day just prior to polling day. The success of the combined plans and the service provided was initially reflected in the high level of positive media coverage, though issues surrounding polling place problems and the counting of votes in 11 close seats did generate some negative coverage – some informed and some otherwise. Further indicators of success were the satisfying voter turnout (88% at the election and 85% at the referendum) and the number of informal votes, especially during the referendum where the 4,650 (0.40% of all votes) informal votes was the lowest-ever recorded level of informality for WA daylight saving referenda and almost half the number of informal votes cast in the 1992 referendum.

Electoral Education Centre

The Electoral Education Centre continued to provide quality educational and community awareness programs to primary and high schools, as well as tertiary and community groups throughout Western Australia.

With a focus on State government matters, the Centre also provides comprehensive information about local and federal government processes.

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

During the year presentations were made to 8,094 school students and adults at the centre.

Further activity included:

- Coordination of 39 school council elections involving 11,224 students.
- Visits to primary and secondary schools within the metropolitan area, which involved 1,737 students.
- Participation by 10,169 students in the JCE program.
- Presentations to 432 TAFE and adult migrant education students.

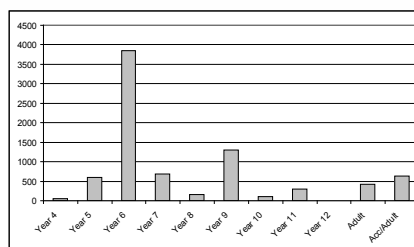
Overall 30,089 individuals took part in an EEC program.

Feedback received from visiting teachers indicated that:

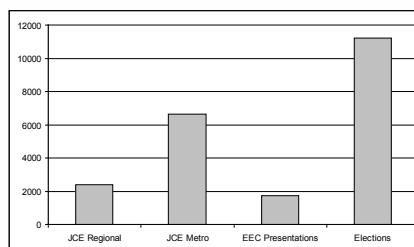
- 64.5% rated the centre's programs as extremely effective in meeting necessary educational outcomes.
- 34.3% as very effective.
- 1.2% as moderately effective.

No negative feedback was received in relation to the Centre's programs.

Visits to the EEC 2008–09



Outside Visits 2008–09



During the year, several new displays were installed at the Electoral Education Centre to reflect changes to electoral boundaries, electoral legislation, and the political make-up of the State. Information was also update and added to meet school curriculum requirements.

A display detailing information about Indigenous Australian electoral and Parliamentary milestones was produced, as part of the Commission's Reconciliation Action Plan, and is regarded as a key resource in bringing Indigenous matters to the attention of visitors to the Electoral Education Centre.

Electoral History

The historical works 'Highest Privilege and Bounden Duty – A Study of Western Australian Parliamentary Elections 1829–1901' by Ms Isla

Macphail and 'Electoral Law in the State of Western Australia' by Dr Harry Phillips, commissioned and published by the Commission, were launched by the Minister for Electoral Affairs, the Hon Norman Moore MLC in December 2008.

Dr Phillips' book celebrates 100 years of the Electoral Act, whilst Ms Macphail's work details the historical origins of the State's electoral system and has subsequently won the Margaret Medcalf Award for excellence in research and referencing utilising original sources in the State archives collection.

Both works are an important contribution to Western Australia's electoral history.

Future Directions

The Local Government Elections in October 2009 will again generate great demand for information from the public and election candidates. As this type of election varies considerably from that of the previous two election events new advertising, media and awareness plans will have to be developed and a new suite of electoral information and responses to public queries produced. Stakeholder engagement will be the key.

The Electoral Education Centre, having completed its revamp, will look to finetuning and extending its services in consultation with its key clients whilst actively promoting itself as a centre of excellence in electoral education and information.



Key Results Area Our Clients

Objective

Build and maintain productive relationships with our clients.

Strategies

- Better inform clients about the Commission's services and products.
- Engage clients early and consistently on electoral issues.
- Actively seek client feedback.

The stakeholders in our operations are diverse, each group with specific needs. Stakeholders range from the public at large, through to electors with special needs, remote Indigenous electors, local governments, political parties, youth, and organisations requiring independent electoral services. Whilst the relationship with, and services provided to, our many clients has already been outlined in the earlier pages of this report, some of the key initiatives are detailed below.

Services to Political Parties

Political Parties

There were no new parties registered and three parties were de-registered during the reporting year. There are 10 political parties currently registered with the Commission.

Political Finance

Annual political finance returns for 2007–08 were submitted by 20 political parties and 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 will be included in the

2007–2008 Political Finance Annual Report, which will be transmitted to Parliament for tabling in September 2009.

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 2008–09 financial year the electoral funding dollar amount was \$1.56888. The amount is adjusted annually in line with CPI with the amount for the 2009–2010 financial year being \$1.60267.

Indigenous Electors

Reconciliation Action Plan

In September 2008 the Commission registered its first Reconciliation Action Plan (RAP) with Reconciliation Australia. The Commission's RAP is available on the Commission's website. The RAP was officially launched by the Commissioner at a special event, where the RAP and its strategies were discussed with all staff. An indigenous guest speaker from the Department of Local Government and Regional Development was invited to attend and provided training in Indigenous cultural issues.

The Commission has demonstrated its commitment to ensuring Indigenous citizens can engage in the Electoral process through the achievement of strategies in our RAP. Highlights from the year include the creation and provision of 'Acknowledgment of Traditional Owners' posters that were displayed at all Polling Places during the recent State general election and Daylight Saving Referendum, mobile polling teams visiting remote Indigenous communities during the recent electoral events, the purchase of Indigenous art work for the reception area and the installation of a new display at the Electoral Education Centre that details information regarding Indigenous Australian electoral milestones.

The Commission will continue to report on progress of the RAP to Reconciliation Australia.



Remote and Rural Area Strategy

This State-wide program in conjunction with the Australian Electoral Commission will this year as a minimum include field trips to over 75 communities, particularly in the Pilbara and Kimberley. Community leaders will be engaged in advance of the field trips and in turn provide help to electoral staff during their visit. Through these leaders confirmation will be sought as to eligible persons on the electoral roll and enrolment forms obtained from those identified as not yet enrolled. Spare enrolment forms and educational material will be left with the community leaders.

NAIDOC Week

The Commission celebrated NAIDOC Week (National Aborigine and Islander Day Observance Committee) through internal promotion to staff of the events available across the State. NAIDOC Week was launched with a family day that promoted Indigenous services, organisations, businesses and issues. Commission staff attended the opening ceremony as a key strategy in its Reconciliation Action Plan and for the first time the Commission ran a stall and display in conjunction with the Australian Electoral Commission at the event. The stall promoted electoral services, with a particular focus on Indigenous electoral issues. Visitors were given the opportunity to enrol to vote and received a free gift.

Electors with Special Needs

Election Events

In preparing for the election events the WA Electoral Commission plans to provide the best possible service to all its stakeholders – including those in the community who have a disability and for their carers.

The needs of people with disabilities are an integral part of the planning process and the Commission has introduced a range of initiatives to make voting more convenient and enable electors with special needs to have their say in the electoral process.

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

Before any polling day, mobile polling teams visit selected hospitals and special institutions to enable permanent and temporary residents to cast their vote. On polling day, drive-in polling places are set up in the metropolitan area for electors with limited mobility. At these polling places electors are able to stay in their car and complete their ballot paper.

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

Disability Access and Inclusion Plan

The Commission reviewed its Disability Access and Inclusion Plan (DAIP) in August 2008 for relevance in the lead-up to the State general election and the Daylight Saving Referendum. The Plan is available on the commission's website.

During electoral events the Commission has the greatest opportunity to progress its initiatives within the DAIP. The 2008–09 year involved two major election events with the State general election and Daylight Saving Referendum. These events enabled the Commission to refine and implement



its initiatives for people with disabilities, whilst exploring new options for improving the opportunities and electoral experience for people with disabilities.

Commission staff met with representatives from the Disability Services Commission prior to the Referendum to discuss ways of ensuring that the wider community were aware of the facilities and voting options available to voters with special needs. This resulted in targeted information being provided to the Disability Services Commission and displayed on the front page of their website.

The Commission is committed to ensuring that people with disabilities have the same opportunities and quality access to our services, events, information and feedback processes as the rest of the community. We do this through the six DAIP outcomes and ensuring our strategies are actively progressed. Full details of the Disability Access and Inclusion Plan can be found at Appendix 1, page 73.

Services to Local Governments

Prior to biennial local government ordinary elections the Commission's local government team visits client local authorities across the State to plan and discuss with the CEO or delegated staff the conduct of their postal or voting in-person elections. Where a personal visit may not be possible a teleconference is conducted.

Further to these meetings the team attends and presents at candidate information sessions that the local authority may arrange for prospective local government election candidates. In addition candidate information packs are prepared and mailed out or issued by Returning Officers and all relevant information is posted on the Commission's website.

The Commission also has a presence at the annual Local Government Convention where its officers are on hand to discuss any local government election matters and answer queries.

Freedom of Information (FOI)

The Commission received one Freedom of Information application during the reporting year.

Complaints and 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 Standard (AS ISO 10002).

During the State general election and the Daylight Saving Referendum the Commission received over 8000 e-mails from the public. The vast majority of the emails related to queries about postal or early voting, polling places and eligibility to vote.

Only 200 of the emails (2.5%) were complaints about the services the Commission provided.

Around 98% of the emails from the public were responded to within 24 hours, the remaining 2% being more complex and requiring research or ongoing investigation. The Commission's external auditor BSI, when reviewing the complaints handling process, stated that the Commission's responses exceeded the timelines required by Australian Standard (AS ISO 10002).



Civics Outreach Program

The Civics Outreach program is a cooperative initiative between the Commission's Electoral Education Centre, the Constitutional Centre of WA, and the Parliamentary Education Office to develop a comprehensive civics education program for schools and to provide students in regional and remote areas of Western Australia with access to civics and citizenship education programs not normally available in their areas. It aims to improve students' understanding of the relevance of Western Australia's political and legal systems and raise awareness of the opportunities that exist for their participation as informed, effective and responsible citizens.

By taking part in an interactive program students have the opportunity to:

- explore the history and structural basis of Australia's democracy.
- discover the importance of keeping informed about public issues.
- engage in activities involving critical thinking and decision-making, whilst expressing points of view in an encouraging environment.
- learn how the system of government works and how it affects all citizens.
- participate in and understand preferential voting.
- examine citizen's rights and responsibilities.

The programme will again operate in 2009–10 but with an added dimension. Given the difficulties in delivering the program in the Pilbara and Kimberley a special 'Loan Box' has been developed which provides all materials and resources for the program covering electoral processes at all levels of government, along with instructions and lesson plans for teachers in remote communities.

Key Results Area

Our People

Objective

Become an employer of choice.

Strategies

- Demonstrate the relevance and benefits of the Commission's operations to Government goals and the people of Western Australia.
- Continuously develop and mentor our staff.
- Providing an attractive and stimulating work environment.

The Electoral Commission is made up of 48 staff from a diversity of backgrounds. They are committed, talented professionals with skills, personal attributes and qualifications to deliver quality electoral services to the people of Western Australia. This staff level is supplemented during the year through term appointments and the employment of casual staff to assist with particular election-related projects.

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



Human Resource Management

Considerable resources were allocated to the management of staff vacancies during the year as a result of an unusual number of staff movements. A total of 12 vacancies for permanent positions were advertised and filled. In addition, a further nine term appointments were made to assist in election project duties.

The major focus of the Human Resources team for the year was administering the appointment and payment of over 6,000 polling staff for both the State general election and the Daylight Saving Referendum. This also involved a heavy commitment to organising the training of Returning Officers.

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 \$40,000 was spent on training programs during the year, with the major emphasis on training for returning officers.

A significant initiative was the development of online training modules in readiness for the Daylight Saving referendum in May 2009. Developed in just three months after the State general election, the modules were specific to returning officers and all polling place officials. Online training was supported by a series of face-to-face training sessions complete with instructor notes and participant workbooks. A network of returning officer liaison officers was established to assist district returning officers in their duties and to trouble-shoot any complex problems that arose.

Training was also delivered to Call Centre staff and operational staff at the Count Centre during the two major electoral events.

The emphasis for the immediate future will be the provision of internal audit and 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.

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	2008–09
Number of fatalities	0
Lost time injury/diseases (LI/D) incidence rate	0
Lost time injury severity rate	1

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	0.51%
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.

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 are also considered as part of performance appraisal and staff career development.



Key Results Area The Organisation

Objective

To be innovative, cost-effective and efficient in all projects and programs, applying best practice to all we do.

Strategies

- Maintain the highest of standards in corporate governance.
- Continuously improve our systems, methodologies and processes.
- Value ideas and knowledge sharing.
- Align tasks with Commission objectives.

The factors that shape and sustain the Commission's corporate philosophy are diverse; however, the challenge of exemplary 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 how we use them and the professional development of the individuals that choose to be part of the organisation. The Commission is committed to managing our people, managing our resources and managing our relationships as befits an organisation striving for best practice in all that it does. Beyond this, it is a Commission imperative that it conducts its business with maximum efficiency and effectiveness.

Corporate Governance

Best practice in Corporate Governance is a key objective of the small team that comprises the Commission's Corporate Executive and entails the consideration and approval of 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. A first step in this process was a comprehensive risk analysis of all activities associated with the delivery of local government elections and on finalisation the transfer of the information to RiskBase.

There are a number of benefits in this approach as it:

- 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.
- Locates all risks 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 9001:2008 'Quality Management Systems', election and enrolment services provided are certified and audited to international quality assurance standards by BSI.

Certificates of Approval confirm that management systems comply with the requirements of the quality assurance standard for core electoral activities. The certificates remain valid for three years (with yearly inspections by the Commission's external auditor BSI).

In October 2008 a full recertification of the Commission's quality management system was conducted. BSI found that the system was well managed and recommended that recertification continue until July 2011.

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

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 reviewed annually and amended if necessary 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.



The Code of Conduct, Code of Conduct Guidelines and Code of Conduct Brochure (used for electoral events) was this year updated to reflect the new Public Sector Code of Ethics.

During the State general election and the Daylight Saving Referendum returning officers employed by the Commission used the Code of Conduct, contained within their Returning Officers Employee Manual, in the training of staff. Each Returning Officer was formally required to acknowledge that this had been done.

Internal Audit

Internal audit in the previous reporting year concentrated on operational aspects of procurement, accounts receivable and human resource standards. Whilst a schedule for the 2008–09 year was developed, due to the imperatives of the State general election and the Daylight Saving Referendum the internal audit function was placed in abeyance until key staff were freed from their election and referendum responsibilities.

Notwithstanding, management of the Commission demonstrated its commitment to the internal audit process by agreeing to fund training for eight staff as internal auditors. The training will be conducted in August 2009 by the Commission's external auditor BSI.

Corruption Prevention

The Public Sector Standards Commission-initiated Ethical and Accountable Behaviour training module was scheduled for late 2008. However with the calling of an early State general election followed a few months later by the Daylight Saving Referendum the program was deferred to July 2009. An external facilitator has been appointed to work with the Commission's Training Officer to deliver this program over a full day to all staff.

Business Services and Financial Management

The Business Services branch supports the key functional areas within the Commission by providing human resource, financial and administrative services. Consistent with the rest of the Commission, the activities and operations of the small Business Services branch during the year were dominated by the State general election and Daylight Saving Referendum.

The normal budget of some \$7.5 million administered by the branch suddenly ballooned to a record \$34 million. Whilst in the preceding year the branch was required to provide human resource services to some 48 staff, that requirement expanded rapidly into the recruitment and payment of over 11,000 casual polling place and counting centre staff. Along with these onerous duties came the responsibility of acquiring and establishing large-scale rental premises to accommodate the counting centre for both election events, and the need to purchase, package and distribute election material to 800 polling places around the State for both the general election and referendum.

Other project expenditure for the year centred on the development of a new electoral roll maintenance system.

Information Systems and Technology

Overall the Information Systems and Technology branch had a very successful year in 2008–09, completing all of its planned projects for the year on time and ahead of, or on, budget. With the State general election and the daylight saving referendum looming, the challenge early into the reporting year was to redevelop the State Election system to handle declaration votes to improve the flow and speed of the processing of such votes at the Commission's count centre. This system was completed on time and budget with Phase 1 finished in time for the State election and Phase 2 (final phase) was completed in time for the referendum and Fremantle by-election in May 2009.



Conjointly, there was a need to provide a computer system to allow for the easy and efficient issue of absent votes during an election that would allow an issuing officer to check the details and district of an elector and then electronically mark them off the electoral roll. It was recognised that this would considerably speed up the counting process and declaration vote checking process at the Commission's count centre. Working to a tight timeframe, 74 laptops containing the electoral roll were provided at 38 locations across WA during the State general election and 175 laptops at 130 locations were rolled out for the Daylight Saving Referendum. This system was highly successful, speeding up counting and declaration processes. It is envisaged a central roll will be provided for future elections via the internet and web services.

A further challenge for the Information Systems and Technology branch was the creation of a new system to handle the non-voters processes and reporting of multi-voters

This was completed during the year and streamlines the processes for sending out various non-voters letters, the recording of accepted and non-accepted excuses, and logging fines enforcement registry referrals for non-payment of fines. The system expanded the basic accounting features required for payments and refunds as well as the use of BPAY.

Other initiatives undertaken during the year included:

- Introduction of VOIP (Voice Over IP) phone systems. These are not yet utilised throughout the Commission but a first trial was run during the referendum at external sites.
- A new website was developed in-house for the Commission. The website was launched in time for the State general election and was central to a new virtual tally room and results area that was set up for the referendum and Fremantle by-election.

- In-house development of online training over the internet for Returning Officers and polling place staff. The training modules were very successful for the referendum and have been extended to cover the forthcoming local government elections.
- The project to redevelop the Electoral Roll Maintenance System was progressed with the design phase almost complete and the development phase about to start. The estimated time for completion is early 2011.
- A trial to enable the input over the internet of candidate details, profiles and photographs for local government elections was undertaken during a number of local government by-elections, with a full trial to be undertaken during the October 2009 local government elections.
- All desktop computers at the Commission were updated.

Future directions for the branch include the development of online roll mark-off programs for polling places and early issuing offices, with a centralised roll based at head office. The eventual aim will be to connect this to the postal vote system. It is also proposed to explore development of a new records and document system in Sharepoint that is connected to the Commission's intranet. A further challenge is maintaining the hardware infrastructure that supports all of the systems within the Commission due to budget cuts.



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>	
<i>Working with Children (Criminal Record Checking) Act 2004</i>	



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

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

Compliance Issues	Significant Action taken to Monitor and Ensure Compliance
Public Sector Standards (PSS)	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.
Nil breach claims	
WA Code of Ethics	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.
Nil reported non-compliance	
Agency Code of Conduct	All electoral officers sign a declaration of impartiality (Form 1) on appointment
No allegations of breach reported or identified	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 has developed an intranet site that includes direct access to information on these standards and codes.

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

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

Total expenditure for 2008–09 was \$2,538,869.

Details are as following:

Advertising agencies	\$227,800	303 Advertising	\$227,800
Market research organisations	\$Nil	–	–
Polling organisations	\$23,550	Asset Research	\$23,550
Media advertising organisations	\$1,190,011	Media Decisions Adcorp	\$1,161,556 \$28,455
Direct mail organisations	\$1,097,508	Zipform HPA Salmat	\$875,566 \$179,682 \$42,260

This expenditure related to statutory and campaign advertising for the State general election, Daylight Saving Referendum, Fremantle by-election and mailing costs for statutory local government extraordinary and contracted non-parliamentary postal elections.



Changes to Legislation

On 21 May 2009, the *Electoral Amendment (Miscellaneous) Act 2009* (the Act) received Royal Assent.

The major provisions of the Act amended the *Electoral Act 1907* to:

- Comply with a Commonwealth High Court decision, so that prisoners serving a sentence under one year could vote in a State election. 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 allows the Commission to send postal ballot papers automatically to Western Australian electors living overseas, once an election is called.
- Allow political party agents to be the default agents of political candidates.
- Remove restrictions on political candidates distributing how-to-vote-cards on polling day.

Most parts of the Act do not come into operation until proclamation. The Commission is currently liaising with other government agencies on administrative matters and the proclamation date is expected in Spring 2009.

Changes to Regulations

On 21 November 2008 the *Electoral Amendment Regulations 2008*, *Electoral (Ballot Paper Forms) Amendment Regulation 2008*, and the *Referendum Amendment Regulations 2008* were gazetted.

These regulations updated electoral ballot paper forms, updated electoral regulations to comply with one vote one value legislation and updated referendum regulations to include the prescribed question about the Daylight Saving Referendum.

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 was given to the modules of the system that were required for election management systems at the 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
16th September 2009



Financial Statements and Performance Indicators 2008-09



Auditor General's Opinion



Auditor General

INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

WESTERN AUSTRALIAN ELECTORAL COMMISSION FINANCIAL STATEMENTS AND KEY PERFORMANCE INDICATORS FOR THE YEAR ENDED 30 JUNE 2009

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 2009, and the Income Statement, Statement of Changes in Equity, Cash Flow Statement, 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 www.audit.wa.gov.au/pubs/AuditPracStatement_Feb09.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 2009

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 2009 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 2009.

COLIN MURPHY
AUDITOR GENERAL
7 September 2009



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 2009 and the financial position as at 30 June 2009.

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
31st August 2009

Warwick Gately AM
Electoral Commissioner
31st August 2009



Income Statement for the year ended 30 June 2009

	Note	2009 \$000	2008 \$000
COST OF SERVICES			
Expenses			
Employee benefits expense	5	16,927	4,604
Supplies and services	6	10,712	4,866
Depreciation and amortisation expense	7	53	67
Accommodation expenses	8	1,327	803
Grants and subsidies	9	3,245	21
Loss on disposal of non current assets	12	–	–
Other expenses	10	22	17
Total cost of services		32,286	10,378
Income			
Revenue			
Other revenue	11	686	3,302
Total revenue		686	3,302
Gains			
Gains on disposal of non-concurrent assests	12	–	–
Total gains		–	–
Total income other than income from State Government		686	3,302
NET COST OF SERVICES		31,600	7,076
INCOME FROM STATE GOVERNMENT			
Service appropriation	13	30,389	7,246
Liabilities assumed by the Treasurer		–	170
Resources received free of charge		123	74
Total income from State Government		30,512	7,490
SURPLUS/(DEFICIT) FOR THE PERIOD		(1088)	414

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



Balance Sheet as at 30 June 2009

	Note	2009 \$000	2008 \$000
ASSETS			
Current Assets			
Cash and cash equivalents	14	336	933
Receivables	16	464	417
Amounts receivable for services	17	278	164
Other current assets	18	60	5
Total Current Assets		1,139	1,519
Non-Current Assets			
Restricted cash and cash equivalents	1,524	32	19
Amounts receivable for services	17	153	284
Plant and equipment	19	112	175
Total Non-Current Assets		297	478
TOTAL ASSETS		1,435	1,997
LIABILITIES			
Current Liabilities			
Payables	20	911	483
Amounts due to the Treasurer	21	–	278
Provisions	22	688	369
Total Current Liabilities		1,599	1,130
Non-Current Liabilities			
Provisions	22	156	235
Total Non-Current Liabilities		156	235
TOTAL LIABILITIES		1,755	1,365
Net Assets		(320)	632
EQUITY			
Contributed equity	23	854	718
Accumulated surplus/(deficiency)		(1,174)	(86)
Total Equity		(320)	632
TOTAL LIABILITIES AND EQUITY			
The Balance Sheet should be read in conjunction with the accompanying notes.			



Statements of Changes in Equity for the year ended June 2009

	Note	2009 \$000	2008 \$000
Balance of equity at start of period		64	68
CONTRIBUTED EQUITY			
Balance at start of period	23	718	568
Capital contribution		136	150
Other contributions by owners		–	–
Distributions to owners		–	–
Balance at end of period		854	718
ACCUMULATED SURPLUS			
Balance at start of period	23	(86)	(500)
Change in accounting policy ^(a)		(37)	
Revised balance at start of period		(123)	
Surplus/Deficit for the period		(1,051)	414
Balance at end of period		(1,174)	(86)
Balance of equity at end of period		(320)	632
Total income and expense for the period ^(b)		(1,088)	414

(a) Change to asset capitalisation threshold from \$2,000 to \$5,000. Under AASB108 voluntary change in accounting policy and correction of prior errors are adjusted against the opening balance of each affected component of equity in the comparatives.

(b) The aggregate net amount attributable to each category of equity is: Deficit \$1,088,000 and 2007–08 Surplus \$414,000.

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



Cash Flow Statement for the year ended June 2009

	Note	2009 \$000	2008 \$000
CASH FLOWS FROM STATE GOVERNMENT			
Service appropriation		29,964	5,870
Capital contribution		164	56
Net cash provided by State Government		30,128	7,097
Utilised as follows:			
CASH FLOWS FROM OPERATING ACTIVITIES			
Payments			
Employee benefits		(16,466)	(4,354)
Supplies and services		(10,204)	(5,023)
Accommodation		(1,327)	(654)
Grants and subsidies		(3,245)	(21)
GST payments on purchases		(1,408)	(589)
GST payments to ATO		(409)	–
Salaries Suspense with Treasury		(13)	(19)
Other payments		(18)	18
Other receipts (Treasurer's Advance Re-payment)		–	(206)
Receipts			
Sale of goods and services		864	3,131
GST receipts on sales		225	180
GST payments to ATO		1,186	575
Other receipts (Capital Contribution)		136	150
Net cash used in operating activities	24	(30,679)	(6,811)



Cash Flow Statement for the year ended June 2009

	Note	2009 \$000	2008 \$000
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds from sale of non-current physical assets			—
Purchase of non-current physical assets		(46)	(90)
Net cash used in investing activities		(46)	(90)
Net increase/(decrease) in cash and cash equivalents		(597)	196
Cash and cash equivalents at the beginning of period		933	737
CASH AND CASH EQUIVALENTS AT THE END OF PERIOD	24	336	933

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 2009

	2009 Estimate \$000	2009 Actual \$000	Variance \$000	2009 Actual \$000	2008 Actual \$000	Variance \$000
DELIVERY OF SERVICES						
Item 72 Net amount appropriated to deliver services	22,049	26,351	4,353	26,351	6,119	20,232
Amount Authorised by Other Statutes						
- Electoral Act 1907	–	3,608	3,330	3,608	766	2,842
- Industrial Relations Act 1979	116	116	–	116	56	
- Salaries and Allowances Act 1975	314	314	–	314	305	60
						9
Total appropriations provided to deliver services	22,479	30,389	7,910	30,389	7,246	23,143
CAPITAL						
Item 154 Capital Contribution	136	136	–	136	150	(14)
GRAND TOTAL	22,615	30,525	7,910	30,525	7,396	23,129

Details of Expenses by Service

Electoral Services	22,917	32,286	9,369	32,286	10,378	21,908
Total Cost of Services	22,917	32,286	9,369	32,286	10,378	21,908
Less total income	43	686	643	686	3,302	(2,616)
Net Cost of Services	22,874	31,600	8,726	31,600	7,076	24,524
Adjustments	(395)	(1,211)	(816)	(1,211)	170	(1,381)
Total appropriations provided to deliver services	22,479	30,389	7,910	30,389	7,246	23,143
Capital Expenditure						
Purchase of non-current physical assets	136	46	(90)	46	90	(44)
Adjustments for other funding sources	–	90	90	90	60	30
Capital Contribution (appropriation)	136	136	–	136	150	(14)

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 2009 and between the actual results for 2008 and 2009.



Notes to the Financial Statements for the year ended June 2009

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 2009 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 2009.

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 2006* 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.

(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

AASB Interpretation 1038 'Contributions by Owners Made to Wholly-Owned Public Sector Entities' requires transfers other than as a result of a restructure of administrative arrangements, 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 2008 2009 Budget Statements, the Commission retained \$686,000 in 2009 (\$3,302,000 in 2008) from the following:

- proceeds from fees and charges
- sale of goods
- 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 of non current assets.

(f) Plant and Equipment

Capitalisation/Expensing of assets

Items of plant and equipment costing \$5,000 or more are recognised as assets and the cost of utilising assets is expensed (depreciated) over their useful lives. Items of plant and equipment costing less than \$5,000 are immediately expensed direct to the 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

- receivables
- cash and cash equivalents
- 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) in accordance with legislative requirements, administers public sector superannuation arrangements in WA.

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

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

These contributions extinguish the liability for superannuation charges in respect of the WSS and GESBS Schemes.

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

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

(ii) Provisions – Other

Employment On Costs

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

See note 10 'Other Expenses' and note 22 'Provisions'.



q) Superannuation Expense

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

- (a) Defined benefit plans – Change in the unfunded employer's liability (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)
- (b) Defined contribution plans – Employer contributions paid to the West State Superannuation Scheme (WSS), GESB Super Scheme (GESBS), and the equivalent of employer contributions to the GSS.

Defined benefit plans – for 2007–08, the movements (i.e. current service cost and, actuarial gains and losses) in the liabilities in respect of the Pension Scheme and the GSS Scheme transfer benefits are recognised as expenses directly in the Income Statement. As these liabilities are assumed by the Treasurer, a revenue titled 'Liabilities assumed by the Treasurer' equivalent to the expense is recognised under Income from State Government

in the Income Statement. *See note 13 'Income from State Government'.* Commencing in 2008–09, the reporting of annual movements in these notional liabilities has been discontinued and is no longer recognised in the income statement.

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 2008 that impacted on the Department:

Review of AAS 27 'Financial Reporting by Local Governments', AAS 29 'Financial Reporting by Government Departments and AAS 31 'Financial Reporting by Governments'. The AASB has made the following pronouncements from its short term review of AAS 27, AAS 29 and AAS 31:

AASB 1004 'Contributions'

AASB 1050 'Administered Items'

AASB 1051 'Land Under Roads'

AASB 1052 'Disaggregated Disclosures'

AASB 2007-9 'Amendments to Australian Accounting Standards arising from the review of AASs 27, 29 and 31 [AASB 3, AASB 5, AASB 8, AASB 101, AASB 114, AASB 116, AASB 127 & AASB 137].

Interpretation 1038 'Contributions by Owners Made to Wholly-Owned Public Sector Entities'. The existing requirements in AAS 27, AAS 29 and AAS 31 have been transferred to the above new and revised topic-based Standards and Interpretation. These requirements remain substantively unchanged. The new and revised Standards and Interpretation make some modifications to disclosures and provide additional guidance (for example, Australian Guidance to AASB 116 'Property, Plant and Equipment' in relation to heritage and cultural assets has been introduced), otherwise there is no financial impact

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

1048 'Interpretation and Application of Standards' (issued September 2008)

1049 'Whole of Government and General Government Sector.

Financial Reporting' (revised - October 2007)

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- 8

2008-10	'Amendments to Australian Accounting Standards – Reclassification of Financial Assets [AASB 7 & AASB 139]'
2008-12	'Amendments to Australian Accounting Standards – Reclassification of Financial Assets – Effective Date and Transition [AASB 7, AASB 139 & AASB 2008-10]'
2009-3	Amendments to Australian Accounting Standards – Embedded Derivatives [AASB 139 & Interpretation 9].
Interpretation 4	'Determining whether an Arrangement contains a Lease' (revised – February 2007)
Interpretation 12	'Service Concession Arrangements'
Interpretation 13	'Customer Loyalty Programmes'
Interpretation 14	'AASB 119 – The Limit on a Defined Benefit Asset, Minimum Funding Requirements and their Interaction'
Interpretation 129	'Service Concession Arrangements: Disclosures'



Voluntary changes in Accounting Policy

There were no voluntary changes to accounting policy.

Future impact of Australian Accounting Standards not yet operative

The Department 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 Department has not applied early the following Australian Accounting Standards and Australian Accounting Interpretations that have been issued and which may impact the Department but are not yet effective. Where applicable, the Department plans to apply these Standards and Interpretations from their application date:

Title	Operative for reporting periods beginning on/after
<p>AASB 101 'Presentation of Financial Statements' (September 2007). This Standard has been revised and will change the structure of the financial statements.</p> <p>These changes will require that owner changes in equity are presented separately from non-owner changes in equity. The Department does not expect any financial impact when the Standard is first applied.</p>	1 January 2009
<p>AASB 2008-13 'Amendments to Australian Accounting Standards arising from AASB Interpretation 17 – Distributions of Non-cash Assets to Owners [AASB 5 & AASB 110]. This Standard amends AASB 5 'Non-current Assets Held for Sale and Discontinued Operations' in respect of the classification, presentation and measurement of non-current assets held for distribution to owners in their capacity as owners. This may impact on the presentation and classification of Crown land held by the Department where the Crown land is to be sold by the Department of Regional Development and Lands (formerly Department for Planning and Infrastructure).</p> <p>The Department does not expect any financial impact when the Standard is first applied prospectively.</p>	1 July 2009
<p>AASB 2009-2 'Amendments to Australian Accounting Standards – Improving Disclosures about Financial Instruments [AASB 4, AASB 7, AASB 1023 & AASB 1038]'. This Standard amends AASB 7 and will require enhanced disclosures about fair value measurements and liquidity risk with respect to financial instruments. The Department does not expect any financial impact when the Standard is first applied.</p>	1 January 2009

Changes in accounting estimates

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



	2009 \$000	2008 \$000
5. Employee Benefits Expense		
Wages and salaries ^(a)	15,616	4,027
Superannuation – defined contribution plans ^(b)	1,067	511
Superannuation – defined benefit plans ^{(c)(d)}	–	–
Long service leave ^(e)	162	17
Annual Leave ^(e)	82	49
	16,927	4,604
<p>(a) Includes the value of the fringe benefit to the employee plus the fringe benefits tax component.</p> <p>(b) Defined contribution plans include West State and Gold State (contributions paid).</p> <p>(c) Defined benefit plans include Pension scheme and Gold State (pre-transfer benefit).</p> <p>(d) An equivalent notional income is also recognised (see note 13 '<i>Income from State Government</i>').</p> <p>(e) Includes a superannuation contribution component</p> <p>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'.</p>		
6. Supplies and Services		
Communications	1,517	753
Consultants and contractors	6,055	3,036
Consumables	2,768	945
Travel	249	58
Other	123	74
	10,712	4,866
7. Depreciation and Amortisation Expense		
Depreciation		
Equipment	14	21
Computer hardware	39	46
Total depreciation	53	67



	2009 \$000	2008 \$000
8. Accommodation Expenses		
Lease rentals	1,181	653
Repairs and maintenance	146	150
	1,327	803
9. Grants & Subsidies		
Grants (section 175LC of the <i>Electoral Act 1907</i>)	3,245	21
10. Other Expenses		
Employment on-costs	3	(20)
Audit Fees	19	37
	22	17
11. Other Revenue		
Recoup – Local Government Elections	400	2,801
Recoup – Other Elections	219	300
Sale of Roll Products	15	17
Other General Revenue	52	184
	686	3,302
12. Net gain/(loss) on Disposal of Non Current Assets		
<u>Costs of Disposal of Non-Current Assets</u>		
Plant, equipment and vehicles	-	-
<u>Proceeds from Disposal of Non-Current Assets</u>		
Plant, equipment and vehicles	-	-
	-	-



	2009 \$000	2008 \$000
13. Income from State Government		
Appropriation received during the year:		
Service appropriations ^(a)	30,389	7,246
The following liabilities have been assumed by the Treasurer during the financial year:		
Superannuation ^(b)		
Total liabilities assumed by the Treasurer	-	170
	-	170
Resources received free of charge ^(c)		
Determined on the basis of the following estimates provided by agencies:		
State Solicitors Office	88	40
Landgate	35	34
	123	74
	30,512	7,490

- (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.



Notes to the Financial Statements for the year ended June 2009 continued ...



	2009 \$000	2008 \$000
14. Cash and Cash Equivalents		
Current	336	933
Cash at bank	336	933
15. Restricted Cash and Cash Equivalents		
Salaries suspense account with Treasury	32	19
16. Receivables		
Current		
Receivables	111	287
GST receivable	353	130
	464	417
17. Amounts Receivable for Services		
Current	278	164
Non-current	153	284
	431	448
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	60	5
	60	5



	2009 \$000	2008 \$000
19. Plant and Equipment		
<u>Equipment</u>		
At cost	295	261
Accumulated depreciation	(200)	(182)
Change in accounting policy	(30)	-
Accumulated impairment losses	-	-
	65	79
<u>Hardware</u>		
At cost	1,353	1,388
Accumulated depreciation	(1,299)	(1,292)
Change in accounting policy	(7)	-
Accumulated impairment losses	-	-
	47	96
	112	175
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		
<i>Equipment</i>		
Carrying amount at start of year	79	82
Additions	35	17
Change in accounting policy ^(a)	(30)	-
Disposals	-	-
Depreciation	(13)	(20)
Write back of depreciation ^(a)	(6)	-
Carrying amount at end of year	65	79



	2009 \$000	2008 \$000
<i>Hardware</i>		
Carrying amount at start of year	96	69
Additions	11	73
Change in accounting policy ^(a)	(7)	-
Disposals	-	-
Depreciation	(40)	(46)
Write back of depreciation ^(a)	(13)	
Carrying amount at end of year	47	96
Total		
Carrying amount at start of year	175	151
Additions	46	90
Change in accounting policy ^(a)	(37)	-
Disposals	-	-
Depreciation	(53)	(66)
Write back of depreciation ^(a)	(19)	
Carrying amount at end of year	112	175

Impairment of assets

There were no indications of impairment to plant and equipment at 30 June 2009.

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 2009 have either been classified as assets held for sale or written off.

- (a) Change to asset capitalisations threshold from \$2,000 to \$5,000. Under AASB108 voluntary change in accounting policy and correction of prior errors are adjusted against the opening balance of each affected component of equity in the comparative.



	2009 \$000	2008 \$000
20. Payables		
Current		
Accrued Expenses	543	158
Accrued salaries	40	24
Trade payables	307	72
GST payable	21	229
Total current	911	483
21. Amounts due to the Treasurer		
Current	-	278
	-	278
22. Provisions		
Current		
<i>Employee benefits provision</i>		
Annual leave ^(a)	251	176
Long service leave ^(b)	384	164
	635	340
<i>Other provisions</i>		
Employment on-costs ^(c)	53	29
Total current	688	369
Non-current		
<i>Employee benefits provision</i>		
Long service leave ^(b)	145	218
<i>Other provisions</i>		
Employment on-costs ^(c)	11	17
Total Non-Current	156	235



	2009 \$000	2008 \$000
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22. Provisions (continued)

- (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	251	176
More than 12 months after balance sheet date	-	-
	251	176

- (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	269	115
More than 12 months after balance sheet date	301	297
	570	412

- (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'.

Movements in other provisions

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

Employment on-cost provision

Carrying amount at start of year	46	58
Additional provisions recognised	18	(12)
<u>Carrying amount at end of year</u>	64	46



2009	2008
\$000	\$000

23. Equity

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

Contributed equity

Balance at the start of the year	718	568
Capital contribution ^(a)	136	150
Balance at the end of the year	854	718

Accumulated surplus/(deficit)

Balance at the start of the year	(86)	(500)
Result for the period	(1,088)	414
Balance at the end of the year	(1,174)	(86)

(a) Under the Treasurer's Instructions TI 955 "Contributions by Owners Made to Wholly Owned Public Sector Entities", Capital Contributions (appropriations) have been designated as contrubutions by owners in accordance with AASB Interpretation 1038 "Contributions by Owners Made to Wholly Owned Public Sector Entities".

24. Notes to the cash flow statement

Reconciliation of cash

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

Cash and cash equivalents	336	933
Restricted Cash and Cash Equivalents (<i>see note 15</i>)	32	19
Balance at the end of the year	368	952

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.



24. Notes to the cash flow statement (continued)

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

	2009 \$000	2008 \$000
Net cost of services	(31,600)	(7,076)
Non-cash items:		
Depreciation and amortisation expense	53	67
Write-back of depreciation	20	
Resources received free of charge	123	74
Net (gain)/loss on sale of property, plant and equipment	–	–
Other (Amounts receivable for Outputs)	147	368
Restricted cash	(13)	(19)
(Increase)/decrease in assets:		
Current receivables	(161)	(221)
Other current assets	(55)	25
Non-current receivables	131	(158)
Other receivables (Outputs)	–	(50)
Other Receivables (Capital contributions)	286	150
Increase/(decrease) in liabilities:		
Current payables	428	10
Other current liabilities	–	(50)
Current provisions	319	81
Non-current provisions	(79)	(12)
Other payables (Treasurer's Advance)	(278)	
Net cash provided by (used in) operating activities	(30,679)	(6,811)



2009 \$000	2008 \$000
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25. 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 two 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	40	39
Later than 1 year and not later than 5 years	–	39
Later than 5 years	–	–
	40	78

Representing:

Non-cancellable operating leases	40	78
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Accommodation

Within 1 year	726	648
Later than 1 year and not later than 5 years	2,904	3,650
Later than 5 years	–	–
	3,630	4,298

Representing

Non-cancellable operating leases	3,630	4,298
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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.



2009	2008
\$000	\$000

26. 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 2009

Total appropriation to deliver services:

	2009 Estimate \$000	2009 Actual \$000	Variation \$000
Total appropriation provided to deliver services for the year	22,479	30,389	7,910

The variance is the result of the requirement for additional funding for the State general election and the Daylight Saving Referendum, together with an appropriation of \$3.3million under the political funding provisions of the *Electoral Act 1907*.

Service expenditure

	2009 Estimate \$000	2009 Actual \$000	Variation \$000
Service expenditure	22,917	32,286	9,369

The variance is the result of increased expenditure for the State general election and the Daylight Saving Referendum, together with the provision of \$3.3million under the political funding provision of the *Electoral Act 1907*.



	2009 \$000	2008 \$000
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29. Explanatory statement (continued)

Income

	2009 Estimate \$000	2009 Actual \$000	Variation \$000
Income	43	686	643

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

Significant variances between actuals for 2008 and 2009

Total appropriation to deliver services:

	2009 Actual \$000	2009 Actual \$000	Variation \$000
Total appropriation to deliver services	30,389	7,246	23,143

The variance is the result of the requirement for additional funding for the State general election and the Daylight Saving Referendum, together with an appropriation of \$3.3million under the political funding provisions of the *Electoral Act 1907*.

Service expenditure

	2009 Actual \$000	2008 Actual \$000	Variation \$000
Service expenditure	32,286	10,378	21,908

The variance is the result of increased expenditure for the State general election and the Daylight Saving Referendum, together with the provision of \$3.3million under the political funding provisions of the *Electoral Act 1907*.



	2009 \$000	2008 \$000	
29. Explanatory statement (continued)			
Income			
	2009 Actual \$000	2008 Actual \$000	Variation \$000
Income	686	3,302	(2,616)

The variance is the result of a reduction in the recoup of recoverable election costs, mainly for local governments, whose ordinary elections are conducted bi-ennially.

Significant variances between estimate and actual for 2009

Capital Contribution:

No significant variances.

Significant variances between actuals for 2009 and 2008

Capital Contribution:

No significant variances.

30. Financial instruments

(a) Financial Risk Management Objectives and Policies

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

Credit risk

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



2009 \$000	2008 \$000
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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).

(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	336	933
Restricted Cash and Cash equivalents	32	19
Accounts receivable ^(a)	111	287
	479	1,239

Financial liabilities

Accounts payable	328	301
Amounts due to the Treasurer	–	278
	328	579

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

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).



2009	2008
\$000	\$000

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:

	2008-09	2007-08
90,001 – 100,000	–	4
100,001 – 140,000	2	–
120,001 – 130,000	1	–
130,001 – 140,000	1	–
140,001 – 150,000	1	1
220,001 – 230,000	1	1

The total remuneration of senior officers is:

\$839,900	\$747,000
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The total remuneration includes the superannuation expense incurred by the Commission in respect of senior officers.
One senior officer is a member of the Pension Scheme.

32. Remuneration of auditor

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

	2008-09	2007-08
Auditing the accounts, financial statements and performance indicators	\$29,600	\$37,000



2009	2008
\$000	\$000

33. Related bodies

The Commission had no related bodies during the financial year.

34. Affiliated bodies

The Commission had no affiliated bodies during the financial year.

35. Special purpose accounts

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

Nomination fees

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

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

	2008-09	2007-08
Balance at the start of the year		
Receipts	120,750	1,000
Payments	120,750	1,000
Balance at the end of the year	-	-

36. Supplementary financial information

Write-Offs

During the financial year there were no write-offs.

Losses Through Theft, Defaults and Other Causes

During the year there were no thefts or defaults

Gifts of Public Property

During the year there were no gifts of public property.



Key Performance Indicators for the year ended June 2009

Certification of Key Performance Indicators

I hereby certify that the performance indicators are based on proper records, are relevant and appropriate for assisting users to assess the performance of the Western Australian Electoral Commission, and fairly represent the performance of the Commission for the financial year ended 30 June 2009.

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

Warwick Gately AM
ELECTORAL COMMISSIONER

31 August 2009



Government Goal

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

Agency Level Government Desired Outcome

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

Service

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

Key Effectiveness Indicator	2004-05	2005-06	2006-07	2007-08	2008-09
The number of relevant breaches of "Declaration by Officer" (Forms 1) upheld by a Court of Disputed Returns	n/a	Nil	Nil	Nil	Nil
Percentage of eligible electors on the State electoral roll	91.61%	89.73%	90.81%	92.52%	91.38%
Percentage of enrolled electors voting in:					
– State elections	89.84%	n/a	n/a	n/a	86.48%
– State referendum	n/a	n/a	n/a	n/a	85.6%
– By elections	n/a	64%	79%	75%	87.2%
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%	33.78%

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 2 years for local government ordinary elections. The rates provide a key indicator of the Commission's effectiveness in enabling electors to participate in the electoral process, and also provide an indication of the advantages of postal elections in facilitating participation in voluntary elections. It should be



noted that participation rates for local government ordinary elections, as in 2004–05, will often be lower than the extra-ordinary elections due to the influence of the larger local authorities on average turnout. The average participation rate in extra-ordinary elections can vary markedly due to the size of the election and the importance of local issues.

State by-elections were held in 2005–06, 2006–07, 2007–08 and 2008–09. 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	2008–09
Key Efficiency Indicators					
	\$	\$	\$	\$	\$
Average cost per elector of providing electoral services	\$4.69	\$4.56	\$4.92	\$5.23	\$5.52
Average cost per elector of conducting State:					
General elections	\$8.36	\$0.24	n/a	\$0.20	\$10.14
By-elections	n/a	\$7.03	\$8.13	\$5.53	\$2.98
Referenda	n/a	n/a	n/a	n/a	\$5.40
Average cost per elector of local government ordinary (or extraordinary) elections conducted by the Commission	\$2.04	\$1.67	\$1.30	\$2.03	\$1.17

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. Extra-ordinary elections are conducted on an as-needs basis. This year, 19 extra-ordinary elections were conducted, of which 14 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		
	2008–09 Target	2008–09 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	93%	91.38%	1.62%
Percentage of enrolled electors voting in: State elections	90%	86.48%	3.52%
By-elections	–	87.2%	–
Average percentage of enrolled electors voting in local government ordinary postal election or referendums conducted by the Commission	Nil	Nil	Nil

Local government ordinary elections are only conducted every two years.

Other variations are considered insignificant.

EFFECTIVENESS INDICATOR	PERFORMANCE		
	2008–09 Target	2008–09 Actual	Variation
Average cost per elector of providing electoral services	\$4.48	\$5.49	\$1.01
Average cost/elector to conduct Parliamentary election	\$12.88	\$15.54	\$2.66
Average cost/elector to conduct Local Government elections	n/a	n/a	n/a

The variation for the cost of the State general election and referendum related to additional funding required for both events, mainly for staffing, advertising and accommodation costs.



Appendices

Appendix 1 – Western Australian Electoral Commission

- Disability Access and Inclusion Plan

Appendix 2 – Publications

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

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 – Non-Parliamentary Election Statistics

- Elections Conducted Under the *Industrial Relations Act 1979* during 2008–09
- Other Elections 2008–09 (includes University Guild elections and Certified Agreement)
- Land Ballots 2008–09



Appendix 1 – Western Australian Electoral Commission

Disability Access and Inclusion Plan

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

- During the SGE and DSR the Commission continued its Mobile Polling initiative of visiting electors in hospitals and special institutions to allow them to cast their vote with ease prior to Polling Day
- The Commission has ensured all staff are aware of the Commission's DAIP, including key contract staff hired for electoral events, particularly Returning Officers
- The drive-in polling place project for electors with limited mobility was improved with key areas identified for the provision of drive-in polling places on polling day for the DSR and SGE. This resulted in increased awareness and usage of the drive-in polling places. This initiative was adapted as drive-in polling places were placed adjacent to existing polling places
- Polling places were made as accessible as possible, with supporting materials made available, including magnifying screens and thick, triangular pencils for better grip at all locations and CCTV's supplied by the Association for the Blind of WA at identified locations
- Polling places that best serviced the community and where possible that were on public transport routes were identified

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

- The Commission's website was updated to include more detailed location, parking and public transport links and access information to the Commission's head office and the Electoral Education Centre

- The training of Returning Officers included a disability awareness component, including the playing of the DVD "You Can Make a Difference to Customer Relations for People with Disabilities" which was supplied by the Disability Services Commission. Returning Officers in turn educated their polling place staff on customer service issues
- Returning Officers used specific inspection criteria to establish if a facility was user friendly for people with disabilities
- In pre election and referendum advertising, the most user friendly polling places for people with disabilities were identified and published
- Signage to our offices and facilities is clear, and for polling places, wheelchair access parking was clearly identified and adequate signage established on the roads leading into polling places and outside polling places

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

- The Voters with Special Needs brochure was reviewed prior to the SGE
- Better Hearing Counter Cards were made available at all polling places during the SGE and DSR
- The "You Can Make a Difference to Customer Relations for People with Disabilities" guide produced by the Disability Services Commission contains valuable information and customer service tips for interaction with people with disabilities. This dvd was made available to all staff by placing it prominently on the Commission's intranet and new staff are advised of its existence



- Front counter relieving staff were provided with training on the Commission's TTY service by the Deaf Society
 - The Commission's website continues to be updated in a format suitable for people with disabilities
4. People with disabilities receive the same level and quality of service from our employees as other people receive
- Reporting on the Commission's DAIP continues to be on an annual basis to the Disability Services Commission and in our Annual Report
 - The Commission's Disability Services Policy was internally reviewed for compliance with our Disability Access and Inclusion Plan
 - An information person was available at large polling places during the SGE and DSR. This person was clearly identified by them wearing a brightly coloured blue apron with an I for Information symbol on it. This enabled one clear point of contact for electors who needed assistance
5. People with disabilities have the same opportunities as other people to make complaints to us
- Relevant Commission information brochures refer to the complaints process
 - A randomized post election survey was conducted on behalf of the Commission. Respondents were asked to identify whether they had a disability. Within the report an appendix is dedicated to analysing the experiences during the State general election of people with disabilities, including a comparison against the experiences of people without a disability. This information will be further analysed and feed into future planning processes, to ensure that people with a disability have the same opportunity to access our services
- The Commission receives feedback in a number of ways, including via mail, email, TTY service, through our website or over the telephone
6. People with disabilities have the same opportunities as other people to participate in any public consultation
- The Commission will continue to closely monitor our DAIP to ensure its successful implementation
 - Venues used for consultations will remain accessible for people with disabilities and an appropriate level of support will be offered during any consultation process
 - When the Commission engages in any public consultation, people with disabilities will be invited to attend

Appendix 2 – Publications

2007 Electoral Distribution Maps

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

2003 Electoral Distribution Maps

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

Election results

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

State General Election November 2009 – Report* \$11.00

State General Election November 2009 – 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

Box set – Black leatherette \$143.00

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

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

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

Publications available free of charge

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

Boundary Maps*

By-election Reports*

Enrolment Statistics*

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



Appendix 3 – Roll Products Provided to other Organisations 2008–2009

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
City of Melville	1 Jul 2008	A list of electors who are registered under section 51B of the <i>Electoral Act 1907</i> as silent electors to be used to audit the LG's silent elector records.
Town of Vincent	7 Jul 2008	Residents roll to be used at a special electors meeting to check entitlement to vote.
Shire of Murray	20 Aug 2008	Residents roll to be used to review ward boundaries.
Department for Communities	1 Oct 2008	A random extract of 10,000 electors aged 60 and over to be invited to participate in a Seniors Survey to provide input into Western Australia's Seniors active Ageing Benchmark Indicators. This was last done in 2004.
City of Subiaco	2 Oct 2008	Residents roll to be used to review ward boundaries.
Albany Injury Prevention Association	20 Oct 2008	A random extract of 700 males aged from 60-75 years from the Albany-Mount Barker-Denmark area to be invited to participate in a project to measure the physical activity of this group, their interests and the barriers that they face.
City of Nedlands	23 Oct 2008	Residents roll to be used for a community survey.
City of Cockburn	6 Nov 2008	Residents roll to be used for a special electors meeting to check entitlement to vote.
Shire of Denmark	9 Dec 2008	Residents roll to be used to review owner & occupier rolls.
City of Stirling	10 Dec 2008	Residents roll to be used to review ward boundaries.
Shire of Shark Bay	13 Feb 2009	Residents roll to be used for a special electors meeting to check entitlement to vote.
City of Geraldton-Greenough	17 Mar 2009	A list of electors who are registered under section 51B of the <i>Electoral Act 1907</i> as silent electors to be used to audit the LG's silent elector records.
City of Melville	9 Jun 2009	Residents roll to be used to review owner & occupier rolls.
City of Nedlands	23 Jun 2009	Residents roll to be used for a community survey.
Shire of Wiluna	26 Jun 2009	Residents roll to be used to identify residents not currently enrolled & to encourage them to enrol.
Shire of Swan	26 Jun 2009	Residents roll to be used for a community survey.



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 for Child Protection	Civil Litigation Unit	To facilitate the location of potential claimant to advise them of their potential legal and statutory rights.
Department for 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.
Department of Education and Training	Standards and Integrity Directorate	Assisting to location witnesses that are part of investigation of internal breaches of discipline including Child Protection matters.



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

Agency Name	Branch	Purpose for which the information was provided
Department of the Attorney General	Sheriff's Office	To locate a current address for Jurors who failed to attend jury service.

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 Guardianship and <i>Administration Act 1990</i> .
Department of the Attorney General	Public Trustee	To help locate beneficiaries of deceased estates and trusts as well as witnesses to wills.
Government Employees Superannuation Board	Administration	Locating the whereabouts of members with unclaimed benefits.
Horizon Power	Contributory Extension Scheme	To locate customers to enable Horizon Power to provide Contributory Extension Scheme (CES) capital contribution refunds relating to monies that have been held 'in trust'.
MacBech Genealogical Services		To work under the direction of the Public Trustee in WA to identify and locate the beneficiaries of estates, usually intestate estates.



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

Agency Name	Branch	Purpose for which the information was provided
The Salvation Army	Family Tracing Service	Research for the purpose of re-uniting of families who for many reasons have lost contact with one another.
Western Australian College of Teaching		To confirm the identity of teachers and to assist with the registration of teachers, including enquiries, in accordance with the <i>Western Australian College of Teaching Act 2004</i> .
Western Power	Supply Extension Scheme	to enable Western Power to locate customers for the purpose of providing capital refunds.
Workcover WA	Senior Compliance Branch	Compliance and debt collection for Work Cover WA.

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

Agency Name	Branch	Purpose for which the information was provided
City of Perth		To assist in the verification of enrolment details of applicants for the City of Perth Owners & Occupiers roll.

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 – Non-Parliamentary Election Statistics

a) Elections Conducted Under the *Industrial Relations Act 1979* during 2008–2009

Organisation	Vacancies	Contested Vacancies	Unopposed Vacancies	Unfilled Vacancies	Electors	Voters	Participation Rate	Average Participation Rate
Construction, Forestry, Mining and Energy Union of Workers	Election suspended by order of IRC							
Construction, Forestry, Mining and Energy Union of Workers	17	3	14	0	9,958	3,212	32.25%	
Health Services Union of Western Australia (Union of Workers)	4	0	4	0	Uncontested	n/a		
Master Builders Association of Western Australia	8	0	8	0	Uncontested	n/a		
Master Painters, Decorators and Signwriters' Association of Western Australia (Union of Employers)	8	0	8	0	Uncontested	n/a		
The breweries and bottleyards Employees' Industrial Union of Workers of Western Australia	5	0	2	3	Uncontested	n/a		
The Master Plumbers and Gasfitters Association of Western Australia (Union of Employers)	12	0	12	0	Uncontested	n/a		
The shop, Distributive and Allied Employees' Association of Western Australia	11	0	11	5	Uncontested	n/a		
Union of Australian College Academics, Western Australian Branch, Industrial Union of Workers	12	0	12	0	Uncontested	n/a		
University of Western Australia Academic Staff Association	10	0	10	0	Uncontested	n/a		
Western Australian Prison Officers' Union of Workers	16	0	14	2	Uncontested	n/a		
Western Australian Prison Officers' Union of Workers	2	0	1	1	Uncontested	n/a		
Totals	105	3	96	6				32.25%



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



(b) Other Elections 2008–2009 (includes University Guild elections and Certified Agreement ballots)

Elections Conducted in Accordance with Section 5F(1)(ea) of the Electoral Act 1907 ¹	Organisation	Vacancies	Contested Vacancies	Unopposed Vacancies	Unfilled Vacancies	Electors	Voters	Participation Rate	Average Participation Rate
(i) University Guild Elections (voting in person)	University of Western Australia Student Guild	30	26	4	0	25,224	1,631	6.47%	
	Sub Total	30	26	4	0				6.47%
(ii) Other Elections	Edith Cowan University – Alumni Representative	1	1	0	0	1,970	338	17.16%	
	Edith Cowan University – Alumni Representative	1	1	0	0	1,920	309	16.09%	
	Edith Cowan University – Salaried and Academic Staff	1	1	0	0	784	217	27.68%	
	Fire and Emergency Services Superannuation Board	4	0	3	1	Uncontested	n/a	n/a	
	National Trust of Australia (WA)	5	0	5	0	Uncontested	n/a	n/a	
	Real Estate and Business Agents Supervisory Board ³	2	1	1	0	3,921	1,578	40.24%	
	Western Australia Police Appeal Board	1	1	0	0	5,741	2,231	38.86%	
	Sub Total	15	5	9	1				28.00%
	Elections conducted in accordance with section 5F(1)(ea) of the Electoral Act 1907	45	31	13	1				17.24%



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



Elections Conducted in Accordance with Section 5F(1)(eb) of the Electoral Act 1907 ²	Organisation	Vacancies	Contested Vacancies	Unopposed Vacancies	Unfilled Vacancies	Electors	Voters	Participation Rate	Average Participation Rate
Other Elections	Ausclad Group of Companies – (Collective Agreement Ballot) voting in person ³	1	1	0	0	319	175	54.86%	
	CBH Group	3	2	1	0	2,847	1,240	43.557%	
	Derbarl Yerrigan Health Service	7	7	0	0	166	83	50.00%	
	Football West	74	15	19	40	464	212	45.69%	
	RSPCA ³	3	3	0	0	2,121	740	34.89%	
	State School Teachers Union of WA (Inc) (General Agreement Ballot)	1	1	0	0	12,915	8,214	63.60%	
	State School Teachers Union of WA (Inc) (General Agreement Ballot)	1	1	0	0	12,717	6,505	51.15%	
	State School Teachers Union of WA (Inc) (General Agreement Ballot)	1	1	0	0	875	565	64.57%	
	Medical Defence Association of Western Australia (Inc)	3	3	0	0	11,766	1,708	14.52%	
	Western Australian Football Commission	The Western Australian Electoral Commission only conducted the counting of votes							
	WorkCover WA – voting in person ³	4	4	0	0	148	75	50.67%	
Elections conducted in accordance with section 5F(1)(eb) of the Electoral Act 1907		98	38	20	40				47.35%
All Other Elections		143	69	33	41				32.30%



(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
(i) Land Ballots	LandCorp Broome (Stage 4)	68	19	49	565	21	4.07%	
	LandCorp East Newman (Stage 1) ³	31	9	2	228	30	13.60%	
	LandCorp Kununurra (Stage 4)	43	28	15	242	28	12.40%	
	LandCorp Port Hedland (Pretty Pool – Stage 4)	34	34	0	310	68	23.55%	
	Land and Other ballots conducted in accordance with section 5F(1)(eb) of the <i>Electoral Act 1907</i>	176	110	66	1,345	147		13.41%

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

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

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

Glossary



A

Absent Vote – See Vote

Act of Parliament

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

B

Ballot Box

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

Ballot Paper

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

By-election

An election conducted for 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.

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 (In Person)

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

Early Vote (By post)

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

Provisional Vote

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

W

Writ

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

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