



WESTERN AUSTRALIAN
Electoral Commission

ANNUAL REPORT 2009–10



This Report

This report describes the functions and operations of the Commission, outlining our performance and the progress we made during 2009–10 and also presents our audited financial statements and performance indicators for the year ended 30 June 2010.

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.

Letter of Transmittal

Hon. Norman Moore MLC

Minister for Electoral Affairs

Dear Minister

In accordance with the Western Australian Public Sector Annual Reporting Framework for the 2009–2010 reporting year, I submit for your approval and presentation to Parliament, ten copies of the Annual Report of the Western Australian Electoral Commission for the year ended 30 June 2010, including the Auditor General's Opinion on the Commission's financial statements and performance indicators.

Yours sincerely

Warwick Gately AM
ELECTORAL COMMISSIONER
15 September 2010

The Western Australian Electoral Commission

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The Year in Review

Commissioner's Overview

The year 2009–10 was one of consolidation following a demanding twelve months in which a State general election and Daylight Saving Referendum were held. Those two activities were analysed, reports written and necessary changes to Commission operations identified and instituted. Further, biennial local government elections were held in October 2009 along with a by-election in the district of Willagee. Additionally there were nine local government extraordinary elections and 34 non-parliamentary, union and fee for service elections in the year.

Election Operations

Local government elections in October 2009 were held under a First Past the Post voting system following legislative change away from Preferential and Proportional Representation. The Commission conducted postal voting for 60 local governments and in person voting for two local governments involving 1.1 million electors. Voter turnout averaged over 33%, and similar to earlier elections. These elections were complex, operationally demanding but well conducted. On-line training proved its value and the move to transacting nominations and candidate profiles on-line and combining profiles with ballot papers had a positive impact on strict production deadlines. Importantly, despite significant material and general consumer price cost increases, the Commission managed to keep local government election costs at 2005 levels.

A by-election was held for the district of Willagee in November 2009 following the resignation of the Hon. Alan Carpenter MLA. Four candidates contested the by-election which attracted a turnout of 77% of electors and was won by the Labor candidate Mr Peter Tinley.

Non-parliamentary, union and fee-for-service elections were conducted steadily throughout the year. A total of 34 such elections were managed by the Commission, which is slightly down on previous years. While each election brought its own complexities, be it voting system, membership list irregularities and election or membership rules, satisfaction levels among clients were again very high.

For the whole of the year, several contract and permanent staff were involved in pursuing those electors who did not vote in the State general election, Daylight Saving Referendum and the Fremantle and Willagee by-elections. While an important component of the State's compulsory voting system, this process is expensive, time consuming and very demanding of those staff involved. As an observation, the provision of a B-pay facility for the payment of fines has streamlined many transactions.

Legislation

The *Electoral Amendment (Miscellaneous) Act 2009* was proclaimed on 1 September, some three months after Royal assent, due to the need to put in place arrangements with other Departments, particularly data transfer requirements relating to prisoners. As usual after a State election, improvements to the *Electoral Act 1907* were identified and these were collated into a submission for Government consideration.

Staffing

Permanent staff numbers were stable during the year and reflected the Government ceiling on employees. In a more routine work environment, many staff have cleared leave and others provided with personal development opportunities or temporary work in higher level positions. The Commission's move to the Office of Shared Services commenced this year and has required particular energy from Business Services staff, and to this point has proceeded smoothly. Unique aspects of the Commission's operations not suited to the shared services concept have required innovative solutions.

The Year in Review continued ...

Information Technology

Around the continuing redevelopment of the Roll Maintenance System as a prime project, a counting program was developed in-house at short notice to support local government elections under First Past the Post. This program, CountWA, performed very well in October 2009. The Commission now has modern counting applications for all election types. The local government online nomination and candidate profile application also performed well. General IT support to Commission operations and administration functions was at a high level with data integrity and security of information receiving particular attention during the year.

Enrolment

Enrolment activities in the State were again underpinned by the Joint Roll Arrangement with the Commonwealth which will require renegotiation next year. Cooperation was critical in addressing a declining national electoral roll and in developing local strategies to encourage initial and continual enrolment. Data matching, mailing, fieldwork, telephone contact and media advertising were used to better target and stimulate enrolment outside of the major electoral events. Efforts by other jurisdictions to simplify and modernise enrolment processes will be examined for their applicability.

Governance

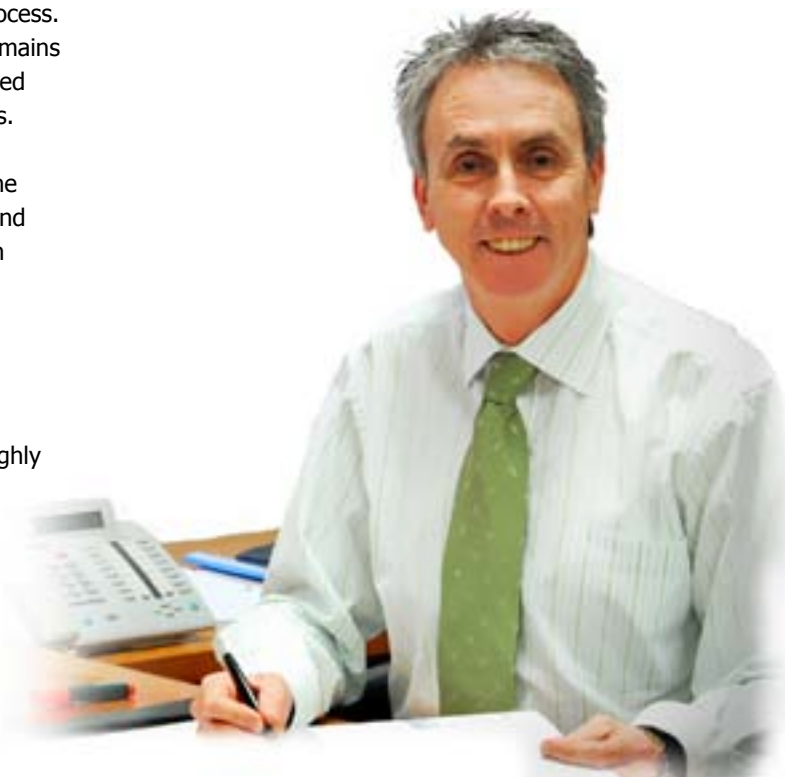
The Commission's management systems, governance arrangements and structure are sound and in line with Government requirements as confirmed through internal and external audits under the AS/NZ ISO 9001: 2008 Quality Management System certification process. The culture of post activity review and analysis remains strong and continuous improvement was recognised within the Commission as critical to our operations.

For the next year, the formal process to redraw the electoral boundaries in the State will commence and planning for biennial local government elections in October 2011 advanced.

As in previous years, Electoral Commission staff members performed very well, acting effectively and with integrity in all areas of operations. Their commitment was noteworthy and their support highly valued.



Warwick Gately AM
Electoral Commissioner
15 September 2010



Highlights 2009–2010

- Successfully conducted local government elections for 71 WA local authorities – 28 in the metropolitan area and 43 from regional WA, representing over 90% of the some 1.1 million electors eligible to vote in these elections. The Commission managed 69 postal elections from Esperance to Ashburton, including some populous councils in the metropolitan area, and in-person elections in Broome and Halls Creek.
- Successfully conducted the Willagee by-election where some 23,000 electors went to the polls.
- Undertook 34 non-parliamentary union and fee for service elections, including the conduct of a ballot to allocate boat pens within the Hillarys Boat Harbour.
- Undertook nine local government extraordinary elections.
- Processed 35,214 enrolment transactions, with 1,350,552 electors now on the roll.
- Closed 28 local government extraordinary election rolls.
- Over 30,000 individuals took part in the Commission's education programs – with the Electoral Education Centre making presentations to over 7,098 school students and adults and coordinating 49 school council elections involving 10,808 students.
- Over 7,700 students participated in the Joint Civics Education Program run in conjunction with the Parliament of Western Australia and 2,649 students in the 'Democracy in Action' program run conjointly with the Constitutional Centre of WA.
- The project to redevelop the Elector Roll Maintenance System was further progressed with the design phase completed and the development phase commenced.
- A full trial to enable the input over the internet of candidate details, profiles and photographs for local government elections was undertaken during the October 2009 local government elections with considerable success.
- The development of online roll mark-off for polling places and early voting centres with one centralised electoral roll based at head office was successfully progressed and will be trialled at a by-election in the coming year.

The Commission At-a-Glance

	2005 – 06	2006 – 07	2007 – 08	2008 – 09	2009 – 10
Number of enrolled electors (30 June)	1,261,845	1,296,858	1,325,715	1,325,895	1,350,552
State general elections	—	—	—	1	—
State by-elections	1	1	1	1	1
Number of referenda	—	—	—	1	—
Local government elections	0	0	65	0	71
Local government extraordinary elections	12	14	6	19	9
Elections conducted under the <i>Industrial Relations Act 1979</i> and other elections	37	44	48	35	34
Staff numbers (FTEs)	43	48	60	48	48
Total expenditure	6,459,000	7,482,000	10,378,000	32,286,000	11,153,000

Significant Issues and Trends 2009–2010

- The Commission will provide support to the Electoral Distribution Commissioners during the next distribution of State electoral boundaries, with a significant portion of this activity being carried out in 2010–11.
- The transition of Commission key human resources, finance, procurement and administrative functions to the Office of Shared Services in the latter half of 2010 will impact operations and the day-to-day management of Commission branches.
- The Commission is actively planning for a by-election in the District of Armadale in late 2010 or early 2011, the local member indicating she will resign prior to the forthcoming Federal election.
- In looking to the 2013 State general election:
 - General early voting is considered 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, and its promotion over the next three years will have significant implications for a range of Commission processes, especially enrolment.
 - In regard to declaration voting (postal, early in-person and absent voting) the future challenge for the Commission will be to reengineer the processes and protocols to effectively manage predicted increasing volumes, generate efficiencies and speed up counting.
 - The Commission is to trial an online voter mark-off system for the electoral roll which will replace the use of paper rolls; with electors marked off from one central electronic electoral roll via the internet. It is intended that at a future by-election all vote issuing officers will operate a laptop that will independently communicate by secure wireless broadband using basic internet protocols to the central electronic electoral roll located at the Commission.
- The Government's three per cent Efficiency Dividend continued to affect Commission operations with ongoing impact on staffing, capital works and the redevelopment of election-critical IT systems.

Looking to The Future

In learning the lessons from the last State election and referendum and moving the Commission forward a series of ongoing post-project reviews is 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 reengineer its processes thereby delivering superior electoral services for the next major election event, in 2013.





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
- Electoral Roll Management
- Electoral Education and Information



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 reappointed as the Western Australian Electoral Commissioner for a further five year term in August 2009. 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 Acting Electoral Commissioner and 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.

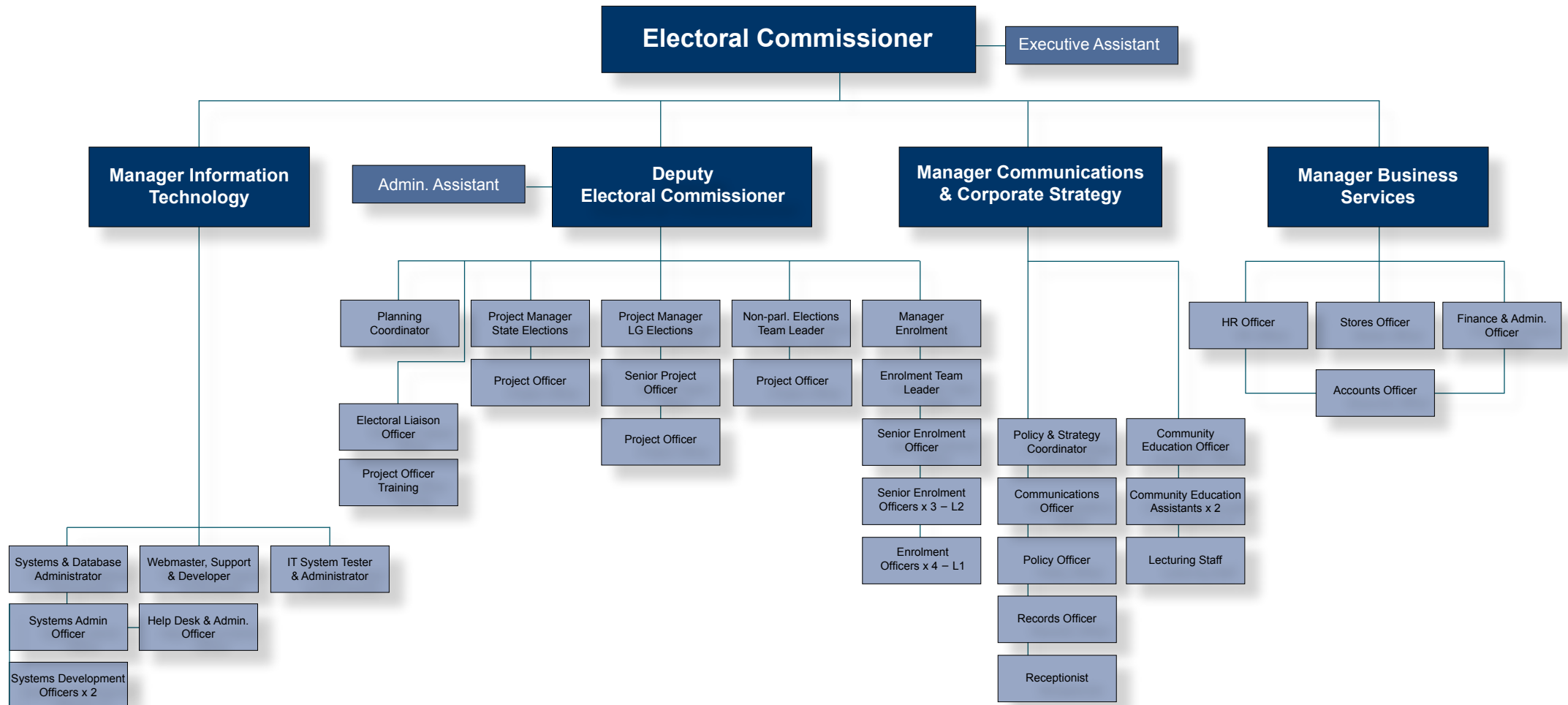
Manager Communications and Corporate Strategy, Peter Villiers



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.





Report on Operations

Corporate Strategies

The Budget process has identified one outcome supported by three Outputs that is consistent with broader Government Goals and our Purpose. That 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
Objective Conduct State, local government and other elections and referendums with impartiality, independence and efficiency according to relevant legislation.	Objective Manage an accurate and up-to-date State electoral roll and provide quality roll products and services.	Objective Increase community understanding of electoral processes and participation in elections.
Strategies Evaluate election policies, legislation and practices for continuous improvement. Research and develop innovative election practices that deliver improved customer service. Develop non-parliamentary election services. Engage clients and use their feedback in our planning processes.	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.	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 Commission's Strategic Plan further identifies three Key Results Areas that are central to the management and efficient and effective operations of the Commission and support its three outputs: **Our Clients, Our People and The Organisation**

Operations and activity within these Outputs and Key Results Areas are detailed in the following pages, as well as our contribution to broader Government goals.

Summary of Key Results and Performance

What we set out to do	What we achieved
Plan the efficient and effective conduct of local government elections in October 2009.	Successfully conducted local government elections for 71 WA local authorities – 28 in the metropolitan area and 43 from regional WA, representing over 90% of the some 1.1 million electors eligible to vote in these elections.
Develop and finalise project plans to cover all aspects of efficiently and effectively conducting any by-elections as requested by Parliament.	Project plans were in place and the commission ready to successfully conduct the Willagee by-election in November 2009 where some 23,000 electors went to the polls.
Consolidate the independent election services of the Commission.	34 fee-for-service and other elections were conducted by the Commission during the year (35 in 08–09). 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 roll.	On 30 June there were 1,350,552 electors on the roll. In this reporting period the Commission also processed 35,214 enrolment transactions.
Increase community awareness of electoral processes through effective education programs.	More than over 30,000 individuals took part in the Commission's education programs. Presentations were made to 7,098 school students and adults at the Commission's Electoral Education Centre, whilst Centre staff coordinated 49 school elections involving 10,808 students. Over 7,700 participated in the Joint Civics Education Program run in conjunction with the Parliament of Western Australia.
Complete the process of changes to legislation in regard prisoner entitlements, itinerants and political party funding arrangements.	Following Royal Assent in May 2009, the <i>Electoral Amendment (Miscellaneous) Act 2009</i> was proclaimed in October 2009 and came into operation.
Continue work on the second phase of the redevelopment of the State Electoral Roll Maintenance System.	Work on Phase 2 of State Electoral Roll Maintenance System was completed and the project entered the major development phase.
Consolidate a risk-based approach to all Commission planning and project management.	With the Commission one of the first public sector agencies to use Riskcover's electronic risk system, risk analysis in relation to the efficient and effective delivery of election services by the Commission's three operational branches was finetuned and progressed and ultimately added to the risk register, with the support branches to follow in the coming year.

Report against the Outcome Based Management Framework

Broad Government Goals are supported at agency level by specific outcomes. Agencies deliver services to achieve these outcomes.

The table below illustrates the relationship between the agency's service level outcome and the government goal it contributes to. The key efficiency indicators monitor the relationship between the service delivered and the resources used to produce the service.

The Government Goals that have been developed as part of the budget process are:

- State Building – Major Projects
- Financial and Economic Responsibility
- Results Based Service Delivery
- Stronger Focus on the Regions
- Social and Environmental Responsibility.

The Commission's outcome based management framework and operations are most consistent with the desired outcomes expressed in the third Government Goal and also with the second goal 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.

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 well-being of all people and communities throughout Western Australia.

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

- Better opportunities for the community to participate in and make creative and effective contributions to government processes

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

The Commission also has strategies promoting:

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

Government Goal	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.

Report on Operations continued ...

Key Performance Indicators

Outcomes and Key Effectiveness Indicators^(a)

	2008 – 09 Actual	2009 – 10 Budget	2009 – 10 Estimated Actual	2010 – 11 Budget Target	Note
Outcome: Western Australian electors participate in independent and impartial elections or referenda conducted by the Commission as part of democratic processes:					
The number of relevant breaches of 'Declaration by Officer' (Forms 1) upheld by a Court of Disputed Returns	Nil	Nil	Nil	Nil	
Percentage of eligible Western Australian electors on the State Electoral Roll	92%	93%	90%	90%	
Percentage of enrolled electors voting in State general elections (or by-elections) or referenda	89%	n/a	n/a	n/a	
Average percentage of enrolled electors voting in local government ordinary (or extraordinary) postal elections or referenda conducted by the Commission	n/a	34%	34%	n/a	

(a) Further detail in support of the key effectiveness indicators is provided in the Annual Report.

Services and Key Efficiency Indicators

Provision of Independent, Impartial and Efficient Electoral Services to Electors for Parliament and Other Electoral Clients

	2008 – 09 Actual	2009 – 10 Budget	2009 – 10 Estimated Actual	2010 – 11 Budget Target	Note
	\$'000	\$'000	\$'000	\$'000	0
Total Cost of Service	32,286	9,170	9,436	6,574	1,2
<i>Less Income</i>	686	2,543	2,543	43	0
Net Cost of Service	31,600	6,627	6,893	6,531	0
Employees (Full Time Equivalents)	48	48	48	48	0
Efficiency Indicators					
Average Cost per Elector of Providing Electoral Services (Enrolment and Election Management)	\$5.49	\$4.61	\$4.89	\$4.47	0
Average Cost per Elector of Conducting State General Elections (or By-Elections) or Referenda Events	\$15.54	\$0.22	\$0.22	n/a	3
Average Cost per Elector of Conducting Local Government Ordinary (or extraordinary) Elections Conducted by the Commission	n/a	\$2.10	\$2.13	n/a	0

Explanation of Significant Movements

(Notes)

1. The reduction of \$23.1 million in the Total Cost of Services from 2008–09 to the 2009–10 Budget is mainly due to the conducting of the State General Election and the Daylight Saving Referendum in 2008–09.
2. The reduction of \$2.8 million in the Total Cost of Services from 2009–10 Estimated Actual to the 2010–11 Budget Target is mainly due the conducting of biennial local government elections, which are provided by the Commission on a cost recovery basis.
3. The reduction in the average cost per elector is due to the conduct of the State General Election and Daylight Saving Referendum in 2008–09 compared to the by-election only in 2009–10.

Output 1 – Election Management

Overview

With the State general election, Daylight Saving Referendum and Fremantle by-election behind them the early part of the reporting year for the Election Management Branch was devoted to evaluation and post-project review. All processes and protocols came under close scrutiny with a view to process re-engineering, finetuning, and improvements for future major electoral events. The outcomes and lessons learnt were detailed in a series of comprehensive reports that will serve as the basis of future election events planning.

The planning and conduct of the Willagee by-election in November 2009 was the major focus for the State Elections team, whilst the Local Government elections team had the significant challenge of planning and conducting local government elections for 71 local authorities across the State. For the Non-parliamentary Elections team it was business as usual.

Parliamentary Elections

During 2009–10 a State by-election was undertaken and a re-count conducted for the Legislative Council. Additionally, assistance was provided to interstate and electoral authorities in the conduct of their elections.

Willagee By-election

On 14 October 2009 a writ was issued by the Speaker of the Legislative Assembly to proceed with an election in the Willagee electoral district on 28 November 2009 following the resignation of the sitting member. The district boundaries remained the same as those used in the 2009 Daylight Saving Referendum, as did the polling places.

At the close of nominations, four candidates had nominated.

Planning and conduct of the by-election ran smoothly with the Australian Labor Party candidate winning the seat. Of the 23,082 electors on the roll for the district, 17,889 voted, representing a turnout of 77.5%. A full report (District of Willagee By-Election: Election Report) is available on the Commission's website.

Voting in other Electoral Authorities

Date	Election	Vote Issued
13 February 2010	State by-election Victoria (Altona)	3 early votes (in person)
20 March 2010	General election SA	220 early votes (in person)
1 May 2010	State by-election Tasmania (Elwick)	1 early votes (in person)
18 June 2010	State by-election NSW (Penrith)	0 early votes (in person)

Re-count for the East Metropolitan Region

A re-count for the East Metropolitan Region was held during the year following the death of the sitting member.

The re-count was conducted electronically using a software program developed by the Commission and it took only a matter of minutes for the result to be known, with Linda Rosemary Savage elected to the seat. The result was declared on 22 March 2010.

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 2009–10, the Commission provided facilities for early voting (by post) and early voting (in person) for four other authorities:

Non-Parliamentary Elections

Local Government Elections

The *Local Government Act 1995* allows local governments to make the Electoral Commissioner responsible for the conduct of their elections.

The increasing number of local governments taking up this option makes local government elections a major element of the Commissions' overall workload. A major effort of planning, coordination and cooperation by the permanent and casual staff of the Commission and a number of service providers is required to conduct these elections to appropriate professional standards.

Preparations for the biennial 2009 local government elections (conducted on 17 October) commenced in February 2009 and continued to early in July, when the focus turned to the operational management of these elections.

Sixty-nine of Western Australia's 139 local governments chose the Electoral Commission to conduct their elections as postal elections, with two local governments opting for the Commission to conduct their elections as voting in-person elections. The number of electors represented by these 71 districts was 1,229,977 – which represented 91% of all electors eligible to vote at these elections. The Commission therefore provided electoral services to the majority of local government electors in Western

Australia. Those local governments that chose to conduct their own elections were principally in rural electorates with low elector numbers.

A total of 1,084,504 electors were sent a postal package comprising a minimum of four items. Hence considerable effort was needed to ensure that each package contained the correct material and each elector received the correct package for their ward. The potential for error was high, but with extensive planning and thorough protocols, combined with effective quality control, very few problems arose.

Each elector received a personalised envelope containing a ballot paper, candidate profiles for their ward elections, voting instructions, and an envelope for the return of the voting papers to the Returning Officer. A detailed printing schedule was developed to cater for the production of approximately 4.5 million printed items. These were customised for each ward and district election. The logistics of ensuring that the correct package was sent to each elector in 137 different wards were considerable.

To enable electors as much time as possible to complete and return their ballot papers Commission staff worked with a dedicated project team at Australia Post to develop a mailing schedule that would allow this major mailing enterprise to be incorporated into Australia Post's daily operations.

The Commission recognised that well-prepared Returning Officers were the key in conducting an efficient and smooth-running election and developed an online training module for these key staff. This was supplemented by training sessions at the Commission which all Returning Officers were able to attend. During the election, efficiency was further aided by an electronic election management system that allowed Returning Officers and local government staff around the State to issue provisional and replacement voting papers and update one central database with the name of those electors who had returned packages.

Complaints

Approximately 160 written complaints were received during the elections. In addition over 600 emails were received. The majority were in connection with printing and publication of election material; misleading, false and defamatory statements; or election procedure.

All complaints were reviewed to determine if a breach of the Act had occurred and whether further action was warranted with most written complaints responded to within 48 hours and emails within 24 hours.

Extraordinary Elections

The Electoral Commissioner conducted nine extraordinary postal elections during the year on behalf of local governments, as listed below.

2009–2010 Local Government Extraordinary postal elections

Shire/City	Ward Name	Date of Election	Participation Rate
Shire of Donnybrook-Balingup	District	17 December 2009	46.0%
Shire of Capel	District	17 December 2009	27.6%
Shire of Plantagenet	District	17 December 2009	35.6%
Shire of Roebourne	Karratha	25 February 2010	25.3%
City of Albany	Kalgan	25 February 2010	41.3%
Shire of Jerramungup	District	12 March 2010	unopposed
Shire of Lake Grace	Newdegate	20 May 2010	unopposed
Shire of Serpentine-Jarrahdale	North/West	28 May 2010	30.1%
Town of Bassendean	North	17 June 2010	35.8%

Fee-for-Service and Other Elections

Overall the number of elections remained static to last year with a total of 34 elections conducted. Non-statutory elections, which are private sector elections, remained constant and included new customers such as the Burswood Entertainment Complex, Western Australian Network of Alcohol and other Drug Agencies and the Department of Transport (Boat Pens Ballot).

Economic forces continued a quietening of the consumer sector resulting in fewer 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 18 fee-for-service elections were undertaken.

Consistent with the previous year there was continuing interest from potential clients with a view to business in the future.

Extraneous Elections

The number of extraneous elections, which are directed by the *Electoral Act 1907*, increased slightly this year in line with client organisation requirements.

Union Elections

The number of union elections conducted increased to 16 in 2009–10 from 12 in 2008–09, as result of an increase in the number of requests to conduct elections, referred by the Industrial Relations Commission under the *Industrial Relations Act 1979*, (refer Appendix 4).

Output 2 – Electoral Roll Management

Overview

During the first six months of the year the Enrolment Branch's main focus was the 2009 local government ordinary elections for which it prepared residents rolls for every local government in Western Australia and consolidated rolls for those local governments whose elections were conducted by the Commission. The Group also undertook follow up action after the election. In October rolls were prepared for the State Willagee by-election held in November 2010.

In the second half of the year the focus shifted to catching up on maintenance tasks that had been held in abeyance since the State general election in 2008, the Daylight Saving Referendum in 2009 and the local government ordinary election also in 2009. The annual jury roll production was completed in April and many local government extraordinary election rolls were also produced.

Overall, in its operations Enrolment Branch processed 315,214 enrolment transactions, with 1,350,552 electors now on the roll – a decrease of 2,343 on the previous year. In meeting the requirements of electoral events, the branch produced residents rolls for every local government in the State for the ordinary elections held in October 2009, merged rolls for use by 71 local governments who conducted their election by post, produced residents rolls for 28 local government extraordinary elections and rolls for the State Willagee by-election held in November 2009.

The table below shows enrolment activity for the year.

Elector Enrolment Activity 2009–10

Activity	Statistic
Total enrolment 1 July 2009	1,352,895
Additions +	
New elector enrolments	38,718
Reinstatements	18,172
Deletions —	59,233
Net decrease	2,343
Total enrolment 30 June 2010	1,350,552
Transfers	
Transfers from another district	69,307
Transfers within the district	129,784

The reduction in total enrolment over the past year reflects the cyclical pattern of enrolments, where public interest wanes between major electoral events. The last reduction occurred in 2005–06 following the 2005 State general election. The Australian Electoral Commission stepped up its enrolment stimulation activities over the past six months and this activity has contributed to an improved result to the 30 June 2010, with further improvement expected in the lead up to the federal election.

During the year new legislation regarding 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 was proclaimed. Consequent amendments were made to the enrolment systems to accommodate these changes. All eligible overseas electors have been contacted and have been given an offer to apply for a general early vote.

The Commission plans to contact itinerant electors, in the coming financial year, to make them aware of their entitlement to vote in State elections.

In March 2010 the Department of the Premier and Cabinet ceased its involvement in the provision of electorate management systems to members of parliament and substituted an allowance paid to members. The change has required some adjustment to customer service procedures in line with the changed responsibilities and some changes to computer systems.

Improvements to procedures have been implemented to reduce the duplication of effort between the Australian Electoral Commission and the Commission in the maintenance of certain non voter excuse files. Electors who notify the Australian Electoral Commission that they will be out of the State or are incapacitated will now automatically be registered for both agencies. These electors will be automatically excused from not voting should an election occur whilst they are out of the State or incapacitated.

Report on Operations continued ...

State Enrolment Statistics 2001-2010

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	3.81	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	2.77	
2007 – 2008	1,325,715	2.23	Local government elections 20 October 2007, Federal election 24 November 2007
2008 – 2009	1,352,895	2.05	State general election 6 September 2008, Daylight Saving Referendum 16 May 2009
2009 – 2010	1,350,552	–0.17	Local government elections 17 October 2009

Silent Electors 2007-2010

Date	Address Suppression	% Change	Name Suppression	% Change
30 June 2007	10,247		7,770	
30 June 2008	11,289	10.17	8,647	11.29
30 June 2009	12,448	10.27	9,516	10.05
30 June 2010	13,114	5.35	10,133	6.48

Silent Electors

Silent electors are electors who have had approval to have their residential addresses suppressed on the electoral roll for personal security reasons. Under State regulations, 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 5.35% as compared with an overall enrolment reduction of 0.17% and as shown in the table below.

Since 2002 the number of electors registered as silent electors has increased from 5,521 to 13,114. This increase of 137% is significantly more than the trend in overall enrolment for the same period (11%), and reflects a fundamental shift in elector attitudes to personal privacy issues over the past decade.

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 2.05% in the year.

Date	Number Registered	% Change
30 June 2007	15,284	
30 June 2008	17,573	14.98
30 June 2009	22,775	29.6
30 June 2010	23,243	2.05

Since 2002 the number of electors registering as a general early voter has increased from 10,347 to 23,243. This increase of 124% is significantly more than the trend in overall enrolment for the same period (11%), and reflects a fundamental shift in elector acceptance of postal voting over the past decade.

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 within local governments and State electoral districts, and local governments within State electoral districts, at point of entry to the Electoral Roll Management System.
- 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, Census Collector District number, Australian Electoral Commission 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 9001:2008 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.

Address Standards

The Public Sector Commission issued an 'Address Management Policy for the WA Public Sector' in May 2010. The policy requires agencies to have prepared an implementation plan by March 2013 and to have implemented that plan by March 2015. There is some work still to be done by the Public Sector Commission to set up agreements with authoritative data source providers for agencies to access their data and for the development of common procedures.

The Address Management Policy applies to all systems within the Commission that store address information. The largest store of address information is in the electoral roll. The Commission is impacted in its ability to comply with the requirements of the policy, in respect of the electoral roll, by the standards used in the data that is provided by the Australian Electoral Commission. The Australian Electoral Commission is the provider of the majority of elector information.

While the Commission is waiting for further developments by the Public Sector Commission, efforts will be made in the development of new systems to be compliant with the policy.

Joint Roll Arrangement

The Commission has a Joint Roll Arrangement (JRA) with the Australian Electoral Commission, 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 Identify Legislation

The Federal Government's changes to the *Commonwealth Electoral Act 1918* to require enrollees to quote their driver's licence number on the electoral enrolment form as proof of identity were introduced in 2006. 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 Australian Electoral Commission 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 2010 the following differences existed:

Proof of Identity Statistics

Difference	Statistic
Electoral enrolment forms that did not provide proof of identity	
New enrolments	1,714
Re-enrolments	1,694
Total discrepancies due to lack of proof of identity	3,408
Electoral enrolment forms that were not witnessed	
New enrolments	3,249
Re-enrolments	5,020
Total discrepancies due to lack of witness	8,269
Grand total	11,677

The total number of discrepancies increased by 2,603 (28.69%) over the past year. A significant proportion of the unresolved discrepancies go back more than six months and some to the date at which proof of identity was introduced in 2006. The current situation is that these elector's names appear on the Commonwealth and the State rolls for different addresses.

Continuous Roll Update

In April 2010 the Commission contacted all local governments in Western Australia to seek their co-operation and assistance in keeping the roll up to date. The intention is to use information collected by local governments to contact potential electors and to locate electors who have moved. This initiative is a joint operation involving both the Australian Electoral Commission and the Commission.

To date 68 local governments have responded. The preparations for the forthcoming federal election have limited the ability of the Australian Electoral Commission to resource this project until after the federal election. Thus far, data has been obtained from one local government.

The Department of Education has also been contacted with the view of using their contact information to enrol school teachers and other staff transferred or newly appointed. The feasibility of this initiative is currently being assessed with the view of undertaking an enrolment drive in time for the 2011 school year. The Pastoral Lands Board was contacted with the view of using their contact information to improve enrolment at pastoral stations. The first regular quarterly data was provided at the end of March 2010.

State Electoral Distributions

During the past year elector data was provided to the electoral distribution team to assist in matching addresses to geo-codes and to detect and remove anomalies found.

The timing of the close of enrolments for the purposes of the distribution is set for 6 September 2010.

Local Government Redistributions

Local government distributions tend to be finalised in the year in which an ordinary election takes place. As a result the number of distributions processed is high in an election year and low in a non election year. A local government ordinary election was held in the 2009–10 financial year. The following table summarises local government redistributions processed in 2009–10:

Type of Change	Total
Change of district boundaries	0
Change of ward boundaries	7
Abolition of wards	9

The number of redistributions preceding the 2009 ordinary election was approximately half the number of redistributions preceding the 2007 ordinary election. This decline can be attributed in part to the growing number of local governments choosing to abolish wards and also to the end of the catch up phase in

which local governments conformed to the requirement for ward reviews every eight years or whenever an imbalance of 10% or greater in elector numbers in wards is detected.

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 2009–2010, lists were prepared in April which included 199,466 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

Into the future the Enrolment Branch will seek to:

- Develop strategies to deal with proposed federal legislative changes to enrolment provisions which will allow electors to change their details without a signed enrolment form. These enrolment details can not be accepted for State purposes.
- Negotiate a new Service Level Agreement and associated Memorandum of Understanding with the Australian Electoral Commission under the Joint Roll arrangement.
- Explore opportunities for closer co-operation with the Australian Electoral Commission 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 using data from local governments and from the Department of Education.
- Continue work on Phase 2 of the redevelopment of the State Electoral Roll Maintenance System which is now over 21 years old.
- Promote general early voter registration to the elderly and infirm.
- Explore options for imaging silent elector paperwork and general early voter paperwork to accommodate growth in these areas and to improve security.
- Implement the requirements of government policy in respect of address standards.
- Contact itinerant electors to make them aware of their entitlement to vote in State elections.
- Develop a new format Street Places and Towns directory for use in polling places to assist staff when issuing absent votes at the next State general election due to be held in 2013.
- Provide roll close data for the State Electoral District boundary redistribution as at 6 September 2010.



Output 3 – Electoral Education and Information

Overview

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.

All Commission branches contributed to the provision of electoral education and information during the year through the production of various publications including election and by-election reports, Commission policy leaflets, electoral education materials, roll products, guides for candidates and information for political parties.

The Willagee by-election saw a continuing elector information initiative implemented; that of the distribution of an Easy Voter Card – a personally addressed letter sent to every elector in the Willagee district containing vital voting information including polling places, how to cast an early vote by post or in person, information on how to fill in the ballot paper and a map of the district.

The Local Government Elections in October 2009 generated great demand for information from the public and election candidates. As this type of election varied considerably from previous election events (State general election, referendum, by-election) new advertising, media and awareness plans were developed and a new suite of electoral information and responses to public queries produced.

The Electoral Education Centre

The Electoral Education Centre (EEC) continues 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 Electoral Education Centre also provides comprehensive information about local and federal government processes.

Services include:

- 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. A new program has been offered to schools in 2010 as a slight variation to the JCE program. Titled 'Democracy in Action', or DIA, this program is run conjointly with the the Constitutional Centre of WA and has proved to be a very popular option to the JCE program.

During the year presentations were made to 7,098 school students and adults at the centre.

Further activity included:

- Coordination of 49 school council elections involving 10,808 students.
- Visits to primary and secondary schools within the metropolitan area, which involved 1,750 students.
- Participation by 7,777 students in the JCE program and 2,649 students in the DIA program.
- Presentations to 690 TAFE and adult migrant education students.
- Presentations to student teachers from Edith Cowan and Notre Dame Universities.

Report on Operations continued ...

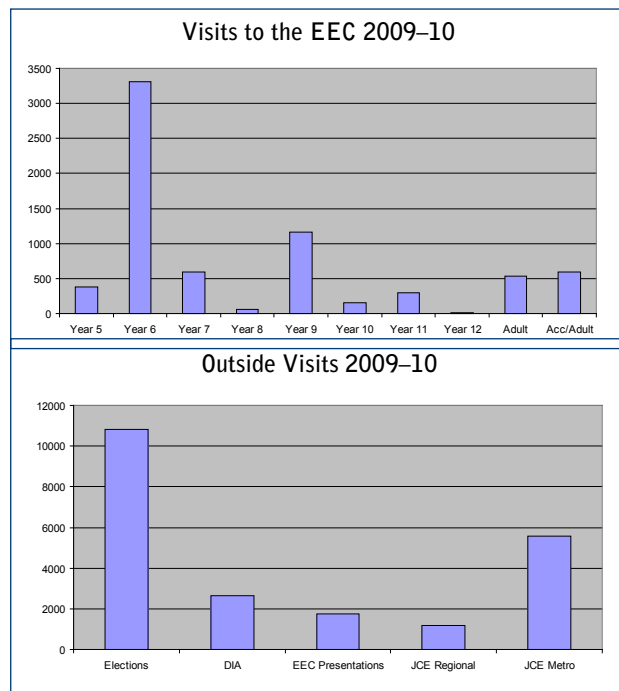
Overall 29,058 individuals have taken part in an EEC program.

From feedback received from visiting teachers:

- 74.5% rated the centre's programs as extremely effective in meeting necessary educational outcomes
- 25.5% as very effective
- no negative feedback was received in relation to the centre's program.

The Western Australian Electoral Commission's positive role in conducting school council elections in Western Australian primary and secondary schools has been recognised in a display produced by the Museum of Australian Democracy in Canberra.

The display showcases The Western Australian Electoral Commission's conduct of a student council election at Shenton College and demonstrates how a school can bring democratic processes into the class room.



Future Directions

The Electoral Education Centre 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.

Drawing on the lessons learnt from the last State general election initial planning of advertising, media and public relations strategies for the 2013 State general election will commence in the new year as will a similar process for the next local government elections in 2011.

Key Results Area 1 – Our Clients

Overview

In this area of operation the primary Objective of the Commission is to build and maintain productive relationships with our clients. The Strategies to achieve this objective entail initiatives to better inform clients about the Commission's services and products, engaging clients early and consistently on electoral issues and 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 many of our 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. Four new party agents and three new party secretaries also registered with the Commission. Currently there are seven political parties registered with the Commission.

Political Finance

Annual political finance returns for 2008–09 were submitted by 19 political parties and associated entities in accordance with the political finance requirements

of the *Electoral Act 1907*. Audits of a selection of these returns were undertaken both in-house and through an independent auditing firm. A summary of data from these annual returns and any audit outcomes will be included in the 2008–09 Political Finance Annual Report, which will be transmitted to Parliament for tabling in August 2010.

Reimbursement of Electoral Expenditure for 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. The electoral funding dollar amount is adjusted annually on 1 July in line with CPI with the amount for the 2009–10 financial year being \$1.60267.

Services to the Electoral Distribution Commissioners

The Western Australian Electoral Commission provides administrative support to the Electoral Distribution Commissioners charged with the responsibility of determining new electoral boundaries in Western Australia.

Under legislation, a distribution of electoral boundaries is due to be conducted 'as soon as practicable' after the close of enrolments on 6 September 2010, that date being two years after the last State general election.

A change to legislation, proclaimed in April 2010, now requires the Governor to appoint a chairman on the

recommendation of the Premier. An appointment had not been confirmed at the time of this report. The timing of such an appointment may affect the timing of the commencement of the next distribution process.

Currently, the Electoral Commissioner has set up an office and appointed a Secretary to the Electoral Distribution Commissioners to commence planning for the 2010 Electoral Distribution. The office will operate until completion of work on the distribution in late 2011.

Indigenous Electors

Reconciliation Action Plan

The Commission continues to show leadership in reconciliation efforts with Indigenous Australians through the progression of strategies within our Reconciliation Action Plan (RAP).

The Commission closely monitors our RAP culminating with the annual RAP Progress Report submitted to Reconciliation Australia and Department of Indigenous Affairs.

Highlights from the year include Commission attendance at NAIDOC week, achieving target timelines set for civic and electoral education opportunities including:

- presenting to the centre for aboriginal studies at Curtin university
- developing and maintaining regular meetings with the RAP Working Group and Indigenous Reference Group

- ensuring the RAP is widely acknowledged by having it displayed on the intranet and front page of the Commission's web site
- ensuring that the Indigenous display at the EEC is shown to visitors
- and supporting the AEC in its field initiatives.

The Commission is committed to actively supporting the AEC through the recently endorsed and funded Indigenous Electoral Participation Program (IEPP). The IEPP aims to identify and train Indigenous electoral staff and field staff who will form a point of contact into the Indigenous community. The Program will involve consulting with Indigenous communities to determine the most appropriate education and enrolment activities for each local area and begin the process of enacting such strategies.

Remote and Rural Area Strategy

This State-wide program in conjunction with the Australian Electoral Commission will again this year include field trips to selected 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

NAIDOC Week (National Aboriginal and Islander Day Observance Committee) was promoted to Commission staff who were made aware of the events and activities open to the public across the state and the history of NAIDOC. Staff were also reminded of the Commission's commitment to reconciliation and willingness to pursue the strategies within our Reconciliation Action Plan.

A key component of this plan is the representation of the Commission by staff at the NAIDOC Day opening ceremony held at Wellington Square on Sunday 5 July, 2009. NAIDOC Day celebrates Indigenous culture and promotes Indigenous services and activities.

The Commission ran a stall in conjunction with the AEC promoting the importance of Indigenous engagement with the electoral process. Visitors to the stall were able to ask Commission staff questions about the electoral process, enrol to vote and take home any promotional materials of interest such as the History of the Indigenous Vote booklet. The Commission's Indigenous storyboard was on display for visitors to view and promotional items attracted visitors to the stall.

Electors with Special Needs

Election Events

In preparing for 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 each polling place there is available a number of aids to assist electors with special needs. This includes 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. And any elector can request assistance from a polling official or a companion to complete their ballot paper.

Disability Access and Inclusion Plan (DAIP)

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 69. The plan is also available on the Commission's website.

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

During the local government elections the Commission received 160 written complaints. Most of these complaints related to alleged misleading and deceptive electoral material circulated by candidates. The majority of these complaints were responded to within 48 hours; however those of a complex nature requiring research and investigation took between three to four days to complete.

Also, the Commission received over 600 emails during the local government election. Again the vast majority of these complaints were about the electoral material distributed by local government candidates. Most were responded to with 24 hours.

Civics Outreach Program

This 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 program operated during the year with a focus on a special 'Loan Box' that has been developed to provide materials and resources covering electoral processes at all levels of government, along with instructions and lesson plans for teachers, to remote communities, especially in the Pilbara and Kimberley.

Key Results Area 2 – Our People

Overview

The Commission's objective in this area of operation is to become an employer of choice. The strategies developed to achieve this include the continuous development and mentoring of Commission staff and the provision of an attractive and stimulating work environment.

The Electoral Commission is made up of some 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.

Staff Profile

Currently the Commission employs 48 staff.

Staff	2009 – 10	2008 – 09	2007 – 08	2006 – 07
Full-time permanent		46	42	38
Full-time contract		—	1	7
Part-time on a FTE basis		2	2	2
On secondment		—	15	1
Total		48	60	48

Level	Number of staff	Male	Female
1	8	1	7
2	8	2	6
3	8	1	7
4	11	8	3
5	2	1	1
6	5	5	0
7	3	3	0
8	2	2	0
9	1	0	1
Group 1	1	1	0
Total	49	24	25

Training and Professional Development

The online training developed for the Daylight Saving Referendum was expanded during the year to cover all Local Government elections and State by-elections. Online training was reviewed and in future major election events will be supported by a series of face-to-face training sessions and workbooks for Returning Officers and Polling Place Managers.

The emphasis for the immediate future will be the continuing provision of internal audit and quality management training for selected staff.

Occupational Safety and Health

The Commission's Occupational Safety and Health (OSH) representative was elected for a two year term in 2008 and has been trained in the five day accredited workplace safety and health representative training course. The OSH officer

Report on Operations continued ...

continued to monitor the OSH management system and oversight compliance with the *Occupational Safety and Health Act 1984*. All staff are aware of the location and contact details of the OSH representative and the OSH representative is available for discussion and resolution of OSH issues.

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 safety and health with their OSH representative.

The Commission Injury Management System is documented and available to all staff through its policy directory. 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 and report instances where such equipment may be faulty to the OSH representative.
- Comply with OSH policies and procedures, including the Injury Management System, Occupational Safety and Health Policy and the Business Continuity Plan (Human Influenza Pandemic)
- Elect and support the OSH representative as required.
- 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 Commission 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 encourages managers to consult with the OSH representative and other employees at the workplace in order to resolve issues when they arise. Self evaluations have reported nil findings.

Indicator	Target 2009-2010
Number of fatalities	0
Lost time injury/disease (LTI/D) incidence rate	1
Lost time injury severity rate	0
Percentage of injury workers returned to work within 28 weeks	n/a
Percentage of managers trained in occupational safety, health and injury management responsibilities	25%

Based on the expected impact of an influenza pandemic in Western Australia the Commission developed a Business Continuity Plan (Human Influenza Pandemic) that would include health impacts, community impacts, social impacts and economic impacts.

The Commission as a government agency, would, generally, be expected to apply critical resources to ensure essential business services continue to be delivered in the face of these impacts.

Staff were kept regularly informed of developments in managing any outbreaks and preventative measures from the Office of State Security and Emergency Coordination in the Department of the Premier and Cabinet and they were tailored to the Commission in our risk assessments.

Report on Operations continued ...

Equity & Diversity

The Commission submitted its Annual Agency Report to the Office of Public Sector Standards and reported no compliance issues that resulted in a breach of discipline under the *Public Sector Management Act 1994*. The Commission has plans in place to monitor human resource standards and ensure consistency and fairness in dealing with any such matters that arise. Staff performance reviews, internal audits, policy reviews and staff feedback ensure that such systems are robust and appropriate. The Public Sector Code of Ethics and the Commission's Code of Conduct are promoted internally.

Further, the Commission submitted its annual Equal Employment Opportunity Management Plan to the Office of Equal Employment Opportunity (OEEO). The Commission is committed to embracing diversity and employing a wide range of staff. The Commission will consider how best to embrace and develop strategies for employing a diverse range of people particularly in the lead-up to election events where the Commission has the best opportunity to progress such initiatives. Commission staff are often represented at the diversity forums that are presented by the OEEO and their information is discussed at the Commission for practical inclusion into planning.



Key Results Area 3 – The Organisation

Overview

In managing the Commission our objective is to be innovative, cost-effective and efficient in all projects and programs, applying best practice to all we do. Strategies in place to achieve this include maintaining the highest of standards in corporate governance; continuously improving our systems, methodologies and processes; valuing ideas and knowledge sharing and aligning 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 policies. 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 comprehensive risk analysis of all activities associated with the delivery of local government elections was completed during the year and transferred to RiskBase. Similarly, risk analysis of State general election operations and enrolment was progressed during the year.

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 Management Systems (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 July 2009 a recertification of the Commission's quality management system was conducted. BSI found that the system was well managed and recommended that recertification continues.

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 is aligned with the Office of the Public Sector standards Code of Ethics and its principles of personal integrity, relationships with others and accountability. The Commission's Code of Conduct is reviewed annually and amended as appropriate.

Local Government Returning Officers were supplied with and required to sign the Commission's Code of Conduct prior to the 2009 Local Government elections. This ensured all Returning Officers knew the standard of behaviour required of them.

After staff induction Commission employees are required to read the Code of Conduct and associated guidelines and are expected to adhere to their requirements. Other related policies such as the Equal Employment Opportunity policy and the Internet policy are disseminated to staff to assist with compliance in these areas.

The Commission's Customer Service Charter was reviewed in early 2010. This Charter summarises the range and standard of services provided by the Commission and reinforces our commitment to providing high quality services in response to the needs of the community.

In August 2009 all Commission staff received training on accountable and ethical decision making for their roles as public servants. With the assistance of materials from the Accountability Support Unit a series of tailored one day group training sessions was developed in-house to ensure all staff could attend. Based upon the requirement of assisting employees in their day to day decision making and understanding the legislative, statutory and policy role and responsibilities they had as public servants, training was developed and delivered to staff using customised electoral work related scenarios for each group. The training was evaluated for effectiveness and participants recorded that they found the program useful and that it provided awareness on ethical decision making in the public sector.

Recordkeeping Plan

The Commission's Record Keeping Plan is registered with the State Records Office.

As part of the Commission's Quality Assurance process the records system is audited and an internal audit was completed in 2009. The Commission's record management systems have been incorporated into the Quality Assurance Manual. This is a requirement of the Commission's Quality Assurance Certification which is externally audited annually by BSI. The internal audit found that the records system was sound.

As part of the induction process staff are required to undergo records training. Business Services ensures that records management is completed in line with the induction checklist. New staff receive one-on-one training from the Records Officer who follows a set process in records induction which includes file management, file movements and records retention.

Staff are then supplied with a 'Guide to Records' leaflet which acts as reference and contains general records information. The Records Officer is always available for questions and retraining of staff on request.

The Record Keeping Procedures Manual which is maintained by the Records Officer was reviewed this year and the internal Record Keeping Policy is planned for review.

Quality Assurance

Management of the Commission demonstrated its commitment to quality assurance by funding the training of eight staff as internal auditors in August 2009 by the Commission's external auditor BSI. This gives the Commission 13 trained internal auditors out of a staff of 48.

The internal audit schedule developed the previous year but placed in abeyance until key staff were freed from their State general election and the Daylight Saving Referendum responsibilities was completed during the year and a new schedule commenced with

the Commission's 13 internal auditors each completing an audit. These audits covered operational aspects of Information Technology, enrolment, political finance and disclosure, and local government elections.

Business Services and Financial Management

The Business Services Branch supports key functional areas within the Commission by providing human resource, financial and administrative services.

The normal budget of around \$7.0 million administered by the branch was boosted by a further \$2 million to complete processes associated with the 2009 Daylight Saving Referendum together with a by-election for the District of Willagee.

The Branch was required to provide human resource services to some 48 staff, plus polling staff for the by-election.

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

The latter half of the year has seen the branch heavily involved in requirements gathering and process identification for transition to the Office of Shared Services. The Commission is scheduled for roll-in in September 2010. The new processes and change management for this transition will form the basis of

the main activity for the branch for the first half of next financial year.

Internal Audit

Following the appointment of a new internal auditor, Braxford Consultancy, internal audit consisted of the development of a new internal audit charter and strategic audit plan, plus internal audits covering procurement, accounts payable and payroll.

Information Systems and Technology

Overall the Information Systems and Technology branch had a very successful year in 2009–10, completing all of its planned projects for the year on time and on budget. With the State general election and the Daylight Saving referendum over, the challenge was to continue with new and existing development projects ready for the next major round of elections.

In previous election events computer systems for the easy and efficient issue of absent votes were provided. The systems enabled issuing officers 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 and declaration vote checking process. This system was used during the State general election and Daylight Saving Referendum the previous year and proved highly successful, speeding up counting and declaration

Report on Operations continued ...

processes. A problem with this method though was that each computer had to have a copy of the roll and these were not centrally connected.

An online roll mark-off program for polling places and early issuing offices has now been developed in-house at the Commission. This operates by means of wireless computers set up at polling places connected to a centralised roll database. The postal vote system is also connected to this roll database. It is expected that this system will further speed up the process of marking electors off the roll and reduce the number of multi-voters, non-voters and declaration votes. It is also expected that the system will introduce savings in the production of thousands of roll books and the process of scanning in each roll book after an election to enable the Commission to identify voters, non-voters and multi-voters. It is hoped to trial the system during the latter half of 2010.

Other initiatives undertaken during the year included:

- In-house development of an online training system 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 forthcoming local government elections.

- The project to redevelop the Electoral Roll Maintenance System is advancing satisfactorily and phase 1 is expected to be completed towards the end of 2010.
- 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. A full trial was then undertaken during the October 2009 local government elections. This new initiative worked successfully and will be expanded in the future.
- Many of the servers have been upgraded providing the Commission with the computing power required for the next three years and more.
- A business case is almost complete for the development of a new records and document management system in SharePoint that will be 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, as well as keeping on top of security issues which consumes more and more of the IT department's time.





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) Nil breach claims	Recruitment and induction materials include reference to the standards and related codes are covered in individual briefings of all new staff as part of the Commission's induction.
WA Code of Ethics Nil reported non-compliance	With the Commission's general interest in public sector integrity, a comprehensive submission was lodged contributing towards the published political impartiality guidelines released in May 2007.
Agency Code of Conduct No allegations of breach reported or identified	All electoral officers sign a declaration of impartiality (Form 1) on appointment An updated grievance resolution policy was issued in November 2006, with a matrix guide to assist in identifying issues and appropriate processes or referral points. Reviews of the Code of conduct and associated guidelines, and customer Charter are scheduled.

The Commission 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 2009–10 was \$1,088,069.

Details are as following:

Advertising agencies	\$56,180	303 Advertising	\$56,180
Market research	\$nil	—	—
Polling organisations	—	—	—
Media advertising	\$594,059	Media Decisions Adcorp	\$461,378 \$132,681
Direct mail organisation	\$437,830	Zipform HPA Salmat	\$418,711 \$ 10,904 \$ 8,215

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

Changes to Legislation

The Electoral Amendment (Miscellaneous) Act 2009 the Act was proclaimed on 1st September 2009. 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 Australians 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.

The *Electoral Amendment Act 2008* was proclaimed on 23 April 2010. This Act amended the *Electoral Act 1907* so that the Chief Justice no longer serves on and chairs the Electoral Distribution Committee. In no other jurisdiction is a Chief Justice required to be a member of the Electoral Distribution Commission. The Act now provides that the chairperson of the Electoral Distribution Commission be a person who is or has been a judge of the Supreme Court of Western Australia.

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 State elections.

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
15 September 2010



WESTERN AUSTRALIAN
Electoral Commission

Financial Statements and Performance Indicators 2009–10



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 2010

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

The financial statements comprise the Statement of Financial Position as at 30 June 2010, the Statement of Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows, and Summary of Consolidated Account Appropriations and Income Estimates for the year then ended, 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 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. This document is available on the OAG website under "How We Audit".

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 procedure 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 2010

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 2010 and its financial performance and cash flows for the year ended on that date. They are in accordance with Australian Accounting Standards 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 2010.

COLIN MURPHY
AUDITOR GENERAL
7 September 2010

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 ended 30 June 2010 and the financial position as at 30 June 2010.

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



Warwick Gately AM
Electoral Commissioner
31st August 2010



Gary Harrington
Chief Finance Officer
31st August 2010

Statement of Comprehensive Income for the Year Ended 30 June 2010

	Note	2010 \$000	2009 \$000
COST OF SERVICES			
Expenses			
Employee benefits expense	4	5,934	16,927
Supplies and services	5	4,032	10,712
Depreciation and amortisation expense	6	33	53
Accommodation expenses	7	1,050	1,327
Grants and subsidies	8	52	3,245
Other expenses	9	52	22
Total cost of services		11,153	32,286
Revenue			
Other Revenue	10	3,133	686
Total Revenue		3,133	686
Total income other than income from State Government		3,133	686
NET COST OF SERVICES		8,020	31,600
INCOME FROM STATE GOVERNMENT			
Service appropriation	11	8,115	30,389
Capital contribution		–	–
Liabilities assumed by Treasurer		–	–
Resources received free of charge		62	123
Royalties for Region Fund		–	–
Total income from State Government		8,177	30,512
SURPLUS/DEFICIT FOR THE PERIOD		157	(1,088)
OTHER COMPREHENSIVE INCOME FOR THE PERIOD		–	–
TOTAL COMPREHENSIVE INCOME FOR THE PERIOD		157	(1,088)

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

Statement of Financial Position for the Year Ended 30 June 2010

	Note	2010 \$000	2009 \$000
ASSETS			
Current Assets			
Cash and cash equivalents	12	509	336
Receivables	14	161	464
Amounts receivable for services	15	50	278
Other current assets	16	18	60
Total Current Assets		738	1,138
Non-Current Assets			
Restricted cash and cash equivalents	1,322	45	32
Amounts receivable for services	15	301	153
Plant and equipment	17	171	112
Total Non-Current Assets		517	297
TOTAL ASSETS		1,255	1,435
LIABILITIES			
Current Liabilities			
Payables	18	169	911
Amounts due to Treasurer	19	86	0
Provisions	20	650	592
Total Current Liabilities		905	1,503
Non-Current Liabilities			
Provisions	20	341	252
Total Non-Current Liabilities		341	252
TOTAL LIABILITIES		1,246	1,755
Net Assets		9	(320)
EQUITY			
Contributed equity	21	1,026	854
Accumulated surplus/(deficiency)		(1,017)	(1,174)
Total Equity		9	(320)

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

Statement of Changes in Equity for the Year Ended 30 June 2010

	Contributed Equity	Accumulated Surplus/Deficit	Total Equity
Balance of equity a start of period	718	-86	632
Total comprehensive income for the year		-1,088	-1,088
Transactions with owners in their capacity as owners			
Capital appropriations	136		136
Balance at 30 June 2009	854	-1,174	-320
Balance at 1 July 2009	854	-1,174	-320
Total comprehensive income for the year		157	157
Transactions with owners in their capacity as owners			
Capital appropriations	172		172
Balance at 30 June 2010	1,026	-1,017	9

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

Statement of Cash Flows for the Year Ended 30 June 2010

	Note	2010 \$000	2009 \$000
CASH FLOWS FROM STATE GOVERNMENT			
Service appropriation		8,003	29,964
Holding account draw downs		278	164
Net cash provided by State Government		8,281	30,128
Utilised as follows:			
CASH FLOWS FROM OPERATING ACTIVITIES			
Payments			
Employee benefits		(5,846)	(16,466)
Supplies and services		(4,502)	(10,204)
Accommodation		(1,050)	(1,327)
Grants and subsidies		(52)	(3,245)
GST payments on purchases		(605)	(1,408)
GST payments to ATO		(317)	(409)
Salaries Suspense with Treasury		(13)	(13)
Other payments		(21)	(18)
Receipts			
Sale of goods and services		3,058	864
GST Receipts on Sales		326	225
GST Receipts from ATO		834	1,186
Other receipts (Capital Contribution)		172	136
Net cash used in operating activities	22	(8,016)	(30,679)
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds from sale of non-current physical assets			—
Purchase of non-current physical assets		(92)	(46)
Net cash used in investing activities		(92)	(46)
Net increase/(decrease) in cash and cash equivalents		173	(597)
Cash and cash equivalents at the beginning of period		336	933
Cash and cash equivalents at the end of period	22	509	336

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

Summary of Consolidated Account Appropriations and Income Estimates

for the Year Ended 30 June 2010

	2010 Estimate \$0	2010 Actual \$0	Variance \$0	2010 Actual \$0	2009 Actual \$0	Variance \$0
DELIVERY OF SERVICES						
Item 72 Net amount appropriated to deliver services	6,239	7,523	1,284	7,523	26,351	-18,828
Amount Authorised by Other Statutes						
– Electoral Act 1907	180	152	-28	152	3,608	-3,456
– Industrial Relations Act 1979	116	116	0	116	116	0
– Salaries and Allowances Act 1975	324	324	0	324	314	10
Total appropriations provided to deliver services	6,859	8,115	1,256	8,115	30,389	-22,274
CAPITAL						
Item 154 Capital Contribution	172	172	0	172	136	36
GRAND TOTAL	7,031	8,287	1,256	8,287	30,525	-22,238
<i>Details of Expenses by Service</i>						
Electoral Services	9,170	11,153	1,983	11,153	32,286	-21,133
Total Cost of Services	9,170	11,153	1,983	11,153	32,286	-21,133
Less total income	2,543	3,133	590	3,133	686	2,447
Net Cost of Services	6,627	8,020	1,393	8,020	31,600	-23,580
Adjustments	232	95	95	95	-1,211	1,306
Total appropriations provided to deliver services	6,859	8,115	1,488	8,115	30,389	-22,274
Capital Expenditure						
Purchase of non-current physical assets	172	92	(80)	92	46	46
Adjustments for other funding sources	–	80	80	80	90	-10
Capital Contribution (appropriation)	172	172	0	172	136	36

Notes to the Financial Statements for the Year Ended 30 June 2010

1. Australian Accounting Standards

General

The Commission's financial statements for the year ended 30 June 2010 have been prepared in accordance with Australian Accounting Standards. The term 'Australian Accounting Standards' refers to Standards and Interpretations issued by the Australian Accounting Standard Board (AASB).

The Commission has adopted any applicable, new and revised Australian Accounting Standards from their operative dates.

Early adoption of standards

The Commission cannot early adopt an Australian Accounting Standard unless specifically permitted by TI 1101 Application of Australian Accounting Standards and Other Pronouncements. No Australian Accounting Standards that have been issued or amended but not operative have been early adopted by the Commission for the annual reporting period ended 30 June 2010.

2. Summary of Significant Accounting Policies

(a) General Statement

The financial statements constitute general purpose financial statements that have been prepared in accordance with Australian Accounting Standards, the Framework, Statements of Accounting Concepts and

other authoritative pronouncements of the Australian Accounting Standards Board as applied by the Treasurer's instructions. Several of these are modified by the Treasurer's instructions to vary application, disclosure, format and wording.

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

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

(b) Basis of Preparation

The financial statements have been prepared 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.

Mission

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.

Services

The Commission provides the following service:

- Electoral Services

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

(d) Contributed Equity

AASB Interpretation 1038 'Contributions by Owners Made to Wholly-Owned Public Sector Entities' requires transfers in the nature of equity contributions, other than as a result of a restructure of administrative

arrangements, to be designated by the Government (the owner) as contributions by owners (at the time of, or prior to transfer) before such transfers can be recognised as equity contributions. Capital appropriations have been designated as contributions by owners by 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 roll products

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.

Provision 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 'Amounts receivable for services' (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 2009–2010 Budget Statements, the Commission retained \$3,133,000 in 2010 (\$686,000 in 2009) from the following:

- sale of roll products
- 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.

(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 Statement of Comprehensive Income (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

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

Derecognition

Upon disposal or derecognition of an item of property, plant and equipment and infrastructure, any revaluation surplus relating to that asset is retained in the asset revaluation surplus.

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 the end of each reporting period. 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 reporting period.

(h) Leases

The Commission holds operating leases for head office accommodation and 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

In addition to cash, the Commission has two categories of financial instrument:

- Receivables
- Financial liabilities measured at amortised cost.

Financial instruments have been disaggregated into the following classes:

Financial Assets

- Cash and cash equivalents
- Receivables
- Amounts receivable for services.

Financial Liabilities

- Payables
- Amounts due to the Treasurer.

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 notes 13,22 '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 18 'Payables') 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 11 'Income from State Government' and note 15 '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 27 'Financial Instruments' and note 14 '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 27 'Financial Instruments' and note 18 '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 19 '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 the end of each reporting period.

See note 20 '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 reporting period 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 end of the reporting period.

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 reporting period.

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. All other GSS Scheme obligations are funded by concurrent contributions made by the Commission to the GESB. The concurrently funded part of the GSS Scheme is a defined contribution scheme as these contributions extinguish all liabilities in respect of the concurrently funded GSS Scheme obligations.

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 2(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 Commissions 'Employee benefits expense'. The related liability is included in 'Employment on-costs provision'.

See note 9 'Other Expenses' and note 20 'Provisions'.

(q) Superannuation Expense

The superannuation expense in the Statement of Comprehensive Income comprises of employer contributions paid to the GSS (concurrent contributions), the West State Superannuation Scheme (WSS), and the GESB Super Scheme (GESBS).

The GSS Scheme is a defined benefit scheme for the purposes of employees and whole of government reporting. However, 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.

3. 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 2009 that impacted on the Commission:

AASB 101	<i>Presentation of Financial Statements</i> (September 2007). This Standard has been revised and introduces a number of terminology changes as well as changes to the structure of the Statement of Changes in Equity and the Statement of Comprehensive Income. It is now a requirement that owner changes in equity be presented separately from non-owner changes in equity. There is no financial impact resulting from the application of this revised Standard.
AASB 2007–10	<i>Further Amendments to Australian Accounting Standards arising from AASB 101</i> . This Standard changes the term 'general purpose financial report' to 'general purpose financial statements', where appropriate in Australian Accounting Standards and the Framework to better align with IFRS terminology. There is no financial impact resulting from the application of this Standard.
AASB 2008–13	<i>Amendments to Australian Accounting Standards arising from AASB Interpretation 17 – Distributions of Non-cash Assets to Owners [AASB 5 & AASB 110]</i> . 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). The Department does not expect any financial impact when the Standard is first applied prospectively.
AASB 2009–2	<i>Amendments to Australian Accounting Standards – Improving Disclosures about Financial Instruments AASB 4, AASB 7, AASB 1023 & AASB 1038</i> . This Standard amends AASB 7 and will require enhanced disclosures about fair value measurements and liquidity risk with respect to financial instruments. There is no financial impact resulting from the application of this Standard.

Voluntary changes in Accounting Policy

There were no voluntary changes to accounting policy.

Future impact of Australian Accounting Standards not yet operative

The Commission cannot early adopt an Australian Accounting Standard or Australian Accounting Interpretation unless specifically permitted by TI 1101 'Application of Australian Accounting Standards and Other Pronouncements'. Consequently, the Commission has not applied early any following Australian Accounting Standards that have been issued that may impact the Commission. Where applicable, the Commission plans to apply these Australian Accounting Standards from their application date:

Title		Operative for reporting periods beginning on/after
AASB 2009–11	<p><i>Amendments to Australian Accounting Standards arising from AASB 9 [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 121, 127, 128, 131, 132, 136, 139, 1023 & 1038 and Interpretations 10 & 12].</i></p> <p>The amendment to AASB 7 requires modification to the disclosure of categories of financial assets. The Commission does not expect any financial impact when the Standard is first applied. The disclosure of categories of financial assets in the notes will change.</p>	1 Jan 2013
AASB 1053	<p><i>Application of Tiers of Australian Accounting Standards</i></p> <p>This Standard establishes a differential financial reporting framework consisting of two tiers of reporting requirements for preparing general purpose financial statements.</p> <p>The Standard does not have any financial impact on the Commission. However it may affect disclosures in the financial statements of the Commission if the reduced disclosure requirements apply. DTF has not yet determined the application or the potential impact of the new Standard for agencies.</p>	1 July 2013
AASB 2010–2	<p><i>Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements</i></p> <p>This Standard makes amendments to many Australian Accounting Standards, including Interpretations, to introduce reduced disclosure requirements into these pronouncements for application by certain types of entities.</p> <p>The Standard is not expected to have any financial impact on the Commission. However this Standard may reduce some note disclosures in financial statements of the Commission. DTF has not yet determined the application or the potential impact of the amendments to these Standards for agencies.</p>	1 July 2013

Changes in accounting estimates

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

Notes to the Financial Statements for the Year Ended 30 June 2010 continued ...

		2010 \$000	2009 \$000
4. Employee benefits expense			
Wages and salaries	(a)	5,343	15,616
Superannuation – defined contribution plans	(b)	443	1,067
Long service leave	(c)	79	162
Annual leave	(c)	69	82
		5,934	16,927
(a) Includes the value of fringe benefit to the employee plus fringe benefits tax component.			
(b) Defined contribution plans include West State and Gold State (contributions paid).			
(c) Includes a superannuation component.			
Employment on-costs such as workers' compensation insurance are included at Note 9 'Other Expenses'. The employment on-costs liability is included at note 20 'Provisions'.			
5. Supply and Services			
Communications		852	1,517
Consultants and contractors		2,213	6,055
Consumables		842	2,768
Travel		63	249
Other		62	123
		4,032	10,712
6. Depreciation and amortisation expense			
Depreciation			
Equipment		5	14
Computer hardware		28	39
Total Depreciation		33	53
7. Accommodation expenses			
Lease rentals		933	1,181
Repairs and maintenance		117	146
		1,050	1,327

Notes to the Financial Statements for the Year Ended 30 June 2010 continued ...

	2010 \$000	2009 \$000
8. Grants and subsidies		
Grants (section 175LC of the <i>Electoral Act 1907</i>)	52	3,245
9. Other expenses		
Employment on-costs	21	3
Audit Fees	31	19
	52	22
10. Other revenue		
Recoup – Local Government Elections	2,926	400
Recoup – Other Elections	174	219
Sale of Roll Products	23	15
Other General Revenue	10	52
	3,133	686
11. Income from State Government		
Appropriation received during the year:		
Service appropriations (a)	8,115	30,389
Capital appropriation	–	–
	8,115	30,389
Resources received free of charge (b)		
Determined on the basis of the following estimates provided by agencies:		
Department of Treasury and Finance	16	–
Department of Justice	33	88
Landgate	13	35
	62	123
	8,177	30,512

- (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) Where assets or services have been received free of charge or for nominal cost, the Commission recognised 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 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 30 June 2010 continued ...

	2010 \$000	2009 \$000
12. Cash and cash equivalents		
Current	509	336
Cash at Bank	509	336
13. Restricted Cash and cash equivalents		
Salaries suspense account with Treasury (a)	45	32
(a) 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.		
14. Receivables		
Current		
Receivables	38	111
GST receivable	123	353
	161	464
15. Amounts receivable for services		
Current (a)	50	278
Non-current (a)	301	153
	351	431
(a) 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.		
16. Other assets		
Pre Payments	18	60
17. Plant and equipment		
Equipment		
At cost	215	295
Accumulated depreciation	(134)	(200)
Change in Accounting Policy	0	(30)
	81	65

Notes to the Financial Statements for the Year Ended 30 June 2010 continued ...

	2010 \$000	2009 \$000
Hardware		
At cost	806	1,353
Accumulated depreciation	(716)	(1,299)
Change in Accounting Policy	–	(7)
	90	47
	171	112

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

Equipment and hardware

Equipment

Carrying amount at start of year	65	79
Additions	21	35
Change in Accounting Policy	–	(30)
Disposals	–	–
Depreciation	(5)	(13)
Write-back of Depreciation	–	(6)
Carrying amount at end of year	81	65

Hardware

Carrying amount at start of year	47	96
Additions	71	11
Change in Accounting Policy	–	(7)
Disposals	–	–
Depreciation	(28)	(40)
Write-back of Depreciation	–	(13)
Carrying amount at end of year	90	47

Total

Carrying amount at start of year	112	175
Additions	92	46
Change in Accounting Policy	–	(37)
Disposals	–	–
Depreciation	(33)	(53)
Write-back of Depreciation	–	(19)
Carrying amount at end of year	171	112

Notes to the Financial Statements for the Year Ended 30 June 2010 continued ...

	2010 \$000	2009 \$000
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Impairment of assets

There were no indications of impairment to plant and equipment at 30 June 2010.

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 2010 have either been classified as assets held for sale or written off.

18. Payables

Current

Accrued expenses	24	543
Accrued salaries	52	40
Current Payables	93	307
Trade payables	—	27
Total current	169	911

19. Amounts due to Treasurer (a)

Current

	86	—
	86	—

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

20. Provisions

Current

Employee benefits provision

Annual Leave (a)	269	253
Long service leave (b)	283	257
	552	510

Other Provisions

Employment on-cost (c)	98	82
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Total Current	650	592
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Notes to the Financial Statements for the Year Ended 30 June 2010 continued ...

	2010 \$000	2009 \$000
Non-Current		
<i>Employee benefits provision</i>		
Long service leave	320	234
<i>Other Provisions</i>		
Employment on-costs (c)	21	18
Total Non-Current	341	252
(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	269	253
More than 12 months after balance sheet date	–	–
	269	253
(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	392	319
More than 12 months after balance sheet date	226	237
	618	556
(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 9 'Other expenses'.		
<u>Movements in Other Provisions</u>		
Movements in each class of provisions during the financial year, other than employee benefits, are set out below:		
<u>Employment on-cost provision</u>		
Carrying amount at start of year	100	46
Additional Provisions recognised	19	54
Carrying amount at end of year	119	100

	2010 \$000	2009 \$000
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21. Equity

Equity represents the residual interest in the net assets of the Commission.

The Government hold the equity interest in the Commission on behalf of the community.

Contributed equity

Balance at the start of the year	854	718
Capital contribution	172	136
Total contributions by owners	1,026	854

Accumulated surplus/(deficit)

Balance at the start of the year	(1,174)	(86)
Result for the period	157	(1,088)
Balance at end of year	(1,017)	(1,174)

22. Notes to the Cash Flow statement

Reconciliation of Cash

Cash and cash equivalents	509	336
Restricted cash and cash equivalents (See Note 13)	45	32
Balance at the end of the year	554	368

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

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

<i>Net cost of services</i>	(8,020)	(31,600)
Non-cash items:		
Depreciation and Amortisation	33	53
Write-back of Depreciation		20
Resources received free of charge	62	123
Net (gain)/loss on sale of property, plant and equipment	–	–
Other (Amounts receivable for Outputs)	198	147
Restricted Cash (27th Pay)	(13)	(13)

Notes to the Financial Statements for the Year Ended 30 June 2010 continued ...

	2010 \$000	2009 \$000
(Increase)/decrease in assets:		
Current receivables	531	(161)
Other current assets	42	(55)
Non-current assets	(148)	131
Other Receivables (Outputs)	–	–
Other Receipts (Capital Contributions)	172	286
Increase/(Decrease) in liabilities:		
Current payables	(742)	428
Other current liabilities	–	–
Current provisions	112	319
Non-current provisions	35	(79)
Other Payables (Treasurers Advance)	(192)	(278)
Change in GST in receivables/payables		
Net cash provided by/(used in) operating activities	(7,930)	(30,679)

23. Commitments

Commitments in relation to leases contracted for at the balance sheet date but not recognised in the financial statements are payable as follows:

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 Treasury and Finance responsible for payment of all leases and associated costs to the lessors. The Commission reimburses the Department of Treasury and Finance for lease payments and the cost of outgoings.

Motor vehicles		
Within 1 year	34	40
Later than 1 year and not later than 5 years	34	
Later than 5 years	–	–
Representing:		
Non-cancellable operating leases	68	40

Notes to the Financial Statements for the Year Ended 30 June 2010 continued ...

	2010 \$000	2009 \$000
Accommodation		
Within 1 year	900	726
Later than 1 year and not later than 5 years	3,950	2,904
Later than 5 years	–	–
Representing:		
Non-cancellable operating leases	4,850	3,630

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 the minimum lease payments shall be increased by the lower of CPI or 3.75% per annum. An option exists to renew the lease at the end of the five year term for an additional term of five years.

24. 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

25. 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.

	2010 Estimate \$000	2010 Actual \$000	Variation \$000
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26. 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 variations between estimates and actual for 2009

Total appropriation to deliver services:

Total appropriation provided to deliver services for the year	6,859	8,115	1,256
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Notes to the Financial Statements for the Year Ended 30 June 2010 continued ...

	2010 Estimate \$000	2010 Actual \$000	Variation \$000
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The variance is the result of the requirement for additional funding for the completion of the State General Election and Daylight Saving Referendum, together with an appropriation for the Fremantle and Willagee by-elections. This was offset by the necessity to carry over some IT development funding to 2010–11.

Service expenditure

	2010 Estimate \$000	2010 Actual \$000	Variation \$000
Service Expenditure	9,170	11,153	1,983

The variance is the result of increased expenditure to finalise the State general election and the Daylight Saving Referendum, together with additional funding to conduct State by-elections.

Income

	2010 Estimate \$000	2010 Actual \$000	Variation \$000
Income	2,543	3,133	590

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

Significant variances between actuals for 2010 and 2009

	2010 Estimate \$000	2010 Actual \$000	Variation \$000
Total appropriation to deliver services	8,115	30,389	(22,274)

The variance is the result of the requirement for additional funding in 2009 for the State general election and the Daylight Saving Referendum.

	2010 Estimate \$000	2010 Actual \$000	Variation \$000
Service Expenditure	11,153	32,286	(21,133)

The variance is the result of increased expenditure in 2009 for the State general election and the Daylight Saving Referendum.

	2010 Estimate \$000	2010 Actual \$000	Variation \$000
Income	3,133	686	2,447

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

	2010 \$000	2009 \$000
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27. Financial Instruments

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

Credit Risk

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

Liquidity Risk

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

Market Risk

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

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	509	336
Restricted Cash and Cash equivalents	45	32
Accounts receivable (a)	38	111
	592	479
Financial liabilities		
Accounts Payable	169	911
Amounts due to the Treasurer	86	—
	255	911

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

Interest Rate Sensitivity Analysis

The Department is not exposed to interest 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).

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

Notes to the Financial Statements for the Year Ended 30 June 2010 continued ...

	2010 \$000	2009 \$000
28. Remuneration of senior officers		
<u>Remuneration</u>		
The number of senior officers, whose total of fees, salaries, superannuation, non-monetary		
100,001 – 110,000	3	2
120,001 – 130,000		1
130,001 – 140,000	1	1
140,001 – 150,000	1	1
220,001 – 230,000		1
230,001 – 240,000	1	
Total remuneration of senior officers is:	<u>\$ 828,400</u>	<u>\$ 839,900</u>

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

29. Remuneration of auditor

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

	2010 \$000	2009 \$000
Auditing the accounts, financial statements and performance indicators	<u>31</u>	<u>30</u>

30. Related bodies

The Commission had no related bodies during the financial year.

31. Affiliated bodies

The Commission had no affiliated bodies during the financial year.

	2010 \$000	2009 \$000
32. 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 <i>Electoral Act 1907</i> .		
The Commission is responsible for collection of election candidate nomination fees. These fees are paid directly to the Consolidated Account or refunded to candidates.		
Receipts	1,000	120,750
Payments	1,250	120,750
Balance at the end of the year	(250)	—

The negative balance at year end is due to a duplicate refund to a candidate. The Commission is taking steps to recover this amount.

33. Supplementary financial information

Write-Offs

During the 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.



Appendices

Appendix 1 – Disability Access and Inclusion Plan

Appendix 2 – Publications

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 2009–10
- Other Elections (includes University Guild elections and Certified Agreement)
- Land Ballots

Appendix 1 – Disability Access and Inclusion Plan

The Commission's Disability Access and Inclusion Plan (DAIP) is current and outlines key strategies in ensuring our services are appropriate and tailored to electors with a disability. The DAIP is registered with the Disability Services Commission (DSC), regularly reviewed and is available on our intranet and the front page of our web site. The Commission welcomes feedback on our DAIP and is constantly striving to improve the electoral experience of people with disabilities. Commission staff have a good working relationship with the DSC and attend forums provided by them.

It is during electoral events that the Commission has the greatest interaction with people with disabilities. However an important element of our DAIP is to ensure that our planning processes and reviews look for improved and effective ways of maintaining a positive experience for electors with a disability in the electoral process. 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.

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

- The DAIP is given to all new employees on commencement with the Commission and Returning Officers in their pack of materials.
- Any members of the public who are identified as being a non-voter at a recent electoral event on the basis of a permanent disability through communication with the elector or their family are offered General Early Voter status (GEVs).
- Polling places that are in accessible places and on public transport routes are identified where possible.
- Polling places are made as accessible as possible with the supply of user friendly equipment such as magnifying sheets and thicker pencils for electors with disabilities.

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

- Comprehensive location and parking information and links for the Commission and the Electoral Education Centre is available on the Commission's website
- The Commission's office is accessible and meets all legislative requirements for accessibility.
- The Commission is working with the Electoral Council of Australia to develop a new single polling place inspection form that will be used Australia-wide and meet all Australian Standards. The result will be to provide consistent expectations for electors, particularly those with mobility issues.
- During electoral events at the Commission head office, signage is increased in the lobby and at reception for the vision impaired.

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

- Reception staff are trained annually by a representative from the Deaf Society in the Commission's TTY service and on how to interact with electors with a disability.
- Electoral enrolment forms and electoral information is available across Western Australia in post offices and Centrelink Offices, on the Commission's website and the Electoral Education Centre visits schools and other community groups with information available.
- The Commission's website is available and updated in the required format that is accessible for people with disabilities.
- The Commission is continuing to explore the options of new technologies and a more user friendly voting system for the vision impaired is being investigated.
- Where appropriate public documents and publications are being written in the style of user friendly English to ensure ease of understanding by the community.

Appendix 1 – Disability Access and Inclusion Plan continued ...

Outcome 4 – People with disabilities receive the same level and quality of service from our employees as other people receive.

- The Commission's Customer Service Charter was revised this year to ensure that service responsibilities for electors with disabilities is addressed.
- The Commission's Disability Services Policy was internally reviewed and staff notified of changes.
- Reporting on the progress of our strategies is included in the annual report and to the Disability Services Commission (DSC) in the Annual Progress Report.
- The dvd produced by the DSC entitled 'You can make a difference to customer relations for people with disabilities' continues to have a prominent position on the Commission's intranet and staff are able to view at their leisure. New staff are required to view the dvd as part of the induction process.
- Commission staff are made aware of our DAIP at induction and it is readily available through the Commission's policy folder.
- Disability Awareness training is included for State and Local Government Election Returning Officers through information in their training manuals.

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

- Relevant Commission information brochures refer to the Complaint and feedback process.
- The Feedback tab is available on the front page of the Commission's website.
- The Commission receives feedback in a number of ways including TTY, mail, phone, email and through the website.

- Outcome 6 – People with disabilities receive the same opportunities as other people to participate in any public consultation.
- Venues used for consultations are accessible for people with disabilities.
- The DAIP is monitored on an ongoing basis by a dedicated staff member for appropriateness and successful implementation and relevant information is compiled for the annual report.
- Where the staff 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 2009–10

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	As agent for minor Parties & Independent members	For the State Member of Parliament electorate management system as provided for in section 25A of the <i>Electoral Act 1907</i>
Datasearch Pty Ltd	As agent for The Liberal Party of Australia (Western Australian Division) Incorporated	For the State Member of Parliament electorate management system as provided for in section 25A of the <i>Electoral Act 1907</i>
Magenta Linas Software Pty Ltd	As agent for the Australian Labor Party (Western Australian Branch)	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	Finance	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	Fisheries Intelligence Unit	Fisheries law enforcement (investigations and compliance)
Department of the Attorney General	Justice of the Peace Branch	To assist track the movements of JP's
Department of the Attorney General	Registry of Births, Deaths & Marriages	To aid Registration Officers to confirm data entered on registration forms for Birth, Death and Marriage, and 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
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	Central Waitlist Bureau	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	WA Cervical Cancer Prevention Program	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

Appendix 3 – Roll Products Provided to other Organisations 2009–10 continued ...

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

Agency Name	Date of Request	Purpose for which the information was provided
Shire of Denmark	2 Jul 2009	Residents roll to be used to review owner & occupier rolls
Shire of Mukinbudin	28 Jul 2009	Residents roll to be used to review owner & occupier rolls
City of Wanneroo	12 Jan 2010	Extract from Residents roll to be used for a community survey in North Ward
University of WA, School of Population Health	2 Feb 2010	To recruit new people residing in the shire of Busselton to participate in a study called the 'Busselton Health Aging Study'
Department of Local Government	6 Apr 2010	To verify the eligibility of electors who are signatories to a petition received by the Shire of Lake Grace
Swan River Trust	9 Apr 2010	To recruit people from the Bennett Springs area to participate in a community survey
Curtin University Sustainability Policy Institute	19 Apr 2010	To recruit people from the City of Geraldton-Greenough and the Shires of Chapman Valley and Mullewa to participate in a survey regarding sustainability in the region
Shire of Denmark	22 Apr 2010	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	Department	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 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
Department of Health	Communicable Diseases Control Directorate	To assist with follow-up public health action

Appendix 3 – Roll Products Provided to other Organisations 2009–10 continued ...

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

Agency Name	Department	Purpose for which the information was provided
Department of Health	East Metropolitan Public Health Unit	To assist with follow-up public health action
Department of Health	Fremantle Hospital Sexual Health Clinic	To assist with follow-up public health action
Department of Health	Pathwest	To correctly match pathology results to existing medical records and correctly identifying patients to Medicare
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 the Attorney General	Fines Enforcement Register	To trace fine defaulters to recover monies owed to the state thereby ensuring the integrity of the Justice System and protecting the revenue of the State

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

Agency Name	Department	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	Department	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

Appendix 3 – Roll Products Provided to other Organisations 2009–10 continued ...

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

Agency Name	Department	Purpose for which the information was provided
Department of the Attorney General	Office of the Public Advocate	To assist appointed Office of the Public Advocate staff to perform their roles in accordance with the <i>Guardianship and Administration Act 1990</i>
Department of the Attorney General	Public Trustee	To help locate beneficiaries of deceased estates and trusts as well as witnesses to wills
Government Employees Superannuation Board	Administration	Locating the whereabouts of members with unclaimed benefits
Horizon Power	Contributory Extension Scheme	To enable Horizon Power to provide Contributory Extension Scheme (CES) capital contribution refunds relating to monies that have been held 'in trust'
Landgate	Geographic Services	To assist in the provision of accurate address data to WA Police and other emergency services
MacBeth Genealogical Services		To work under the direction of the Public Trustee in WA to identify and locate the beneficiaries of estates, usually intestate estates
Parliamentary library	Library PSD	To assist in the provision of information to Members of Parliament in support of their parliamentary duties
Real Estate & Business Agents Supervisory Board		To check current address of registered agents
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 locate customers for the purpose of providing capital refunds
Workcover WA	Regulatory Services	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	Department	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

Appendix 4 – Non-Parliamentary Election Statistics

(a) Elections Conducted Under the *Industrial Relations Act 1979* during 2009–2010

Organisation	Vacancies	Contested Vacancies	Unopposed Vacancies	Unfilled Vacancies	Electors	Voters	Participation Rate	Average Participation Rate
Australian Municipal, Administrative, Clerical and Services Union of Employees, WA Clerical and Administrative Branch	15	0	15	0	Uncontested	n/a		
Health Services Union of Western Australia (Union of Workers)	4	0	4	0	Uncontested	n/a		
Health Services Union of Western Australia (Union of Workers)	1	0	1	0	Uncontested	n/a		
Master Painters, Decorators and Signwriters' Association of Western Australia (Union of Employers)	9	0	8	1	Uncontested	n/a		
Murdoch University Academic Staff Association	10	0	6	4	Uncontested	n/a		
State School Teachers Union of WA (Inc)	18	17	1	0	14,053	4,014	28.56%	
The Breweries and Bottleyards Employees' Industrial Union of Workers of Western Australia	8	0	6	2	Uncontested	n/a		
The Independent Education Union of Western Australia, Union of Employees	10	0	10	0	Uncontested	n/a		
The Master Plumbers and Gasfitters Association of Western Australia	12	10	2	0	565	186	32.92%	
University of Western Australia Academic Staff Association	10	0	10	0	Uncontested	n/a		
Western Australian Hotels and Hospitality Association Incorporated (Union of Employers)	13	1	11	1	69	28	40.58%	
Western Australian Municipal, Road Boards, Parks and Racecourse Employees' Union of Workers, Perth	17	1	11	5	1,347	393	29.18%	
Western Australian Municipal, Road Boards, Parks and Racecourse Employees' Union of Workers, Perth	5	0	2	3	Uncontested	n/a		
Western Australian Prison Officers' Union of Workers	2	0	1	1	Uncontested	n/a		
Western Australian Prison Officers' Union of Workers	5	0	4	1	Uncontested	n/a		
Western Australian Railway Officers' Union	6	0	6	0	Uncontested	n/a		
Totals	145	29	98	18				32.81%

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

(b) Other Elections 2009–2010 (includes University Guild elections)

Elections Conducted in Accordance with Section 5F(1)(ea) of the <i>Electoral Act 1907</i> ¹	Organisation	Vacancies	Contested Vacancies	Unopposed Vacancies	Unfilled Vacancies	Electors	Voters	Participation Rate	Average Participation Rate
(i) University Guild Elections	University of Western Australia Student Guild (voting in person)	29	28	1	1	20,495	2,386	11.64%	
	University of Western Australia Student Guild (re-count)								
	SUB TOTAL	29	28	1	0				11.64%
(ii) Other Elections	Department of Mines and Petroleum	5	0	4	1	Uncontested	n/a	n/a	
	Edith Cowan University – Salaried and Academic Staff	3	3	0	0	1,335	431	32.29%	
	Edith Cowan University – Two Enrolled Students (voting in person)	2	2	0	0	20,728	237	1.14%	
	Fire and Emergency Services Superannuation Board	4	1	3	0	1,753	645	36.79%	
	National Trust of Australia (WA)	5	0	4	1	Uncontested	n/a	n/a	
	Potato Marketing Corporation of Western Australia	1	0	1	0	Uncontested	n/a	n/a	
	Prison Officers Appeal Tribunal	1	0	1	0	Uncontested	n/a	n/a	
	Real Estate and Business Agents Supervisory Board	1	1	0	0	3,933	1,239	31.50%	
	SUB TOTAL	22	7	13	2				25.43%
	Elections conducted in accordance with section 5F(1)(ea) of the <i>Electoral Act 1907</i>	51	35	14	2				18.54%

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

Elections Conducted in Accordance with Section 5F(1)(eb) of the <i>Electoral Act 1907</i> ²	Organisation	Vacancies	Contested Vacancies	Unopposed Vacancies	Unfilled Vacancies	Electors	Voters	Participation Rate	Average Participation Rate
(ii) Other Elections	Burswood Entertainment Complex – Employee Agreement Ballot ³	1	1	0	0	3,183	1,200	37.70%	
	CBH Group	3	3	0	0	3,294	1,956	59.38%	
	Derbal Yerrigan Health Service	7	7	0	0	152	63	41.45%	
	RSPCA	2	2	0	0	1,965	781	39.75%	
	Medical Defence Association of Western Australia (Inc)	3	0	3	0	Uncontested	n/a	n/a	
	Tourism Council Western Australia	The Western Australian Electoral commission only conducted the counting of votes							
	Western Australian Network of Alcohol and other Drug Agencies ³	8	8	0	0	41	23	56.10%	
	Elections conducted in accordance with section 5F(1)(eb) of the <i>Electoral Act 1907</i>	24	21	3	0				47.35%
ALL OTHER ELECTIONS		75	56	17	2				32.30%

(c) Boat Pens Ballot 2009–2010

Elections Conducted in Accordance with Section 5F(1)(eb) of the <i>Electoral Act 1907</i> ²	Organisation	Pens Available	Expressions of Interest	Conforming Applications	Pens Allocated	Pens Unallocated
Boat Pens	Department of Transport ³	20	127	18	18	2
	Land Ballots conducted in accordance with section 5F(1)(eb) of the <i>Electoral Act 1907</i>	20	127	18	18	2

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 a 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.

Glossary continued ...

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*.

Glossary continued ...

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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