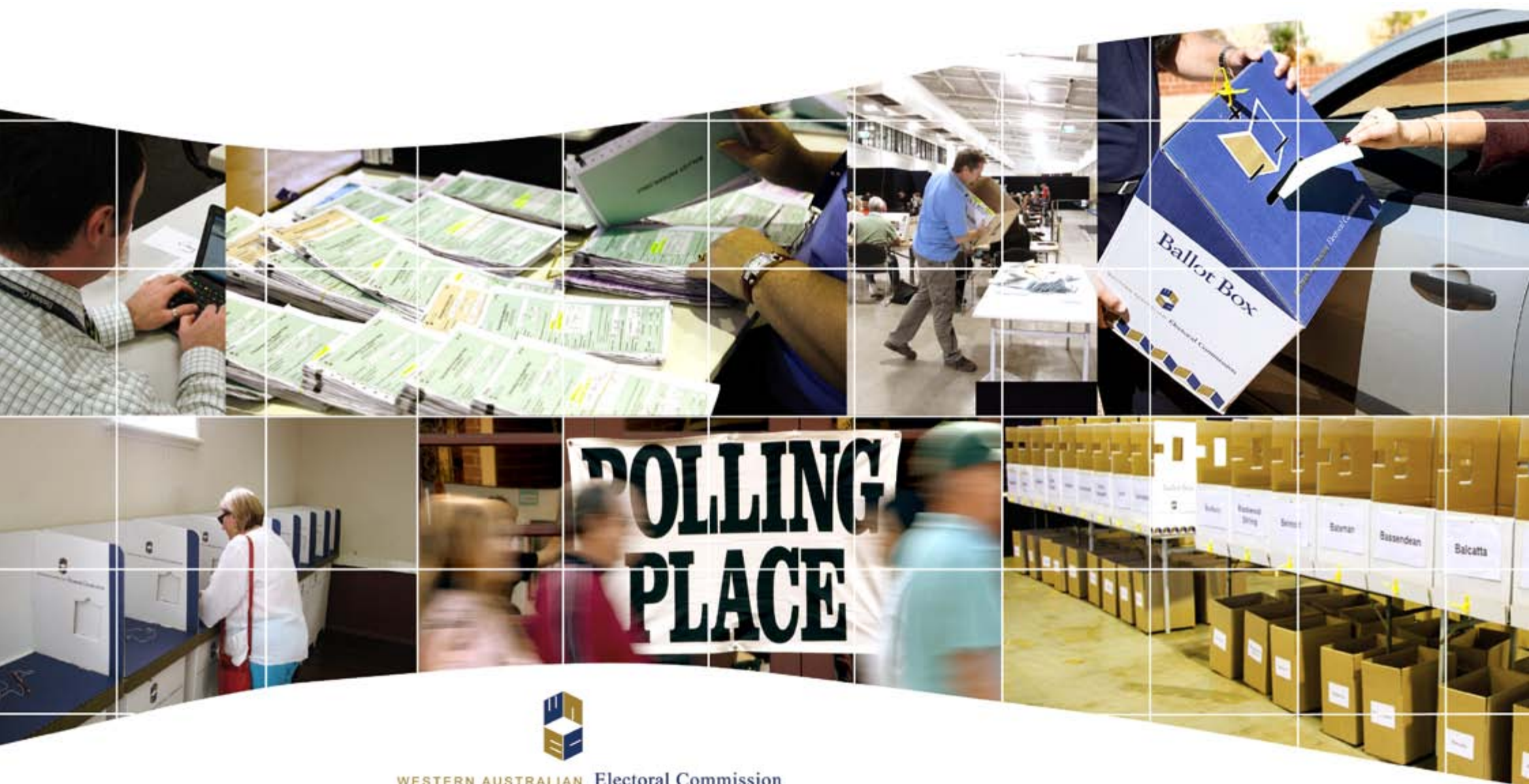


Annual Report | 2011–2012

Western Australian Electoral Commission



This report

This report describes the functions and operations of the Western Australian Electoral Commission, outlining our performance and outputs during 2011–12 and also presents our audited financial statements and performance indicators for the year ended 30 June 2012.

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 as part of democratic processes.

Yours sincerely



Warwick Gately AM
ELECTORAL COMMISSIONER
14 September 2012

Letter of transmittal

The Hon. Norman Moore MLC
Minister for Electoral Affairs
4th Floor, London House
216 St Georges Terrace
PERTH WA 6000

Dear Minister

Western Australian Electoral Commission Annual Report 2011–2012

In accordance with the Western Australian Public Sector Annual Reporting Framework for the 2011–2012 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 2012, including the Auditor General's Opinion on the Commission's financial statements and performance indicators.

Yours sincerely



Warwick Gately AM
ELECTORAL COMMISSIONER
14 September 2012

Contact details

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About us

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 time 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 customer's needs, honour our commitments, building 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 49 staff and has an average budget of around \$8 million in a non-election year.

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.

About this annual report

This annual report provides a review of the Western Australian Electoral Commission's operations for the financial year ended 30 June 2012 and comprises:

Overview – an overview of our role, responsibilities and organisational structure.

Agency Performance – a report on our operational performance from 1 July 2011 to 30 June 2012 and the progress towards achieving the desired outcomes of the Western Australian Electoral Commission (WAEC).

Significant Issues Impacting the Agency – a discussion on significant current/emerging issues that impact or may impact upon the WAEC's desired outcomes, policies and the associated performance target.

Disclosures and Legal Compliance – audited financial statements, detailed key performance indicator information and other financial disclosures.

Other Legal Requirements – a report on the WAEC's compliance with various legislative requirements.

Government Policy Requirements – a report on the WAEC's compliance with Government policy requirements.

On request this report may be made available in an alternative format for those with visual impairment.

To make this annual report as accessible as possible, it is provided in the following three formats:

- An interactive PDF version, which has links to other sections of the annual report.
- An online version, which allows for quick and easy viewing of annual report sections. This version also features easy to use download and print functions.
- A text version, which is suitable for use with screen reader software applications.

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Overview of the Agency

Commissioner's Overview

The Western Australian Electoral Commission exists to conduct independent and impartial elections or referenda for all Western Australians. This year, in exercising this responsibility, Commission staff have managed non-parliamentary and local government elections; compiled the State electoral roll and provided electoral education and information services to the community; and supported the Electoral Distribution Commissioners in their re-drawing of State electoral district boundaries.

Election Operations

Early activity in 2011–12 was focussed on biennial local government elections, which absorbed considerable whole of Commission staff effort. A total of 74 local governments contracted the Commission to conduct their postal elections. This was the largest postal voting activity so far undertaken in Western Australia requiring the delivery of over 1.11 million voting packages across the State. These elections were very well conducted with high satisfaction ratings evident from all stakeholder groups.

Around this activity, preparations continued for the 2013 State general election. The many projects which comprise a State election were reviewed, amended if needed and allocated to staff; tenders for the purchase of many external services were advertised and let; casual staff training regimes and methods were finalised. As the year ended, Returning Officers for the State general election were in the process of being appointed.

Non-parliamentary, union and fee for service elections occurred steadily throughout the year with a total of 28 such elections managed by the Commission.

Legislation

The *Electoral and Constitution Amendment Bill 2011* was proclaimed on 20 December 2011, fixing the election date for Parliamentary elections in Western Australia, which will now occur on the second Saturday in March every four years from 2013. It is anticipated that further legislation will be introduced in the next financial year to cover administrative changes to the *Electoral Act 1907*.

Staffing

The Commission has been fortunate in having an experienced, dedicated and stable workforce during the year. This is not expected to change in advance of the State general election, where additional contract and casual staff will be engaged to assist with increased activity.

As for the previous year, the commissioning and now de-commissioning of the Office of Shared Services has required significant Commission input. This short-lived exercise in centralised service provision has proven distracting and has required continuous staff intervention. The imminent repatriation of human resource, payroll and finance functions, ultimately to the Commission's benefit, is most welcome.

Staff development has occurred through secondments to the Northern Territory and Tasmania, attendance at appropriate training courses and seminars, involvement in workshops with other States and Territories and observation of the Queensland State general election.

Overview of the Agency (continued)

Information Technology

The commissioning of the new Roll Maintenance System (RMS) in November 2011 was significant, not only in improving roll management but in its collaborative design and development in partnership with a local technology provider.

In other areas, improvements have been incorporated into the Election Management System, the Postal Voting application system, resourcing, non-voter and multi-voter processing. The Elector Recording System (ERS) previously trialled, has been improved and will be used in an expanded capacity in March 2013. As an exciting development, a new voting system for vision impaired electors is nearing completion and will provide this elector group with a means to cast an in person secret ballot.

Enrolment

At the end of this reporting period there were just over 1.38 million electors on the State roll. While elector numbers continue to increase at a rate of about 19,000 per year, the proportion of eligible persons enrolled has decreased. Presently there are an estimated 225,000 eligible persons not on the State electoral roll. While Western Australia is not unique in this regard, the Commonwealth and other jurisdictions are introducing automatic enrolment provisions based on trusted source data to bring their rolls up-to-date. Now in Western Australia it is necessary to review the operation of the enrolment regime such that it reflects changing community expectations, simplifies transacting with Government, while preserving roll integrity. A form of direct enrolment based on the experience of other jurisdictions, may be beneficial.

Highlights 2011–12

- Successfully conducted biennial local government postal voting elections for 74 councils comprising 1,292,523 electors and the delivery of 1,114,275 postal voting packages.
- Commissioned a new Roll Maintenance System, replacing a 25 year old database and streamlining State electoral roll management processes.
- Undertook 28 non-parliamentary, union and fee for service elections.
- Undertook 3 local government extraordinary elections and polls.
- Added 20,524 new electors with 1,384,773 electors now on the roll.
- Over 28,703 individuals took part in the Commission's education programs with the Electoral Education Centre making presentations to over 2,753 school students and adults and coordinating 37 school council elections involving 9,991 students.
- Over 7,520 students participated in the Joint Civics Education Program (Democracy in Action) in conjunction with the Constitutional Centre of Western Australia.
- Re-certification as a provider of quality electoral services under ISO 9001:2008.

Overview of the Agency (continued)

Significant Issues Impacting the Agency

- As for all jurisdictions the number of eligible electors who are not enrolled is increasing with an estimated 225,000 such persons in Western Australia. While an electoral event, such as the 2013 State general election, will stimulate enrolment, it will not significantly reduce this number. As an option, other States and the Commonwealth have moved to direct enrolment, removing the need for an elector to submit an enrolment form. Without similar arrangements, the prospect of diverging State and Commonwealth rolls is real and necessitates consideration being given to the efficiency and effectiveness of direct enrolment.
- Risk management, disaster recovery and business continuity planning in advance of the 2013 State general election has been resourced such that any disruption to Commission activities at the most crucial of times can be dealt with, including the near real time replication of data and an alternative operating site.
- Elector involvement in non-compulsory local government elections continues to decline with about 32% of eligible electors choosing to participate. Previously this has been at 42%. While there is not a defined point at which the authority of a local government could be questioned due to lower voter turnout, continuing decline will require a policy response.
- The *Electoral Act 1907*, while workable, requires rewriting so that the regulation of Parliamentary elections reflects its present settings. The age of the Act and its many changes has increased the risk of error in its interpretation and application.

Looking to the Future

The immediate focus on the 2013 State general election will be followed by a comprehensive review of that activity and the identification of improvements to systems and processes for subsequent introduction. Roll management is at a cross roads, and Western Australia must determine whether it will adopt direct enrolment processes, reflecting the Commonwealth and other States or continue with less successful paper based processes and accept the risk of a consequent second rate roll. The use of technology in elections is advancing and while Western Australia is making incremental improvements, greater funding is needed to capitalise on the advantages that technology provides in delivering more efficient electoral services across the State. This could include an internet/telephone voting system and improved community access to internet based services.



Overview of the Agency (continued)

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 has served as the Acting Electoral Commissioner and Electoral Commissioner since May 2004.

Mr Chris Avent, previously the Acting Deputy Electoral Commissioner, was appointed as the Deputy Electoral Commissioner on 18 October 2011 for a five year term.

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 legislation
- 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

Overview of the Agency (continued)

- 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.

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, Chris Avent



Diverse public sector managerial and communications experience and extensive involvement in the conduct of local, State and Federal elections.

Manager Business Services, Gary Harrington



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

Manager Information Technology, Desmond Chenik



Has worked in the IT industry for over 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, Glen Sanders



Substantial experience in general management and resource management in senior positions in government, non-government organisations and the private sector.

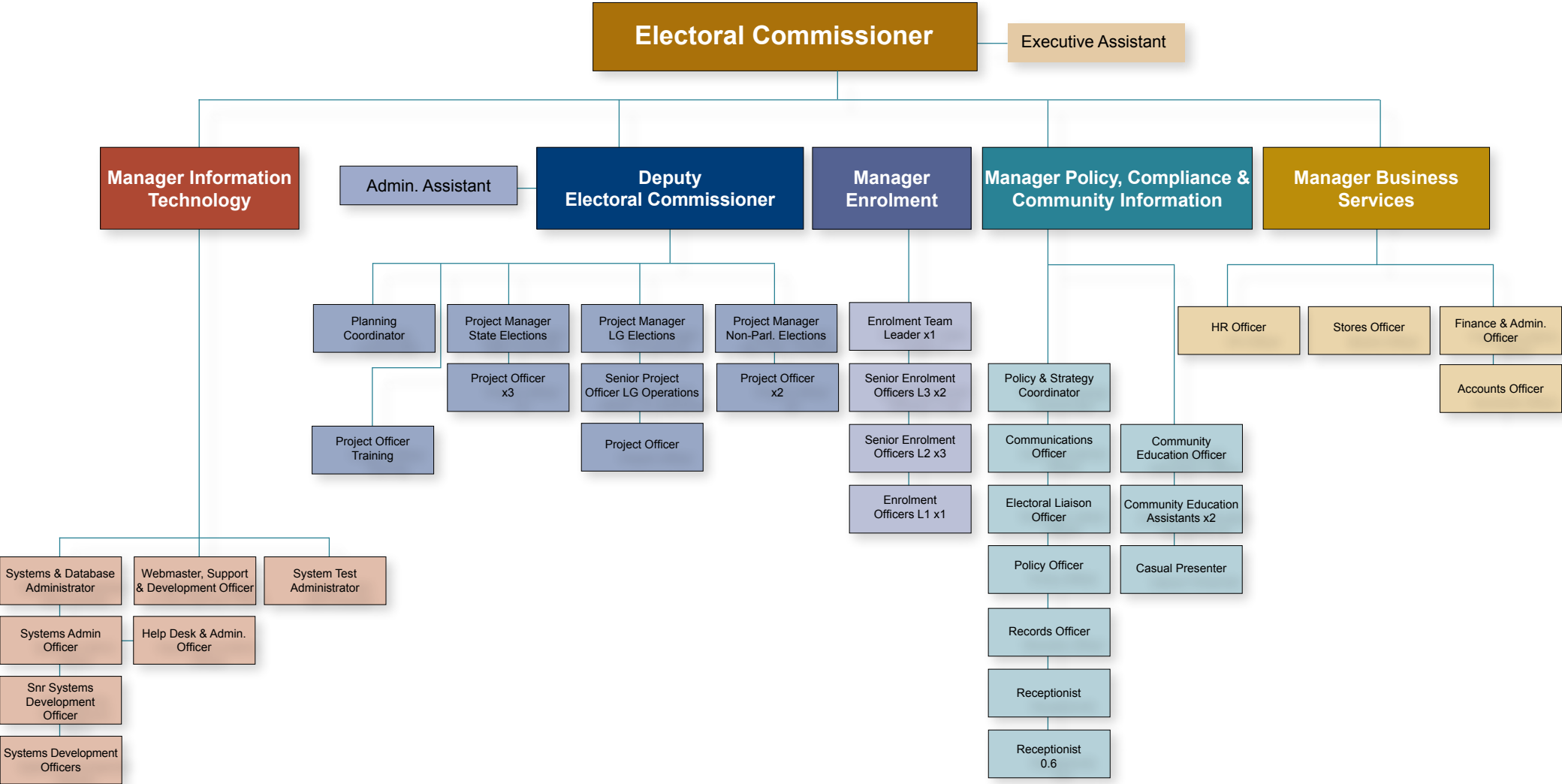
Manager Policy, Compliance & Community Information, Justin Harbord



Extensive public sector experience in electoral administration, policy, compliance and communications.

Overview of the Agency (continued)

Organisational Chart



Agency Performance

Performance Management Framework

Alignment with the State's Outcome Based Management Framework

The State Government has set broad goals that are in turn supported at the agency level by specific outcomes. Agencies deliver services and outputs to achieve these outcomes.

The whole of Government Goals are as follows:

- 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, outputs and services, as described in this report, are particularly reflective of the third of these goals given our focus on the delivery of efficient and effective services to a wide spectrum of Western Australians. Further, the Commission's programs and services targeting remote and regional customers are very supportive of the fourth goal – Stronger Focus on the Regions.

In pursuing its stated objectives the Commission also contributes in various ways to the other government strategic goals. Effective electoral services and education contribute to good governance, and help to enhance community participation throughout Western Australia.



Agency Performance (continued)

Commission Outcome and Outputs

The Budget process has identified one primary Outcome supported by three Outputs that is consistent with broader Government Goals and our Purpose. That outcome is: *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: *Provision of independent, impartial and efficient enrolment and electoral services to electors for State Parliament, local government 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 & 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. Deliver customer focused non-parliamentary elections services. Engage with clients and use their feedback in our planning processes.	Strategies Continually review and improve roll maintenance policies, systems and procedures. Partner key peak bodies and organisations to improve enrolment participation and 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.

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.

Agency Performance (continued)

Summary of Key Results and Performance

What we set out to do	What we achieved
Advance preparations for the 2013 State General Election; including supporting the redrawing of the electoral boundaries.	Reviewed, allocated and advanced State general election projects and awarded several tenders for the provision of services. Released re-drawn electoral boundaries for application at the next State general election.
Efficiently conduct biennial local government elections in accordance with State law.	Provided timely postal voting services in October 2011 to 74 local governments involving over 1.2 million electors.
Deliver highly efficient and effective non-parliamentary election services in respect of local government extraordinary elections; union elections and other fee-for-service elections.	Successfully conducted two local government extraordinary elections or amalgamation polls and 9 union and 19 fee-for-service elections.
Prepare and argue for contemporary electoral legislation to support improved electoral services within Western Australia.	Legislation fixing the election date for Parliamentary elections in Western Australia was proclaimed in December 2011. Draft amendments to State electoral law were prepared for Cabinet in early 2012.
Increase community awareness of and participation in electoral processes through effective education programs and information delivery.	In total more than 28,703 school students and adults participated in electoral education programs delivered by the Electoral Education Centre. Support was also provided to the Commonwealth's Indigenous Electoral Participation Program.
Advance the use of technology in election operations and in the provision of electoral services across the State.	Commissioned the new Roll Maintenance System in November 2011. Continued development of the Vote Assist application for blind and vision impaired electors. Re-designed the electronic electoral roll for broader operations at the next State general election. Provided a business case to Government for increased funding for an internet voting system.

Agency Performance (continued)

Report on Operations – Outputs and Results Areas

Output 1 – Election Management

Overview

As the priority activity for 2011–12, the Commission very effectively managed the 66 contested postal voting elections associated with the 2011 biennial ordinary elections. Around this large scale event, a total of 31 separate additional elections were conducted as either extraordinary local government elections or union or fee-for-service activities. Further the Commission provided voting services in Perth for four elections being held in other jurisdictions.

Extensive preparations for the next State general election, scheduled for 9 March 2013, were undertaken during the year. A particular focus has been improving services to electors with disabilities and to electors in remote areas of the State, including those living in isolated Aboriginal communities. Following on from last year's successful trial of the use of netbook computers, wirelessly linked to a central copy of the electoral roll to record the names of electors who have been issued a vote, work has progressed on expanding this system to be implemented for all vote issuing in three metropolitan electoral districts, across the State at polling places with high levels of absent voting, and at most early voting centres.

Parliamentary Elections

There were no Western Australian parliamentary elections or re-counts during the period.

Assistance to Other Electoral Authorities

Under reciprocal arrangements with other Australian State electoral authorities and New Zealand, electors in Western Australia at the time of their elections and by-elections are able to vote at the Commission. During 2011–12, the Commission provided facilities for early voting (by post) and early voting (in person) for four other authorities.

Voting in other Electoral Authorities

Date	Election	Vote Issued
26 November 2011	New Zealand general election and referendum	1330 early votes (in person) and 162 postal votes received and forwarded
10 February 2012	South Australian By-elections	0 early votes (in person) Ramsay & Port Adelaide
24 March 2012	Victorian By-election	3 early votes (in person)
26 March 2012	Queensland general election	302 early votes (in person)

Agency Performance (continued)

Local Government Elections

The *Local Government Act 1995* allows local governments to make the Electoral Commissioner responsible for their elections subject to the Electoral Commissioner's agreement. The number of local governments taking up this option makes local government elections a major element of the Commission's overall workload.

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

- Ensuring best practice standards are applied because conducting elections is the Commission's core business activity.
- Access to experienced specialists.
- Allows for local governments staff to attend to their daily business, rather than being diverted by the often complex management of elections.
- Assured impartiality and integrity.

The trend toward postal voting continues. In the 2009 local government elections, postal voters accounted for 94.2% of the total number of electors who voted. In 2011, postal voters comprised 96.9% of all voters.

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 the expected professional standard.

2011 Local Government Elections

Preparations for the local government ordinary elections conducted on 15 October 2011 were in train from February 2011 through to early July 2011 when the focus shifted to the operational management of these elections.

Seventy four of Western Australia's 138 local governments requested that the Electoral Commissioner be responsible for the conduct of their elections and that they be conducted as postal elections.

Two local governments requested the Electoral Commissioner conduct their elections as voting in person elections. The number of electors represented by these 76 districts was 1,301,887, which was 95.7% of all electors eligible to vote at these elections. The Commission therefore provides electoral services to the majority of local government electors in Western Australia. Those local governments that chose to conduct their own elections are primarily in rural electorates with low elector numbers.

A total of 1,114,275 electors were sent a postal package in the 2011 local government elections.

Each package comprised a minimum of four items, and therefore the effort needed to ensure that each elector received the correct items for each election was considerable. The potential for error was mitigated by effective quality control at the design, printing and loading stages.

For a summary of candidate statistics, see Appendix 1.



Agency Performance (continued)

Partnership with suppliers

Australia Post

To enable electors to have as much time as possible to complete their ballot papers and return their election packages, Commission staff worked with Australia Post to develop a mailing schedule that would allow this high volume workload to be incorporated into Australia Post's daily operations. It was also necessary to cater for the prompt return of packages from electors to the postal vote checking centre that was established in Mount Street, Perth. For the most part the mail-out of electoral packages went smoothly, however the Commission will continue to work closely with Australia Post to remedy the logistical problems that did arise.

Printing Services

Each elector received a personalised envelope containing a ballot paper/candidate profiles for their ward elections, declaration certificate, voting instructions and an envelope for the return of the voting papers to the returning officer. The printing contract was undertaken by Zipform, and a detailed printing schedule was developed to cater for the production of approximately 4.5 million items. These were customised for each ward and district election. The logistics of ensuring that the correct package was sent to each elector in 147 different wards were considerable, but were undertaken very efficiently.

Recruitment and Training of Returning Officers

While the Commission has a pool of returning officers, they are not always available for every election, and a recruitment exercise was necessary to obtain a full complement of staff. As local government ordinary elections are held at two-yearly intervals, it is necessary to conduct a training program on each occasion. Online training modules were utilised by the returning officers, followed by face-to-face training.

Complaints

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

Approximately 100 written complaints were received during the October 2011 ordinary elections. In addition over 200 emails were received. The majority were in connection with:

- Section 4.87 – Printing and publication of unauthorised election material by candidates or other persons
- Section 4.88 – Allegations of misleading, false and defamatory statements being made
- Alleged non-disclosure of gifts
- Election procedural matters.

All of the complaints were reviewed to determine if a breach of the *Local Government Act 1995* had occurred and whether further action was warranted. All investigations of complaints received were finalised and the complainant advised.

Extraordinary Elections

The Electoral Commissioner conducted two postal extraordinary elections and a extraordinary postal poll of electors during the year on behalf of local governments.

2011–2012 Local Government Extraordinary postal elections

Shire/City	Ward Name	Date of Election	Participation Rate
City of South Perth	Manning	23 February 2012	35.0%
City of Albany	Fredrickstown	24 February 2012	39.7%

Agency Performance (continued)

2011–2012 Local Government Extraordinary postal poll of electors

Shire/City	Ward Name	Date of Election	Participation Rate
Shire of Westonia	District	14 April 2012	79.0%

Non-Parliamentary Elections

Union and Fee-for-Service Elections

A total of 28 elections in this category were conducted during 2011–12, an increase in number to last year. While the number of union elections conducted under the *Industrial Relations Act 1979* remained static, private sector non-statutory elections increased.

In all 19 fee-for-service elections were undertaken, with All Saints College, City of Joondalup, City of Gosnells and The Royal Society of Western Australia being added as new clients in respect of staff surveys, workplace agreements and elections to select employee representatives. The Commission continued to conduct elections for long term clients seeking the impartiality and expertise of the Commission.

Consistent with previous years the Commission continues to offer advice to potential clients seeking electoral advice or to discuss possible future electoral events (refer Appendix 4).

Extraneous Elections

The number of extraneous elections conducted by the Commission under the provisions of other written laws, a function prescribed by section 5F of the *Electoral Act 1907*, remained steady this year in line with client organisation requirements (refer Appendix 4).

Union Elections

The number of union elections referred by the Industrial Relations Commission under the *Industrial Relations Act 1979* conducted in 2011–12 was nine, the same as last year (refer Appendix 4).

Future Directions

The State Election team will, by mid December 2012, finalise preparations for the 2013 State general election, scheduled for 9 March 2013. The few remaining tenders for services will be awarded and oversight of delivery will follow. Resourcing, recruiting and training will advance in priority along with stakeholder communication, culminating in State-wide polling. Immediately thereafter, reports will be compiled, analysis of election projects and operations conducted and the cycle of continuous improvement advanced.

The Local Government election team will slowly advance their preparation for the conduct of the October 2013 biennial ordinary elections. Liaison with client councils will be conducted, including the development of cost estimates for their postal voting and other service providers will be engaged. Government action with respect to possible metropolitan local government amalgamations will be monitored.

The Non-Parliamentary election team will continue to work closely with existing client organisations to provide impartial, efficient and effective election services and to promote its services to potential new clients. Input will be provided to develop improved vote counting applications to cover the varying election types used in the Commission's commercial election arm.

Agency Performance (continued)

Output 2 – Electoral Roll Management

Overview

Major projects undertaken in 2011–12 by the Enrolment Group included production of rolls for the local government ordinary elections held in October 2011 and loading of new State boundaries that will apply for the 2013 State general election into the Roll Maintenance System (RMS).

User acceptance testing of RMS was finalised and the system commissioned. RMS enabled procedural efficiencies in imaging of silent elector and general early voter paperwork and the scanning of hard copies of existing paperwork to fully utilise this facility, is underway.

A new system of delivering roll products via an online portal to improve security and provide work efficiencies was developed and user acceptance testing completed. All roll products will be delivered using the web portal from June 2012.

The table below summarises Elector Enrolment Activity for 2011–12:

Activity	Statistic
Total enrolment 1 July 2011	1,364,249
Total enrolment 30 June 2012	1,384,773
Net increase	20,524

It is usual for total enrolments to follow a cyclical pattern of reducing following a major electoral event as public interest wanes and improving in the lead up to the next election.

In meeting the requirements of electoral events, the following rolls were produced:

- 4 rolls for local government extraordinary elections
- 138 rolls, consisting of 76 merged resident and owner occupier rolls and 68 resident rolls, for the local government ordinary elections held in October 2011.

Silent Electors

Silent electors have applied to have their residential addresses suppressed on the electoral roll for personal security reasons. A silent elector may also have their name suppressed from publicly available printed rolls.

Since 2002 the number of electors registered as silent electors has increased by 160.1% compared to an increase in overall enrolment of 14.8%.

In 2011–12 the number of silent electors registered increased by 4.5% to 14,358 as compared with an overall enrolment increase of 1.5%.

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.

Since 2002 the number of electors registering as a general early voter has increased 135.7% compared to an increase in overall enrolment of 14.8%. The number of general early voters in 2011–12 remained stable at 24,391 despite an increase in enrolment of 1.5%.

Agency Performance (continued)

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. CRU also includes rural and remote area fieldwork, attendance at citizenship ceremonies, youth enrolment programs and removing the names of deceased persons.

A Memorandum of Understanding is in place until June 2013 and a program of JRA work is negotiated each year with the Australian Electoral Commission.

Federal Proof of Identity Legislation

The Federal Government’s changes to the *Commonwealth Electoral Act 1918* to require enrolees to provide a drivers licence number on the electoral enrolment form as proof of identity and removal of a witness signature were introduced in 2006. Similar changes to State legislation were not made, resulting in discrepancies between the State and Federal roll.

Evidence of Identity Statistics

As at 30 June 2012 the following differences existed:

Difference	Statistic
Electoral enrolment forms that did not provide proof of identity	
New enrolments	1,447
Re-enrolments	880
Total	2,327
Electoral enrolment forms that were not witnessed	
New enrolments	5,268
Re-enrolments	10,076
Total	15,344
Total Discrepancies	17,671

The total number of discrepancies has increased each year, with an increase of 4,314 (13.2%) in 2011–12. The outcome of these discrepancies is that these electors’ names appear on the Commonwealth and the State rolls for different addresses or not at all in the case of new enrolments.

Agency Performance (continued)

Local Government Ward Reviews

Local governments are required to undertake ward reviews every eight years or whenever an imbalance of 10% or greater in elector numbers is detected. The following table summarises local government redistributions processed in 2011–12.

Type of Change	Total
Change of district boundaries	1
Change of ward boundaries	6
Abolition of wards	1

The Supply of Confidential Elector Information

Confidential Elector information is supplied to organisations where the Commissioner has determined that the public interest in providing the data will outweigh the public interest in protecting enrolment information. The enrolment information provided to organisations, together with the purpose for which that information was provided, is listed in an extract of the roll products register attached as Appendix 3.

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 16 Jury Districts with monthly updates to manage changes of address. Elector names are randomly selected from the electoral roll. The 2012–13 list of 200,070 prospective jurors was prepared in April.

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

The Enrolment Branch will focus efforts in 2012–13 on the following projects:

- Produce rolls for the State general election to be held in March 2013.
- Implement a range of enrolment activities in the lead up to the State general election including mail-outs, door knocking in selected areas and 'check your enrolment' booths at public events with the aim of increasing the number of eligible electors on the State electoral roll.
- Re-negotiate the schedule of works for 2012–13 with the Australian Electoral Commission under the Joint Roll Arrangement. Negotiations will take account of the *Electoral and Referendum Amendment (Maintaining Address) Bill 2011* and the *Electoral and Referendum Amendment (Protecting Elector Participation) Bill 2012* that passed through the Australian Parliament on 21 June 2012. The Bills allow direct update and direct enrolment for the Commonwealth electoral roll. In Western Australia however, assuming that the *Electoral Amendment Bill 2012* passes through Parliament, an eligible person enrolling for the first time will still be required to submit a signed enrolment form with evidence of their identity.
- Establish data and systems to allow digital mapping to replace hard copy and manual maps within the Enrolment Group in 2013.

Agency Performance (continued)

Output 3 – Electoral Education and Information

Overview

The objective of increasing community understanding of electoral processes and participation in elections was routinely addressed throughout the year via:

- The programs and 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 feedback and complaints policy and processes which address public enquiries and complaints expeditiously and comprehensively, and the provision of advice to a wide range of election clients and other stakeholders
- The development and promotion of a range of hard copy and electronic electoral publications and materials
- The work of the Electoral Liaison Officer through his direct dealings with political parties and candidates.

The Electoral Education Centre

The Electoral Education Centre (EEC) continues to deliver quality education programs to primary and high schools, as well as tertiary and community groups throughout Western Australia. With a primary focus on State Government matters, the Electoral Education Centre also provides comprehensive information about local and Federal government functions and processes.

Services include:

- Various presentations at the Centre
- School and TAFE visits
- The conduct of school based student elections
- Participation in a Joint Civics Education program in conjunction with the Constitutional Centre of Western Australia.
- Distribution of 'Loan Box' materials to interested schools.

During the year presentations were made to 8,320 school students and adults who visited the Centre.

Further activity included:

- Coordination of 37 school council elections involving 9,991 students
- Visits to primary and secondary schools within the metropolitan area, which involved 2,284 students
- Participation by 7,520 students in the Joint Civics Education program
- Presentations to 469 TAFE and adult migrant education students
- Presentations to student teachers from Edith Cowan and Notre Dame Universities.
- 1,047 individuals in regional schools participated in the 'Loan Box' program.

Overall 28,703 individuals have taken part in an EEC program.

From feedback received from visiting teachers:

- 65.44% rated the Centre's programs as extremely effective in meeting necessary educational outcomes
- 34.56% as very effective
- No negative feedback was received in relation to the Centre's programs.

Agency Performance (continued)

Future Direction

The Electoral Education Centre (EEC) will increase its focus and involvement on delivering electoral education in schools as a key component of the civics and citizenship curriculum in Western Australia.

With staff available to host visits at the Commission's dedicated centre in West Perth and also visit schools and other venues in the metropolitan area and across the State, the EEC offers many opportunities to improve electoral education in Western Australia.

Improving electoral education and providing relevant and timely electoral information to the community is also a crucial focus for communicating with Commission stakeholders about the next State general election, due in March 2013.



Key Results Area 1 – Our Clients

Overview

Educating and informing stakeholders is a continuing and important focus for the Commission. The Commission has a diverse range of clients, from the wider community to smaller groups including electors with disabilities, remote communities, school students, political parties and local governments.

The Commission is seeking continually to enable and encourage participation in electoral events through the provision of services targeted to meeting the needs of particular groups within the community.

The Commission actively applies its Disability Access and Inclusion Plan and Reconciliation Action Plan to assist in focusing service delivery to key stakeholder groups.

While the Commission continues to build and maintain relationships with many of its clients on an ongoing basis, large electoral events such as State general elections and local government ordinary elections present additional challenges in educating and providing information to members of the community who may only engage with the Commission and the services it delivers once or twice every two-four years. Specific activities are undertaken in the lead-up to these events to provide relevant information to these stakeholders.

Agency Performance (continued)

Services to Political Parties and Candidates

There were no new parties registered and one party's registration was cancelled during the reporting year. One party secretary was registered with the Commission. At the end of the reporting period there were six political parties registered with the Commission.

Annual political finance returns for 2010–2011 were submitted by 11 political parties and six associated entities in accordance with the political finance disclosure requirements of the *Electoral Act 1907*. Audits of the recordkeeping processes associated with a selection of these returns were undertaken in-house. A summary of data from these annual returns and any audit outcomes will be included in the 2010–2011 Political Finance Annual Report, which will be transmitted to Parliament for tabling in August 2012.

Under the *Electoral Act 1907* candidates at a State election or by-election can apply to be reimbursed for electoral expenditure incurred up to a specified amount, 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 of the 2011–2012 financial year being \$1.70019.

Services to the Electoral Distribution Commissioners

The 2011 Electoral Distribution concluded in the latter part of 2011. The Western Australian Electoral Commission continued to provide administrative support to the Electoral Distribution Commissioners during that time.

The Office of the Electoral Distribution Commissioners used information technology and business service resources of the Electoral Commission to assist with the finalisation of its operations.

With the distribution process having now concluded, services will not now be required again until the next process, preparations for which are due to commence in early 2014.

Services to Indigenous Electors – Reconciliation Action Plan

The Commission has a long-standing commitment to reconciliation and meaningful engagement with Aboriginal and Torres Strait Islander people.

The best way to manage the various initiatives across the Commission is through the development and management of the *Reconciliation Action Plan (RAP)*. The Commission's first RAP was for the period 2008–2010. The review process and development of the second RAP provided the opportunity for the Commission to analyse its existing initiatives, ensure strategies were achievable and look for ways to improve our services, information and opportunities for Aboriginal and Torres Strait Islander people.

The Commission's *RAP 2011–2014*, encompasses initiatives for the next State general election and local government elections, when practically many initiatives can be progressed and the majority of people are interacting with the electoral process. The RAP has been approved by the Department of Indigenous Affairs and is endorsed by Reconciliation Australia.

The RAP establishes the RAP Working Group who in turn set reasonable timelines, targets, responsible branches and measure progress.

The Commission works with the Australian Electoral Commission and the Department of Local Government through the Indigenous Electoral Participation Program Working Group (IEPPWG). This group was established to progress the Indigenous Electoral Participation Program (IEPP) whose focus is on improving outcomes for Indigenous people in enrolling, voting and understanding the voting process.

Agency Performance (continued)

Key RAP highlights from the year include:

- Chairing regular meetings of the IEPPWG and identifying new opportunities for Indigenous engagement.
- Strategic workshops assessing initiatives, which could be incorporated into the planning for the next State general election. This process is managed by a dedicated project officer, who identifies opportunities for Indigenous engagement, during electoral events.
- Regular meetings of the RAP committee in documenting progress of the RAP and linking in with the work of the IEPP.
- Supporting the AEC in their field trips to Indigenous communities.
- In the lead-up to the 2011 Local Government elections Commission staff visited many local governments across the state and candidate briefing sessions in remote communities.
- Acknowledging 50 years of the Indigenous Vote through distribution of the celebratory calendar and a prominent message on the front page of the Commission's website.
- Commission staff attending Department of Indigenous Affairs and other Indigenous forums.
- Participation in National Aboriginal and Torres Strait Islander Day of Observance Committee (NAIDOC) Week including a stall at the NAIDOC Opening Ceremony.
- Development of an "Acknowledgement of Traditional Owners and Welcome to Country" Protocol for use by Commission staff.
- Assisting the Northern Territory during its election polling campaign by providing staff to assist with mobile polling in remote communities and directing feedback to the Commission's RAP officer, with possible initiatives that could be incorporated into the Commission's election planning.
- Production of "Guidelines for Remote and Regional Returning Officer's in Aboriginal Communities" which offer operational guidance and good practice tips.
- Applying for an Aboriginal Trainee with the Public Sector Commission. Whilst unsuccessful in the most recent round the Commission hopes to secure the services of an Aboriginal trainee in the future.
- Continuing support for the Reconciliation Week Street Banner Project by sponsoring two banners in the Perth CBD with an inclusive message of reconciliation.
- Management of the Derbarl Yerrigan election.
- Supporting the AEC in its initiative of an Essay competition where secondary school students assess the IEPP.
- Ongoing engagement by the EEC with Indigenous community groups and schools, including a school leadership election at Clontarf Aboriginal College.
- Indigenous display celebrating the electoral history of Indigenous people at the Electoral Education Centre.
- Ensuring the workplace is welcoming to Indigenous people, by having Indigenous art at Reception, the RAP on the front page of the Commission's website and reference to the RAP in the induction booklet.
- Continuing to report on the Commission's RAP to Reconciliation Australia and within the Annual Report.

Agency Performance (continued)

NAIDOC Week

The Commission continued its involvement with NAIDOC Week (National Aboriginal and Islander Day Observance Committee). This week is dedicated to celebrating the culture of Indigenous people. The Commission operated a stall in conjunction with the AEC at the Opening Ceremony, a free public event, on Sunday 4 July 2011.



Visitors were able to discuss electoral issues with Commission staff, take promotional items, check their enrolment and enrol to vote.

Language Services Policy

The Commission has been an active supporter of the Office of Multicultural Interests and their review of the Western Australian *Language Services Policy*. The Commission has participated in consultation arrangements including forum delegations and offered a formal response to the recommendations and proposed amendments of the current *Language Services Policy*.

Once this overarching policy framework has been finalised, the Commission will review its own *Language Services Policy Statement* and current initiatives, ensuring that language is not a barrier in people accessing our services.

A project officer has been working through various options for ensuring people with different language requirements are considered within the planning of the next State general election. Existing initiatives such as the Multilingual guide in polling places across the State are likely to continue.

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 place.

The Electoral Commission is made up of some 49 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, knowledge, dedication and enthusiasm of its staff.

Staff Profile

Currently the Commission employs 49 staff.

Staff	2011–12	2010–11	2009–10	2008–09
Full-time permanent	40	39	38	46
Full-time contract	1	4	4	-
Part-time on a FTE basis	8	7	6	2
On secondment	0	2	1	-
Total	49	52	49	48

Agency Performance (continued)

Currently the Commission employs 49 staff (continued).

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

Training and Professional Development

During the year the major focus of training for permanent staff was on the consolidation of project management knowledge and skills, further internal audit and quality management training for selected staff, and team leadership training.

Given the significant numbers of casual staff employed at election events, along with their diverse level of experience and skill, and dispersed nature, the Commission has invested heavily in the development of online training programs covering most aspects of election operations and most roles to be performed. The online training modules are being further developed for the forthcoming State general election.

Equity & Diversity

The Commission submitted its Annual Agency Report to the Office of Public Sector Standards and reported that there had been no 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.

The annual Equal Employment Opportunity Management Plan was submitted to the Office of Equal Employment Opportunity (OEEO). The Commission will continue to examine how better to implement strategies for employing a diverse range of casual election staff, particularly those that can assist electors whose first language is not English.

Freedom of Information

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

Agency Performance (continued)

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 we conduct a 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 Commission policies, setting strategic direction and resource allocation, as well as monitoring Commission performance, progress against targets and resource use. Consensus on direction is a critical attribute of the Corporate Executive.

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 Policy, Compliance & Community Information. 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 and ensure business continuity
- 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 Public Sector Commissioner by all Commission staff in carrying out their duties and responsibilities
- Provision of advice to the Electoral Commissioner on strategic direction
- Assistance in the development of corporate policy
- Monitoring of the operations and finances of the Commission.

Agency Performance (continued)

Risk Management

The management of organisational risk is considered integral to the Commission's core activities and accordingly risk management is a key managerial activity. The entire management team is responsible for identification and management of risk, with each branch manager responsible for identifying and recording risks that have the potential to impede ongoing service delivery.

The use of RiskCover's intuitive risk management system 'RiskBase' in the Commission's business management processes under a Risk Management Committee is now routine.

As an extension of risk management, the Commission has focussed on business continuity planning and is putting in place arrangements for offsite data replication and an alternate staff operating site to mitigate worst case incidents. These arrangements have been tested in desktop exercise scenarios and are critical to managing the 2013 State general election.

Quality Management and Assurance

Under the Commission's Quality Management Policy and 'AS/NZS ISO 9001:2008 Quality Management System', election and enrolment services 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 auditors (BSI).

In June 2011 a full recertification of the Commission's quality management system was conducted. BSI found that the Commission's quality assurance system was very well managed and recommended that the recertification continued until July 2014. No non-compliance matters were identified.

The Commission has demonstrated its commitment to quality assurance by ensuring that a further three staff were trained by BSI as internal auditors. There are now 14 trained internal auditors at the Commission. In 2011–12 an internal audit schedule was established involving 10 separate audits of key election, enrolment or records management related activities. All audit findings that requested improvement to systems or processes were executed via the Commission's Business Improvement Request Register. This Register ensures that all audit recommendations are tracked and acted upon.

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

Further, the Quality Assurance Management Review Committee continues to successfully audit the Commission's published policies and procedures through amalgamation and the repealing of redundant policies. The Committee enacts a quality system where all new policies are vetted for relevance before becoming endorsed by the Committee and ratified by the Corporate Executive. New or updated policies are then circulated to all staff and published on the intranet.

Agency Performance (continued)

Business Services and Financial Management

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

The Commission has an ongoing operational budget of around \$8.0 million administered by the branch.

Other project expenditure for the year centred on the finalisation of the distribution of electoral boundaries and the conduct and subsequent cost recovery of local government elections.

The Branch was required to provide human resource services to some 55 staff.

Significant preparatory work for the next State general election has been undertaken in the warehouse and supplies functions.

This latter part of the year has seen the branch heavily involved in restructuring work processes in preparation of the de-commissioning of the Office of Shared Services. The Commission will take back payroll and finance functions in September 2012.

Information Systems and Technology

The Information Technology (IT) branch supports all other branches within the Commission during their normal daily tasks as well as during particular election events where activity centres on the provision of IT systems, applications and technical support.

An on-going role has been the provision of routine systems support and the maintenance of the Commission's fleet of servers and hardware infrastructure. The adoption and installation of the latest virtualisation techniques for most servers for the production and development environments has been an important undertaking. Keeping on top of emerging security issues is also consuming more staff time.

This past year saw the implementation of the new Roll Maintenance System (RMS) which has replaced the original Electoral Roll Maintenance System (ERMS). The implementation of the new system was smooth and the change over occurred very successfully, dramatically improving the way in which enrolment staff maintain the State roll and the delivery of roll products. The Elector Recording System originally developed and trialled at the Armadale by-election, to replace traditional roll books in polling places has been rewritten and improved. The new version allows the system to keep running even if communications are down and will also allow it to be run over the internet to be used at interstate and overseas locations. This system also interacts with the State Postal Vote System when checking whether an elector is eligible to vote. A roll out of some 550 systems will be implemented at the next State general election.

The external Data Centre which was planned for in previous years is expected to go live in early September 2012. This will allow the Commission to fully replicate in real time all of the important data and systems and allow an almost automatic fail over in the event of a critical incident. This external Data Centre has been designed around the Commission's risk and business continuity plan and will become part of the Commission's full disaster recovery plan.

Agency Performance (continued)

Another innovative system that the section has been developing is Vote Assist, which will allow the blind and vision impaired to have a secret in person vote at selected polling places.

The introduction of fixed Parliamentary terms has made it far easier to plan for and introduce technology improvement and preparations for the next State general election are well advanced.

Knowledge Management & Succession Planning

In the context of recent Western Australian public sector publications around issues of knowledge management and succession planning, the Commission undertook a research project to review relevant knowledge management and succession planning issues against the background of the Commission's operations, size and staffing profile.

The research paper examined current and past operational practices at the Commission. It assessed what other comparable organisations were doing to ensure that sound knowledge management practices were being observed and whether the Commission was addressing succession planning issues, particularly given its demographic profile. The paper provided analysis on issues facing various branches and examined areas where the Commission could improve its practices.

Whilst a number of strategies, policies and processes were already in place to address various knowledge management issues, the paper made recommendations as to specific strategies the Commission might consider to enhance how knowledge is managed and transferred within the Commission and to better plan for and accommodate the possible departure of key personnel.

Some recommendations concerned ongoing matters confronting all organisations, so while some actions had a specific deliverable or output, others concerned how the Commission's operations were managed in an ongoing capacity.

Intertwined was research on the issue of succession planning and employee retention. Some initiatives to address these issues have been identified and put forward to make the Commission more workplace friendly, encourage staff retention and develop staff capabilities, such as the development of a Training register.

These recommendations are being worked through by the Commission's Corporate Executive, in the form of an Action Plan, who acknowledged the wider benefits that the organisation could obtain from a strategic application of a knowledge management framework.

Disclosures and Legal Compliance

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 Act 1991</i>	
<i>Workers Compensation and Injury Management Act 1981</i>	
<i>Working with Children (Criminal Record Checking) Act 2004</i>	

Disclosures and Legal Compliance (continued)

Other Legal Requirements

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 2011–12 was \$806,355.

Details are as follows:

Advertising agencies	\$253,289	303 Advertising OMD	\$142,508 \$110,781
Market research	\$nil	-	-
Polling organisations	\$nil	-	-
Media advertising	\$27,809	Adcorp	\$133,069
Direct mail organisations	\$72,408	Zipform Salmat	\$381,187 \$38,810

This expenditure related to statutory and campaign advertising for the Armadale by-election and mailing costs for statutory local government extraordinary and other non-parliamentary postal elections.

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.

The Commission has developed an intranet site that includes direct access to information on these standards and codes.

Compliance with Public Sector Standards and Ethical Codes

The Commission did not receive any breach reports, complaints or evidence of non-compliance with the Commission’s *Code of Conduct and Code of Conduct Guidelines* or the *Public Sector Code of Ethics* during the reporting year. The Commission did not receive any Public Interest Disclosures.

Through the Commission’s Induction process, performance reviews, branch planning exercises, internal audits, policy processes, external surveys from oversight bodies, links on our intranet to key public sector documents and other compliance mechanisms, the Commission ensures its staff are aware of their responsibilities as public servants and in managing adherence to public sector standards and the *Public Sector Management Act 1994*.

Disclosures and Legal Compliance (continued)

During the reporting year, the Commission undertook a range of measures to ensure staff were compliant with Code of Conduct requirements within the Commission. The *Code of Conduct* and *Code of Conduct Guidelines* were reviewed against the *Good Governance Guide*, *Public Sector Standards in Human Resource Management* and the *Accountable and Ethical Decision Making Compliance Framework* and were subsequently revised.

The Commission's *Code of Conduct Brochure* outlines the Commission's broader commitment to the principles in the *Public Sector Code of Ethics* and is used in staff training, supplied in staff materials during election events and applies to all staff, including casual staff. The *Code of Conduct Guidelines* are an internal resource for Commission staff that provide guidance on ethical and behavioural issues in the workplace and correlate with the six categories of the *Accountable and Ethical Decision Making Compliance Framework*.

Commission staff are expected to work with skill, diligence, care and impartiality. The *Code of Conduct* links the Commission's key strategic goals with the values of personal conduct and the ethical principles of personal integrity, relationships with others and accountability to ensure its ongoing importance and relevance to staff. Employees can access the *Code of Conduct* and *Code of Conduct Guidelines* from the Commission's intranet.

The Commission continued its training program of *Ethical Accountable Electoral Behaviour* modelled on the program offered by the Accountability Support Unit in the Public Sector Commission. A full day training course was undertaken in March for new staff and as a refresher for current staff.

The Commission reviewed its Induction booklet with an emphasis on ensuring staff are aware of their rights and responsibilities. Additionally, Commission staff can access a current list of key Public Sector and internal accountability documents through the Commission's intranet site including current Premiers and Public Sector Circulars, Commission policies, planning documents and key Commission Corporate support personnel.

Policies within the Commission are aimed at ensuring compliance with relevant legislation and standards. Registers within the Commission monitor personal conduct related issues. The Gifts and Hospitality Register requires staff to advise of any gifts offered or official hospitality undertaken. Complaints to the Commission are maintained through the Complaints register.

During the reporting year the Commission submitted its Workforce and Diversity Plan. This Plan was assessed by the Director of Equal Opportunity in Public Employment as meeting the compliance requirements of the *Equal Opportunity Act 1984* and relevant Circulars. The Plan outlines strategies for which the Commission can plan to build a positive and capable workforce, address workplace priorities and meet diversity outcomes.

Disclosures and Legal Compliance (continued)

Recordkeeping Plan

Evaluation of the Efficiency and Effectiveness of the Commission's Recordkeeping

The Commission's Record Management process is established in the Commission's Quality Assurance Manual, as part of the Commission's commitment to continuous improvement. The Commission's Quality Management System is annually audited by an external body. As such, the records process has been subject to external review.

During the reporting year, the Commission also conducted a thorough internal audit of its records practices via the Quality Assurance process. This process resulted in some observations and recommended areas of improvement, which were considered by the Commission's Corporate Executive. The auditor found that overall the Commission's recordkeeping practices were sound.

The Commission undertook a comprehensive review of its processes, documents and records and worked with the State Records Office in ensuring recordkeeping within the Commission was compliant with the *State Records Act 2000* and current best practice. An updated Recordkeeping Plan was lodged with the State Records Office and the Commission's *Records Management Procedures Manual* and *Front Counter Procedures Manual* were reviewed.

The Commission created a *Records Management for Elections Policy* to reinforce the importance of effective recordkeeping management during election periods.

The Commission's Retention and Disposal Schedule is approved until 2016.

The Commission uses RecFind for records management and iManage as its Electronic Document Management System.

A review and evaluation of the management of electronic records is planned.

Recordkeeping Training Program

New staff receive training from the Records Officer during the Induction process on records management and this process is audited. Staff are advised of the Commission's key records management documents including the *Records Policy*, *Recordkeeping Plan* and the *Retention and Disposal Schedule*. Records management documents are available electronically.

Evaluation of Commission's Recordkeeping Training Program

Periodic reviews by external auditors ensure that the Commission is conducting records training early in the Induction process. The review of recordkeeping practices and records audit processes within the Commission ensure staff are receiving adequate training in records management.

Employee Roles and Responsibilities

Branch Managers maintain records management oversight of the records process within their branch.

Staff receive training in Records Management to ensure they know their responsibilities in keeping government records from the Records Officer and their Branch Manager.

Disclosures and Legal Compliance (continued)

Key elements that are relevant to an officer's daily work and the subsequent recordkeeping requirements are discussed during the Induction process. Accurately recording information, Commission processes, policies and procedures, the importance of maintaining accurate and detailed files and file movements is reinforced at records induction and through records management documents.

Prior to election events staff are supplied with the Records Management for Elections Policy when a project is allocated. Spot checks and regular, timed reviews of project documents ensure records processes are being followed.

Legislation Changes

The *Electoral Amendment and Constitution Act 2011 (the Act)* was proclaimed on 20 December 2011. This legislation amended the *Electoral Act 1907* and the *Constitution Acts Amendment Act 1899* to enable a fixed election date for State general elections in Western Australia. The Act fixes the date for Legislative Council elections as the second Saturday in March every four years, beginning in 2013 and provides for a conjoint general election to occur when the Legislative Assembly is dissolved or expires after 1 November in the year prior to a Legislative Council election. Due to constitutional complexities any attempt to fix a date for Legislative Assembly elections would require an absolute majority of both Houses of Parliament and a State-wide referendum.

Importantly, the passage of this legislation means that the next State general election will be held on Saturday 9 March 2013. This will offer certainty to the Western Australian community and businesses regarding election dates and greatly assist the Commission with the planning of general elections.

Government Policy Requirements

Substantive Equality

The Commission is committed to the principles inherent in the Policy Framework for Substantive Equality and in achieving substantive equality through tailoring our services to meet the diverse needs of the community. The Commission continues to submit and champion its *Equal Employment Management Plan* to the Office of Equal Employment Opportunity.

Occupational Safety, Health and Injury Management

The Commission held an election for a new Occupational Safety and Health (OSH) representative in August 2010 following the expiry of the two year term of the previous officer. A new OSH representative was elected and consequently trained at an accredited five day training course to learn their responsibilities. The OSH representative works closely with the Commission's Responsible Authority (Manager Business Services) and together they form the Commission's OSH Committee. This Committee continued to review the OSH management system and oversight compliance with the *Occupational Safety and Health Act 1984*.

In the reporting year the Commission commenced a review of its Occupational Safety and Health and Injury Management System policy and procedures. All staff were informed of the new policy changes. The Commission's OSH policy establishes a framework, which integrates the principles of occupational safety and health into the Commission's strategic and operational activities and establishes the Commission's OSH Management System. A safe and healthy workplace is provided for all employees, where hazards are minimised and controlled. The Commission's senior management has a responsibility to take a leadership role in preventing and

Disclosures and Legal Compliance (continued)

managing work-related injury and disease through promoting, and enforcing occupational safety and health and injury management and takes this responsibility seriously. The OSH Committee will immediately investigate any reported hazard.

Consultation with Employees

Employee responsibilities are clearly defined in the OSH policy. Employees are required to immediately report any accidents and injuries that happen in the workplace. "Near-misses" are also reported so preventative action can be taken. Employees must use Commission assets and resources appropriately, ensure their workspace is safe and hygienic and not act in a way that risks the health and safety of themselves or other employees.

Commission-wide emails inform employees of changes to OSH legislation, Commission OSH policy or approved procedures and other OSH issues. Periodically the OSH officer will email all staff reminding them of their responsibilities in reporting OSH issues and inviting employees to raise any concerns.

Evaluation of Occupational Safety and Health Systems

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.

WorkSafe Plan

A Worksafe Plan for the Commission has been developed from the framework created by WorkSafe. This plan is completed annually by the Responsible Authority to assess the Commission's compliance in OSH management and was completed in the reporting year by the Responsible Authority with a summary of findings.

Due to the Commission being a small agency and few incidents, a self assessment was conducted internally by the Responsible Authority.

Preventative Health Measures

Eyesight Screening

In the reporting year the Commission reviewed its Eyesight Screening Policy ensuring that employees are aware they are entitled to subsidised prescriptive optical aids if they require them in the performance of their duties.

First Aid

The Commission has adopted the position of providing a core group of certified First Aid trained staff, with two or three additional staff trained on a rotating system.

Fire and Emergency Procedures

The Commission has established procedures for evacuating the building in the event of a fire or other emergency. Floor Wardens have been appointed for each floor the Commission occupies and this list and the procedures is published on the Commission's intranet. Staff should follow the instructions of the Floor Wardens in an emergency.

Flu Vaccinations

Staff are offered a free flu vaccination prior to winter each year.

Disclosures and Legal Compliance (continued)

Employee Assistance Program

The Commission has a contract with Occupational Services to provide a professional and confidential counselling service at no cost to officers of the Commission, their spouse and dependents who may be experiencing personal or work related problems. Employees are encouraged to use this service if they wish to.

Work Station

Staff can raise the issue with the OSH representative or Responsible Authority if they feel their workstation is contributing to a physical condition. Footstools and document holders are available to staff on request.

Smoking

The Commission is a smoke free workplace which means smoking is not permitted in the office or Commission vehicles.

Grievance Procedures

Bullying or harassment in the workplace is not tolerated. The Commission has grievance procedures and staff are advised to raise any such issues with their Manager, the OSH representative, Human Resources Officer or Responsible Authority.

Vehicle Safety

The Commission recognises that vehicles are an extension of the workplace and the requirement to ensure that staff are kept safe. The Commission has a Vehicle and Taxi policy which has been reviewed for compliance with government directives.

Injury Management Compliance

The Commission complies with the Injury Management requirements of the *Workers Compensation and Injury Management Act 1981*. The Commission's Injury Management System Policy was reviewed and

updated as part of a broader review of OSH policies and procedures and due to the Commission's transition to the Office of Shared Services and resulting procedural changes.

The Commission is committed to providing timely and equitable injury and illness management support, to all workers who sustain a work related injury or illness, with a focus on a safe and early return to meaningful work. The policy outlines the steps involved when a worker sustains an injury or illness in the course of their employment with the Commission and reflects the changes in administration of Injury Management.

The Injury Management System outlines what action is to be taken to assist a worker to return to work following a work related injury or illness. The Workers Compensation process and Resolution process is also defined.

Annual Performance Against Targets (Supplied by RiskCover after 30 June)

Indicator	Target	Actual Performance
Number of fatalities	0	0
Lost time injury/disease (LTI/D) incidence rate	0 or 10% reduction on previous year	0
Lost time injury severity rate	0 or 10% reduction on previous year	0
Percentage of injured workers returned to work within 28 weeks	Actual percentage result to be reported	0
Percentage of Managers trained in occupational safety, health and injury management responsibilities	Greater than or equal to 50%	25%

Disclosures and Legal Compliance (continued)

Governance and Other Financial Disclosures

Ministerial Directives

No Ministerial directives were received during the financial year.

Pricing Policies of Services Provided

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

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 interest 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.

A handwritten signature in black ink, appearing to read 'Warwick Gately'.

Warwick Gately AM
ELECTORAL COMMISSIONER
14 September 2012

Financial Statements and Performance Indicators 2011–2012

Auditor General's Opinion Letter



Auditor General

INDEPENDENT AUDITOR'S REPORT

To the Parliament of Western Australia

WESTERN AUSTRALIAN ELECTORAL COMMISSION

Report on the Financial Statements

I have audited the accounts and financial statements of the Western Australian Electoral Commission.

The financial statements comprise the Statement of Financial Position as at 30 June 2012, the Statement of Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows, Summary of Consolidated Account Appropriations and Income Estimates for the year then ended, and Notes comprising a summary of significant accounting policies and other explanatory information.

Electoral Commissioner's Responsibility for the Financial Statements

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 for such internal control as the Electoral Commissioner determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the financial statements based on my audit. The audit was conducted in accordance with Australian Auditing Standards. Those Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Commission's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Electoral Commissioner, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements are based on proper accounts and present fairly, in all material respects, the financial position of the Western Australian Electoral Commission at 30 June 2012 and its financial performance and cash flows for the year then ended. They are in accordance with Australian Accounting Standards and the Treasurer's Instructions.

Report on Controls

I have audited the controls exercised by the Western Australian Electoral Commission during the year ended 30 June 2012.

Controls exercised by the Western Australian Electoral Commission are those policies and procedures established by the Electoral Commissioner to ensure 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.

Electoral Commissioner's Responsibility for Controls

The Electoral Commissioner is responsible for maintaining an adequate system of internal control to ensure that the receipt, expenditure and investment of money, the acquisition and disposal of public and other property, and the incurring of liabilities are in accordance with the Financial Management Act 2006 and the Treasurer's Instructions, and other relevant written law.

Auditor's Responsibility

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the controls exercised by the Western Australian Electoral Commission based on my audit conducted in accordance with Australian Auditing and Assurance Standards.

An audit involves performing procedures to obtain audit evidence about the adequacy of controls to ensure that the Commission complies with the legislative provisions. The procedures selected depend on the auditor's judgement and include an evaluation of the design and implementation of relevant controls.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the controls exercised by the Western Australian Electoral Commission are sufficiently adequate to 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 during the year ended 30 June 2012.

Report on the Key Performance Indicators

I have audited the key performance indicators of the Western Australian Electoral Commission for the year ended 30 June 2012.

The key performance indicators are the key effectiveness indicators and the key efficiency indicators that provide information on outcome achievement and service provision.

Electoral Commissioner's Responsibility for the Key Performance Indicators

The Electoral Commissioner is responsible for the preparation and fair presentation of the key performance indicators in accordance with the Financial Management Act 2006 and the Treasurer's Instructions and for such controls as the Electoral Commissioner determines necessary to ensure that the key performance indicators fairly represent indicated performance.

Auditor's Responsibility

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the key performance indicators based on my audit conducted in accordance with Australian Auditing and Assurance Standards.

Financial Statements and Performance Indicators 2011–2012 (continued)

Auditor General's Opinion Letter (continued)

An audit involves performing procedures to obtain audit evidence about the key performance indicators. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the key performance indicators. In making these risk assessments the auditor considers internal control relevant to the Electoral Commissioner's preparation and fair presentation of the key performance indicators in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the relevance and appropriateness of the key performance indicators for measuring the extent of outcome achievement and service provision.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the key performance indicators of the Western Australian Electoral Commission are relevant and appropriate to assist users to assess the Commission's performance and fairly represent indicated performance for the year ended 30 June 2012.

Independence

In conducting this audit, I have complied with the independence requirements of the Auditor General Act 2006 and Australian Auditing and Assurance Standards, and other relevant ethical requirements.

Matters Relating to the Electronic Publication of the Audited Financial Statements and Key Performance Indicators

This auditor's report relates to the financial statements and key performance indicators of the Western Australian Electoral Commission for the year ended 30 June 2012 included on the Commission's website. The Commission's management are responsible for the integrity of the Commission's website. I have not been engaged to report on the integrity of the Commission's website. The auditor's report refers only to the financial statements and key performance indicators described above. It does not provide an opinion on any other information which may have been hyperlinked to/from these financial statements or key performance indicators. If users of the financial statements and key performance indicators are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial statements and key performance indicators to confirm the information contained in this website version of the financial statements and key performance indicators.



GLEN CLARKE
DEPUTY AUDITOR GENERAL
Delegate of the Auditor General for Western Australia
Perth, Western Australia
7 September 2012

Financial Statements and Performance Indicators 2011–2012 (continued)

Certification of Financial Statements for Year Ended 30 June 2012

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 2012 and the financial position as at 30 June 2012.

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



Gary Harrington
Chief Finance Officer
6 September 2012



Warwick Gately AM
Electoral Commissioner
6 September 2012

Financial Statements and Performance Indicators 2011–2012 (continued)

Statement of Comprehensive Income for the Year Ended 30 June 2012

	Note	2012 \$000	2011 \$000
COST OF SERVICES			
Expenses			
Employee benefits expense	6	4,813	4,194
Supplies and services	7	4,204	2,980
Depreciation/Amortisation expense	8	138	60
Accommodation expenses	9	1,377	1,263
Grants and subsidies	10	-	29
Other expenses	11	36	56
Total cost of services		10,568	8,582
Income			
Revenue			
Other Revenue	12	3,383	450
Total Revenue		3,383	450
Total income other than income from State Government		3,383	450
NET COST OF SERVICES		7,185	8,132
INCOME FROM STATE GOVERNMENT			
Service appropriation	13	7,916	7,879
Resources received free of charge		36	223
Royalties for Region Fund		-	-
Total income from State Government		7,952	8,102
SURPLUS/DEFICIT FOR THE PERIOD		767	(30)
TOTAL COMPREHENSIVE INCOME FOR THE PERIOD		767	(30)

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

Financial Statements and Performance Indicators 2011–2012 (continued)

Statement of Financial Position as at 30 June 2012

	Note	2012 \$000	2011 \$000
ASSETS			
Current Assets			
Cash and cash equivalents	14	717	808
Receivables	16	128	285
Amounts receivable for services	17	250	50
Other current assets	18	108	-
Total Current Assets		1,203	1,143
Non-Current Assets			
Restricted cash and cash equivalents	15	88	58
Amounts receivable for services	17	397	449
Plant and equipment	19	131	108
Intangible Assets (ERMS Software)	20	2,221	2,039
Total Non-Current Assets		2,837	2,654
TOTAL ASSETS		4,040	3,797
LIABILITIES			
Current Liabilities			
Payables	21	352	734
Amounts due to Treasurer	22	181	347
Provisions	23	788	678
Total Current Liabilities		1,321	1,759
Non-Current Liabilities			
Provisions	23	209	295
Total Non-Current Liabilities		209	295
TOTAL LIABILITIES		1,530	2,054
Net Assets		2,510	1,743
EQUITY			
Contributed equity	24	1,743	1,773
Accumulated surplus/(deficit)		767	(30)
Total Equity		2,510	1,743

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

Financial Statements and Performance Indicators 2011–2012 (continued)

Statement of Changes in Equity for the Year Ended 30 June 2012

	Contributed Equity \$000	Accumulated surplus/deficit \$000	Total Equity \$000
Balance at 1 July 2010	1,026	747	1,773
Total comprehensive income for the year		(30)	(30)
Balance at 30 June 2011	1,026	717	1,743
Balance at 1 July 2011	1,026	717	1,773
Total comprehensive income for the year		767	767
Balance at 30 June 2012	1,026	1,484	2,510

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

Financial Statements and Performance Indicators 2011–2012 (continued)

Statement of Cash Flows for the Year Ended 30 June 2012

	Note	2012 \$000	2011 \$000
CASH FLOWS FROM STATE GOVERNMENT			
Service appropriation		7,552	7,682
Holding account draw downs		50	50
Net cash provided by State Government		7,602	7,732
Utilised as follows:			
CASH FLOWS FROM OPERATING ACTIVITIES			
Payments			
Employee benefits		(4,797)	(4,279)
Supplies and services		(4,384)	(2,497)
Accommodation		(1,377)	(1,214)
Grants and subsidies		-	(29)
GST payments on purchases		(511)	(397)
GST payments to ATO		(344)	(54)
Salaries Suspense with Treasury		-	(13)
Other payments		(297)	(306)
Receipts			
Sale of goods and services		3,506	379
GST Receipts on Sales		338	38
GST Receipts from ATO		546	334
Other receipts (Treasurer's Advance)		-	260
All Other Receipts		-	376
Net cash used in operating activities	25	(7,320)	(7,402)
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments			
Purchase of non-current physical assets		(343)	(18)
Receipts			
Proceeds from sale of non-current physical assets		-	-
Net cash used in investing activities		(343)	(18)
Net increase/(decrease) in cash and cash equivalents		(61)	312
Cash and cash equivalents at the beginning of period		866	554
CASH AND CASH EQUIVALENTS AT THE END OF THE PERIOD	25	805	866

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

Financial Statements and Performance Indicators 2011–2012 (continued)

Summary of Consolidated Appropriations and Estimates for the Year Ended 30 June 2012

	2012 Estimate \$0	2012 Actual \$0	Variance \$0	2012 Actual \$0	2011 Actual \$0	Variance \$0
DELIVERY OF SERVICES						
Item 72 Net amount appropriated to deliver services	6,628	6,478	(150)	6,478	6,780	(302)
Amount Authorised by Other Statutes						
– Electoral Act 1907	1,080	945	(135)	945	619	326
– Industrial Relations Act 1979	116	116		116	116	-
– Salaries and Allowances Act 1975	377	377		377	364	13
Total appropriations provided to deliver services	8,201	7,916	(285)	7,916	7,879	37
CAPITAL						
Item 154 Capital Contribution						
GRAND TOTAL	8,201	7,916	(285)	7,916	7,879	37
<i>Details of Expenses by Service</i>						
Electoral Services	10,487	10,568	81	10,568	8,582	1,986
Total Cost of Services	10,487	10,568	81	10,568	8,582	1,986
Less total income	2,543	3,383	840	3,383	450	2,933
Net Cost of Services	7,944	7,185	(759)	7,185	8,132	(947)
Adjustments	257	731	474	731	(253)	984
Total appropriations provided to deliver services	8,201	7,916	(285)	7,916	7,879	37
Capital Expenditure						
Purchase of non-current physical assets	-	343	343	343	18	325
Adjustments for other funding sources	-	343	343	343	18	325
Capital Contribution (appropriation)	-	-	-	-	-	-

Financial Statements and Performance Indicators 2011–2012 (continued)

Notes to Financial Statements for the Year Ended 30 June 2012

1. Australian Accounting Standards

General

The Commission's financial statements for the year ended 30 June 2012 have been prepared in accordance with Australian Accounting Standards. The term 'Australian Accounting Standards' includes 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 adopt an Australian Accounting Standard early unless specifically permitted by TI 1101 *Application of Australian Accounting Standards and Other Pronouncements*. There has been no early adoption of Australian Accounting Standards that have been issued or amended (but not operative) by the Commission for the annual reporting period ended 30 June 2012.

2. Summary of Significant Accounting Policies

(a) General Statement

The Commission is a not-for-profit reporting entity that prepares general purpose financial statements 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 impose legislative provisions that govern the preparation of financial statements and take precedence over Australian Accounting Standards, the Framework, Statements of Accounting Concepts and other authoritative pronouncements of the AASB.

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).

Note 3 'Judgements made by management in applying accounting policies' discloses judgements that have been made in the process of applying the Commission's accounting policies resulting in the most significant effect on amounts recognised in the financial statements.

Note 4 'Key sources of estimation uncertainty' discloses key assumptions made concerning the future, and other key sources of estimation uncertainty at the end of the reporting period, that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

Financial Statements and Performance Indicators 2011–2012 (continued)

(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 recognised 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 transfer to the purchaser and can be measured reliably.

Provision of services

Revenue is recognised by reference to the stage of completion of the transaction.

Service Appropriations

Service Appropriations are recognised as revenues at fair value 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 to 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 2011–2012 Budget Statements, the Commission retained \$3,383,000 in 2012 (\$450,000 in 2011) from the following:

Financial Statements and Performance Indicators 2011–2012 (continued)

- sale of roll products; and
- other departmental revenue (predominantly from the conduct of fee for service local government elections).

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, 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 5 years
- Computer equipment 3 years

Software is expensed in the year of acquisition.

Software that is an integral part of the related hardware is recognised as property, plant and equipment. Software that is not an integral part of the related hardware is recognised as an intangible asset.

(g) Intangible assets

Acquisitions of intangible assets costing \$5,000 or more and internally generated intangible assets costing \$50,000 or more are capitalised. The cost of utilising the assets is expensed (amortised) over their useful lives. Costs incurred below these thresholds are immediately expensed directly to the Statement of Comprehensive Income.

Intangible assets are initially recognised at cost. For assets acquired at no cost or for nominal cost, the cost is their fair value at the date of acquisition.

Financial Statements and Performance Indicators 2011–2012 (continued)

Amortisation for intangible assets with finite useful lives is calculated for the period of the expected benefit (estimated useful life which is reviewed annually) on the straight line basis. All intangible assets controlled by the Commission have a finite useful life and zero residual value.

The cost model is applied for subsequent measurement requiring the asset to be carried at cost less any accumulated amortisation and accumulated impairment losses.

The expected useful lives for each class of intangible asset are:

Software 15 years

(h) 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 the end of each reporting period.

(i) 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.

(j) Financial Instruments

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

- Receivables; and
- Financial liabilities measured at amortised cost.

Financial instruments have been disaggregated into the following classes:

Financial Assets

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

Financial Liabilities

- Payables
- Amounts due to the Treasurer

Financial Statements and Performance Indicators 2011–2012 (continued)

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.

(k) Cash and Cash Equivalents

For the purpose of the Statement of Cash Flows, 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.

(l) Accrued Salaries

The accrued salaries suspense account (see notes 15, 25 '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 21 '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 fair value.

(m) Amounts Receivable for Services (Holding Account)

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

See also note 13 'Income from State Government' and note 17 'Amounts receivable for services'.

(n) 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 against the allowance account. The allowance for uncollectible amounts (doubtful debts) is raised when there is objective evidence that the Commission will not be able to collect the debts. The carrying amount is equivalent to fair value as it is due for settlement within 30 days.

See note 30 'Financial Instruments' and note 16 'Receivables'.

(o) Payables

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

See note 30 'Financial Instruments' and note 21 'Payables'.

Financial Statements and Performance Indicators 2011–2012 (continued)

(p) 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 22 'Amounts due to the Treasurer'.

(q) Provisions

Provisions are liabilities of uncertain timing or 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 23 '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 reporting period is recognised and measured at the undiscounted amounts expected to be paid when the liabilities are settled. Annual and long service leave expected to be settled more than 12 months after the end of the reporting period is measured at the present value of amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement. 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 end of the reporting period 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 end of the reporting period.

Long service leave:

A liability for long service leave is recognised after an employee has completed four years of service based on remuneration rates current at the end of the reporting period. An actuarial assessment of long service leave undertaken by Pricewaterhousecoopers Actuaries at 30 June 2012 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.

Financial Statements and Performance Indicators 2011–2012 (continued)

Superannuation

The Government Employees Superannuation Board (GESB) and other funds administer public sector superannuation arrangements in Western Australia in accordance with legislative requirements. Eligibility criteria for membership in particular schemes for public sector employees varies according to commencement and implementation dates.

Eligible employees contribute to the Pension Scheme, a defined benefit pension scheme closed to new members since 1987, or the Gold State Superannuation Scheme (GSS), a defined benefit lump sum scheme closed to new members since 1995.

The GSS 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 Commission to GESB extinguishes the agency's obligations to the related superannuation liability.

The Commission has no liabilities under the Pension Scheme or the GSS. The liabilities for the unfunded Pension Scheme and the unfunded GSS transfer benefits attributable to members who transferred from the Pension Scheme, are assumed by the Treasurer. All other GSS obligations are funded by concurrent contributions made by the Commission to the GESB.

Employees commencing employment prior to 16 April 2007 who were not members of either the Pension Scheme or the GSS 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). From 30 March 2012, existing members of the WSS or GESBS and new employees became able to choose their preferred superannuation fund. The Department makes concurrent contributions to GESB or other funds on behalf of employees in compliance with the *Commonwealth Government's Superannuation Guarantee (Administration) Act 1992*. Contributions to these accumulation schemes extinguish the Commission's liability for superannuation charges in respect of employees who are not members of the Pension Scheme or GSS.

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

See also note 2(r) 'Superannuation expense'.

(ii) Provisions – Other

Employment On Costs

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

See note 11 'Other Expenses' and note 23 'Provisions'.

Financial Statements and Performance Indicators 2011–2012 (continued)

(r) 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 employer contribution paid to the GESB in respect of the GSS is paid back into the Consolidated Account by the GESB.

(s) 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 at fair value. Where the resource received represents a service that the Commission would otherwise pay for, a corresponding expense is recognised. Receipts of assets are recognised in the Statement of Financial Position.

Assets or services received from other State Government agencies are separately disclosed under Income from State Government in the Statement of Comprehensive Income.

(t) Comparative Figures

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

3. Judgements made by management in applying accounting policies

The preparation of financial statements requires management to make judgements about the application of accounting policies that have a significant effect on the amounts recognised in the financial statements. The Commission evaluates these judgements regularly.

Operating lease commitments

The Commission has entered into a number of leases for buildings for branch office accommodation. Some of these leases relate to buildings of a temporary nature and it has been determined that the lessor retains substantially all the risks and rewards incidental to ownership. Accordingly, these leases have been classified as operating leases.

Intangible Assets

A judgement has been made that the useful life of intangible assets (roll management system) will be 15 years based on historical evidence of the previous software system.

4. Key sources of estimation uncertainty

Key estimates and assumptions concerning the future are based on historical experience and various other factors that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next financial year.

Long Service Leave

Several estimations and assumptions used in calculating the Commission's long service leave provision include expected future salary rates, discount rates, employee retention rates and expected future payments. Changes in these estimations and assumptions may impact on the carrying amount of the long service leave provision.

Financial Statements and Performance Indicators 2011–2012 (continued)

5. Disclosure of changes in accounting policy and estimates

AASB 108.28 Initial application of an Australian Accounting Standard

The Commission has applied the following Australian Accounting Standards effective for annual reporting periods beginning on or after 1 July 2011 that impacted on the Commission.

AASB 1054 *Australian Additional Disclosures*

This Standard, in conjunction with AASB 2011–1 *Amendments to Australian Accounting Standards arising from the Trans-Tasman Convergence Project*, removes disclosure requirements from other Standards and incorporates them in a single Standard to achieve convergence between Australian and New Zealand Accounting Standards. There is no financial impact.

AASB 2009–12 *Amendments to Australian Accounting Standards [AASB 5, 8, 108, 110, 112, 119, 133, 137, 139, 1023 & 1031 and Int 2, 4, 16, 1039 & 1052]*

This Standard makes editorial amendments to a range of Australian Accounting Standards and Interpretations. There is no financial impact.

AASB 2010–4 *Further Amendments to Australian Accounting Standards arising from the Annual Improvements Project [AASB 1, 7, 101 & 134 and Int 13]*

The amendments to AASB 7 clarify financial instrument disclosures in relation to credit risk. The carrying amount of financial assets that would otherwise be past due or impaired whose terms have been renegotiated is no longer required to be disclosed. There is no financial impact.

The amendments to AASB 101 clarify the presentation of the Statement of Changes in Equity. The disaggregation of other comprehensive income reconciling the carrying amount at the beginning and the end of the period for each component of equity can be presented in either the Statement of Changes in Equity or the Notes. There is no financial impact.

Financial Statements and Performance Indicators 2011–2012 (continued)

AASB 2010–5 *Amendments to Australian Accounting Standards [AASB 1, 3, 4, 5, 101, 107, 112, 118, 119, 121, 132, 133, 134, 137, 139, 140, 1023 & 1038 and Int 112, 115, 127, 132 & 1042]*

This Standard makes editorial amendments to a range of Australian Accounting Standards and Interpretations. There is no financial impact.

AASB 2010–6 *Amendments to Australian Accounting Standards – Disclosures on Transfers of Financial Assets [AASB 1 & 7]*

This Standard introduces additional disclosures relating to transfers of financial assets in AASB 7. An entity shall disclose all transferred financial assets that are not derecognised and any continuing involvement in a transferred asset, existing at the reporting date, irrespective of when the related transfer transaction occurred. There is no financial impact.

AASB 2011–1 *Amendments to Australian Accounting Standards arising from the Trans-Tasman Convergence Project [AASB 1, 5, 101, 107, 108, 121, 128, 132 & 134 and Int 2, 112 & 113]*

This Standard, in conjunction with AASB 1054, removes disclosure requirements from other Standards and incorporates them in a single Standard to achieve convergence between Australian and New Zealand Accounting Standards. There is no financial impact.

AASB 2011–5 *Amendments to Australian Accounting Standards – Extending Relief from Consolidation, the Equity Method and Proportionate Consolidation [AASB 127, 128 & 131]*

This Standard extends the relief from consolidation, the equity method and proportionate consolidation by removing the requirement for the consolidated financial statements prepared by the ultimate or any intermediate parent entity to be IFRS compliant, provided that the parent entity, investor or venturer and the ultimate or intermediate parent entity are not-for-profit non-reporting entities that comply with Australian Accounting Standards. There is no financial impact.

Voluntary changes in Accounting Policy

There were no voluntary changes to accounting policy.

Financial Statements and Performance Indicators 2011–2012 (continued)

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:

AASB 9 *Financial Instruments*

This Standard supersedes AASB 139 *Financial Instruments: Recognition and Measurement*, introducing a number of changes to accounting treatments.

The Standard was reissued in December 2010. The Commission has not yet determined the application or the potential impact of the Standard.

AASB 10 *Consolidated Financial Statements*

This Standard supersedes requirements under AASB 127 *Consolidated and Separate Financial Statements and Int 112 Consolidation – Special Purpose Entities*, introducing a number of changes to accounting treatments.

The Standard was issued in August 2011. The Commission has not yet determined the application or the potential impact of the Standard.

AASB 11 *Joint Arrangements*

This Standard supersedes AASB 131 *Interests in Joint Ventures*, introducing a number of changes to accounting treatments.

The Standard was issued in August 2011. The Department has not yet determined the application or the potential impact of the Standard.

Operative for reporting periods beginning on/after

1 Jan 2013

1 Jan 2013

1 Jan 2013

Financial Statements and Performance Indicators 2011–2012 (continued)

Operative for reporting
periods beginning on/after

AASB 12	<p><i>Disclosure of Interests in Other Entities</i></p> <p>This Standard supersedes disclosure requirements under AASB 127 <i>Consolidated and Separate Financial Statements</i>, AASB 128 <i>Investments in Associates</i> and AASB 131 <i>Interests in Joint Ventures</i>.</p> <p>The Standard was issued in August 2011. The Commission has not yet determined the application or the potential impact of the Standard.</p>	1 Jan 2013
AASB 13	<p><i>Fair Value Measurement</i></p> <p>This Standard defines fair value, sets out a framework for measuring fair value and requires disclosures about fair value measurements. There is no financial impact.</p>	1 Jan 2013
AASB 119	<p><i>Employee Benefits</i></p> <p>This Standard supersedes AASB 119 (October 2010). As the Department does not operate a defined benefit plan, the impact of the change is limited to measuring annual leave as a long term employee benefit. The resultant discounting of the annual leave benefit has an immaterial impact.</p>	1 Jan 2013
AASB 127	<p><i>Separate Financial Statements</i></p> <p>This Standard supersedes requirements under AASB 127 <i>Consolidated and Separate Financial Statements</i>, introducing a number of changes to accounting treatments.</p> <p>The Standard was issued in August 2011. The Commission has not yet determined the application or the potential impact of the Standard.</p>	1 Jan 2013
AASB 128	<p><i>Investments in Associates and Joint Ventures</i></p> <p>This Standard supersedes AASB 128 <i>Investments in Associates</i>, introducing a number of changes to accounting treatments.</p> <p>The Standard was issued in August 2011. The Commission has not yet determined the application or the potential impact of the Standard.</p>	1 Jan 2013

Financial Statements and Performance Indicators 2011–2012 (continued)

Operative for reporting
periods beginning on/after

AASB 1053	<i>Application of Tiers of Australian Accounting Standards</i> This Standard establishes a differential financial reporting framework consisting of two tiers of reporting requirements for preparing general purpose financial statements. There is no financial impact.	1 Jul 2013
AASB 2009–11	<i>Amendments to Australian Accounting Standards arising from AASB 9</i> [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 121, 127, 128, 131, 132, 136, 139, 1023 & 1038 and Int 10 & 12] [Modified by AASB 2010–7]	1 Jul 2013
AASB 2010–2	<i>Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements</i> [AASB 1, 2, 3, 5, 7, 8, 101, 102, 107, 108, 110, 111, 112, 116, 117, 119, 121, 123, 124, 127, 128, 131, 133, 134, 136, 137, 138, 140, 141, 1050 & 1052 and Int 2, 4, 5, 15, 17, 127, 129 & 1052] This Standard makes amendments to Australian Accounting Standards and Interpretations to introduce reduced disclosure requirements for certain types of entities. There is no financial impact.	1 Jul 2013
AASB 2010–7	<i>Amendments to Australian Accounting Standards arising from AASB 9 (December 2010)</i> [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 120, 121, 127, 128, 131, 132, 136, 137, 139, 1023 & 1038 and Int 2, 5, 10, 12, 19 & 127] This Standard makes consequential amendments to other Australian Accounting Standards and Interpretations as a result of issuing AASB 9 in December 2010. The Commission has not yet determined the application or the potential impact of the Standard.	1 Jan 2013

Financial Statements and Performance Indicators 2011–2012 (continued)

Operative for reporting periods beginning on/after

AASB 2011–2	<p><i>Amendments to Australian Accounting Standards arising from the Trans-Tasman Convergence Project – Reduced Disclosure Requirements [AASB 101 & 1054]</i></p> <p>This Standard removes disclosure requirements from other Standards and incorporates them in a single Standard to achieve convergence between Australian and New Zealand Accounting Standards for reduced disclosure reporting. There is no financial impact. 1 Jul 2013</p>	1 Jul 2013
AASB 2011–6	<p><i>Amendments to Australian Accounting Standards – Extending Relief from Consolidation, the Equity Method and Proportionate Consolidation – Reduced Disclosure Requirements [AASB 127, 128 & 131]</i></p> <p>This Standard extends the relief from consolidation, the equity method and proportionate consolidation by removing the requirement for the consolidated financial statements prepared by the ultimate or any intermediate parent entity to be IFRS compliant, provided that the parent entity, investor or venturer and the ultimate or intermediate parent entity comply with Australian Accounting Standards or Australian Accounting Standards – Reduced Disclosure Requirements. There is no financial impact.</p>	1 Jul 2013
AASB 2011–7	<p><i>Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements Standards [AASB 1, 2, 3, 5, 7, 9, 2009-11, 101, 107, 112, 118, 121, 124, 132, 133, 136, 138, 139, 1023 & 1038 and Int 5, 9, 16 & 17]</i></p> <p>This Standard gives effect to consequential changes arising from the issuance of AASB 10, AASB 11, AASB 127 <i>Separate Financial Statements</i> and AASB 128 <i>Investments in Associates and Joint Ventures</i>. The Commission has not yet determined the application or the potential impact of the Standard.</p>	1 Jan 2013

Financial Statements and Performance Indicators 2011–2012 (continued)

Operative for reporting periods beginning on/after

AASB 2011–8 *Amendments to Australian Accounting Standards arising from AASB 13 [AASB 1, 2, 3, 4, 5, 7, 9, 2009-11, 2010-7, 101, 102, 108, 110, 116, 117, 118, 119, 120, 121, 128, 131, 132, 133, 134, 136, 138, 139, 140, 141, 1004, 1023 & 1038 and Int 2, 4, 12, 13, 14, 17, 19, 131 & 132]*

1 Jan 2013

This Standard replaces the existing definition and fair value guidance in other Australian Accounting Standards and Interpretations as the result of issuing AASB 13 in September 2011. There is no financial impact.

AASB 2011–9 *Amendments to Australian Accounting Standards – Presentation of Items of Other Comprehensive Income [AASB 1, 5, 7, 101, 112, 120, 121, 132, 133, 134, 1039 & 1049]*

1 Jul 2012

This Standard requires to group items presented in other comprehensive income on the basis of whether they are potentially reclassifiable to profit or loss subsequently (reclassification adjustments). The Commission has not yet determined the application or the potential impact of the Standard.

AASB 2011–10 *Amendments to Australian Accounting Standards arising from AASB 119 (September 2011) [AASB 1, 8, 101, 124, 134, 1049 & 2011–8 and Int 14]*

1 Jan 2013

This Standard makes amendments to other Australian Accounting Standards and Interpretations as a result of issuing AASB 119 in September 2011. There is limited financial impact.

AASB 2011–11 *Amendments to AASB 119 (September 2011) arising from Reduced Disclosure Requirements*

1 Jul 2013

This Standard gives effect to Australian Accounting Standards – Reduced Disclosure Requirements for AASB 119 (September 2011). There is no financial impact.

Financial Statements and Performance Indicators 2011–2012 (continued)

		Operative for reporting periods beginning on/after
AASB 2012–1	<i>Amendments to Australian Accounting Standards – Fair Value Measurement – Reduced Disclosure Requirements [AASB 3, 7, 13, 140 & 141]</i> This Standard establishes and amends reduced disclosure requirements for additional and amended disclosures arising from AASB 13 and the consequential amendments implemented through AASB 2011–8. There is no financial impact.	1 Jul 2013

Changes in accounting estimates

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

Financial Statements and Performance Indicators 2011–2012 (continued)

Notes to the Financial Statements for the Year ended 30 June 2012 (continued)

	2012	2011
	\$000	\$000

6 Employee benefits expense

Wages and salaries	(a) 4,387	3,834
Superannuation – defined contribution plans	(b) 426	360
	4,813	4,194

(a) Includes the value of fringe benefit to the employee plus fringe benefits tax component, leave entitlements including superannuation contribution component.

(b) Defined contribution plans include West State, Gold State and GESB Super Scheme (contributions paid).

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'.

7 Supply and Services

Communications	1,456	740
Consultants and contractors	2,037	1,955
Consumables	272	57
Travel	78	57
Other	361	171
	4,204	2,980

8 Depreciation and amortisation expense

Depreciation

Equipment	21	28
Computer hardware	27	32
Total Depreciation	48	60

Amortisation

Intangible assets	90	-
Total amortisation	90	-
Total depreciation and amortisation	138	60

9 Accommodation expenses

Lease rentals	1,372	1,242
Repairs and maintenance	5	21
	1,377	1,263

Financial Statements and Performance Indicators 2011–2012 (continued)

Notes to the Financial Statements for the Year ended 30 June 2012 (continued)

	2012 \$000	2011 \$000
10 Grants and subsidies		
Recurrent		
Grants (section 175LC of the <i>Electoral Act 1907</i>)	-	29
11 Other expenses		
Employment on-costs	-	20
Audit Fees	36	36
	36	56
12 Other revenue		
Local Government Elections	3,198	225
Other Elections	166	159
Sale of Roll Products	19	66
	3,383	450
13 Income from State Government		
Appropriation received during the period		
Service appropriations	a) 7,916	7,879
	7,916	7,879
Resources received free of charge	b)	
Determined on the basis of the following estimates provided by agencies:		
Department of Treasury and Finance	14	19
Department of Justice	22	81
Landgate	-	123
	36	223
	7,952	8,102

- (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.

Financial Statements and Performance Indicators 2011–2012 (continued)

Notes to the Financial Statements for the Year ended 30 June 2012 (continued)

	2012	2011
	\$000	\$000

- (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 recognised as assets or expenses, as applicable, 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.

14 Cash and cash equivalents

Current	717	808
Cash at Bank	717	808

15 Restricted Cash and cash equivalents

Salaries suspense account with Treasury

- (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.

	88	58
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16 Receivables

Current

Receivables	7	130
GST receivable	121	155
Total Current Receivables	128	285

17 Amounts receivable for services

Current (a)	250	50
Non-current (a)	397	449
Total non-current receivables	647	499

- (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.

18 Other Current Assets

Prepayments	108	-
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Financial Statements and Performance Indicators 2011–2012 (continued)

Notes to the Financial Statements for the Year ended 30 June 2012 (continued)

	2012	2011
	\$000	\$000

19 Plant and equipment

Equipment

At cost	241	186
Accumulated depreciation	(147)	(126)
	94	60

Hardware

At cost	814	798
Accumulated depreciation	(777)	(750)
	37	48
	131	108

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	60	115
Additions	56	18
Disposals	-	(11)
Prior year adjustment (a)	-	(34)
Depreciation	(21)	(28)
Carrying amount at end of year	95	60

Hardware

Carrying amount at start of year	48	90
Additions	16	-
Disposals	-	(10)
Depreciation	(28)	(32)
Carrying amount at end of year	36	48

Total

Carrying amount at start of year	108	205
Additions	72	18
Disposals	-	(21)
Prior year adjustment	-	(34)
Depreciation	(49)	(60)
Carrying amount at end of year	131	108

Financial Statements and Performance Indicators 2011–2012 (continued)

Notes to the Financial Statements for the Year ended 30 June 2012 (continued)

	2012	2011
	\$000	\$000

20 Intangible Assets

Computer software (a)

At cost	2,311	-
Accumulated amortisation	(90)	-
Total Intangible Assets	2,221	-

(a) The new Roll Management System became fully operative in November 2011

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

Computer Software

Carrying amount at start of year	-	-
Transfer from WIP	2,311	-
Disposals	-	-
Amortisation	(90)	-
Carrying amount at end of year	2,221	-

Work in Progress

Carrying amount at start of year	2,039	1,730
Additions	272	309
Capitalised to intangible asset	(2,311)	-
Carrying amount at end of year	-	2,039

Total

Carrying amount at start of year	2,039	1,730
Additions	272	309
Disposals	-	-
Amortisation	(90)	-
Carrying amount at end of year	2,221	2,039

Impairment of assets

There were no indications of impairment to plant and equipment and intangible assets at 30 June 2012.

The Commission held no Goodwill or intangible assets with an indefinite useful life during the reporting period and at the end of the reporting period there were no intangible assets not yet available for use.

All surplus assets at 30 June 2012 have either been classified as assets held for sale or written off.

Financial Statements and Performance Indicators 2011–2012 (continued)

Notes to the Financial Statements for the Year ended 30 June 2012 (continued)

	2012 \$000	2011 \$000
21 Payables		
<i>Current</i>		
Accrued expenses	159	267
Accrued salaries	83	91
Current Payables	25	-
Trade payables	85	376
Total current	352	734
22 Amounts due to Treasurer		
<i>Current</i>	(a) 181	347
(a) This amount refers to an outstanding Treasurer's Advance for the electoral distribution expenses.	181	347
23 Provisions		
<i>Current</i>		
<i>Employee benefits provision</i>		
Annual Leave	(a) 314	282
Long service leave	(b) 425	345
	739	627
<i>Other Provisions</i>		
Employment on-costs	(c) 69	51
Total Current	788	678
Non-Current		
<i>Employee benefits provision</i>		
Long service leave	182	274
<i>Other Provisions</i>		
Employment on-costs	(c) 27	21
Total Non-Current	209	295

Financial Statements and Performance Indicators 2011–2012 (continued)

Notes to the Financial Statements for the Year ended 30 June 2012 (continued)

	2012	2011
	\$000	\$000

- (a) Annual leave liabilities have been classified as current as there is no unconditional right to defer settlement for at least 12 months after the reporting period.

Assessments indicate that actual settlement of the liabilities will occur as follows:

Within 12 months of the end of the reporting period

314 282

314 282

- (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 the reporting period.

Assessments indicate that actual settlement of the liabilities will occur as follows:

Within 12 months of the end of the reporting period

175 393

More than 12 months after the reporting period

432 226

607 619

- (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'.

Movements in Other Provisions

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

Employment on-cost provision

Carrying amount at start of year

191 119

Additional Provisions recognised

76 72

Carrying amount at end of year

267 191

Financial Statements and Performance Indicators 2011–2012 (continued)

Notes to the Financial Statements for the Year ended 30 June 2012 (continued)

	2012	2011
	\$000	\$000

24 Equity

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

Contributed equity

Balance at the start of the period	1,026	1,026
Total contributions by owners	1,026	1,026

Accumulated surplus/(deficit)

Balance at the start of the period	717	747
Capital appropriation	767	(30)
Balance at end of period	1,484	717

Total Equity at End of Period	2,510	1,743
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25 Notes to the Statement of Cash Flows

Reconciliation of Cash

Cash and cash equivalents	717	808
Restricted cash and cash equivalents (See Note 15)	88	58
Balance at the end of the period.	805	866

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 Statement of Financial Position as the amount has been expensed when payment is made to the Department of 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>	(7,185)	(8,132)
Non-cash items:		
Depreciation and Amortisation	138	60
Write-back of Depreciation	-	(21)
Resources received free of charge	36	223
Other (Amounts receivable for Outputs)	198	198

Financial Statements and Performance Indicators 2011–2012 (continued)

Notes to the Financial Statements for the Year ended 30 June 2012 (continued)

	2012 \$000	2011 \$000
(Increase)/decrease in assets:		
Current receivables	(43)	(124)
Other current assets	(108)	18
Non-current assets	52	361
Other Receivables (Outputs)	-	50
Other Receipts	-	110
Increase/(Decrease) in liabilities:		
Current payables	(382)	(565)
Other current liabilities	(48)	(28)
Current provisions	72	46
Non-current provisions	(166)	260
Other Payables (Treasurers Advance)	116	142
Change in GST in receivables/payables		
Net cash provided by/(used in) operating activities	(7,320)	(7,402)

26 Commitments

The Commission is an occupier of premises in Perth. The lessee for accommodation is The Honourable Minister for Works with the Department of Finance responsible for payment of all leases and associated costs to the lessors. The Commission reimburses the Department of Finance for lease payments and the cost of outgoings.

Motor vehicles		
Within 1 year	21	28
Later than 1 year and not later than 5 years	13	11
Representing:		
Non-cancellable operating leases	34	39
Accommodation		
Within 1 year	1,289	1,328
Later than 1 year and not later than 5 years	2,038	1,939
Representing:		
Non-cancellable operating leases	3,327	3,267

The primary 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 3.75% per annum.

Financial Statements and Performance Indicators 2011–2012 (continued)

Notes to the Financial Statements for the Year ended 30 June 2012 (continued)

2012	2011
\$000	\$000

27 Contingent liabilities and contingent assets

The Commission has no contingent liabilities or contingent assets.

28 Events occurring after the end of the reporting period

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

29 Explanatory statement

Significant variations between estimates and actual results for income and expense as presented in the financial statement titled "Summary of Consolidated Account Appropriations and Income Estimates" are shown below.

Significant variations are considered to be those greater than 10% or \$500,000.

Significant variations between estimates and actual for 2012

	2012 Estimate \$000	2012 Actual \$000	Variation \$000
Total appropriation provided to deliver services for the year	8,201	7,916	285

The variance is the result of the return of appropriation in respect to an unused allocation for staffing for a review of the *Electoral Act 1907*, together with a reduced expenditure on the review of electoral boundaries

	2012 Estimate \$000	2012 Actual \$000	Variation \$000
Income	2,543	3,383	840

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

Financial Statements and Performance Indicators 2011–2012 (continued)

Notes to the Financial Statements for the Year ended 30 June 2012 (continued)

	2012	2011	
	Estimate	Actual	Variation
	\$000	\$000	\$000

Significant variances between actual results for 2012 and 2011

Service Expenditure	10,568	8,582	1,986
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The variance is the result of the additional expenditure associated with the conduct of local government bi-ennial elections.

	2012	2011	
	Estimate	Actual	Variation
	\$000	\$000	\$000
Income	3,383	450	2,933

The variance is the result of the receipt of additional expenditure for local government extraordinary elections conducted on a cost recovery basis.

30 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 Credit risk arises when there is the possibility of the Authority's receivables defaulting on their contractual obligations resulting in financial loss to the Authority.

The maximum exposure to credit risk at the end of the reporting period in relation to each class of recognised financial assets is the gross carrying amount of those assets inclusive of any allowance for impairment.

Credit risk associated with the Authority's financial assets is minimal because the main receivable is the amounts receivable for services (holding account). For receivables other than government, the Authority trades only with recognised, creditworthy third parties. The Authority 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 Authority's exposure to bad debts is minimal. At the end of the reporting period there were no significant concentrations of credit risk.

Liquidity Risk

Liquidity risk arises when the Authority is unable to meet its financial obligations as they fall due. 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

Market risk is the risk that changes in market prices such as foreign exchange rates and interest rates will affect the Commission's income or the value of its holdings of financial instruments. The Commission does not trade in foreign currency and is not materially exposed to other price risks such as equity securities or commodity prices changes. The Commission is not exposed to interest rate risk because cash and cash equivalents and restricted cash are non-interest bearing and it has no borrowings other than the Treasurer's Advance (non-interest bearing).

Financial Statements and Performance Indicators 2011–2012 (continued)

Notes to the Financial Statements for the Year ended 30 June 2012 (continued)

	2012	2011
	\$000	\$000
Interest Rate Risk Exposure		
The following table details the Commissions exposure to interest rate risk as at the end of the reporting period.		
Financial assets		
Cash resources	717	808
Restricted Cash and Cash equivalents	88	58
Accounts receivable (a), (b)	7	130
	812	996
Financial liabilities		
Accounts Payable (c)	352	734
Amounts due to the Treasurer (c)	181	347
	533	1,081

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

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

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

(b) 2012: receivables are current and not impaired. 2011: receivables are current and not impaired.

(c) 2012: Amounts owing are current. 2011: amounts owing are current.

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).

Financial Statements and Performance Indicators 2011–2012 (continued)

Notes to the Financial Statements for the Year ended 30 June 2012 (continued)

31 Remuneration of senior officers

Remuneration

The number of senior officers, whose total of fees, salaries, superannuation, non-monetary

	2012	2011
10,001 – 20,000 (a)		1
50,001 – 60,000 (b)		1
100,001 – 110,000		1
110,001 – 120,000		2
120,001 – 130,000	2	1
130,001 – 140,000	1	1
170,001 – 180,000	1	
180,001 – 190,000	1	
240,001 – 250,000		1
270,001 – 280,000	1	

Total remuneration of senior officers is: 969,797 906,610

The Variation in numbers is the result of staff movements occurring in 2010–11, whereby figures above reflect part year appointments.

(a) Manager Enrolment retired December 2010

(b) Manager Policy Compliance and Community Information resigned September 2010

2012	2011
\$000	\$000

32 Remuneration of auditor

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

Auditing the accounts, financial statements and performance indicators. 37 32

33 Related bodies

The Commission had no related bodies during the financial year.

34 Affiliated bodies

The Commission had no affiliated bodies during the financial year.

Financial Statements and Performance Indicators 2011–2012 (continued)

Notes to the Financial Statements for the Year ended 30 June 2012 (continued)

	2012	2011
	\$000	\$000

35 Special Purpose Accounts (a)

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

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

Balance at the start of the period	-	-
Receipts	-	1,000
Payments	-	1,000
Balance at the end of the year	-	-

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

36 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.

Key Performance Indicators

Certification of Key Performance Indicators

I hereby certify that the performance indicators are based on proper records, are relevant and appropriate for assisting users to assess the Western Australian Electoral Commission's performance and fairly represent the performance of the Commission for the financial year ended 30 June 2012.

A handwritten signature in black ink, appearing to read 'MM Gately'.

Warwick Gately AM
Electoral Commissioner
6 September 2012

Key Performance Indicators (continued)

Government Goal

Results Based Service Delivery:

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

Agency Level Government Desired Outcome

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

Service

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

Key Effectiveness Indicator	2007–08	2008–09	2009–10	2010–11	2011–12	Note
The number of relevant breaches of “Declaration by Officer” (Forms 1) upheld by a Court of Disputed Returns	Nil	Nil	Nil	Nil	Nil	(a)
Percentage of eligible electors on the State electoral roll	92.52%	91.38%	89.56%	89.23%	86.01%	(b)
Percentage of enrolled electors voting in:						
• State elections	n/a	86.48%	n/a	n/a	n/a	(c)
• State referendum	n/a	85.6%	n/a	n/a	n/a	
• By elections	75%	87.2%	77.5%	75.2%	n/a	
Average percentage of enrolled electors voting in local government ordinary postal election or referenda conducted by the Commission	34%	33.78%	33.37%	30.67%	30.94%	

- Note :** (a) The number of breaches of “Declaration by Officer” forms is an indicator which provides a link to the Commission’s objective of conducting impartial and independent elections.
- (b) The percentage of eligible electors on the State electoral roll is an indicator that provides a link to the Commission’s objective of enabling electors to participate in the electoral process. The figures presented for the financial years prior to 2009–10 differ slightly from previous reports due to a change in the method of calculating this data. The data is provided by the Australian Electoral Commission, utilising ABS census data as it becomes available.
- (c) The percentage of enrolled electors voting is an indicator that can only be provided every four years for State general elections, and every 2 years for local government ordinary elections. The rates provide a key indicator of the Commission’s effectiveness in enabling electors to participate in the electoral process, and also provide an indication of the advantages of postal elections in facilitating participation in voluntary elections. It should be noted that participation rates for local government ordinary elections will often be lower than the extra-ordinary elections due to the influence of the larger local authorities on average turnout. The average participation rate in extra-ordinary elections can vary markedly due to the size of the election and the importance of local issues.
- Targets are not set for State by-elections every year as these elections are conducted on an ‘as needs’ basis.

Key Performance Indicators (continued)

Service 1:

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

Key Efficiency Indicator	2007–08	2008–09	2009–10	2010–11	2011–12	Note
Average cost per elector of providing electoral services	\$5.23	\$5.52	\$4.35	\$5.36	\$5.59	(a)
Average cost per elector of conducting State:						
• General elections	\$0.20	\$10.14	n/a	n/a	\$0.10	(b)
• By-elections	\$5.53	\$2.98	\$7.48	\$9.79	n/a	
• Referenda	n/a	\$5.40	\$1.70	n/a	n/a	
Average cost per elector of local government ordinary (or extraordinary) elections conducted by the Commission	\$2.03	\$1.17	\$1.96	\$1.64	\$1.82	(c)

Note: (a) The indicator for the cost/elector of providing electoral services was amended in 2004–05 to reflect the consolidation of four programs into one. This now provides a direct link to the budget estimates. This indicator reflects the fixed cost of maintaining readiness for a State election. The indicator for 2009–10 was amended in 2010–11 to account for some prior year adjustments.

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

(c) Local government ordinary elections are conducted every two years, the last being in 2011–12. Extra-ordinary elections are conducted on an as-needs basis. This year, 3 extra-ordinary elections were conducted, of which 3 proceeded to election.

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

Key Performance Indicators (continued)

Key Performance Indicators: Actual performance compared to budget targets

Effectiveness Indicator	Performance		Variation	Note
	2011–12 Target	2011–12 Actual		
The number of relevant breaches of “Declaration by Officer” (Forms 1) upheld by a Court of Disputed Returns	Nil	Nil	Nil	
Percentage of eligible electors on the State electoral roll	90%	86.01%	(3.99%)	(a)
Percentage of enrolled electors voting in:				
• State elections	n/a	n/a	Nil	
• By elections	n/a	n/a	Nil	(b)
Average percentage of enrolled electors voting in local government ordinary postal election or referenda conducted by the Commission	34%	30.94%	(3.06%)	(c)

Effectiveness Indicator	Performance		Variation	Note
	2011–12 Target	2011–12 Actual		
Average cost per elector of providing electoral services	\$4.05	\$5.59	\$1.54	(d)
Average cost/elector to conduct Parliamentary election/referendum	\$0.43	\$0.10	(\$0.33)	(e)
Average cost/elector to conduct Local Government elections	\$2.08	\$1.82	(\$0.26)	(f)

- Note:** (a) The percentage of eligible electors enrolling on the State and Federal rolls is a matter that is receiving attention by all electoral administrations, particularly in regard to 18 year olds requiring to enrol for the first time.
- (b) As there were no by-elections anticipated during the budget process, no targets were set for the year.
- (c) Participation in local Government elections is voluntary, and fluctuations in the participation rate may be attributed to the size of participating councils and the extent of local issues.
- (d) Costs associated with increased head office rental and the costs of corporate service functions outsourced to the Shared Services Centre had not been included in budget provisions.
- (e) The introduction of fixed date State general elections resulted in some pre-election year expenditure being deferred to the following year.
- (f) The cost reflects the direct cash cost only of conducting the elections. Efficiencies in scanning centre processes and printing costs attribute to these savings.

Appendices

Appendix 1 – Local Government Voting Statistics

Appendix 2 – Disability Access and Inclusion Plan

Appendix 3 – Roll Products Provided to Other Organisations 2011–12

Appendix 4 – Non-Parliamentary Election Statistics

Appendix 1 – Local Government Voting Statistics

Local government summary candidate statistics postal voting

The following table provides summary candidate statistics for the 74 postal voting local government ordinary elections conducted by the Commission.

Candidates	Councillor	Mayor/President	Total
Vacancies	392	12	404
Vacancies Filled Unopposed	88	2	90
Vacancies Uncontested	1	0	1
Vacancies Contested	303	10	313
Total Candidates at Close of Nominations	679	31	710
Male Candidates	475	19	494
Female Candidates	204	12	216
Vacancies Elected Unopposed	88	2	90
Male Candidates Elected Unopposed	67	2	69
Female Candidates Elected Unopposed	21	0	21
Total Candidates in Contested Elections	591	29	620
Male Candidates in Contested Elections	408	17	425
Female Candidates in Contested Elections	183	12	195
Total Candidates Elected	303	10	313
Males Elected	199	6	205
Females Elected	104	4	108
Sitting Councillors/Mayors Re-Nominating	231	7	238
Sitting Councillors/Mayors not Re-Nominating	161	5	166
Total Sitting Councillors/Mayors Re-Elected	175	5	180
Sitting Councillors/Mayors Re-elected in Contested Elections	118	3	121
Sitting Councillors/Mayors Re-elected Unopposed	57	2	59
Sitting Councillors/Mayors not Re-elected	56	1	57

Appendix 1 – Local Government Voting Statistics (continued)

Local government summary candidate statistics voting in person

The following table provides summary candidate statistics for the two voting in person ordinary elections conducted by the Commission.

Candidates	Councillor
Vacancies	8
Vacancies Filled Unopposed	0
Vacancies Uncontested	0
Vacancies Contested	8
Total Candidates at Close of Nominations	17
Male Candidates	11
Female Candidates	6
Vacancies Elected Unopposed	0
Male Candidates Elected Unopposed	0
Female Candidates Elected Unopposed	0
Total Candidates in Contested Elections	17
Male Candidates in Contested Elections	11
Female Candidates in Contested Elections	6
Total Candidates Elected	8
Males Candidates Elected	6
Females Candidates Elected	2
Sitting Councillors Re-Nominating	4
Sitting Councillors not Re-Nominating	4
Total Sitting Councillors Re-Elected	3
Sitting Councillors Re-elected in Contested Elections	3
Sitting Councillors Re-elected Unopposed	0
Sitting Councillors not Re-elected	1

Appendix 2 – Disability Access and Inclusion Plan

The Commission has a Disability Access and Inclusion Plan (DAIP), which aims to ensure that people with a disability have the same access to electoral services, facilities and information as other people and that the Commission meets its disability and access objectives.

The Commission's first DAIP for the period 2007–2012 encompassed the various strategies used across the Commission and provided a framework from which the Commission could integrate its strategies and assess performance.

In the reporting year, the Commission conducted a wide-ranging review of the service it provides to electors with a disability. The Review was open and transparent with the Commission advertising publicly for feedback on its DAIP. The review process and subsequent development of the Commission's second DAIP (2012–2016) allowed the Commission to rescind strategies already achieved and plan for the implementation of ongoing strategies. The Commission is also developing new ideas to help ensure people with disabilities have equal opportunity to participate in the electoral process and have a positive experience when doing so.

The DAIP 2012–2016 has been registered with the Disability Services Commission. The DAIP is widely available and displayed prominently on the Commission's intranet and website.

The Commission works with the Disability Services Commission prior to electoral events to explore new initiatives, whilst continuing to provide our existing facilities and services. A dedicated project officer has been working throughout the year to ensure that planning is sufficient to ensure that our facilities and services are accessible and that electors with a disability have every opportunity to interact with the electoral process in future electoral events, importantly the State general election planned for 9 March 2013.

The Commission works with other Electoral Commissions and representative disability organisations across Australia through the Disability Advisory Council to assess the general experiences of electors with a disability and comparatively across the country. This group strives for excellence in disability management in an electoral context. The Deputy Electoral Commissioner attended the Australian disability conference to participate in this process.

DAIP strategies will continue to be monitored prior to major electoral events. The Commission will also ensure it meets its compliance requirements through reporting on the DAIP annually. The DAIP has six desired outcomes, which provide the framework for improving access and inclusion for people with disabilities. The following provides a snapshot of progress across each outcome area:

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

- The Commission's DAIP is available to staff through the Commission's intranet and new staff are advised of the DAIP during the Induction process.
- The DAIP is available to the public through the Commission's website where it is displayed on the front page.
- The Commission is exploring options to make voting accessible to people with disabilities. Currently, the Commission is developing and testing a new system for use in selected polling places that will allow electors who are blind or vision impaired to cast a secret ballot. The Commission has consulted with disability groups during this process.

Appendix 2 – Disability Access and Inclusion Plan (continued)

- Any elector who is permanently disabled or caring for a person who is seriously ill or infirm may apply to become a general early voter and receive their ballot papers in the post prior to an election event.
- Prior to electoral events polling places are measured and assessed for accessibility and advertised appropriately. The Commission has undertaken to review early voting locations to provide electors with the same information.
- Assistive tools are provided at polling places including magnifying sheets, thick pencils, tabletop voting screens and hard of hearing counter cards. The Commission is currently exploring other options for use at selected polling places including audio loops and Ramp Assist.
- During major electoral events, the Commission conducts mobile polling, where electors are visited in various institutions including hospitals and aged care facilities to cast their vote and drive in polling where electors with a disability can cast a vote from their car.

Outcome 2: People with disabilities have the same opportunities to access our offices and facilities.

- The Commission's website contains detailed information for people who need assistance with physically accessing our offices.
- The Commission's head office and Electoral Education Centre meet legislative accessibility requirements. Additionally, the Head Office has a lift for access to our floor for people with mobility issues, automatic opening electronic doors and a wheelchair accessible reception area.

- The Electoral Education Centre has parking for ACROD permit holder visitors.
- The Commission's head office has a concierge in the lobby to direct and assist visitors with a disability into our head office if required and signage advising visitors of our location.
- The Commission has been reviewing how we assess polling places for accessibility and exploring options to standardise this information with other Electoral Commission's.

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.

- The Commission has contributed to the development of an Australian Telephone Voting Standard for possible application during electoral events, which could be utilised by people with a disability, particularly a mobility or vision impairment.
- The Commission is assessing its brochures that are relevant to electors with disabilities.
- The Commission is continuing to examine technology options in developing an assisted voting system for electors who are blind or vision impaired.
- The Commission's website meets the WC3 Web Content Accessibility Guidelines and an accessibility page is available on the Commission's website in assisting visitors to use the website and access information.
- The Commission offers a National Relay Service (NRS) phone service for electors with a hearing impairment and reception staff are trained by a representative from the WA Deaf Society in providing this service.

Appendix 2 – 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.

- A customer service component dealing with disability awareness issues was included in the manuals of staff working on the 2011 local government elections and the same awareness training is planned for the 2013 State general election.
- Electoral Education Centre staff present to education support classes from various schools and ensure presentations are tailored as appropriate.
- Employee awareness of issues for our customers with disabilities, is increased by having the Disability Services Commission DVD entitled *“Make a difference: Working with and providing appropriate services for people with disabilities”* available on the Commission’s intranet. Staff are encouraged to watch this DVD at Induction.
- The Commission continues to report on the progress of our DAIP in our Annual Report and to the Disability Services Commission.

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

- Any member of the public is entitled to make a complaint to the Commission including people with a disability, their carers or representatives from disability organisations.
- The Commission accepts an initial complaint in a variety of formats including through the Commission’s website feedback form, email, fax, telephone, TTY, mail or in person.
- The Commission has a DAIP officer who can assist in resolving complaints from people with a disability, their carers or representative organisations.

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

- The Commission is committed to improving community awareness about consultation processes and monitoring of our DAIP.
- Consultation processes are open to members of the public who are encouraged to provide feedback to the Commission.
- During the review phase of the DAIP, the Commission encouraged people with disabilities to provide input and feedback through a State-wide newspaper advertisement, information on our website and through notifying the Disability Services Commission.
- Our DAIP will continue to be monitored for implementation and progress.

Appendix 3 – Roll Products Provided to Other Organisations 2011–12

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

Agency Name, Branch and Purpose for which the information was provided

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>
My Electorate	as agent for the National Party of Australia (WA) Inc	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 tracking the movements of JPs
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

Appendix 3 – Roll Products Provided to Other Organisations 2011–12 (continued)

Agency Name, Branch and Purpose for which the information was provided continued ...

Agency Name	Branch	Purpose for which the information was provided
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
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 2011–12 (continued)

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

Agency Name, Date of Request and Purpose for which the information was provided continued ...

Agency Name	Date of Request	Purpose for which the information was provided
Shire of Bridgetown-Greenbushes	8 August 2011	Residents roll to be used to ensure all enrolled residents are aware of pending ward boundary changes
City of Joondalup	14 September 2011	Extract to be used for a survey of electors in respect to the Percy Doyle Reserve Duncraig
City of Vincent	4 January 2012	Extract to determine attendees at a Deliberative Democracy Forum
Water Corporation	6 January 2012	Extract to be used as part of a water sustainability program
Town of Mosman Park	20 April 2012	Residents roll to be used for a survey of Mosman Bay foreshore users
Department of Transport	6 May 2012	Extract to be used to contact households about a voluntary program aimed at reducing their energy, water and car use
Shire of Murchison	9 May 2012	Residents roll to be used for contacting enrolled electors about issues confronting the Shire
Curtin University Sustainability Policy Institute	8 June 2012	Extract to be used for a Transition to a Sustainable City-Geraldton WA survey

Appendix 3 – Roll Products Provided to Other Organisations 2011–12 (continued)

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

Agency Name, Branch and Purpose for which the information was provided

Agency Name	Branch	Purpose for which the information was provided
Department for Child Protection	Adoption Services	To access applicant, relative and associates parties information in accordance with the <i>Adoption Act 1994</i>
Department for Child Protection	Civil Litigation Unit	To facilitate the location of potential claimant to advise them of their potential legal and statutory rights
Department of Environment and Conservation	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 locate 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
Department of Health	North 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	South Metropolitan Public Health Unit	To assist with follow-up public health action
Department of Health	Pathwest	To correctly match pathology results to existing medical records and correctly identifying patients to Medicare
Department of Health	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

Appendix 3 – Roll Products Provided to Other Organisations 2011–12 (continued)

Agency Name, Branch and Purpose for which the information was provided continued ...

Agency Name	Branch	Purpose for which the information was provided
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 Registry	To trace fine defaulters to recover monies owed to the state thereby ensuring the integrity of the Justice System and protecting the revenue of the State
Department of the Attorney General	Justices of the Peace Branch	To confirm applicants eligibility to become Justices of the Peace and Commissioners of Declaration in accordance with Legislation and Departmental Policy
Rottneest Island Authority	Marine and Terrestrial Reserve Branch	To assist in the prevention of fraudulent use of mooring licenses
Department of Commerce	Consumer Protection Division	To identify and locate persons of interest during investigations into breaches of the <i>Fair Trading Act</i> , <i>Motor Vehicle Dealers Act</i> and the <i>Motor Vehicle Repairers Act</i>

Appendix 3 – Roll Products Provided to Other Organisations 2011–12 (continued)

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

Agency Name, Branch and Purpose for which the information was provided

Agency Name	Branch	Purpose for which the information was provided
Adoption Jigsaw WA Inc		To trace West Australian Residents in our work to reunite families separated by adoption, fostering or similar
Adoption Research and Counselling Service (ARCS Inc)		To facilitate ARCS tasks as Licensed Adoption Mediators.
Department of Agriculture and Food	Biosecurity Compliance and Investigation, Border Biosecurity and Emergency Response	To investigate and prosecute individuals for offences against State Acts administered by the Department
Department of Mines and Petroleum	Investigation and Enforcement Branch	To investigate and prosecute serious breaches of relevant legislation
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

Appendix 3 – Roll Products Provided to Other Organisations 2011–12 (continued)

Agency Name, Branch and Purpose for which the information was provided continued...

Agency Name	Branch	Purpose for which the information was provided
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
Department of Environment and Conservation	Species and Communities Branch	Assist in informing property owners of the presence of threatened and priority flora on their property
Department of Commerce	Bond Administration	To ascertain current addresses for refund of Tenancy Bonds
Department of Corrections	Victim-Offender Mediation Unit	To assist in tracking and confirming victim contact details

Appendix 4 – Non-Parliamentary Election Statistics

Union Election Statistics

(a) Union elections conducted under the *Industrial Relations Act 1979* during 2011–2012.

Organisation	Vacancies	Contested Vacancies	Unopposed Vacancies	Unfilled Vacancies	Electors	Voters	Participation Rate	Average Participation Rate
Health Services Union of Western Australia (Union of Workers)	5	0	4	1	Uncontested	n/a		
Master Painters, Decorators and Signwriters' Association of Western Australia (Union of Employers)	9	0	8	1	Uncontested	n/a		
State School Teachers Union of WA (Inc)	18	17	1	0	14,552	3,491	23.99%	
The Master Plumbers and Gasfitters Association of Western Australia (Union of Employers)	11	11	0	0	555	165	29.73	
University of Western Australia Academic Staff Association	10	0	10	0	Uncontested	n/a		
Western Australian Hotels and Hospitality Association Inc (Union of Employers)	13	0	13	0	Uncontested	n/a		
Western Australian Prison Officers' Union of Workers	4	1	3	0	1,888	557	29.50%	
Western Australian Prison Officers' Union of Workers	3	1	1	1	1,920	544	28.33%	
Western Australian Prison Officers' Union of Workers	15	0	12	3	Uncontested	n/a		
Totals	88	30	52	6				27.89%

Appendix 4 – Non-Parliamentary Election Statistics (continued)

Extraneous Election Statistics

(b) Extraneous elections 2011–2012 (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
Fee-for-Service (i) University Guild Elections	University of Western Australia Student Guild (voting in person)	29	28	1	0	22,065	3,485	15.79%	
	University of Western Australia Student Guild (councillor vacancy - recount)	1	1	0	0	n/a	n/a		
	SUB TOTAL	30	29	1	0				15.79%
(ii) Other Elections	Edith Cowan University – Alumni	1	1	0	0	2,833	394	13.91%	
	Edith Cowan University – Two Enrolled Students (voting in person)	2	2	0	0	22,953	24	0.001%	
	Fire and Emergency Services Superannuation Board	4	1	1	2	1,841	615	33.41%	
	National Trust of Australia (WA)	8	0	5	3	Uncontested	n/a		
	WA Police Appeal Board	1	1	0	0	5,940	2,285	38.47%	
	SUB TOTAL	16	5	6	5				21.45%
	Elections conducted in accordance with section 5F(1)(ea) of the <i>Electoral Act 1907</i>	46	34	7	5				18.62%

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

Appendix 4 – Non-Parliamentary Election Statistics (continued)

Non-Statutory Election Statistics

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) Fee-for-Service	All Saints College ³ (survey)	The Western Australian Electoral Commission facilitated a survey of staff							
	CBH Group ³ (Country Operators Union Collective Agreement ballot)	1	1	0	0	885	238	26.89%	
	CBH Group	3	2	1	0	1991	914	45.91%	
	City of Gosnells ³ (Safety & Health Representative election)	1	1	0	0	148	87	58.78%	
	City of Joondalup ³ (Inside Workforce Workplace Agreement ballot)	1	1	0	0	492	358	72.76%	
	Derbarl Yerrigan Health Service Inc	8	8	0	0	151	60	39.74%	
	Public Transport Authority	22	10	11	1	152	88	57.89%	
	Royal Society for the Prevention of Cruelty to Animals WA (Inc)	2	2	0	0	2085	738	35.40%	
	State School Teachers Union of WA (Inc) – General Agreement ballot	1	1	0	0	1,082	510	47.13%	
	The Medical Defence Association of Western Australia (Inc)	3	0	3	0	Uncontested	n/a		
	The Royal Society of Western Australia ³	17	12	5	0	223	113	50.67%	
	Tourism Council Western Australia	The Western Australian Electoral Commission only conducted the counting of votes							
	Elections conducted in accordance with section 5F(1)(eb) of the <i>Electoral Act 1907</i>	59	38	20	1				48.35%
TOTALS : ALL ELECTIONS		193	102	79	12				31.62%

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.