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Western Australian Electoral Commission

Annual Report

2012 – 2013

Western Australian Electoral Commission



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 2012–2013 and also presents our audited financial statements and performance indicators for the year ended 30 June 2013.

The report should be read in the context that the desired outcome of the Commission is as follows: Western Australian electors are able to participate in independent and impartial elections or polls as part of the State's democratic processes.

Yours sincerely



Chris Avent
A/ELECTORAL COMMISSIONER
16 September 2013

Letter of transmittal

The Hon. Peter Collier MLC
Minister for Electoral Affairs
10th Floor, Dumas House
Havelock Street
WEST PERTH WA 6005

Dear Minister
Western Australian Electoral Commission
Annual Report 2012–2013

In accordance with the Western Australian Public Sector Annual Reporting Framework for the 2012–2013 reporting year, I submit for your endorsement and presentation to Parliament, the Annual Report of the Western Australian Electoral Commission for the year ended 30 June 2013. The report includes the Auditor General's Opinion on the Commission's financial statements and performance indicators.

Yours sincerely



Chris Avent
A/ELECTORAL COMMISSIONER
16 September 2013

About us

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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, build long-term relationships and foster good communication.

Collaborative

How we work together

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



A secret ballot



Drive-in polling



Declaration vote processing

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 50 staff and has an average annual 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.

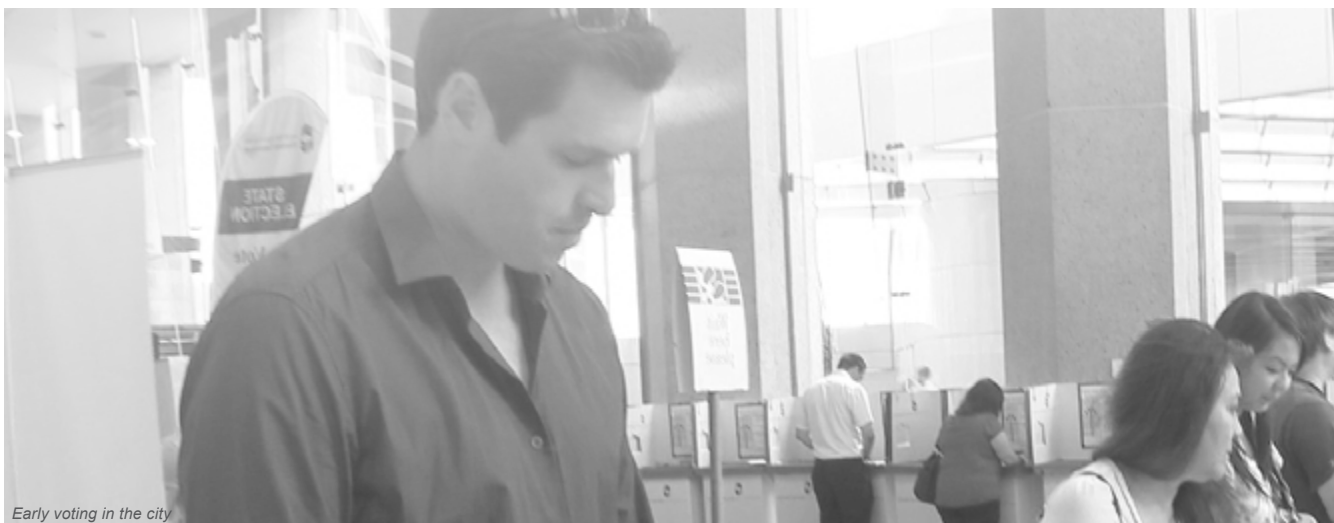
To this end, three areas of operation (or outputs) comprise the Service that is the Commission's core business:

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

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



WESTERN AUSTRALIAN
Electoral Commission



Early voting in the city

Accessibility

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

- ✓ **An interactive PDF version**, which has links to other sections of the annual report and allows for quick and easy viewing and downloading.
- ✓ **A text version**, which is suitable for use with screen reader software applications.

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WESTERN AUSTRALIAN
Electoral Commission

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 2013 and comprises:

Overview

An overview of our role, responsibilities, organisational structure, highlights and significant issues.

Agency Performance

A report on our operational performance from 1 July 2012 to 30 June 2013 and the progress towards achieving the desired outcomes of the Western Australian Electoral Commission (WAEC).

Report on Operations

A comprehensive report on the WAEC's operations across all areas of activity.

Disclosures and Legal Compliance

A report on the WAEC's compliance with various legislative and Government policy requirements.

Key Performance Indicators

Detailed audited key performance indicator information.

Financial Statements

Detailed audited financial statements and disclosures.

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Overview of the Agency

Overview of the Agency

Executive Summary

The Western Australian Electoral Commission exists to conduct independent and impartial elections or referenda for all Western Australians. In exercising this responsibility during 2012–2013, Commission staff have managed a State general election, various local government extraordinary elections and amalgamation-related polls, and numerous union and fee-for-service elections; maintained the State electoral roll and generated various roll products; and delivered a range of electoral education and information services to the community.



Vote counting in a polling place

Election Operations

Clearly the Commission's dominant focus in 2012–2013 was the 9 March State general election. A general election is the single largest State-wide event run by any organisation in Western Australia, involving about 1.4 million enrolled electors and some 9000 casual staff working at over 1,200 polling locations, as well as the central counting centre.

Planning for such an event needs to be detailed and comprehensive, as does communicating and liaising with the numerous stakeholders involved. For example, arranging early voting services at six sites in a complex environment such as the Perth Airport over a period of 17 days is a complicated process involving extensive liaison with a variety of stakeholders, and necessitating the coordination of two shifts of staff between 4.00am and 7.00pm. The outcome however was significantly improved services to FIFO workers and other travellers, with over 17,000 in-person early votes being taken at the airport.

The vision, service commitments and key performance indicators for the 2013 State general election were published in April 2012 in a Strategy and Service Commitments document that was well received by stakeholders. For the most part, performance against published targets was satisfactory, however the State-wide informality rate for Legislative Assembly districts was disappointing.

Overview of the Agency (continued)

The 2013 State general election was the first held following changes to legislation in 2011 to fix polling day as the second Saturday in March every four years. Overall, the election result was clear-cut, with the incumbent Government being returned with an increased majority.

There were two Legislative Assembly districts where the final result was particularly close (ie Collie-Preston by 56 votes and Midland by just 24 votes). These were re-counted by the Returning Officers under close scrutiny from candidates, the political parties and the media. There were no petitions to the Court of Disputed Returns questioning the eligibility of an elected candidate or aspects of the Electoral Commissions' operations.

The election saw record numbers of early votes issued, significant advances in the provision of services to electors with specific access requirements, and the successful implementation of a number of new initiatives capturing developments in technology and social media.

This was also the first election conducted without a tally room, utilising enhanced online and data feed services to convey results to electors, candidates, political parties and the media.

During the year the Commission also successfully conducted 10 extraordinary local government elections and two polls associated with possible amalgamations of particular local governments. In addition, a total of 30 fee-for-service and union elections were conducted. These included the election of union officials as requested by the Industrial Relations Commission, board elections for community organisations and corporate clients and student guild elections for two of Perth's universities.

Overview of the Agency (continued)

Staffing

The Commission has benefited from a comparatively stable workforce of typically experienced electoral practitioners for some years and this remained the case in the lead up to the March State general elections. However a succession planning and knowledge management challenge is now emerging with the planned retirement of a number of very experienced older staff over the next few years.

As the March election approached a number of contract and casual staff were engaged to supplement the permanent FTE count and take responsibility for specific election support roles. This included six Returning Officer Liaison Officers (ROLOs) to support the 65 district and region Returning Officers based in the field. The ROLOs are typically retired or semi-retired former electoral officials with a wealth of experience and play a vital communications and over-sight role.

During the year the Commission was also the first agency to roll-out of the shared corporate services framework, a task requiring significant input from our Business Services team. Fortunately the de-commissioning went quite smoothly and the Commission is now back on a single human resources platform as opposed to two.

Information Technology

A major IT initiative this year has been the implementation of significantly enhanced disaster recovery and business continuity plans and capabilities in the lead-up to the March election. This included the establishment of an off-site data centre to replicate in real time the data systems forming part of the Commission's main data centre at head office. This meant that the Commission's fail-over capacity at the general election was dramatically improved and the on-going arrangements have now become a core feature of our risk management strategy.

In addition to upgrading a number of core election systems and software applications (including the postal voting, declaration vote processing, election night results and non-voter systems), significant work was undertaken to make greater use of available technologies in areas such as nominations, electronic roll mark-off, early voting in-person at overseas locations, and electoral awareness raising via social media.

Another initiative that broke new ground was the in-house development of an audio and touch pad computerised system that allowed electors who are blind or have a visual impairment to independently cast their vote in secret for the first time.

Overview of the Agency (continued)

Enrolment

Being an election year and given concerning levels of under enrolment within some demographic groups, the Commission embarked on an enrolment drive commencing in July 2012. This was over and above normal enrolment update activity under the Joint Roll Agreement with the Australian Electoral Commission. Enrolment drive activities ranged from booths in the Murray Street Mall and at the Perth Royal Show to targeted mail outs and door knocks and social media promotions. The success of these activities varied and highlighted the difficulty of achieving full enrolment. Nevertheless some sound results were achieved with 18-19 year olds in particular.

At the end of this reporting period there were just over 1.43 million electors on the State roll, a net increase of 50,383 over the year. As expected, there was a significant increase in enrolment transactions during the weeks immediately before the March election.

In addition to producing the 59 district rolls for the State general election, the Commission's Enrolment Branch also generated rolls for 23 local government extraordinary elections or polls and provided roll related products to a variety of other clients, including lists of potential jurors for each of the State's 16 jury districts for the Sheriff's Office.

Highlights 2012–2013

- Efficiently and effectively conducted the 9 March State general election, involving over 1.4 million eligible electors, over 1,200 voting locations and 456 individual candidates contesting 95 seats in the Western Australian Parliament. This was the first fixed-term State general election and the first to not utilise a physical tally room on election night.
- Successfully expanded the use of a range of technologies to provide electronic roll mark-off at all early voting centres and numerous polling places; to communicate with electors through social media; and to develop in-house a new electronic system that enabled blind or vision impaired electors to cast a secret ballot independently for the first time at a State election.
- Broke new ground for the Commission in the trial of a number of new enrolment drive activities particularly targeting the under-enrolment of electors in the 18–25 age bracket. This activity contributed to a net increase in the size of the State electoral roll of over 50,000 electors over the year.
- Successfully undertook 30 fee-for-service and union ballots and 12 local government extraordinary elections or polls.
- Had nearly 30,000 face to face interactions with primary, secondary or tertiary students through the various programs offered by the Commission's Electoral Education Centre.

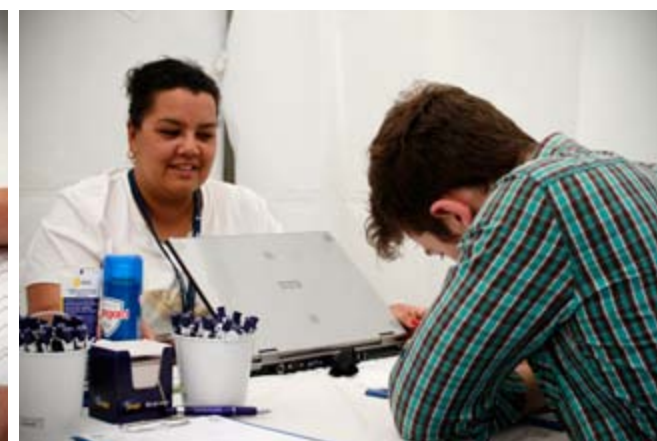
Overview of the Agency (continued)



Enrolment drive activity

Significant Issues Impacting the Agency

A major challenge for electoral authorities across Australia is the number of eligible electors who are not enrolled and who typically ignore traditional enrolment promotion activities. It has been estimated that up to 220,000 eligible Western Australians are not on the State electoral roll. To address this problem, the Commonwealth and some other States have introduced 'direct enrolment', removing the need for an elector to submit a signed enrolment form. Without similar arrangements being introduced at the State level (which will require legislative change), there will be a growing divergence between the State and Commonwealth rolls. If this situation continues it will mean many Western Australians who are able to vote at federal elections, will be unable to do so at the next State election.



Postal vote processing

Overview of the Agency (continued)

Likely changes across the local government sector will impact significantly on the Commission in terms of the provision of district and ward rolls and the conduct of local government elections. Proposed local government amalgamations within the Perth metropolitan area will require major re-engineering and up-dating of local government boundaries and roll data.

The *Electoral Act 1907*, while workable, requires rewriting so that the regulation of Parliamentary elections better reflects modern day practices and stakeholder expectations. The Act is at present overly prescriptive, does not readily allow for the adoption of assistive technologies, is confusing in places and open to interpretation and often uses out-of-date nomenclature.

The Commission's small workforce of 50 permanent staff has been very stable for some years and has great collective experience. With a number of retirements imminent and other staff changes occurring, effective succession planning and knowledge transfer will be critical over the next few years.

Looking to the Future

A primary focus for the remainder of 2013 will be the conduct of local government ordinary elections in October. This year will see the Commission conduct postal elections for the largest number of local government clients ever, in a climate of heightened attention

and interest. This period will also see the conduct of several major fee-for-service elections, including both the University of Western Australia and the Curtin University student guild elections.

Roll management remains at the cross roads. Given enrolment procedural changes by the Commonwealth and other jurisdictions, Western Australia must also determine if it will adopt direct enrolment processes to ensure a more complete and up-to-date State roll of eligible persons. If not, the Commission will need to investigate how it might otherwise address the increasing disparity between State and Commonwealth elector numbers.

There is growing acceptance and expectation across the community of the use of the internet and other electronic means as an efficient way of transacting with government. Electronic voting developments in other jurisdictions are likely to add to the expectation that voting via electronic means will become an option for some electors in Western Australia – particularly for electors with accessibility issues or who are outside the State's boundaries on election day.

Another focus in the near term is the implementation of new GIS technologies at the Commission to enable the Enrolment group to utilise digital mapping to replace hard copy and manual maps for its roll maintenance work. Related to this project, will be the implementation of new mapping software in preparation for the next distribution of State electoral boundaries in 2015.

Overview of the Agency (continued)

Management Team



Electoral Commissioner
Warwick Gately AO

Has held the position of Electoral Commissioner 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. Has acted as Electoral Commissioner since May 2013 following the resignation of Warwick Gately.



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. Has taken on the role of General Manager Elections and Enrolment since June 2013, while the Deputy Commissioner is acting in the Electoral Commissioner position.

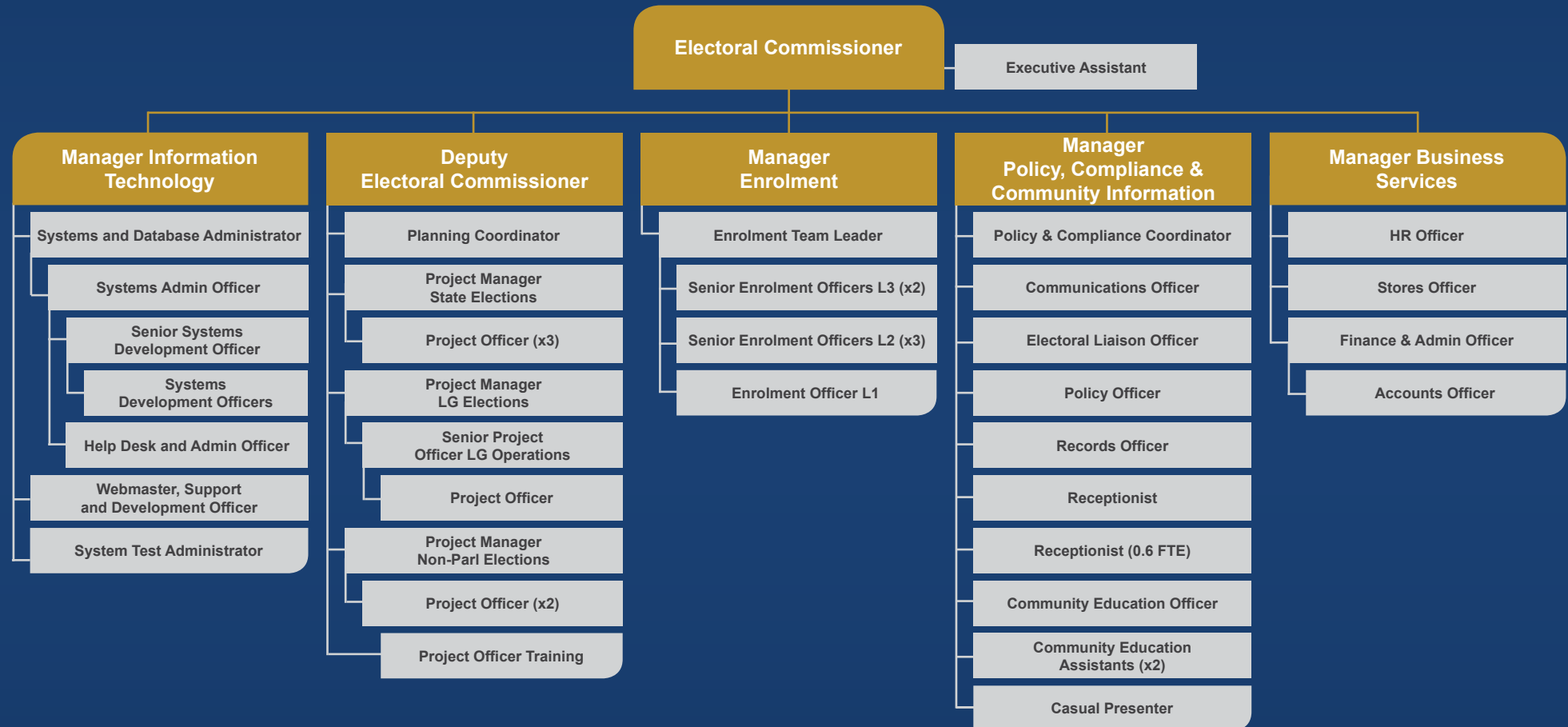


Manager Policy, Compliance & Community Information
Justin Harbord

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

Organisational Chart

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Overview of the Agency (continued)

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, also under the *Electoral Act 1907*.

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* (Repealed 27 November 2012)
- ✓ *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.

Legislation Developments

Following the proclamation in 2011 of amendments to introduce a fixed election date for Parliamentary elections in Western Australia, the Commission commenced preparatory work on a series of largely administrative changes to the *Electoral Act 1907* and its accompanying regulations.

These amendments were aimed at improving the efficiency or clarity of particular electoral processes (eg postal voting arrangements), ensuring compliance with fines enforcement legislation and procedures, and harmonising the enrolment form requirements of the State and Commonwealth electoral rolls. The amendments also resulted in the repeal of the reference to defamation in the *Electoral Act 1907*.

The Electoral Amendment Act 2012 was proclaimed on 27 November 2012 and the Electoral Amendment Regulations 2012 were gazetted on 4 December 2012.

Overview of the Agency (continued)

The Electoral Commissioner and Deputy Electoral Commissioner

For most of the year, Mr Warwick Gately AM was the State's Electoral Commissioner, a position he has held since May 2004. Mr Chris Avent, is the appointed Deputy Electoral Commissioner.

Mr Gately resigned on 26 April 2013 to take up the position of Electoral Commissioner in Victoria. Mr Avent has subsequently acted as Electoral Commissioner and will continue to do so until such time that a new Commissioner is appointed.

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
- ✓ 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.

Overview of the Agency (continued)



Responsible Minister

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

In this context, the Commission had a change in responsible Minister during the year under review. The Hon. Norman Moore MLC, Minister for Mines; Fisheries; Electoral Affairs held the role until the March State general election. Subsequently, the Hon. Peter Collier MLC, Minister for Education: Aboriginal Affairs; Electoral Affairs was appointed to the role.

Agency Performance

Agency Performance

Performance Management Framework

The Commission's performance management arrangements align 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.

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 electoral services to electors for Parliament and other electoral clients.

Agency Performance (continued)

The 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.	Manage an accurate and up-to-date State electoral roll and provide quality roll products and services.	Increase community understanding of electoral processes and participation in elections.
Strategies	<ul style="list-style-type: none"> ✓ 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. 	<ul style="list-style-type: none"> ✓ 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. 	<ul style="list-style-type: none"> ✓ 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 is reflective of these three Outputs and identifies the strategies and focus areas central to the organisation's quality management program, and the efficiency and effectiveness of its service delivery.

Agency Performance (continued)

Summary of Key Results and Performance

What we set out to do	What we achieved
Conduct an enrolment drive to undertake a series of targeted activities to improve enrolment in preparation for the 2013 State General Election.	<ul style="list-style-type: none"> A net increase of 50,383 electors over the year Improved enrolment participation rate of 18–19 year olds.
Conduct the first fixed-date State general election in an efficient and effective manner in full compliance with the provisions of the Electoral Act 1907.	<ul style="list-style-type: none"> A 'Strategy and Service Commitments' document containing specific election KPIs that guided a well planned and executed general election – the outcome was highly successful against most assessment criteria, fully compliant with the Act and strong positive feedback from stakeholders.
Increase community awareness of and participation in electoral processes through effective education and public information programs.	<ul style="list-style-type: none"> Dedicated elections website – new site with a focus solely on the election High profile television campaign – advertisements targeted at improving turnout Easy Vote Card – direct mail to every elector confirming enrolment details and how and where to vote A new social media presence – publishing on Facebook, Twitter and YouTube Increased online advertising – including banner ads on WA news sites Auslan video – online closed-captioned video to assist hearing-impaired electors <p>All activities served to inform electors and reverse a declining State-wide elector turn-out to achieve a 2.7% increase over the previous general election.</p>
Deliver highly efficient and effective local government extraordinary elections; union elections and other fee-for-service elections.	<ul style="list-style-type: none"> 12 local government extraordinary elections or amalgamation related polls 30 union, university guild or other fee-for-service elections for a diverse mix of community and private sector clients
Utilise various technologies in an innovative manner in order to enhance the efficiency of election operations and to improve service delivery to electors and other stakeholders.	<ul style="list-style-type: none"> A comprehensive data recovery plan and fail-over system Electronic roll mark-off (ERS) – using over 500 netbook computers across WA VoteAssist – a computerised system allowing blind electors to cast a secret ballot for the first time
Continue to improve our electoral systems, procedures, services and governance arrangements through a wide range of continuous improvement activities.	<ul style="list-style-type: none"> Conducted a general election for the first time without a physical tally room; enhanced the delivery of services to FIFO workers and electors in isolated locations; maintained certification of our Quality Management System to ISO standards; and continued to review, audit and seek stakeholder feedback across our electoral systems and procedures.

Agency Performance (continued)

2013 State General Election Key Performance Indicators

In April 2012 the Western Australian Electoral Commission published a Strategy and Service Commitments document in respect of the forthcoming 2013 State general election. The document included a range of key performance indicators that the Commission determined would assist it and various stakeholders to gauge the success of the election and the Commission's performance. In some cases (eg participation and turn-out rates), stretch targets were selected based on national averages or benchmarks.



Postal vote processing at the State General Election

Agency Performance (continued)

Election Preparations

Indicator	Measure	Target	Actuals	Notes
Every Returning Officer completes online training and attends face to face training	% of the total number	100%	100%	
Polling Place Managers complete both online training and attend face to face training	% of the total number	98%	Est. 87%	Due to individual or localised circumstances, particularly in the north west, some PPMs did not undertake both online and face to face training
Polling places and early voting centres receive their full allocation of election materials on time	% of the total number (873)	100%	Est. 99%	7 overseas Early Voting Centres did not receive ballot papers on time (although were able to supply applications); several WA polling places did not receive a full allocation of materials like cardboard equipment
Every electoral district roll is produced and available for distribution to Returning Officers within 10 days of roll close	100% by specific date	100% by 24 February 2013	100%	
All early voting centres are open and ready to operate from the Wednesday following close of nominations	100% by specific date	100% by 20 February 2013	91%	72 of 79 Early Voting Centres were fully operational. 5 overseas EVCs received ballot papers on 21 February 2013 and 2 on 22 February 2013; were able to issue early vote applications

Agency Performance (continued)

Election Conduct

Indicator	Measure	Target	Actuals	Notes
Percentage of Legislative Assembly first preference count results received from ordinary polling places by 8.00 pm	% of the total number (794)	60%	77%	95% of polling places had submitted their LA first preference count by 9.00pm
All complaints received or election enquiries are responded to or acknowledged within 24 hours or by the next business day	% of the total number	100%	99%	5 of 597 not responded to within 24 hrs
All advertised polling places are open and ready for polling at 8.00 am and remain open until 6.00 pm on polling day	% of the total number	100%	100%	
Return of the Writs	Returned by due date specified	By date on the Writ 6 May 2013	Yes	The Writs were returned to the Governor on 5 April 2013

Agency Performance (continued)

Election Outcomes

Indicator	Measure	Target	Actuals	Notes
Average State-wide elector enrolment participation rate – ie % of eligible electors on the roll	% of the total eligible (Dec 2011 – 89%)	91%	Est. 88.8%	This estimate is as at roll close on Thursday 2 February 2013. The AEC's estimate for the March 2013 quarter for WA is 89.3%
Elector enrolment participation rate for 18–25 year olds equals or betters the national target of 80%	% of the total eligible (Dec 2011 – 71%)	80%	Est. 74%	This estimate is as at roll close on Thursday 2 February 2013. The AEC's estimate for the March 2013 quarter for WA is 75.8%
Average State-wide voter turn-out – ie % of those on the roll who vote	% of the total enrolled (2008 – 86.5%)	91%	89.2%	A 2.7% increase over the 2008 State general election, following previous falls of 5% since 2001
Lowest electoral district voter turn-out figure	Compared to the last general election (2008 – 62%)	75%	73%	The lowest recorded district turn-out was 73% for the Kimberley – an 11% increase over 2008
Informality rate – Legislative Assembly	% of votes cast (2008 – 5.32%)	4%	5.99%	Figures ranged from 3.47% in Cottesloe to 9.96% in Mirrabooka
Informality rate – Legislative Council	% of votes cast (2008 – 2.83%)	2%	2.83%	Exactly the same figure as at the 2008 State general election
The number of invalidity complaints stemming from WAEC processes that are upheld by a Court of Disputed Returns	Number of successful complaints (2008 – 0)	0	0	Invalidity complaints could be lodged at any time until Friday June 14 2013 – 40 days from the specified return of the writs date.



Report on Operations – Outputs and Results Areas

Report on Operations – Outputs and Results Areas

Output 1 – Election Management

State General Election

Writs for the 39th Western Australian State general election were issued on 6 February 2013 by His Excellency the Governor. This was in accordance with legislation introduced in 2011 to fix polling day as the second Saturday in March every four years, in this case 9 March 2013.

The writs instructed the Electoral Commissioner to proceed with elections in all Legislative Assembly electoral districts and Legislative Council electoral regions. These elections were to be run using the electoral boundaries published in October 2011. The writs allowed for 31 days to polling day.

In terms of the election outcome, the incumbent Liberal-National Government was re-elected with an increased majority. The closest Legislative Assembly seats were Midland and Collie-Preston, both won by the Labor Party by 24 and 56 votes respectively.

Two comprehensive reports covering the 2013 State general election and providing detailed results information will be published by the Commission and tabled in State Parliament in the final quarter of 2013. Detailed district and region results statistics are also available from the Commission website at www.elections.wa.gov.au.

Election Logistics

About 1.4 million electors were eligible to vote at the March State general election. They were serviced by 794 ordinary polling places within Western Australia on election day, as well as 79 early voting centre in WA, interstate or overseas. In addition, mobile polling teams visited 246 special institutions (eg hospitals and nursing homes) and 83 remote locations (eg Aboriginal communities and mine sites).

The Commission recruited and trained over 7,500 casual polling staff to issue votes and facilitate polling, as well as a further 1,200 staff to work at the vote processing and counting centre at premises in Perth's central business district.

Given the need to offer early and absent voting as well as ordinary voting at polling places across the State and beyond, the Commission produced 6.75 million ballot papers, 9,511 voting packs containing electoral material and instructional manuals, and 250 cubic metres of cardboard for polling screens and ballot boxes.

Report on Operations – Outputs and Results Areas (continued)

A personalised ‘Easy Vote Card’ and elector information guide was mailed to every elector on the electoral roll. It advised the elector of their enrolment particulars and such details as the location of all polling places in their district, how to correctly complete ballot papers, and voting options. Nevertheless, almost 39,000 calls or emails were received by the Call Centre established specifically for the election. Common queries were about early voting options and being correctly enrolled.

Of special note in the period leading up to the election was the significant increase in early voting (in person). In addition to 78,481 postal votes, early voting centres in WA, interstate and overseas issued 85,119 early votes in person, an increase over the 2008 election of 27%. Of particular note were the over 17,000 early votes issues from six sites at the Perth Airport to cater for ‘fly in fly out’ workers and other travellers. In total, over 163,000 or 11.5% of electors who voted at the March election cast an early vote.

When the polls closed at 6.00pm on Saturday 9 March, 1,260,089 electors had cast their vote.



The Easy Vote Card

By 8.00pm 77% of polling places had submitted their district's first preference vote figures. This had risen to 95% by 9.00 pm, with the results being posted to the Commission's election website and provided to the media via direct data feed. This speed of reporting and clarity of results provided a clear indication of the election outcome quite early in the evening.

Electoral Innovations

The 2013 election saw a range of new initiatives implemented across a number of fronts, with most aimed at improving the participation of electors under presented in the electoral process or who experience particular issues in accessing the system. Other innovations or enhancements were aimed at improving operational effectiveness or efficiency.

A specific election project titled ‘Enhancing Access to Voting’ was established to drive a range of initiatives aimed at improving access for electors with a disability. For example, the Commission trialed hearing loops, roll-out-ramps and pictorial instructional signage at a number of polling places and produced an Auslan video for deaf electors that was posted to YouTube.

Report on Operations – Outputs and Results Areas (continued)

A related initiative was the development in-house of an integrated electronic voting system for blind and vision impaired electors that enabled these electors to independently cast a secret ballot for the first time. This system, known as Vote Assist, used audio and touch pad technologies and enabled the elector to print their completed ballot paper. Developed in partnership with the Association for the Blind, it proved to be very popular with the targeted electors.

The under representation of 18–25 year olds on the electoral roll was the driver for a range of new enrolment drive initiatives. These included various activities in the online and social media space, as well as mail-outs and advertising that targeted this demographic. While under-enrolment of eligible young Western Australians remains an issue of concern, some success was had in respect of improving the participation of 18 and 19 year olds in particular.

In terms of polling place efficiency and effectiveness, the Commission produced several short training films that were provided via DVD to every person who worked at the election. These proved to be very successful and were highly regarded.

Over 500 netbook computers were deployed at early voting centres and many polling places to enable electors to be marked-off the roll electronically in real time using the 3G wireless network. This reduced roll scanning and count centre processing over-heads and improved the flow-through of absent voters in polling places.

Other improvements were made to the procedures by which Returning Officers submitted polling place results information on election night, greatly speeding up the flow of results data. The introduction of a fresh scrutiny by Returning Officers within 48 hours of the close of the poll was another successful innovation that received strong support from candidates and political parties.



Returning Officer training

Report on Operations – Outputs and Results Areas (continued)

A significant increase in the number of remote polling visits to indigenous communities; greatly expanded operations at the Perth Airport; close liaison with members of the Chamber of Minerals and Energy; pre-election mail outs to pastoral leases; and active engagement with AEC Indigenous Elector Participation Program officers, all contributed to improved elector turn-out in districts such as Kalgoorlie, Kimberley, North West Central and Pilbara.

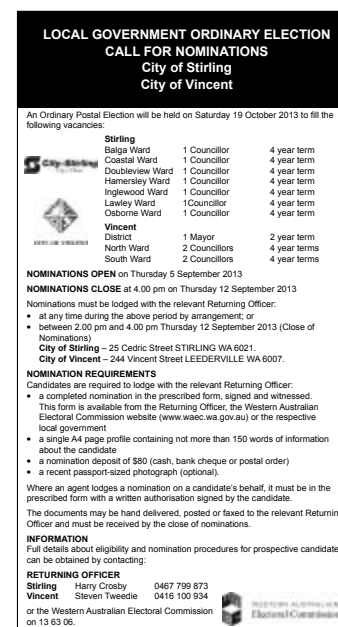
Election Cost

Initiatives such as those listed above, along with the significant scale of operations with the elector and staffing numbers involved, all contributed to the overall cost of the election. During 2012–2013 about \$17.7million was expended in conducting the largest State general election yet.

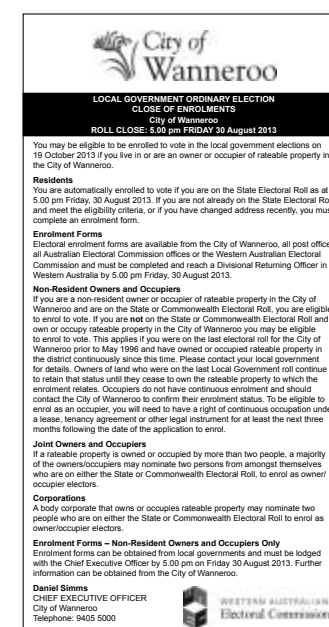
Additional funds were sought from government to cover higher than expected costs in such areas as staffing and the hire of commercial premises to operate the counting and processing centre.

Local Government Elections

The year under review was not an election year for Local Government Ordinary Elections however the team was busy with preparations for the next round of Ordinary Elections scheduled for 19 October 2013. At the end of the reporting period, 77 local governments had committed to the Electoral Commission conducting their ordinary elections.



Caption



Caption

Report on Operations – Outputs and Results Areas (continued)

Extraordinary Elections

The Electoral Commissioner conducted 10 postal extraordinary elections and one postal poll during the year on behalf of local governments, as listed below.

2012–2013 Local Government Extraordinary Postal Elections

Shire/City	Ward Name	Date of Election	Participation Rate
Shire of Shark Bay	Useless Loop	26 July 2012	Unopposed
City of Subiaco	North	16 November 2012	Unopposed
City of Greater Geraldton	Willcock	14 December 2012	Unopposed
Town of Port Hedland	District	15 December 2012	25.8%
Shire of East Pilbara	Central	28 February 2012	28.1%
Shire of Carnarvon	Town	22 March 2013	33.0%
Shire of Kalamunda	North	27 March 2013	25.9%
Shire of Lake Grace	Lake Grace	4 April 2013	Unopposed
City of Nedlands	Hollywood	25 May 2013	Unopposed
Shire of Bridgetown-Greenbushes	South	15 June 2013	41.2%
Shire/City	Ward Name	Date of Election	Participation Rate

Report on Operations – Outputs and Results Areas (continued)

2012–2013 Local Government Postal Polls

Shire/City	Ward Name	Date of Election	Participation Rate
Shire of Kalamunda	District	17 May 2013	42.6%

Amalgamation Polls

Schedule 2.1 of the *Local Government Act 1995* allows electors to demand a poll if requested by at least 250 electors or at least 10% of the electors of one of the districts impacted by the recommended amalgamation. If such a poll is requested, it must be conducted by the Electoral Commissioner. One valid request for a poll was received from the Shire of Cuballing.

2012–2013 Local Government Voting In Person Poll

Shire/City	Ward Name	Date of Election	Participation Rate
Shire of Cuballing	District	13 April 2013	71.5%

Report on Operations – Outputs and Results Areas (continued)

Non-Parliamentary Elections

Fee-for-Service and Union Elections

A total of 30 elections in this category were conducted during 2012–2013. While the number of union elections conducted under the *Industrial Relations Act 1979* remained static, the number of private sector non-statutory elections increased.

In all 22 fee-for-service elections were undertaken, with Barrick (Australia Pacific) Ltd, Civmec Construction and Engineering Pty Ltd, The Returned and Service League of Australia (WA Branch) Inc, Visy Board and Volgren Australia Pty Ltd being added as new clients in respect of workplace agreement ballots 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.

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.

Union Elections

As indicated, the number of union elections referred by the Industrial Relations Commission under the *Industrial Relations Act 1979* conducted in 2012–2013 was similar to the previous financial year.

Appendix 2 lists all elections conducted by the Non-Parliamentary Elections Branch over the course of 2012–2013.

Report on Operations – Outputs and Results Areas (continued)

Output 2 – Electoral Roll Management

Overview

Major projects undertaken in 2012–2013 included an enrolment drive to improve participation rates in the lead up to the State General Election, focussing on the 18–25 year old demographic, and production and scanning of rolls for the State general elections in March.

Work commenced prior to the election to implement a geo-coded digital mapping program to replace manually amended hard copy maps within the Enrolment group. The digital mapping project will be undertaken around election commitments and will be completed in 2014.

The table below summarises Elector Enrolment Activity for 2012–2013:

Activity	Statistic
Total enrolment 1 July 2012	1,384,773
Total enrolment 30 June 2013	1,435,156
Net increase	50,383

It is usual for total enrolments to follow a cyclical pattern of gradually decreasing after a major electoral event as public interest wanes and then improving in the lead up to a major electoral event.

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

- 22 rolls for local government extraordinary elections
- 1 roll for a local government referendum
- a State roll to produce 59 district rolls for the State general election.

Silent Electors

Silent electors are individuals who 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.

In 2012–2013 the number of silent electors registered increased by 4.9% to 15,055 compared with an overall roll increase of 3.6%.

Report on Operations – Outputs and Results Areas (continued)

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 parliamentary election relating to their enrolment.

The number of General Early Voters in 2012–2013 increased by 9.1% to 26,611 compared to an overall roll increase of 3.6%.

A new category for registration as a General Early Voter was introduced in late 2012 that provided eligibility for electors over 70 to register for General Early Voting in Western Australia.

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 deceased persons.

A Memorandum of Understanding is in place until June 2014 and a program of JRA work is negotiated each year with the Australian Electoral Commission.

Report on Operations – Outputs and Results Areas (continued)

Federal Direct Update and Enrolment Legislation

Federal legislation passed through the Australian Parliament on 21 June 2012 that allows direct update and direct enrolment for the Commonwealth electoral roll. In Western Australia however an eligible person enrolling for the first time will still be required to submit a signed enrolment form with evidence of their identity and place of birth.

Eligible persons who do not return State enrolment forms will be followed up through the Continuous Roll Update program, however the number of electors enrolled for Commonwealth elections but not for State elections will grow significantly while this difference between Federal and State legislation continues. The outcome of these discrepancies is that an increasing number of electors will be enrolled for Commonwealth elections but not enrolled for State elections.

In Western Australia, the Australian Electoral Commission commenced direct update and enrolment in April 2013 (after other States) in order to avoid impacting the March State general election.

Local Government Boundary Changes

Local governments are required to undertake ward reviews every 8 years or whenever an imbalance of 10% or greater in elector numbers is detected. The following table summarises local government redistributions processed in 2012–2013:

Type of Change	Total
Change of district boundaries	4
Change of ward boundaries	4
Abolition of wards	2

Report on Operations – Outputs and Results Areas (continued)

Supply of Roll Information

Confidential elector information is supplied to organisations where the Electoral 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 2013–2014 list of 157,580 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 if requested. This is achieved through updates to service providers who receive either monthly updates or roll dumps to provide this information to politicians.



The Easy Vote Card initiative assisted polling officials to quickly locate electors on printed rolls

Report on Operations – Outputs and Results Areas (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 improvement of online media communications by implementing a planned transition to a new, improved corporate website, built upon the 2013 State election website and incorporating social media
- providing information and advice to the community through multiple pathways, including in person, email, online (including social media), by post and by phone
- an open and responsive feedback and complaints process
- participating in selected community events
- the development and dissemination of electoral publications and materials
- providing liaison services to candidates and political parties.

In addition, community awareness and understanding was additionally targeted in the lead up to the 2013 State election. This was achieved via:

- a targeted advertising strategy
- diversification of advertising media to better target audiences
- introducing social media as an open forum for discussion and communication
- the youth voting ambassador program
- a dedicated Call Centre
- promotion of new and improved services targeted at specific stakeholder groups
- an redesigned election website used to provide information to various stakeholder groups
- production of enhanced publications and materials, particularly for the March election
- candidate briefing sessions held across the State
- enrolment drives linked to the election held at public events and locations such as the Perth Royal Show and inner city malls
- creating information videos for specific audiences.

Report on Operations – Outputs and Results Areas (continued)



Primary school students visiting the Electoral Education Centre

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. Services provided by the EEC include:

- various presentations at the Centre to groups and casual visitors
- external visits to schools, TAFE and community groups
- conducting 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.

The EEC's education programs focus on State government matters, but the Centre also provides comprehensive information on local and Commonwealth government functions and services.

Report on Operations – Outputs and Results Areas (continued)

During the year presentations were made to 7,020 school students and adults who visited the EEC. Other activities for the reporting period included:

- the coordination of 52 school council elections involving 12,369 students
- presentations to 2,777 primary and secondary students through external school visits in the Perth metropolitan area
- participation by 6,795 students in the Joint Civics Education program
- presentations to 795 TAFE and adult migrant education students
- presentations to student teachers from Edith Cowan and Notre Dame universities
- presentations to 56 students in schools in remote communities in the central desert area of Western Australia
- participation in the 'Loan Box' program by 333 individuals from regional schools.

In May 2013, the EEC celebrated 21 years of providing quality electoral education to the Western Australian community, recording over half a million face-to-face interactions in that time.

For 2012–2013, a total of 29,824 individuals have taken part in an EEC program.

Feedback on the EEC's activities received from visiting teachers was very positive for the reporting period:

- 62.96% rated the Centre's programs as extremely effective in meeting necessary educational outcomes.
- 37.04% as very effective in meeting necessary educational outcomes.
- No negative feedback was received in relation to the Centre's programs.

Report on Operations – Outputs and Results Areas (continued)

Key Results Area 1 – Our Clients

Overview

The Commission has a diverse range of clients, from the wider electorate to smaller groups with specific needs, such as electors with a disability and their carers, indigenous electors, culturally and linguistically diverse (CALD) electors, people living in regional and remote Western Australia, members of parliament, candidates and parties, local governments, schools and students, the media, and various other private and public sector organisations. Building and maintaining relationships with these diverse stakeholder groups is an ongoing activity that is further emphasised during election events.

The Commission is committed to delivering quality services by enabling and encouraging participation in electoral processes and events for all sectors of the community.

Policies and plans, such as the Disability Access and Inclusion Plan and the Reconciliation Action Plan, ensure that our service delivery can cater for specific stakeholder groups and their particular needs.

In addition to the development and continuous improvement of general services, election events (including State and local government elections) present additional challenges and opportunities for service delivery.

For the State general election, the Commission produced for the first time a comprehensive strategies and commitments publication. The '2013 State General Election - Strategy and Service Commitments' document listed the service commitments and associated service standards that could be expected by the key stakeholders to the election – Electors, Candidates, Registered Political Parties, Parliament, Media and Electoral Staff.

Services to Political Parties and Candidates

One new political party, Shooters and Fishers Party (WA) Inc, was registered during the year. At the end of the reporting period, seven political parties were registered with the Commission.

Annual political finance returns for 2011–2012 were submitted by 10 political parties and six associated entities in accordance with the requirements of the *Electoral Act 1907*. These returns were published on the election website and a summary will be included in the 2012–2013 Political Finance Annual Report.

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 for 2012–2013 was \$1.73302, following adjustment in line with CPI on 1 July 2012. For the 2013 State election, 16 claims for reimbursement had been received as at 30 June 2012, totalling \$3,967,647.03.

Report on Operations – Outputs and Results Areas (continued)

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 Commission clearly demonstrates this commitment through its Reconciliation Action Plan (RAP) 2011–2014. This is the second RAP produced by the Commission, and has been endorsed by Reconciliation Australia.

The RAP identifies a range of initiatives aimed at encouraging the engagement and participation of Aboriginal and Torres Strait Islander people in the electoral process, particular during election events. For this reporting period, this includes the 2013 State election and planning for the 2013 local government elections.

Progress on the RAP includes:

- regular meetings of the RAP committee in documenting progress of the RAP and linking in with the work of the Indigenous Electoral Participation Program (IEPP)
- joint field trips with the AEC to Indigenous communities
- participation in National Aboriginal and Torres Strait Islander Day

of Observance Committee (NAIDOC) Week including an enrolment booth at the NAIDOC Opening Ceremony

- ‘Acknowledgement of Traditional Owners’ protocol used by Commission staff
- ‘Acknowledging Traditional Owners’ poster displayed at polling places at the March election
- increased number of mobile polling visits to remote indigenous communities at the March State election
- prior to the 2013 State election, Commission staff visiting various locations across the state to conduct candidate briefings
- management of the Derbarl Yerrigan election
- recruitment of participants in the 2012 National Indigenous Youth Parliament as youth ambassadors to encourage youth enrolment and participation in the 2013 State election
- ongoing engagement by the EEC with Indigenous community groups and schools
- an Indigenous display celebrating the electoral history of Indigenous people at the Electoral Education Centre.

Report on Operations – Outputs and Results Areas (continued)

Language Services Policy

In line with the Commission's commitment to providing electoral services to a diverse range of electors, the Commission continues to provide services to help improve accessibility for culturally and linguistically diverse (CALD) electors. Initiatives from this reporting period included projects undertaken for the 2013 State election, such as:

- promoting the availability of telephone interpreters via the Commonwealth Translating and Interpreting Service (TIS), including on polling day
- producing a multilingual guide, with voting instructions in 25 languages for use at all polling locations
- providing language services information in the letter accompanying the Easy Vote card, which was sent to 1.4 million electors State-wide
- translated advertising for the election placed on ethnic websites and in other CALD publications
- the use of "I Speak ..." stickers to signify polling place staff who could speak languages other than English
- writing to over 40 community based ethnic and language groups prior to the March election offering to attend meetings or deliver presentations on the electoral system.

The Commission has also become a member of the State and Territory Electoral Commission's Culturally And Linguistically Diverse Information and Education Strategies Working Group which, in partnership with the Australian and New Zealand Electoral Commissions, will report on the status of CALD engagement strategies in electoral jurisdictions across Australia and New Zealand.

The Commission continues to support the Office of Multicultural Interests' (OMI) review of the Western Australian Language Services Policy 2008, and will review its own internal language services policy once the broader review has been finalised.

Report on Operations – Outputs and Results Areas (continued)

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 continuous training, development and mentoring of Commission staff and the provision of an attractive and engaging work place.



Declaration vote processing at the 2013 State General Election Count Centre

The Electoral Commission is made up of 50 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.

Permanent staff are supplemented during major electoral events through term appointments and the employment of casual staff to assist with particular election-related projects.

Of particular importance is the appointment of senior experienced individuals as casual Returning Officers at individual State, local government and other elections run by the Commission.

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 professionally rewarding and supportive environment. It recognises its greatest strength is the competence, knowledge, dedication and enthusiasm of its staff.

Report on Operations – Outputs and Results Areas (continued)

Staff Profile

During 2012–2013 the Commission employed 50 full-time and part-time staff. In addition, many thousands of casual staff were employed to work at different electoral events, with the majority engaged to work as polling officials at the State general election on 9 March 2013.

Staff	2012–13	2012–11	2010–11	2009–10
Full-time permanent	38	40	38	38
Full-time contract	4	1	4	4
Part-time on a FTE basis	8	8	7	6
On secondment	0	0	2	1
Total	50	49	52	49

Level	Number of Staff	Male	Female
1	4	0	4
2	9	3	6
3	9	2	7
4	13	8	5
5	5	2	3
6	5	5	0
7	3	2	1
8	1	1	0
9	1	1	0
Group 1	1	1	0
Total	50	24	26

Report on Operations – Outputs and Results Areas (continued)

Training and Professional Development

During the year a major focus of training for permanent staff was on the consolidation of project management knowledge and skills, and further internal audit and quality management training for selected staff. Individual staff also participated in a wide range of specific skills training courses or attended various seminars and conferences for the purpose of professional development.

The dominant training activity during the year was the training of Returning Officers and polling place staff in the lead up to the March general election. In addition to attending a full day conference and 2.5 days of face-to-face training, Returning Officers were also required to complete a comprehensive set of online training modules covering the full range of tasks they would be required to perform. Other casual election and polling place staff were provided with training manuals and varying levels of face-to-face training, depending on the complexity and level of responsibility of their role.

Public Sector Standards

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.

Report on Operations – Outputs and Results Areas (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 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. There is a legitimate connection and flow from the Strategic Plan through to the annual Operational Plan and individual annual branch plans. Likewise there is whole of organisation involvement in maintaining our certification to 'AS/NZS ISO 9001:2008 Quality Management System' with an active program of internal audits undertaken by staff who have successfully completed the associated training course. The importance of effective knowledge management and succession planning is recognised and the Commission has implemented a Knowledge Management Action Plan.

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 well qualified 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:

- 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

Report on Operations – Outputs and Results Areas (continued)

- 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.

Risk Management

The management of risk is considered integral to the Commission's core activities and accordingly risk management is a key focus. The entire management team is involved in addressing both strategic and operational risks. The Commission utilises RiskCover's risk management system 'RiskBase' to assist in this regard. A standing Risk Management Committee provides an over-sight role and meets regularly to ensure risk review and assessment remains an on-going feature of our business management processes.

The level of disaster recovery and business continuity planning undertaken for the March general election was the most comprehensive yet. As a result the data management, replication and fail-over arrangements put in place for the election were both extensive and sophisticated.

In addition every project leader involved at any major electoral event run by the Commission is required to assess and address the specific risks associated with their project in terms of likelihood, consequence and controls or treatments. This assessment is documented in every project's Project Planning Document.

Quality Management and Assurance

Under the Commission's Quality Management Policy and '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 2013, BSI conducted its yearly inspection of the Commission's quality management system. BSI found that the quality management system continued to meet the ISO 9001:2008 standard.

Report on Operations – Outputs and Results Areas (continued)

The Commission has demonstrated its commitment to quality assurance by maintaining a panel of fully trained internal auditors and conducting an annual program of internal audits. This is a key element of the Commission's strategy for continuous improvement.

All audit findings that recommend changes or updates to systems or processes are entered onto the Commission's Business Improvement Register. This Register ensures that all audit recommendations are tracked and acted upon. A Quality Assurance Management Review Committee conducts monthly meetings to help facilitate the quality assurance and business improvement model.

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 million administered by the branch.

A major focus for the year was the financial and HR functions necessary for the conduct of the State general election.

The Branch was required to provide human resource services to 50 permanent staff and thousands of casual polling place officials.

A major project during the year was the roll-out from the shared services framework. The Commission took back payroll and finance functions from the Office of Shared Services in September 2012, and implemented upgraded versions of both Smartstream and Talent2 Alesco in the process.

Report on Operations – Outputs and Results Areas (continued)

Policy, Compliance and Community Information

The Policy, Compliance and Community Information branch supports and contributes to electoral operations in the following areas, some already addressed elsewhere in this report.

[Advertising](#)

[Complaints](#)

[Electoral Education Centre](#)

[Funding and Disclosure](#)

[Legislation](#)

[Media Liaison](#)

[Online and Social Media](#)

[Party Registration](#)

[Policy](#)

[Quality Assurance](#)

[Recordkeeping](#)

Advertising

The advertising focus during the reporting period was achieving improved participation at the 2013 State General Election. A dedicated enrolment campaign was developed to run prior to Christmas 2012 using online media and radio to reach younger members of the community to encourage them to enrol. This combined with other enrolment drive activity to deliver improvements in enrolment numbers.

In the January prior to the election a campaign spanning television, radio, online, press and social media had a prime objective of increasing voter turnout, which had been in decline since 2001. This trend was reversed with an increase of almost 3% achieved.



The 2013 State General Election television advertising campaign focused on younger electors

Report on Operations – Outputs and Results Areas (continued)

Media

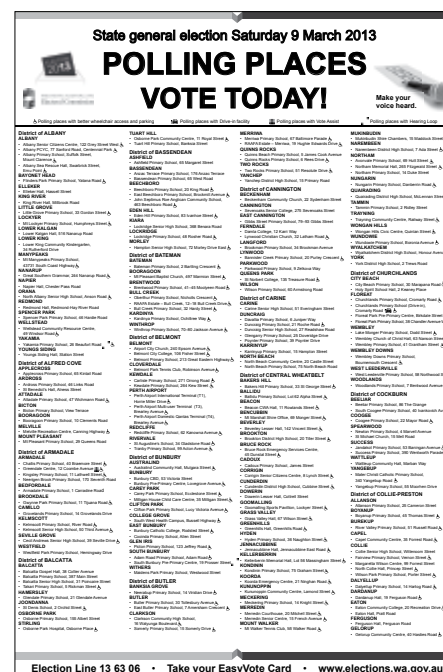
With a realisation that the Commission needed to produce and deliver relevant and timely content in order to increase the media profile of the election and surrounding activities, a dedicated Media Manager was recruited for the election.

This focus on developing and providing content relevant to the audiences of the various media outlets led to improved coverage and positive relations with the organisations.

With the absence of a tally room for the first time, special arrangements were made to allow media access to the Count Centre. This move was well-received by media and the audience, with presenters placed at the hub of election-night activities.



Media briefings at the Count Centre



Statutory Advertising



Creative campaign advertising

Report on Operations – Outputs and Results Areas (continued)

Social Media

In the four years since the last election there had a been a clear move away from traditional media to people accessing information using mobile devices and sharing content through social media.

The Commission created accounts on Facebook, YouTube and Twitter with Facebook being the main social media communication channel.

This allowed direct communication with people who identified an interest in elections and also provided for easy sharing of relevant content, particularly to younger members of the community who, historically, have been harder to reach through traditional media.



Social media creative campaign advertising

Website

The Commission's website had been in place for many years, during which time much content had been aggregated on the site. In order to make it easier for electors to find information specifically about the State election, a new site with a new address (www.elections.wa.gov.au) was created.

The website provided an effective focus for the community to find the information it required relevant to the State election. The site was created with a view to transitioning the 'old' site to the new lay-out and content management system to improve ongoing access to election content.



The Western Australian Electoral Commission's new elections website

Report on Operations – Outputs and Results Areas (continued)

Information Systems and Technology

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

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.

The major concentration over the past year was to ensure that IT was ready for the 2013 State Election.

The significant project was the development and implementation of disaster recovery and business continuity plans. An off-site data centre was established to complement the main data centre at head office. All data and systems created and maintained at head office are replicated in real time to the data centre via a 1Gb fibre link. This external data centre now becomes the Commission's fail over site from which users can continue processing. The data centre has been designed around the Commission's General Risk Policy and Business Continuity Plan and will become part of the Commission's full disaster recovery plan.

For the March election an external Count Centre was established. This centre had fibre links to both head office and the data centre with an automatic switch over from one to the other with 3G routers connecting to head office and the data centre as further fail over.

Required user updates were made to most core election systems, including the postal vote application, EMSWA State Election Control System, EMSWA declaration vote processing system, as well as the non-voters and multi-voter systems.

The past year has also seen the rewrite and implementation of a new electronic roll mark-off system based on the model that was trialled successfully at the Armadale by-election in 2010. The system allowed for instantaneous elector mark-off back to a central office data base. A total of 550 net book computers were installed with the new Elector Recording System (ERS) and placed in early voting centres and major absent vote issuing points around the State, as well as at every polling place within three metropolitan districts for the issuing of ordinary votes. A web portal version of the ERS system was developed for use at interstate and overseas polling places. This new version of ERS allows the system to keep running even if wireless communications are down, with elector mark off stored locally and synced back to the central data base when communications are re-established.

Report on Operations – Outputs and Results Areas (continued)

Another technical innovation developed in-house by the branch is the Vote Assist system which allows blind and vision impaired electors to cast a secret vote at selected polling places. The self contained units use audio, synthetic voice and touch pad technology to enable the elector to record their vote and then print their two ballot papers. The trial proved to be a great success.

A new election specific website was created for the 2013 election, which needed to take into consideration the fact that for the first time the Commission would not operate a dedicated election night tally room. Selected media outlets obtained their election results via a direct data feed.



A vision impaired elector using Vote Assist



Electronic roll mark-off at an Early Voting Centre

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
Criminal Code	Working with Children (Criminal Record Checking) Act 2004
Disability Discrimination Act 1992 (Cth)	Constitution Act 1889
<i>Disability Services Act 1993</i>	Constitution Acts Amendments Act 1899
<i>Equal Opportunity Act 1984</i>	Election of Senators Act 1903
Electronic Transactions Act 2011	<i>Electoral Act 1907</i>
Evidence Act 1906	Electoral (Ballot Paper Forms) Regulations 1990
Financial Management Act 2006	Electoral (Political Finance) Regulations 1996
Freedom of Information Act 1992	Electoral Regulations 1996
State Superannuation Act 2000	Fines, Penalties and Infringement Notices Enforcement Acts 1994
State Superannuation (Transitional and Consequential Provisions) Act 2000	Guardianship and Administration Act 1990
<i>Industrial Relations Act 1979</i>	Industrial Arbitration (Unions Elections) Regulations 1980
Occupational Safety and Health Act 1984	<i>Juries Act 1957</i>
Public and Bank Holidays Act 1972	<i>Local Government Act 1995</i>
<i>Public Sector Management Act 1994</i>	Local Government (Elections) Regulations 1997
Public Interest Disclosure Act 2003	Referendums Acts 1983
Salaries and Allowances Act 1975	Referendums Regulations 1984
State Records Act 2000	
Workers Compensation and Injury Management Act 1981	

Disclosures and Legal Compliance (continued)

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 2012–2013 was \$2,657,313.

Details are as follows:

Advertising	Amount	Expenditure	Amount
Advertising agencies	\$761,306	303 Advertising	\$761,306
Market research	\$nil	-	-
Polling organisations	\$27,280	Asset Research	\$27,280
Media advertising	\$1,032,986	Mitchell & Partners	\$1,015,652
		Adcorp	\$17,334
		Zipform	\$678,360
Direct mail organisations	\$835,741	Lasermail	\$37,541
		Fuji Xerox Aust	\$119,840

This expenditure related mainly to statutory and campaign advertising for the State general election and direct mailing costs for the State general election, 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.

Disclosures and Legal Compliance (continued)

Compliance with Public Sector Standards and Ethical Codes

The Commission is committed to ensuring that the corporate governance framework that supports the Commission's activities is continuously improved, and takes into account new standards and guidelines that apply to the Western Australian public sector. This is further supported by the conduct of regular internal audits by Commission staff.

All Commission staff are expected to adhere to the Public Sector Commissioner's Instruction (Number 7) – Code of Ethics, with core values being personal integrity, accountability and to maintain respectful relationships that recognise the interests, safety and welfare of the people staff encounter.

Code of Conduct

In addition to the Public Sector Commissioner's Instructions, Commission staff are also bound by the Western Australian Electoral Commission Code of Conduct. The code expects staff to be professional, respectful, customer focused, collaborative and continuously improving, and provides guidelines for staff that are in line with these values and the Public Sector Commission's Accountable and Ethical Decision Making Framework. The code also links to the Commission's strategic goals, which, in the reporting period, were reviewed with input from all staff during consultation conducted for the development of a new Strategic Plan.

All new staff, including casual election staff are given a copy of the *Code of Conduct* at induction or training. Access to the Public Sector Commissioner's Instructions, *Code of Conduct* and *Code of Conduct guidelines* are available on the staff intranet. The Code of Conduct is also available on the public website.

Disclosures and Legal Compliance (continued)

Compliance Issues

In conjunction with the Public Sector Commissioner's Instructions and the *Code of Conduct*, internal policies are also enacted and regularly reviewed to address new standards, circulars and instructions and prevent non compliance. For example, policies outline high level principles and procedures for staff relating to media, gifts and hospitality, use of IT and related resources, complaints management and more.

In the reporting period, no breach reports, complaints or evidence of non-compliance with the *Code of Ethics* and *Code of Conduct* were reported. No Public Interest Disclosures were received.

Recordkeeping Plan

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

Following a significant evaluation of recordkeeping during the previous reporting period, including a review of the Recordkeeping Plan, the Commission commenced an upgrade of its recordkeeping software.

The implementation of the latest version of recordkeeping software will provide the Commission with the capacity to implement improvements that will address legacy issues with data capture and business rules and ensure a more consistent, relevant structure is put in place to manage Commission records better into the future.

Record management processes are addressed in the Commission's Quality Management System. The system is audited annually by an external body. As such, the records process is subject to regular independent review.

The Commission's Recordkeeping Plan has been approved until 2017 and the Retention and Disposal Schedule has been approved until 2016. The Recordkeeping Plan will be subject to further review in the interim as a result of upgrades and improvements made to the Commission's recordkeeping software and processes.

Disclosures and Legal Compliance (continued)



Sorting and counting ballot papers

Recordkeeping Training Program

New staff receive training from the Records Officer during the induction process on records management. 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 through the Commission's Intranet and document management system.

Prior to election events staff are supplied with a guiding document when a project is allocated that reinforces recordkeeping obligations. Spot checks and regular, timed reviews of project documents ensure records processes are being followed.

Periodic reviews by external auditors ensure that the Commission is conducting records training appropriately. Audit processes and the review of recordkeeping practices ensure staff are receiving adequate training in records management.

Disclosures and Legal Compliance (continued)

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 September 2012 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 Manager, Business Services.

Employee responsibilities are clearly defined in the OSH policy. Employees are required to immediately report any accidents and injuries that happen in the workplace.

Commission-wide emails inform employees of changes to OSH legislation, Commission OSH policy or approved procedures and other OSH issues.

WorkSafe Plan

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

Preventative Health Measures

The Commission offers preventative health measures to staff by supporting the following programs:

- ✓ Eyesight Screening
- ✓ First Aid Training
- ✓ Flu Vaccinations
- ✓ Employee Assistance Program
- ✓ Injury Management Compliance

The Commission complies with the Injury Management requirements of the *Workers Compensation and Injury Management Act 1981*.

Disclosures and Legal Compliance (continued)

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

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%	33%

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.

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.

Freedom of Information

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



Chris Avent
ACTING ELECTORAL COMMISSIONER
16 September 2013

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 2013.



Chris Avent
ACTING ELECTORAL COMMISSIONER
16 September 2013

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.

Key Performance Indicators (continued)

Key Effectiveness Indicator

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

Key Effectiveness Indicator		2008–09	2009–10	2010–11	2011–12	2012–13	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		91.38%	89.56%	89.23%	86.01%	89.2%	(b)
Percentage of enrolled electors voting in:	State elections	86.48%	n/a	n/a	n/a	89.20%	(c)
	State referendum	85.6%	n/a	n/a	n/a	n/a	
	By elections	87.2%	77.5%	75.2%	n/a	n/a	
Average percentage of enrolled electors voting in local government ordinary postal election or referenda conducted by the Commission		33.78%	33.37%	30.67%	30.94%	n/a	

Note : (a) The number of breaches of “Declaration by Officer” forms is an indicator which reflects 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 Effectiveness Indicator		2008–09	2009–10	2010–11	2011–12	2012–13	Note
Average cost per elector of providing electoral services		\$5.52	\$4.35	\$5.36	\$5.59	\$5.74	(a)
Average cost per elector of conducting State:	General elections	\$10.14	n/a	n/a	\$0.10	\$11.90	(b)
	By-elections	\$2.98	\$7.48	\$9.79	n/a	n/a	
	Referenda	\$5.40	\$1.70	n/a	n/a	n/a	
Average cost per elector of local government ordinary (or extraordinary) elections conducted by the Commission		\$1.17	\$1.96	\$1.64	\$1.82	\$1.56	(c)

Note: (a) This indicator 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, 12 extra-ordinary elections were conducted, of which 7 proceeded to election.

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

Key Performance Indicators: Actual Performance compared to budget targets

Key Effectiveness Indicator		Performance		Variation	Note
		2012–13 Target	2012–13 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		91%	89.2%	(1.8%)	(a)
Percentage of enrolled electors voting in	State elections	91%	89.2%	(1.8%)	(b)
	By elections	n/a	n/a	Nil	
Average percentage of enrolled electors voting in local government ordinary postal election or referenda conducted by the Commission		n/a	n/a	Nil	(c)

Efficiency Indicator	Performance		Variation	Note
	2012–13 Target	2012–13 Actual		
Average cost per elector of providing electoral services	\$5.42	\$5.74	\$0.32	(d)
Average cost/elector to conduct Parliamentary election/referendum	\$11.75	\$11.90	\$0.15	(e)
Average cost/elector to conduct Local Government ordinary elections	n/a	n/a	Nil	

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) This was a 2.7% increase over the 2008 State general election, following previous falls of 5% since 2001.

(c) Local government ordinary elections are held every two years, the last being in 2011–12.

(d) Costs associated with the return of corporate service functions from the Shared Services Centre had not been included in budget provisions, but are reflected in the actual figure.

(e) Additional costs associated with polling place staffing, advertising and the counting centre operations impacted on total cost.

Financial Statements

Financial Statements

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 2013, 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 2013 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.

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7th Floor Albert Facey House 469 Wellington Street Perth MAIL TO: Perth BC PO Box 8489 Perth WA 6849 TEL: 08 6557 7500 FAX: 08 6557 7600

Report on Controls

I have audited the controls exercised by the Western Australian Electoral Commission during the year ended 30 June 2013.

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 2013.

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 2013.

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.

Page 2 of 3

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 2013.

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 2013 included on the Commission's website. The Commission's management is responsible for the integrity of the Commission's website. This audit does not provide assurance 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
5 September 2013

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Financial Statements

FINANCIAL STATEMENTS

Certification of Financial Statements

For the year ended 30 June 2013

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 2013 and the financial position as at 30 June 2013.

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

2 September 2013



Chris Avent
A/Electoral Commissioner

2 September 2013

Financial Statements

Statement Of Comprehensive Income For The Year Ended 30 June 2013

	Note	2013 \$000	2012 \$000
COST OF SERVICES			
Expenses			
Employee benefits expense	6	13,986	4,813
Supplies and services	7	8,887	4,204
Depreciation/Amortisation expense	8	210	138
Accommodation expenses	9	2,341	1,377
Grants and subsidies	10	3,969	-
Other expenses	11	42	36
Total cost of services		29,435	10,568
Income			
Revenue			
Other Revenue	12	453	3,383
Total Revenue		453	3,383
Total income other than income from State Government		453	3,383
NET COST OF SERVICES		28,982	7,185
INCOME FROM STATE GOVERNMENT			
Service appropriation	13	29,558	7,916
Services received free of charge		56	36
Total income from State Government		29,614	7,952
SURPLUS FOR THE PERIOD		632	767
TOTAL COMPREHENSIVE INCOME FOR THE PERIOD		632	767

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

Financial Statements

Statement Of Financial Position As At 30 June 2013

	Note	2013 \$000	2012 \$000
ASSETS			
Current Assets			
Cash and cash equivalents	14	1,178	717
Receivables	16	558	128
Amounts receivable for services	17	50	250
Other current assets	18	-	108
Total Current Assets		1,786	1,203
Non-Current Assets			
Restricted cash and cash equivalents	15	101	88
Amounts receivable for services	17	511	397
Plant and equipment	19	112	131
Intangible Assets (ERMS Software)	20	2,067	2,221
Total Non-Current Assets		2,791	2,837
TOTAL ASSETS		4,577	4,040
LIABILITIES			
Current Liabilities			
Payables	21	147	352
Amounts due to Treasurer	22	181	181
Provisions	23	873	788
Total Current Liabilities		1,201	1,321
Non-Current Liabilities			
Provisions	23	234	209
Total Non-Current Liabilities		234	209
TOTAL LIABILITIES		1,435	1,530
Net Assets		3,142	2,510
EQUITY			
Contributed equity	24	1,026	1,026
Accumulated surplus		2,116	1,484
Total Equity		3,142	2,510

Financial Statements

Statement Of Changes In Equity For The Year Ended 30 June 2013

	Note	Contributed Equity \$000	Accumulated surplus/deficit \$000	Total Equity \$000
Balance at 1 July 2011	24	1,026	717	1,743
Total comprehensive income for the year			767	767
Balance at 30 June 2012		1,026	1,484	2,510
Balance at 1 July 2012		1,026	1,484	2,510
Total comprehensive income for the year			632	632
Balance at 30 June 2013		1,026	2,116	3,142

Financial Statements

Statement Of Cash Flows For The Year Ended 30 June 2013

	Note	2013	2012
		\$000	\$000
CASH FLOWS FROM STATE GOVERNMENT			
Service appropriation		29,394	7,552
Capital appropriation			-
Holding account draw downs		250	50
Net cash provided by State Government		29,644	7,602
Utilised as follows:			
CASH FLOWS FROM OPERATING ACTIVITIES			
Payments			
Employee benefits		(13,877)	(4,797)
Supplies and services		(8,879)	(4,384)
Accommodation		(2,341)	(1,377)
Grants and subsidies	212	(3,969)	-
GST payments on purchases		(1,339)	(511)
GST payments to ATO		(44)	(344)
Other payments		(84)	(297)
Receipts			
Sale of goods and services		376	3,506
GST Receipts on Sales		40	338
GST Receipts from ATO		985	546
Net cash used in operating activities	25	(29,132)	(7,320)
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments			
Purchase of non-current physical assets		(38)	(343)
Receipts			
Proceeds from sale of non-current physical assets		-	-
Net cash used in investing activities		(38)	(343)
Net increase/(decrease) in cash and cash equivalents		474	(61)
Cash and cash equivalents at the beginning of period		805	866
CASH AND CASH EQUIVALENTS AT THE END OF THE PERIOD	25	1,279	805

Financial Statements

Summary Of Consolidated Appropriations And Estimates For The Year Ended 30 June 2013

	2013 Estimate	2013 Actual	Variance	2013 Actual	2012 Actual	Variance
<u>Delivery of Service</u>	\$000	\$000	\$000	\$000	\$000	\$000
Item 32 Net amount appropriated to deliver services	23,215	25,035	1,820	25,035	6,478	18,557
- <i>Electoral Act 1907</i>	200	4,000	3,800	4,000	945	3,055
Amount Authorised by Other Statutes	116	116	-	116	116	-
- <i>Industrial Relations Act 1979</i>						
- <i>Salaries and Allowances Act 1975</i>	387	407	20	407	377	30
Total appropriations provided to deliver services	23,918	29,558	5,640	29,558	7,916	21,642
<u>Details of Expenses by Service</u>						
Electoral Services	24,167	29,435	5,268	29,435	10,568	18,867
Total Cost of Services	24,167	29,435	5,268	29,435	10,568	18,867
Less total income	250	453	203	453	3,383	(2,930)
Net Cost of Services	23,917	28,982	5,065	28,982	7,185	21,797
Adjustments					731	(731)
Total appropriations provided to deliver services	23,917	28,982	5,065	28,982	7,916	21,066
<u>Capital Expenditure</u>						
Purchase of non-current physical assets	250	37	213	37	343	(306)
Adjustments for other funding sources	(250)	(50)	(200)	(50)	(343)	293
Capital Contribution (appropriation)	-	(13)	13	(13)	-	(13)

Notes To The Financial Statements (continued)

Note 1: Australian Accounting Standards

General

The Commission's financial statements for the year ended 30 June 2013 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 early adopt an Australian Accounting Standard 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 2013.

Note 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.

Notes To The Financial Statements (continued)

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.

(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.

Notes To The Financial Statements (continued)

(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 2012 2013 Budget Statements, the Commission retained \$453,000 in 2013 (\$3,383,000 in 2012) from the following:

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

Notes To The Financial Statements (continued)

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 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 that is an integral part of the related hardware is expensed in the year of acquisition. Software that is not an integral part of the related hardware is recognised as an intangible asset.

Notes To The Financial Statements (continued)

(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.

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 and intangible assets 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. Where an asset measured at cost is written down to recoverable amount, an impairment loss is recognised in profit or loss. Where a previously revalued asset is written down to recoverable amount, the loss is recognised as a revaluation decrement in other comprehensive income. 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.

Notes To The Financial Statements (continued)

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

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.

Notes To The Financial Statements (continued)

(k) Cash and Cash Equivalents

For the purpose of the Statement of Cash Flows, cash and cash equivalent (and restricted cash and cash equivalent) assets comprise 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. 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 funding on an accrual basis. The appropriations are paid partly in cash and partly as an asset

(holding account receivable). The accrued amount receivable is accessible on the emergence of the cash funding requirement to cover 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'.

Notes To The Financial Statements (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

All annual leave and long service leave provisions are in respect of employees' services up to the end of the reporting period.

Annual Leave

The liability for annual leave that is expected to be settled within 12 months after the end of the reporting period is recognised and measured at the undiscounted amounts expected to be paid when the liability is settled.

Annual leave that is not expected to be settled within 12 months after the end of the reporting period is recognised and 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.

When assessing expected future payments consideration is given to expected future wage and salary levels including non-salary components such as employer superannuation contributions, as well as 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.

The provision for annual leave is classified as a current liability 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.

Notes To The Financial Statements (continued)

Long service leave

The liability for long service leave that is expected to be settled within 12 months after the end of the reporting period is recognised and measured at the undiscounted amounts expected to be paid when the liability is settled.

Long service leave that is not expected to be settled within 12 months after the end of the reporting period is recognised and 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.

When assessing expected future payments consideration is given to expected future wage and salary levels including non-salary components such as employer superannuation contributions, as well as 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.

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. Pre-conditional and

conditional long service leave provisions are classified as non-current liabilities because the Commission has an unconditional right to defer the settlement of the liability until the employee has completed the requisite years of service.

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.

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

Notes To The Financial Statements (continued)

to choose their preferred superannuation fund. The Commission 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 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.

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'.

(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), the GESB Super Scheme (GESBS), or other superannuation funds.

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

(s) Assets and Services Received Free of Charge or for Nominal Cost

Assets and services received free of charge or for nominal cost that can be reliably measured are recognised as income at fair value of the assets and/or the fair value of those services that the

Notes To The Financial Statements (continued)

Commission would otherwise pay for. A corresponding expense is recognised for services received. 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.

Note 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.

Notes To The Financial Statements (continued)

Note 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.

Note 5: Disclosure of changes in accounting policy and estimates

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 2012 that impacted on the Commission.

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]

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). There is no financial impact.

Voluntary changes in Accounting Policy

There were no voluntary changes to accounting policy.

Notes To The Financial Statements (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:

		Operative for reporting periods beginning on/after
AASB 9	<p>Financial Instruments This Standard supersedes AASB 139 <i>Financial Instruments: Recognition and Measurement</i>, introducing a number of changes to accounting treatments.</p> <p>AASB 2012-6 <i>Amendments to Australian Accounting Standards – Mandatory Effective Date of AASB 9 and Transition Disclosures</i> amended the mandatory application date of this Standard to 1 January 2015.</p> <p>The Commission has not yet determined the application or the potential impact of the Standard.</p>	1 Jan 2015
AASB 13	<p>Fair Value Measurement 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>Employee Benefits This Standard supersedes AASB 119 (October 2010), making changes to the recognition, presentation and disclosure requirements.</p> <p>The Commission does not have any defined benefit plans, and therefore the financial impact will be limited to the effect of discounting annual leave and long service leave liabilities that were previously measured at the undiscounted amounts.</p>	1 Jan 2013
AASB 1055	<p>Budgetary Reporting This Standard specifies the nature of budgetary disclosures, the circumstances in which they are to be included in the general purpose financial statements of not-for-profit entities within the GGS. The Commission will be required to disclose additional budgetary information and explanations of major variances between actual and budgeted amounts, though there is no financial impact.</p>	1 Jul 2014

Notes To The Financial Statements (continued)

AASB 2010-2	<p><i>Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements [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]</i></p> <p>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.</p>	1 Jul 2013
AASB 2010-7	<p><i>Amendments to Australian Accounting Standards arising from AASB 9 (December 2010) [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]</i></p> <p>This Standard makes consequential amendments to other Australian Accounting Standards and Interpretations as a result of issuing AASB 9 in December 2010. AASB 2012-6 amended the mandatory application date of this Standard to 1 January 2015. The Commission has not yet determined the application or the potential impact of the Standard.</p>	1 Jan 2015
AASB 2011-8	<p><i>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]</i></p> <p>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.</p>	1 Jan 2013
AASB 2011-10	<p><i>Amendments to Australian Accounting Standards arising from AASB 119 (September 2011) [AASB 1, 8, 101, 124, 134, 1049 & 2011-8 and Int 14]</i></p> <p>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.</p>	1 Jan 2013
AASB 2011-11	<p><i>Amendments to AASB 119 (September 2011) arising from Reduced Disclosure Requirements</i></p> <p>This Standard gives effect to Australian Accounting Standards – Reduced Disclosure Requirements for AASB 119 (September 2011). There is no financial impact.</p>	1 Jul 2013
AASB 2012-1	<p><i>Amendments to Australian Accounting Standards – Fair Value Measurement – Reduced Disclosure Requirements [AASB 3, 7, 13, 140 & 141]</i></p> <p>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.</p>	1 Jul 2013

Notes To The Financial Statements (continued)

AASB 2012-2	<p><i>Amendments to Australian Accounting Standards – Disclosures – Offsetting Financial Assets and Financial Liabilities [AASB 7 & 132]</i></p> <p>This Standard amends the required disclosures in AASB 7 to include information that will enable users of an entity's financial statements to evaluate the effect or potential effect of netting arrangements, including rights of set-off associated with the entity's recognised financial assets and recognised financial liabilities, on the entity's financial position. There is no financial impact.</p>	1 Jan 2013
AASB 2012-3	<p><i>Amendments to Australian Accounting Standards – Offsetting Financial Assets and Financial Liabilities [AASB 132]</i></p> <p>This Standard adds application guidance to AASB 132 to address inconsistencies identified in applying some of the offsetting criteria, including clarifying the meaning of “currently has a legally enforceable right of set-off” and that some gross settlement systems may be considered equivalent to net settlement. There is no financial impact.</p>	1 Jan 2014
AASB 2012-5	<p><i>Amendments to Australian Accounting Standards arising from Annual Improvements 2009-11 Cycle [AASB 1, 101, 116, 132 & 134 and Int 2]</i></p> <p>This Standard makes amendments to the Australian Accounting Standards and Interpretations as a consequence of the annual improvements process. There is no financial impact.</p>	1 Jan 2013
AASB 2012-6	<p><i>Amendments to Australian Accounting Standards – Mandatory Effective Date of AASB 9 and Transition Disclosures [AASB 9, 2009-11, 2010-7, 2011-7 & 2011-8]</i></p> <p>This Standard amends the mandatory effective date of AASB 9 Financial Instruments to 1 January 2015. Further amendments are also made to consequential amendments arising from AASB 9 that will now apply from 1 January 2015 and to consequential amendments arising out of the Standards that will still apply from 1 January 2013. There is no financial impact.</p>	1 Jan 2013
AASB 2012-7	<p><i>Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements [AASB 7, 12, 101 & 127]</i></p> <p>This Standard adds to or amends the Australian Accounting Standards to provide further information regarding the differential reporting framework and the two tiers of reporting requirements for preparing general financial statement. There is no financial impact.</p>	1 Jul 2013

Changes in accounting estimates

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

Notes To The Financial Statements (continued)

Note 6: Employee benefits expense

Wages and salaries

(a)

13,064

4,387

Superannuation - defined contribution plans

(b)

922

426

13,986

4,813

(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 11 "Other Expenses". The employment on-costs liability is included at note 23 'Provisions'.

Note 7: Supplies and Services

Communications

5,094

1,456

Consultants and contractors

2,786

2,037

Consumables

424

272

Travel

247

78

Other

336

361

8,887

4,204

Notes To The Financial Statements (continued)

Note 8: Depreciation and amortisation expense

Depreciation

Equipment

Computer hardware

Total Depreciation

Amortisation

Intangible assets

Total amortisation

Total depreciation and amortisation

2013	2012
\$000	\$000
25	21
31	27
56	48
154	90
154	90
210	138

Note 9: Accommodation expenses

Leases rentals

Repairs and maintenance

2,036	1,372
305	5
2,341	1,377

Note 10: Grants and subsidies

Recurrent

Grants (section 175LC of the *Electoral Act 1907*)

(a)

3,969	-
--------------	----------

(a) As per section 175LC of the *Electoral Act 1907* being grants paid to Political Parties and candidates who achieve more than 4% of the eligible preference votes recorded at the State Election.

Notes To The Financial Statements (continued)

Note 11: Other expenses

Employment on-costs
Audit Fees

2013	2012
\$000	\$000
5	-
37	36
42	40

Note 12: Other revenue

Local Government Elections
Other Elections
Sale of Roll Products /General Revenue

115	3,198
201	166
137	19
453	3,383

Note 13: Income from State Government

Appropriation received during the period
Service appropriations

(a)	29,558	7,916
	29,558	7,916

Resources received free of charge from other State government agencies during the period:

Department of Finance
Department of the Attorney General
Landgate

(b)	19	14
	15	22
	22	-
	56	36
	29,614	7,952

(a) Service appropriations are accrual amounts reflecting the full cost of services delivered.

The appropriation revenue comprises a cash component and a receivable (asset).

The receivable (holding account) comprises the depreciation expense for the year and any agreed increase in leave liability during the year.

(b) Where assets or services have been received free of charge or for nominal cost, the Commission recognised revenues (except where the contributions of assets or services are 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.

Notes To The Financial Statements (continued)

Note 14: Cash and cash equivalents

Current

Cash at Bank

Note 15: Restricted Cash and cash equivalents

Non current

Salaries suspense account with Treasury

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.

Note 16: Receivables

Current

Receivables

GST receivable

Total Current Receivables

Note 17: Amounts receivable for services

Current (a)

Non-current (a)

Total receivables

(a) Represents the non-cash component of service appropriations. See note 2(m) 'Amounts receivable for services (Holding Account)'.

It is restricted in that it can only be used for asset replacement or payment of leave liability.

Note 18: Other Current Assets

Prepayments

	2013	2012
	\$000	\$000
	1,178	717
	1,178	717
	101	88
	101	88
	84	7
	474	121
	558	128
	50	250
	511	397
	561	647
	-	108

Notes To The Financial Statements (continued)

Note 19: Plant and equipment

Equipment

At cost

Accumulated depreciation

Hardware

At cost

Accumulated depreciation

Total Plant and Equipment

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

Additions

Disposals

Prior year adjustment

Depreciation

Carrying amount at end of year

Hardware

Carrying amount at start of year

Additions

Disposals

Depreciation

Carrying amount at end of year

Total

Carrying amount at start of year

Additions

Disposals

Prior year adjustment

Depreciation

Carrying amount at end of year

	2013	2012
	\$000	\$000
At cost	298	241
Accumulated depreciation	(206)	(147)
	92	94
At cost	795	814
Accumulated depreciation	(775)	(777)
	20	37
	112	131
Carrying amount at start of year	95	60
Additions	23	56
Disposals	-	-
Prior year adjustment	-	-
Depreciation	(25)	(21)
Carrying amount at end of year	92	95
Carrying amount at start of year	36	48
Additions	14	16
Disposals	-	-
Depreciation	(30)	(28)
Carrying amount at end of year	21	36
Carrying amount at start of year	131	108
Additions	37	72
Disposals	-	-
Prior year adjustment	-	-
Depreciation	(55)	(49)
Carrying amount at end of year	113	131

Notes To The Financial Statements (continued)

Note 20: Intangible Assets

Computer software (a)

At cost

Accumulated amortisation

Total Intangible Assets

(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

Disposals

Amortisation

Carrying amount at end of year

Work in Progress

Carrying amount at start of year

Additions

Capitalised to intangible asset

Carrying amount at end of year

Total

Carrying amount at start of year

Additions

Disposals

Amortisation

Carrying amount at end of year

	2013	2012
	\$000	\$000
At cost	2,311	2,311
Accumulated amortisation	(244)	(90)
Total Intangible Assets	2,067	2,221
Carrying amount at start of year	2,221	-
Transfer from WIP		2,311
Disposals	-	-
Amortisation	(154)	(90)
Carrying amount at end of year	2,067	2,221
Carrying amount at start of year	-	2,039
Additions	-	272
Capitalised to intangible asset	-	(2,311)
Carrying amount at end of year	-	-
Carrying amount at start of year	2,221	2,039
Additions	-	272
Disposals	-	-
Amortisation	(154)	(90)
Carrying amount at end of year	2,067	2,221

Notes To The Financial Statements (continued)

Impairment of assets

There were no indications of impairment to plant and equipment and intangible assets at 30 June 2013. 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 2013 have either been classified as assets held for sale or written off.

Note 21: Payables

Current

Accrued expenses

Accrued salaries

Other Payables

Trade payables

Total current

	2013	2012
	\$000	\$000
	3	159
	82	83
	62	25
	-	85
	147	352

Note 22: Amounts due to Treasurer

Current

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

(a)	181	181
	181	181

Notes To The Financial Statements (continued)

Note 23: Provisions

Current

Employee benefits provision

Annual Leave

(a) 336 314

Long service leave

(b) 526 425

862 739

Other Provisions

Employment on-costs

(c) 11 49

Total Current

873 788

Non-Current

Employee benefits provision

Long service leave

231 182

Other Provisions

Employment on-costs

(c) 3 27

Total Non-Current

234 209

(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

336 314

336 314

(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

208 175

More than 12 months after the reporting period

549 432

757 607

(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 11 'Other expenses'.

Notes To The Financial Statements (continued)

	2013	2012
	\$000	\$000
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	267	191
Additional Provisions recognised	15	76
Carrying amount at end of year	282	267
 Note 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	1,484	717
Result for the period	632	767
Balance at end of period	2,116	1,484
Total Equity at End of Period	3,142	2,510

Notes To The Financial Statements (continued)

	2013	2012
	\$000	\$000
Note 25: Notes to the Statement of Cash Flows		
Reconciliation of Cash		
Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:		
Cash and cash equivalents	1,178	717
Restricted cash and cash equivalents (See Note 15)	101	88
Balance at the end of the period.	<u>1,279</u>	<u>805</u>
Amount held in the suspense account is only to be used for the purpose of meeting the 27th pay in a financial year that occurs every 11 years. The figure is not shown in the 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		
Net cost of services	<u>(28,982)</u>	<u>(7,185)</u>
Non-cash items:		
Depreciation and Amortisation	210	138
	-	-
Services received free of charge	57	36
Other (Amounts receivable for Outputs)	164	198
(Increase)/decrease in assets:		
Current receivables	(230)	(43)
Other current assets	108	(108)
Non-current assets	(114)	52
	-	-
Increase/(Decrease) in liabilities:		
Current payables	(205)	(382)
Current provisions	85	(48)
Non-current provisions	25	72
Other Payables (Treasurers Advance)		(166)
Change in GST in receivables/payables	(250)	116
Net cash provided by/(used in) operating activities	<u>(29,132)</u>	<u>(7,320)</u>

Notes To The Financial Statements (continued)

	2013	2012
	\$000	\$000
Note 26: Commitments		
Non-cancellable operating lease		
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	26	21
Later than 1 year and not later than 5 years	19	13
	45	34
Accommodation		
Within 1 year	1,465	1,289
Later than 1 year and not later than 5 years	782	2,038
	2,247	3,327

The primary property lease is a non-cancellable lease with a two 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.

Note 27: Contingent liabilities and contingent assets

The Commission has no contingent liabilities or contingent assets.

Note 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.

Notes To The Financial Statements (continued)

Note 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.

	2013 Estimate \$000	2013 Actual \$000	Variance \$000
Significant variations between estimates and actual for 2013			
Total appropriation provided to deliver services for the year	23,918	29,558	-5,640
The variance is the result of supplementary funding of \$1.7million and political funding grants of \$3.8million being brought forward from 2013-14, for the State general election plus \$120,000 to fund costs of decommissioning from Shared Services			
Other Revenue	250	453	-203
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, plus a contribution of \$100,000 from the Australian Electoral Commission to assist in an enrolment campaign.			
Significant variances between actual results for 2013 and 2012			
Service Expenditure	29,435	10,568	18,867
The variance is mainly the result of the additional expenditure associated with the conduct of the State general election			
Other Revenue	453	377	76
The variance is the result of the receipt of additional expenditure for local government extraordinary elections conducted on a cost recovery basis.			

Notes To The Financial Statements (continued)

Note 30: Financial Instruments

(a) Financial risk management objectives and policies

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

Credit risk

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

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 as shown in the table at note 30(c) 'Financial instruments disclosures' and note 16 'Receivables'.

Credit risk associated with the Commission's financial assets is minimal because the main receivable is the amounts receivable for services (holding account). For receivables other than government, the Commission trades only with recognised, creditworthy third parties. The Commission has policies in place to ensure that sales of products and services are made to customers with an appropriate credit history. In addition, receivable balances are monitored on an ongoing basis with the result that the Commission's exposure to bad debts is minimal. At the end of the reporting period there were no significant concentrations of credit risk.

Liquidity risk

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

The Commission is exposed to liquidity risk through its trading in the normal course of business.

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

Notes To The Financial Statements (continued)

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 [for example, equity securities or commodity prices changes].

(b) Categories of financial instruments

The carrying amounts of each of the following categories of financial assets and financial liabilities at the end of the reporting period are:

	2013	2012
	\$000	\$000
Financial Assets		
Cash and cash equivalents	1,178	717
Restricted cash and cash equivalents	101	88
Receivables (a)	645	654
Financial Liabilities		
Financial liabilities measured at amortised cost	325	525

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

Notes To The Financial Statements (continued)

(c) Financial instrument disclosures

Credit risk

The following table details the Commission's maximum exposure to credit risk and the ageing analysis of financial assets. The Commission's maximum exposure to credit risk at the end of the reporting period is the carrying amount of financial assets as shown below. The table discloses the ageing of financial assets that are past due but not impaired and impaired financial assets. The table is based on information provided to senior management of the Commission.

The Commission does not hold any collateral as security or other credit enhancement relating to the financial assets it holds.

	Carrying Amount	Not past due and not impaired	Past due but not impaired					Impaired financial assets
			< 1 month	1-3 months	3 months to 1 year	1-5 years	> 5 years	
Ageing analysis of financial assets	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
2013								
Cash and cash equivalents	1,178	1,178	-	-	-	-	-	-
Restricted cash and cash equivalents	101	101	-	-	-	-	-	-
Receivables(a)	84	84						
Amounts receivable for services	561	561	-	-	-	-	-	-
	1,924	1,924						
2012								
Cash and cash equivalents	717	717	-	-	-	-	-	-
Restricted cash and cash equivalents	88	88	-	-	-	-	-	-
Receivables(a)	7	7						
Amounts receivable for services	647	647						
	1,459	1,459						

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

Notes To The Financial Statements (continued)

Liquidity risk and interest rate exposure

The following table details the Department's interest rate exposure and the contractual maturity analysis of financial assets and financial liabilities. The maturity analysis section includes interest and principal cash flows. The interest rate exposure section analyses only the carrying amounts of each item.

Interest rate exposure and maturity analysis of financial assets and financial liabilities

	Weighted Average Effective Interest Rate	Carrying Amount	Interest rate exposure			Nominal Amount	Maturity dates				
			Fixed interest rate	Variable interest rate	Non- interest bearing		Up to 1 month	1-3 months	3 months to 1 year	1-5 years	More than 5 years
2013	%	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Financial Assets											
Cash and cash equivalents	-	1,178	-	-	1,178	1,178	1,178				
Restricted cash and cash equivalents	-	101	-		101	101	101				
Receivables(a)	-	84	-	-	84	84	84				
Amounts receivable for services	-	561	-	-	561	561	561				
		1,924	-		1,924	1,924	1,924				
Financial Liabilities											
Payables	-	144	-	-	144	144	144	-	-	-	-
Amounts due to the Treasurer	-	181	-	-	181	181	0		181		
		325		-	325	325	144	-	181	-	-

Notes To The Financial Statements (continued)

Interest rate exposure and maturity analysis of financial assets and financial liabilities

	Weighted Average Effective Interest Rate	Carrying Amount	Interest rate exposure			Nominal Amount	Maturity dates				
			Fixed interest rate	Variable interest rate	Non- interest bearing		Up to 1 month	1-3 months	3 months to 1 year	1-5 years	More than 5 years
	%	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
2012											
Financial Assets											
Cash and cash equivalents	-	717			717	717	717				
Restricted cash and cash equivalents	-	88			88	88	0				
Receivables(a)	-	7			7	7	7				
Amounts receivable for services	-	647			647	647	0				
		1,459			1,459	1,459	724				
Financial Liabilities											
Payables	-	344			344	344	344				
Amounts due to the Treasurer	-	181			181	181	0			181	
		525			525	525	344	-		181	

Notes To The Financial Statements (continued)

Note 31: Remuneration of senior officers

Remuneration

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

\$	2013	2012
100,001 – 110,000		1
120,001 – 130,000	2	1
130,001 – 140,000	1	2
150,001 – 160,000	1	
170,001 – 180,000		1
230,001 – 240,000	1	
250,001 – 260,000	1	
260,001 – 270,000		1
	\$000	\$000
Base remuneration and Superannuation	1,008,063	905,981
Annual leave and long service leave accruals	(11,724)	(5,401)
Other benefits	21,435	40,600
Total remuneration of senior officers is:	1,017,774	941,180

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

Note 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:

	2013	2012
Auditing the accounts, financial statements and performance indicators	\$000	\$000
	40	37

Notes To The Financial Statements (continued)

Note 33: Related bodies

The Commission had no related bodies during the financial year.

Note 34: Affiliated bodies

The Commission had no affiliated bodies during the financial year.

Note 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.

	2013	2012
Balance at the start of the period	-	-
Receipts	114,000	-
Payments	114,000	-
Balance at the end of the year	-	-

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

Note 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.

Appendices

Disability Access and Inclusion Plan

The Commission's Disability Access and Inclusion Plan (DAIP) is a commitment to ensuring that people with disability have the same access to electoral services, facilities and information as others and that the Commission continues to meet its disability and access objectives.

Following extensive review and consultation, the DAIP 2012-2016 was registered with the Disability Services Commission in 2012. The document identified a wide range of strategies that, in addition to the Commission's ongoing operations, focused on increasing the opportunities for people with disability to have positive and rewarding experiences of the electoral process during the 2013 State election.

The DAIP 2012-2016 is available to the public via the Commission's website. The Commission also continues to report annually on the progress of the DAIP to the Disability Services Commission and through this report.

An overview of current progress of the DAIP is described under each of the six key outcome areas.

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 induction.
- ✓ The DAIP is available to the public through the Commission's website.
- ✓ 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 an electoral event, polling places are assessed for accessibility based on guidelines developed in consultation with the Disability Services Commission. Accessible early voting locations and polling places are identified in advertising.
- ✓ At the 2013 State election, all districts had at least one wheel chair accessible polling place available on polling day, and in 6 districts, all polling places were accessible.
- ✓ The Commission offers 'VoteAssist', technology assisted independent voting for electors with visual impairment. Developed in partnership with the Association for the Blind Western Australia and with community consultation, Vote Assist was successfully trialled at the 2013 State election.

- ✓ 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 on polling day where electors with a disability can cast a vote from their car.
- ✓ New initiatives to enhance accessibility of the voting process implemented at the 2013 State election include 10 polling places with audio loops available for use by hearing impaired electors with hearing or listening aids, 17 polling places with infograph banners explaining the voting process in images with Easy English text and Ramp Assist, where portable ramps were made available for polling places where accessibility could be enhanced.
- ✓ Assistive tools are provided at polling places including magnifying sheets, triangular pencils, tabletop voting screens and hard of hearing counter cards.
- ✓ Polling place officials at any polling place are able to take ballot papers out to electors with limited mobility who are unable to leave their vehicle, on request.

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

- ✓ The Commission's website provides information for visitors, including opening hours, ramp locations and nearby public transport options.
- ✓ The Commission's main office is centrally located in Perth's CBD and is close to public transport. The building has automatic doors and ramp access, and a concierge is available to assist visitors.
- ✓ The office meets legislative accessibility requirements and is accessed via a lift. Reception has automatic doors and is wheelchair accessible.
- ✓ The Electoral Education Centre also meets legislative accessibility requirements and has parking for visitors with ACROD permits.
- ✓ For election events, the Commission revised assessment criteria used for determining polling place accessibility with input from the Disability Services Commission, which was implemented for the 2013 State election.

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 produced two brochures, 'Enhancing Access to Voting' and 'Information for Carers' to provide information for electors with disability and their carers.
- ✓ The Commission's website is being upgraded, with consideration given to ensuring that WC3 Web Content Accessibility Guidelines are met. To assist visitors to the website, a link to the 'accessibility' page is provided at the top of on every page.
- ✓ 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.
- ✓ People wishing to access information, including publications, can request alternative formats if required.

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

- ✓ All staff are expected to act in accordance with the Commission's Code of Conduct, including being respectful and sensitive to all customer needs.
- ✓ Service commitments for electors were published for the 2013 State election, which addressed the accessibility of services. Similar service commitments have been developed for the 2013 local government elections.
- ✓ Disability awareness training was included in all staff manuals for the 2013 State election and is planned for the 2013 local government elections.
- ✓ The Electoral Education Centre offers tailored presentations to education support classes from various schools.
- ✓ To raise disability awareness of staff, staff are encouraged to watch the Disability Services Commission video 'Make a Difference', which is available on the intranet, along with the DAIP and Disability Services Policy.
- ✓ The Commission is currently reviewing the Disability Services policy to ensure that it continues to be relevant.
- ✓ The Commission continues to report on the progress of our DAIP in the 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 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/NRS, mail or in person.
- ✓ The Commission has a DAIP officer who can assist in resolving complaints from people with 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 all members of the public who are encouraged to provide feedback to the Commission.
- ✓ During a review of the DAIP, the Commission encourages people with disability to provide input and feedback through a State-wide newspaper advertisement, information on our website and through notifying the Disability Services Commission.
- ✓ When developing new initiatives to improve the accessibility of the Commission's services, consultation with key groups representing people with disability is conducted to ensure appropriate and responsive service delivery.

Due to legislative changes to the *Disability Services Act 1993*, the Commission plans to include an additional outcome (outcome 7) to address: 'people with disability have the same opportunities as other people to obtain and maintain employment within a public authority'. Implementation and reporting on outcome 7 will commence within the next reporting period.

Products Provided to Other Organisations 2012–2013

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
NEC IT Solutions Australia Pty 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 track the movements of JP's
Department of the Attorney General	Registry of Births, Deaths & Marriages	To aid Registration Officers to confirm data entered on registration forms for Birth, Death and Marriage, and as part of an Automatic Birth registration process
Department of Finance	Office of State Revenue	To confirm the residential address for Land Tax, First Home Owners Grant and various compliance purposes

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

Agency Name	Branch	Purpose for which the information was provided
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 Branch	Processing of data and release of it to medical researchers for approved medical research projects under strict privacy controls
Department of Health	Breastscreen WA	To assist with follow-up public health action
Department of Health	Central Waitlist Bureau	To assist with follow-up public health action
Department of Health	Familial Cancer Program, Genetic Services of Western Australia	To assist with follow-up public health action
Telethon Institute for Child Health Research		For approved medical research projects under strict privacy controls

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

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

Agency Name	Date of Request	Purpose for which the information was provided
City of Canning	23 July 2012	To facilitate a change of Ward boundary
Shire of Mukinbudin	13 August 2012	To facilitate a Boundary review
Shire of Perenjori	12 September 2012	To facilitate a Boundary review
City of Wanneroo	18 October 2012	To facilitate an Electors Meeting
Shire of Denmark	14 November 2012	To conduct a district survey
City of Belmont	21 November 2012	To facilitate a Boundary review
Swan River Trust	5 December 2012	Roll extract to conduct the Bennett Brook Project
Shire of Chapman Valley	7 December 2012	To facilitate a Boundary review
Shire of Victoria Plains	18 December 2012	To facilitate a Boundary review
Shire of Busselton	18 December 2012	To facilitate a Boundary review
Shire of Gingin	16 January 2013	To facilitate a Boundary review
Shire of Swan	27 February 2013	To facilitate a Boundary review
Department of Communities	27 February 2013	Audit of seniors card database
Town of Cambridge	28 February 2013	To facilitate a Special Electors meeting
Department of Transport, Transport & Policy Systems	23 January 2013	Roll extract to conduct voluntary transport program
City of Perth	21 May 2013	To check non resident owner/occupier roll applications

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 Adoption Act 1994
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 Conversation	Nature Protection Branch	To assist in investigations into breaches of legislation administered by CALM
Department of Education and Training	Standards and Integrity Directorate	Assisting to location witnesses that are part of investigation of internal breaches of discipline including Child Protection matters
Department of Health	Communicable Diseases Control Directorate	To assist with follow-up public health action
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

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

Agency Name	Date of Request	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 Register	To trace fine defaulters to recover monies owed to the state thereby ensuring the integrity of the Justice System and protecting the revenue of the State
Department of the Attorney General	Justices of the Peace Branch	To confirm applicants eligibility to become Justices of the peace and Commissioners of Declaration in accordance with Legislation and Departmental Policy.
Department of Commerce	Consumer Protection Division	To identify and locate persons of interest during investigations into breaches of the Fair Trading Act, Motor Vehicle Dealers Act and the Motor Vehicle Repairers Act
Rottne Island Authority	Marine and Terrestrial Reserve Branch	To assist in the prevention of fraudulent use of mooring licenses.

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 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 Guardianship and Administration Act 1990
Department of the Attorney General	Public Trustee	To help locate beneficiaries of deceased estates and trusts as well as witnesses to wills
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.
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 Mines and Petroleum	Investigation and Enforcement Branch	To investigate and prosecute serious breaches of DoIR legislation

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

Agency Name	Branch	Purpose for which the information was provided
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
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 Western Australian College of Teaching Act 2004
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

Non-Parliamentary Election Statistics

Union Election Statistics

(a) Union elections conducted under the *Industrial Relations Act 1979* during 2012–2013

Organisation	Vacancies	Contested Vacancies	Unopposed Vacancies	Unfilled Vacancies	Electors	Voters	Participation Rate	Average Participation Rate
Australian Rail, Tram and Bus Industry Union of Employees, West Australian Branch	4	4	0	0	545	329	60.37%	
Health Services Union of Western Australia (Union of Workers)	4	0	4	4	Uncontested	n/a		
Health Services Union of Western Australia (Union of Workers)	1	0	1	0	Uncontested	n/a		
The Master Painters, Decorators and Signwriter's Association of Western Australia (Union of Employers)	8	0	8	0	Uncontested	n/a	C	
The Master Plumbers and Gasfitters Association of Western Australia (Union of Employers)	12	10	2	0	545	142	26.06%	
The Shop, Distributive and Allied Employees' Association of Western Australia	11	0	11	0	Uncontested	n/a		
University of Western Australia Academic Staff Association	10	0	10	0	Uncontested	n/a		
Western Australian Prison Officers' Union of Workers	12	5	5	2	1,988	575	28.92%	
Totals	62	19	41	2				38.45%

Extraneous Election Statistics

(b) Extraneous elections 2012–2013 (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)	30	30	0	0	22,575	4,487	19.87%		
	SUB TOTAL	30	30	0	0					19.87%
(ii) Other Elections	Edith Cowan University – Salaried and Academic Staff			3	3	0	0	882	232	26.30%
	Edith Cowan University –Two Enrolled Students (voting in person)	2	2	0	0	25,597	104	0.004%		
	Fire and Emergency Services Superannuation Board	4	0	4	0	Uncontested	n/a			
	Fire and Emergency Services Superannuation Board	1	1	0	0	1,933	581	30.06%		
	National Trust of Australia (WA)	5	5	0	0	2,244	730	32.53%		
	Potato Marketing Corporation of Western Australia	1	0	1	0	Uncontested	n/a			
	Prison Officers' Appeal Tribunal	1	0	1	0	Uncontested	n/a			
	SUB TOTAL	17	11	6	0					22.22%
Elections conducted in accordance with section 5F(1)(ea) of the Electoral Act 1907		47	41	6	0					21.04%

Non-Statutory Election Statistics

c) Fee-for-Service (Private elections) 2012–2013

	Elections Conducted in Accordance with Section 5F(1)(eb) of the Electoral Act 1907 ²	Organisation	Vacancies	Contested Vacancies	Unopposed Vacancies	Unfilled Vacancies	Electors	Voters	Participation Rate	Average Participation Rate
(ii) Fee-for-Service		Barrick (Australia Pacific) Limited ³	1	1	0	0	318	208	65.41%	
		CBH Group	3	2	1	0	1,044	521	49.90%	
		Civmec Construction and Engineering Pty Ltd ³ (voting in person)	1	1	0	0	378	304	80.42%	
		Derbarl Yerrigan Health Service Inc (voting in person)	8	8	0	0	220	76	34.54%	
		Football West Ltd	66	8	16	42	23	11	47.83%	
		MDA National Limited	5	0	5	0	Uncontested	n/a		
		Public Transport Authority	10	10	0	0	278	163	58.63%	
		Public Transport Authority	3	1	1	1	58	32	55.17%	
		The Royal Society for the Prevention of Cruelty to Animals WA (Inc)	2	0	2	0	Uncontested	n/a	%	
		The Returned and Services League of Australia (WA Branch) Inc ³	10	9	0	1	131	119	90.84%	
		Tourism Council Western Australia	The Western Australian Electoral Commission only conducted the counting of votes							
		Visy Board ³ (voting in person)	1	1	0	0	67	61	91.04%	
		Volgren Australia Pty Ltd ³ (voting in person)	1	1	0	0	58	55	94.83%	
		Elections conducted in accordance with section 5F(1)(eb) of the Electoral Act 1907	111	42	25	44				66.86%
TOTALS: ALL ELECTIONS			220	102	72	46				42.12%

d) Boat Pens Ballot 2012–2013

Elections Conducted in Accordance with Section 5F(1)(eb) of the <i>Electoral Act 1907</i> ²	Organisation	Pens Available	Expressions of Interest	Conforming Applications	Pens Allocated	Pens Unallocated
Boat Pens	Department of Transports	56	39	38	28	28
	Boat Pens Ballots conducted in accordance with section 5F(1)(eb) of the Electoral Act 1907	56	39	38	28	28

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.