

Western Australian Electoral Commission

Annual Report



2013–2014



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 2013–2014 and also presents our audited financial statements and performance indicators for the year ended 30 June 2014.

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



David Kerslake
ELECTORAL COMMISSIONER
19 September 2014

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 2013–2014**

The report reflects the outcomes achieved by the Commission through the reporting period and I would like to thank the Acting Electoral Commissioner, Chris Avent for his leadership during that time. I submit for your endorsement and presentation to Parliament, the Annual Report of the Western Australian Electoral Commission for the year ended 30 June 2014. The report includes the Auditor General's Opinion on the Commission's financial statements and performance indicators.



David Kerslake
ELECTORAL COMMISSIONER
19 September 2014

About us

Our Purpose

To provide all Western Australians with accessible, efficient and high quality electoral and enrolment services.

Our Values

✓ Independence – How we are perceived by others

We act at all times with integrity, independence, impartiality and transparency

✓ Professionalism – How we go about our work

We work to the highest standards by being ethical, accurate, reliable and efficient

✓ Respectful – How we treat others & expect to be treated

We focus on being courteous, honest and fair in all our dealings

✓ Customer Focused – How we deliver our services

We strive to understand customers' needs, honour our commitments and to build effective relationships

✓ Continuous Improvement – How we move forward & work better

We continually review our systems and practices and seek to remain progressive and innovative

✓ Collaboration – How we work together & with others

We build a positive work environment and successful relationships through teamwork and cooperation

Who we are

The Western Australian Electoral Commission (WAEC), created as a Commission in 1987 following electoral reforms, is a small 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 roles are 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 Awareness and Engagement.

We strive to improve the efficiency and effectiveness of everything we do through actively seeking feedback from our clients and stakeholders; auditing and reviewing our processes and performance; being innovative and adaptive to changing circumstances; and enhancing our organisational capacity through training and the provision of staff developmental opportunities.

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 2014 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 2013 to 30 June 2014 and progress towards achieving the desired outcomes of the WAEC.

Report on Operations

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

Disclosures and Legal Compliance

A report on 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.

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 sections of the annual report and websites 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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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 2013–2014, Commission staff managed ordinary elections for 78 local government clients and various extraordinary elections throughout the year; conducted numerous union and fee-for-service elections for a diverse mix of clients; maintained the State electoral roll and generated various roll products; and delivered a wide range of electoral education and information services to the community.

Election Operations

The most significant electoral event during the year was the biennial local government ordinary elections in October 2013. The Commission was contracted by 78 local governments to conduct their ordinary elections, with 76 of these opting for the postal voting method, as opposed to an in person ballot. This was the largest number of local government elections the Commission has ever been engaged to manage.

The local governments deciding to conduct a postal election in 2013 comprised some 1,342,474 electors which was about 93% of the State's total number of eligible electors when rolls closed on 30 August 2013. Ultimately, 1,176,014 election packages were posted to electors.

At the close of nominations, 780 candidates had nominated for 400 vacancies in 196 districts or wards, resulting in 64 separate postal elections. A total of 97 candidates were elected unopposed and six vacancies remained unfilled.

All elections were conducted efficiently with no invalidity claims, however, although voting in local government elections is voluntary, the level of elector participation was generally disappointing. While a few local government districts saw an increase in their participation rate and some country shires recorded a rate above 50%, the state-wide average was a disappointing 27.8%.

During the year the Commission also successfully conducted nine extraordinary local government elections and two polls associated with possible amalgamations of particular local governments.

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, university student guild elections and award agreement ballots for local governments.

The year also saw a number of post-election activities conducted following the March State general election. This activity included publishing reports and statistics; processing failure to vote notices and feedback; analysing elector and other feedback surveys; and commencing a range of project and system reviews and assessments.

Overview of the Agency

Enrolment

Western Australians were able to participate in local, State and Federal government elections during 2013, plus a re-run of the half Senate election in April 2014, hence there has been a higher than normal level of enrolment activity under the Joint Roll Arrangement with the Australian Electoral Commission for much of the year.

The fact remains however that there are significant numbers of eligible people who have either never enrolled or have not maintained the currency of their enrolment. Traditional means of encouraging eligible citizens to maintain their enrolment are proving to be less effective than they once were. This is an issue addressed elsewhere in this report.

At the end of this reporting period there were just over 1.47 million electors on the State roll, a net increase of 34,926 over the year. The Commission's Enrolment Branch generated rolls for 164 local government ordinary and 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.

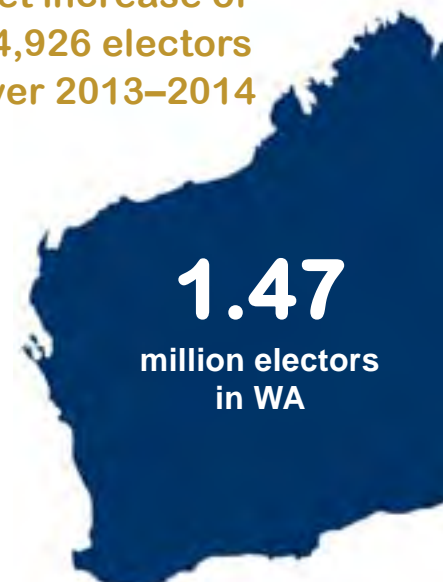
Elector Awareness and Engagement

The Commission utilises a wide range of mediums and forums to communicate with a diverse mix of target audiences; whether they be electors eligible to vote at local government or student guild elections, people wishing to enrol as an elector, political parties registering their details or school students studying Western Australia's democratic institutions.

The Electoral Education Centre facilitated in the order of 30,000 face-to-face interactions with primary, secondary or tertiary students and community groups during the year and established a new website specifically targeting teachers and students.

In addition to advertising and public information campaigns connected with local government elections, the Commission also produced a number of election related reports and publications aimed at increasing client and public understanding of electoral matters.

**Net increase of
34,926 electors
over 2013–2014**



Overview of the Agency

Staffing

During the year the Commission experienced a number of retirements by long-term experienced personnel and further retirements are anticipated in the lead up to the next general election. This trend will continue to pose some succession planning and knowledge transfer challenges given the small size of the agency (a total of 50 FTE) and the necessary specialisation of some positions.

Given the less hectic work schedule following the October local government elections, the Commission has worked hard at reducing its leave liability by actively encouraging staff to take extended periods of leave.

In addition to selected targeted training for particular individuals, over the course of the year, all staff participated in training on updated Windows and Office applications, and the number of trained and qualified internal auditors was expanded to 17.



As a part of a major IT transition, all staff attended at least two half day training sessions.

Information Technology

A major IT initiative this year has been the upgrade to the Commission's operating business environment, with the adoption of more recent versions of Windows and Office applications and the roll-out of new desktops and the replacement of various servers and other hardware that needed to be retired. This project included a comprehensive staff training program.

Of even greater importance to the conduct of election events, has been work on a range of projects to upgrade and replace a number of core election systems and software applications. In addition to other works, a new election management system for union and fee-for-service elections was developed and successfully implemented and major upgrades were undertaken to the system used to maintain the State Electoral Roll, including work to integrate digital maps with the roll database.

Work has also proceeded in the online environment, with solid progress made on developing a new WAEC intranet site and creating a new electoral boundaries website for the Office of the Distribution Commissioners.

Overview of the Agency

Management Team

Since May 2013, **Chris Avent** the substantive Deputy Electoral Commissioner has acted in the Electoral Commissioner position following the resignation of Warwick Gately to take up the position of Victorian Electoral Commissioner.

Given the above, **Glen Sanders** the substantive Manager Enrolment performed the role of General Manager for most of the year, while **David Payne** acted in the Enrolment Manager position.

The Commission's long-term Manager Information Technology **Desmond Chenik** continued to perform that role throughout the year, while **Justin Harbord** continued in the Manager Policy, Compliance and Community Awareness position.

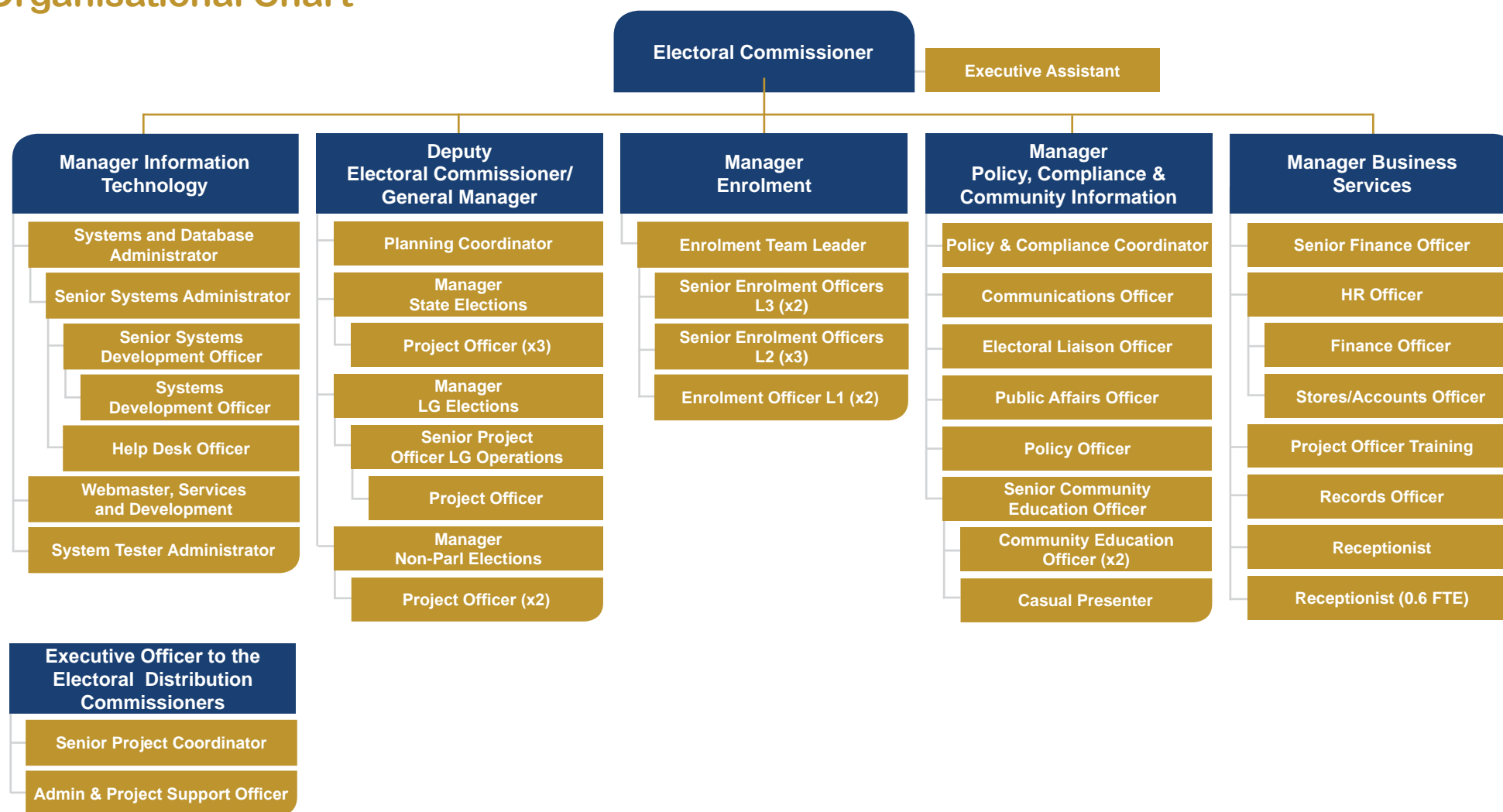
The final member of the Corporate Executive team is the Business Services Manager. After many years of loyal service, **Gary Harrington** retired from this position mid-year and was replaced by **Peter Shimmings**, previously with the Office of Shared Services.



Justin Harbord, Peter Shimmings, Chris Avent, David Payne, Glen Sanders, Desmond Chenik

Overview of the Agency

Organisational Chart



Overview of the Agency

Highlights 2013–2014

- ✓ Efficiently and effectively managed 78 local government ordinary elections, dispatching nearly 1.2 million voting packages to electors with contested ballots in their district or ward. There were no invalidity complaints and stakeholder feedback was very positive.
- ✓ Successfully managed a diverse mix of 30 fee-for-service and union ballots and 11 local government extraordinary elections or polls.
- ✓ Organised nearly 30,000 direct interactions with clients of the various programs offered by the Commission's Electoral Education Centre, gaining very positive customer feedback.
- ✓ Expanded our organisational capacity and provided staff with development opportunities through relevant secondments, project allocations, training programs and acting opportunities.
- ✓ Successfully supported the passage of an Electoral Amendment Bill through the Parliament, amending provisions governing the distribution of the State's electoral boundaries.

Significant Issues Impacting the Agency

As suggested previously, a major challenge for electoral authorities across Australia is the number of eligible electors who are not enrolled and who are increasingly ignoring traditional enrolment promotion activities. It has been estimated that about 190,000 eligible Western Australians are not on the State electoral roll. To address this problem, the Commonwealth and some other States have introduced 'direct enrolment' legislation, removing the need for an elector to submit a signed enrolment form. Rather, data indicating an address change or eligibility to enrol is sourced from other government agencies and is used to enrol the elector.

Under current legislation in Western Australia, direct enrolment is not permissible and as such the Joint Roll Arrangement with the Commonwealth is no longer operating as effectively as it once did. This has resulted in a growing number of citizens who are enrolled on the Commonwealth Roll for Western Australia, but not local and State rolls. While the Commission will continue to actively encourage enrolment by eligible citizens, unless the Federal Government repeals the direct enrolment legislation or the State Government

passes legislation to resolve this roll divergence issue, significant numbers of Western Australian residents will be unable to vote at forthcoming local and State elections.

Proposed district amalgamations and boundary changes within the local government sector prior to the 2015 biennial elections will impact significantly on the Commission in terms of both the provision of district and ward rolls and the conduct of those elections where the WAEC is contracted to provide the returning officer and manage the election. Proposed changes within the Perth metropolitan area will require major re-engineering and up-dating of local government boundaries and roll data. The Commission will need to work closely with individual local governments, Landgate and the Department for Local Government and Communities in order to make the necessary changes before rolls close in August 2015.

As previously reported the Commission's small workforce of 50 permanent staff had been very stable for some years and has great collective experience. A number of recent and imminent retirements by long term experience personnel pose some succession planning and knowledge transfer challenges. These challenges are being addressed and will need to continue to be accommodated in the lead up to the next State general election.

Overview of the Agency

Looking to the Future

A primary focus for the Commission during 2014–15 will be planning and implementing the necessary system and process changes in order to provide inaugural or amended metropolitan local governments with accurate residents rolls and merged postal vote lists.

The latter half of 2014 will also see the Commission conduct several large university student guild elections as well as elections for a number of significant community based organisations. The university student guild elections in particular can at times be quite contentious and are typically hotly contested.

As indicated, the issue of roll divergence between the Commonwealth and State rolls and the problem of under-enrolment are matters that will continue to require attention. Given these are matters about which the various stakeholders can hold quite different views, finding potential solutions is likely to require sensitivity, compromise and commitment by all involved.

The Commission has also embarked on an extensive program of core election systems developments and upgrades, including the development of a new postal and declaration vote processing system and the integration of digital mapping software with the State Roll database. This important work will continue for some time in the lead up to the next State general election in March 2017.

Another focus will be the provision of corporate and technical support to the Office of the Electoral Distribution Commissioners as they commence their work on generating the electoral boundaries that will apply at the 2017 election.

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*
- ✓ *Referendums Act 1983*.

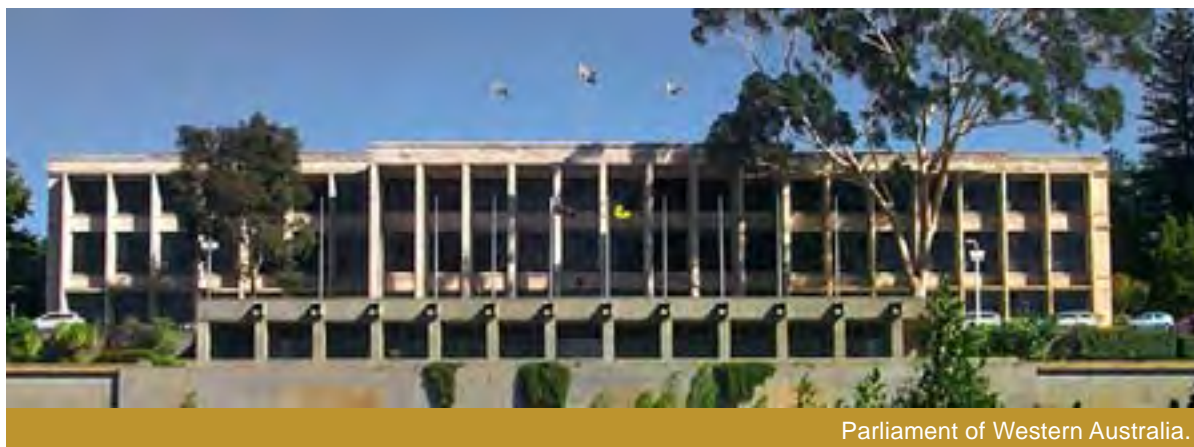
A range of other legislation that impacts on the Commission in the conduct of its business, and with which the Commission must comply, is highlighted further in the Corporate Governance section of this report.

Overview of the Agency

Legislation Developments

The *Electoral Amendment Act 2014* was passed by the State Parliament on 27 June 2014. This legislation provided for the improvement of the electoral distribution process which is due to formally commence in early 2015. The major features of the legislation provided for:

- Final electoral boundaries to be produced electronically. Currently the electoral boundaries are required to be produced as technical descriptions published in hard copy in the Government Gazette. Providing electronic copies of the final boundary changes will offer a more user friendly-service to key stakeholders and the public.
- Distribution period to be extended from 7 months to 8 months if necessary. Previously, the Distribution Commissioners had to complete their work within a very tight timetable of 7 months. The Distribution Commissioners now have an extra month to complete the process if they believe this is necessary. This change will allow the Distribution Commissioners to consult more widely before making their final determination.
- Release of consultation papers if the Distribution Commissioners believe it is appropriate to do so. A preliminary consultation paper would provide a better opportunity for the public and the political parties to make an informed comment about possible changes that may affect their local electorate.
- Legal protections for the Distribution Commissioners when carrying out their statutory duties. Previously, the Commissioners had certain powers when carrying out their duties set out under the *Royal Commissions Act 1968*. By amending the Electoral Act, the Commissioners now have the associated legal protections of a Royal Commission.
- Electoral Distribution Commissioners to be exempted under the *Freedom of Information Act 1992*, which is reflective of the arrangements with Royal Commissions. Also freedom of Information applications could make compliance with the legislative timeframe extremely difficult to achieve. Despite the exemption, submissions, objections and proposals related to the Distribution are made publicly available online.



Parliament of Western Australia.

Overview of the Agency

The Electoral Commissioner and Deputy Electoral Commissioner

The position of Electoral Commissioner has been vacant for the entire year, however under the *Electoral Act 1907*, the Deputy Electoral Commissioner can perform all functions and has the same powers as the Electoral Commissioner when that position is vacant. Hence the Deputy Electoral Commissioner, Chris Avent has acted as the Electoral Commissioner for the year and a General Manager has been appointed to cover the administrative and operational management tasks normally performed by the Deputy.

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 and the Electoral Commissioner is deemed to be the Chief Executive Officer. 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.

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 general direction to the Commission in respect of administrative and budgetary matters, plus has responsibility for electoral matters and legislation within the Parliament.

The Minister for Electoral Affairs for the year was the Hon. Peter Collier MLC, whose other portfolios were Education and Aboriginal Affairs.



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 are 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.

Desired Outcome

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

Service

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

Agency Performance

The Service comprises three Outputs, that are the Commission's core business:

	Output 1 Election Management	Output 2 Electoral Roll Management	Output 3 Electoral Awareness & Engagement
Objective	To efficiently and effectively conduct elections and polls in compliance with applicable legislation, regulations or rules.	To manage and maintain the integrity of the State electoral roll, improve enrolment participation, and provide quality roll products.	To increase community awareness of electoral services and promote active participation in elections.
Strategies	<ul style="list-style-type: none"> ✓ Apply effective project management practices to the conduct of all elections. ✓ Continually review and evaluate election legislation, regulations, rules, policies and practices to ensure continuous improvement. ✓ Research and develop innovative systems and practices to deliver improved customer services and operational efficiencies. ✓ Incorporate customer and stakeholder feedback in our election planning and review processes. 	<ul style="list-style-type: none"> ✓ Engage with Western Australians to promote and increase enrolment participation. ✓ Continually review and improve enrolment and roll maintenance policies and procedures. ✓ Ensure quality and compliance requirements are met with all roll products and services. 	<ul style="list-style-type: none"> ✓ Be innovative and progressive in promoting community awareness and understanding of electoral services and elector obligations. ✓ Conduct effective educational programs to improve electoral awareness and participation. ✓ Actively advocate the importance and value of democratic processes and participation.

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

Summary of Key Results and Performance

What we set out to do	What we achieved
Conduct efficient and effective postal or in person ordinary and extraordinary elections for our local governments clients.	<ul style="list-style-type: none"> Successfully conducted elections for 78 local governments at the October 2013 ordinary elections – the most ever managed by the Commission – with high levels of positive stakeholder feedback. Conducted nine extraordinary postal elections, ranging from Shark Bay in the north to Albany in the south, and two for the Town of East Fremantle, a new client.
Efficiently conduct elections with successful outcomes for our diverse mix of union and other fee-for-service election clients.	<ul style="list-style-type: none"> Successfully conducted elections and polls to a high standard, for 30 unions, private or public sector boards and various community organisations on a fee-for-service basis.
Increase community awareness of and participation in electoral processes through effective education and public information programs.	<ul style="list-style-type: none"> Created and launched a new website promoting the services of the Electoral Education Centre and providing additional resources to teachers and other interested parties. Made sound progress on developing a new website and putting in place the communications tools for the next distribution of State electoral boundaries. Facilitated 29,594 direct interactions with school and university students and community groups through programs offered by the Electoral Education Centre.

Agency Performance

Summary of Key Results and Performance continued

What we set out to do	What we achieved
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"> Completed the agreed program of internal audits and maintained certification of our Quality Management System to ISO standards through an external audit by BSI. Analysed in detail all recommendations and stakeholder feedback from the State general election and the local government ordinary elections and set in train actions to address identified issues, including major upgrades to core election management systems.
Maintain the State electoral roll, provide quality roll products and enhance enrolment processes.	<ul style="list-style-type: none"> Provided a total of 164 residents rolls to local government clients for individual elections and polls, on time and to a high standard of accuracy. Efficiently provided the Sheriff with jury lists for each of the 16 jury districts as well as roll products to Members of Parliament and other eligible clients. Made significant progress on a major project to integrate GIS technologies with the State Roll database, including the geocoding of all habitations on the system.
Complete post State general election projects including the issue and processing of failure to vote notices and investigation of apparent multiple voters, and publish the election reports.	<ul style="list-style-type: none"> Completed and published the 2013 election statistical and narrative reports six months earlier than for the previous election. Issued and processed all failure to vote notices in accordance with prescribed timelines and other legislative requirements.



Reports of Operations – Outputs & Result Areas

Report on Operations – Outputs and Results Areas

Output 1 – Election Management

The main electoral focus for the Commission during this reporting period was the 2013 local government biennial elections in October for 78 customers representing more than 1.3 million electors.

With the 2013 State General Election also not long past, there was a strong emphasis on reviewing operations to confirm the success of new initiatives or identify improvements from that event while issues were still fresh in peoples' minds. More than 800 recommendations were identified through post-election reporting and surveys of key stakeholders.

There was an increased public focus on the conduct of elections during 2013, with significant elections occurring for each of the three tiers of government, State, Federal and local. Recommendations from each of these elections will be taken into account in the conduct of future elections by the Commission.

Local Government Elections

The *Local Government Act 1995* allows local governments to make the Electoral Commissioner responsible for their elections subject to the Electoral Commissioner's agreement. All postal elections must be conducted by the Western Australian Electoral Commission, while councils may also request the conduct of in person elections. The number of local governments taking up this option makes local government elections a major element of the Commission's overall workload.

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

- ensuring best practice standards are applied because conducting elections is the Commission's core business activity
- assured impartiality and independence
- allows local government staff to attend to their daily business, rather than being diverted by electoral and dispute resolution matters
- access to experienced electoral professionals.

At the 2013 ordinary elections, postal voters accounted for 96.0% of the total number of electors who voted in all local government elections. In 2011, postal voters comprised 96.9% of all voters.

It appears that turnout for these elections was impacted by a number of factors peculiar to this year. The local government elections were the third major elections in WA for the year following the State and Federal elections, with the Senate result still in dispute at the time of the election. There was also uncertainty about the likely outcome of local government reform in the metropolitan area.

For these elections, a total of 780 candidates nominated for the 400 positions available at postal elections. This compares to the 710 candidates who nominated for the 404 vacancies for the equivalent 2011 ordinary elections.

A significant level of effective planning and cooperation by the permanent and casual staff of the Commission and a number of service providers was required to continue to conduct these elections to the professional standards expected by the local government sector.

Report on Operations – Outputs and Results Areas

Preparations for the 19 October 2013 elections were in train from February 2013 through to early July 2013 when the focus shifted to their operational management.

Seventy six of Western Australia's 138 local governments requested the Electoral Commissioner to be responsible for the conduct of their elections and that they be conducted as postal elections. Two local governments also requested that polls related to proposed amalgamations be conducted in conjunction with their postal elections. In addition two local governments requested the Electoral Commissioner conduct their elections as voting in person elections.

The number of electors represented by these 78 districts was 1,352,762, which was 95.7% of all electors eligible to vote at the elections. The Commission therefore provided electoral services to the majority of local government electors in Western Australia. Local governments that chose to conduct their own elections were primarily in rural areas with low elector numbers.

With not all positions being contested, a total of 1,176,014 electors were sent a postal package at the 2013 local government elections. Electors

were voting for 140 Councillor positions and four Mayoral positions. With some electors having entitlements in multiple wards or districts there were a number of permutations for package contents to ensure each elector only received ballot papers for the election(s) to which they were entitled. Each package comprised a minimum of four items and therefore the effort needed to ensure that each elector received the correct items for each election was considerable. The potential for error was mitigated by effective quality control at the design, printing and inserting stages.

Recruitment and Training of Returning Officers

While the Commission has a pool of returning officers, individuals are not always available for every election, so a recruitment exercise was necessary to obtain a full complement of staff. As local government ordinary elections are held at two-yearly intervals, a comprehensive training program is required to induct new returning officers and refresh those from the pool. Training was delivered through a combination of online training modules and printed checklists, followed by a face to face training session.

Complaints

The *Local Government Act 1995* provides that either the Electoral Commissioner or the returning officer may investigate whether misconduct, malpractice or maladministration has occurred in relation to an election.

A total of 79 written complaints and over 160 emails were received during the October 2013 ordinary elections. The majority were in connection with:

- section 4.87 – printing and publication of unauthorised election material by candidates or other persons
- section 4.88 – allegations of misleading, false and defamatory statements being made
- alleged non-disclosure of gifts
- election procedural matters.

All of the complaints were assessed to determine if a breach of the Local Government Act had occurred and whether further action was warranted. All investigations of complaints received were finalised and the complainant responded to in a timely manner in line with Commission policy.

Report on Operations – Outputs and Results Areas

Partnerships with Suppliers

To enable electors to have as much time as possible to complete their ballot papers and return their election packages, Commission staff worked with Australia Post to develop a mailing schedule that would allow this high volume workload to be incorporated into Australia Post's daily operations. It was also necessary to cater for the prompt return of packages from electors to the postal vote checking centre that was established in Roe Street Northbridge.

For the most part the mail out of electoral packages went smoothly, however with the lodgement of such a large number of mail articles over a short period there were cases of delays in the delivery and return of mail by Australia Post. The Commission is continuing to work closely with Australia Post in an effort to address ongoing delivery and performance standard problems.

Each elector participating in a postal election received a personally addressed envelope containing a ballot paper with candidate profiles for his or her election(s), a declaration certificate, voting instructions and an envelope for the return of the voting papers to the

returning officer. Specific changes were made to ensure that single candidate profiles did not appear on the reverse of candidate profile forms.

The printing and lodgement of packages was undertaken by Zipform Pty Ltd. A detailed printing schedule was developed to cater for the production and insertion of approximately 4.8 million items. These were customised for each ward and district election. The logistics of ensuring that the correct package was sent to each elector in 140 different wards were considerable, but the task was undertaken very efficiently.

Surveys and Reviews

With the next biennial elections due in October 2015, wide-ranging stakeholder surveys were undertaken to confirm operational successes and identify potential areas for improvement. Review and implementation of survey findings and report recommendations is a focus for the local government team, with support from across the Commission being a requirement in the coming year.

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

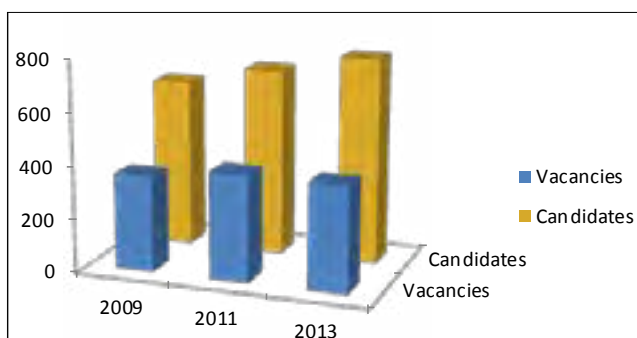
In Person Elections – October 2013

Summary candidate statistics	Councillor
Vacancies	9
Vacancies Filled Unopposed	0
Vacancies Uncontested	0
Vacancies Contested	9
Total Candidates at Close of Nominations	17
Male Candidates	7
Female Candidates	10
Vacancies Elected Unopposed	0
Male Candidates Elected Unopposed	0
Female Candidates Elected Unopposed	0
Total Candidates in Contested Elections	9
Male Candidates in Contested Elections	4
Female Candidates in Contested Elections	5
Sitting Councillors/Mayors Re-nominating	6
Sitting Councillors/Mayors not Re-nominating	1
Total Sitting Councillors/Mayors Re-elected	4
Sitting Councillors/Mayors Re-elected in Contested Elections	4
Sitting Councillors/Mayors Re-elected Unopposed	0
Sitting Councillors/Mayors not Re-elected	2

Report on Operations – Outputs and Results Areas

This table provides a summary of candidate statistics for the 76 postal voting local government elections conducted by the Commission.

Local Government Ordinary Elections



There has been an increased number of candidates in relation to the number of vacancies at each of the last three ordinary elections.

Postal Elections – October 2013

Summary candidate statistics	Councillor	Mayor/President	Total
Vacancies	389	11	400
Vacancies Filled Unopposed	94	3	97
Vacancies Uncontested	6	0	6
Vacancies Contested	289	8	297
Total Candidates at Close of Nominations	747	33	780
Male Candidates	523	25	548
Female Candidates	224	8	232
Vacancies Elected Unopposed	94	3	97
Male Candidates Elected Unopposed	69	1	70
Female Candidates Elected Unopposed	25	2	27
Total Candidates in Contested Elections	653	30	683
Male Candidates in Contested Elections	454	24	478
Female Candidates in Contested Elections	199	6	205
Total Candidates Elected	383	11	394
Males Elected	257	7	264
Females Elected	126	4	130
Total Candidates Elected	383	11	394
Males Elected	257	7	264
Females Elected	126	4	130
Sitting Councillors/Mayors Re-nominating	259	8	267
Sitting Councillors/Mayors not Re-nominating	130	3	133
Total Sitting Councillors/Mayors Re-elected	211	7	218
Sitting Councillors/Mayors Re-elected in Contested Elections	147	5	152
Sitting Councillors/Mayors Re-elected Unopposed	64	2	66
Sitting Councillors/Mayors not Re-elected	48	1	49

Report on Operations – Outputs and Results Areas

Extraordinary Elections

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

2013–2014 Local Government Extraordinary Postal Elections

Shire/City	Ward Name	Date of Election	Participation Rate
Shire of Shark Bay	Denham	20 December 2013	42.7%
Shire of Merredin	Full District	20 December 2013	Elected Unopposed
Shire of Jerramungup	Full District	20 December 2013	Elected Unopposed
Shire of Kent	Full District	28 February 2014	51.4%
City of Albany	Kalgan	28 February 2014	34.9%
City of Mandurah	Town	28 February 2014	26.9%
City of Vincent	South	28 February 2014	25.2%
Town of East Fremantle	Richmond	6 June 2014	29.0%
Town of East Fremantle	Preston Point	6 June 2014	23.9%

State Elections

Following the March 2013 State general election, there remained a strong public interest in elections with a Federal election in September, local government elections in October and the WA half Senate election re-run in April 2014. While the focus for the Commission during this period was always about reviewing our operations in light of the State election, interest was heightened by reviews of the Federal elections. Changes implemented for the Senate election re-run will be reviewed for their applicability at the State level and incorporated into the review process outlined below.

Review of State Election Operations

Following the March 2013 election, the Commission commenced a substantial review of its activities from across the election period.

The project leaders for all 68 election projects prepared a detailed report on the performance of their activities, highlighting key learnings and areas for improvement. Surveys were undertaken with key stakeholders, including electors, political parties, candidates, the media and returning officers.

Report on Operations – Outputs and Results Areas

In total over 800 suggestions or recommendations for improvements were derived from project leader reports and stakeholder surveys. Suggestions ranged from better perforations on ballot papers to the development of new systems to handle increasing volumes of postal votes. A dedicated strategic review team comprising senior Commission staff reviewed all suggested changes and improvements over a number of months. While some were not feasible or desirable, the majority of recommendations were supported and have been addressed or are scheduled for continued work ahead of the next State general election in March 2017.

Significant areas of focus for review, currently underway, include:

- electronic roll mark-off – system enhancements
- election management system – system enhancements
- postal voting system – replacement of current system to account for increasing volumes
- staffing – recruitment and training practices
- legislation – prospective amendments
- documentation – content and design
- materials handling – distribution and security.

Further work is also being done to review and improve elements of initiatives introduced at the 2013 election, including the EasyVote card (direct mail to electors advising of key election information), VoteAssist (a stand-alone system that allowed blind electors to vote independently for the first time), training videos (using DVDs and YouTube to guide staff and electors) and social media (using social networking to reach electors who no longer rely on traditional media for news and information).

Non-Parliamentary Elections

Fee-for-Service and Union Elections

Similar to the last reporting period, a total of 30 elections in this category were conducted during 2013–2014. The number of union elections conducted under the *Industrial Relations Act 1979* and private sector non-statutory elections remained static, albeit for a different range of organisations. With many positions in elections filled for multi-year terms, the Commission's customers provide a regular flow of work, supplemented by new customers engaging the Commission on an annual basis.

In all, 22 fee-for-service elections were undertaken, with the University of Western Australia Convocation of UWA Graduates, an organisation with over 76,000 electors, being added as a new client. The Commission continued to conduct elections for long-term clients seeking the impartiality and expertise of the Commission.

The Commission continues to offer advice to potential clients seeking electoral information or to discuss possible future electoral events including enterprise bargaining agreements, annual general meetings, regional ballots and other polls where choices need to be made, such as boat pen and land release ballots.

Extraneous Elections

The number of extraneous elections (eight in total) 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.

Appendix 3 lists all elections conducted by the Non-Parliamentary Elections section over the course of 2013–2014.

Report on Operations – Outputs and Results Areas

Output 2 – Electoral Roll Management

Overview

Work continued 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 completed in 2014.

The table below summarises Elector Enrolment Activity for 2013–2014:

Activity	Statistic
Total enrolment 1 July 2013	1,435,156
Total enrolment 30 June 2014	1,470,082
Net increase	34,926

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. Such peaks and troughs in enrolment activity were evident throughout the year.

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

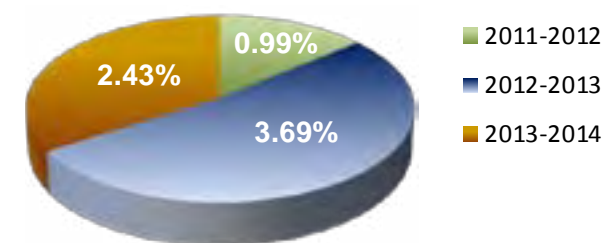
- district and/or wards rolls for 78 local government clients at the October 2013 biennial elections (ie 196 separate rolls)
- 12 rolls for local government extraordinary elections or polls.

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 rolls.

In 2013–2014 the number of silent electors registered increased by 6.7% to 16,063 compared with an overall roll increase of 2.4%.

The following chart illustrates increases in enrolment activity over each of the past three financial years.



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 2013–2014 increased by 11.3% to 29,622.

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.

Report on Operations – Outputs and Results Areas

Joint Roll Arrangement

The Commission operates under a Joint Roll Arrangement (JRA) with the Australian Electoral Commission (AEC), whereby the Commission receives a weekly data file containing elector enrolment transactions and address transactions. This is the principal source of amendments to the State Roll.

One of the major mechanisms 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 with the AEC is in place until June 2017 and a program of JRA work is negotiated each year with the Australian Electoral Commission.

Federal Direct Update and Enrolment Legislation

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 is still required under the State Act 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 while this difference between Federal and State legislation continues. While the Commission continues to promote and facilitate enrolment for eligible Western Australians, the outcome of these discrepancies is that an increasing number of electors will be enrolled for Commonwealth elections but not enrolled for State and local government elections.

In Western Australia, the Australian Electoral Commission commenced direct update and enrolment (known as FDEU) in April 2013.

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 2013–2014:

Type of Change	Total
Change of district boundaries	4
Change of ward boundaries	9
Abolition of wards	2

Report on Operations – Outputs and Results Areas

Supply of Roll Information

Enrolment data may be supplied to organisations where there is a legislative basis to do so and/or the Electoral Commissioner has determined that the public interest in providing the data out weighs 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 at 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 2014–2015 list of 157,759 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 Members of Parliament directly.



Polling officials quickly locate electors on printed rolls.

Report on Operations – Outputs and Results Areas

Output 3 – Electoral Awareness and Engagement

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 communications by implementing a new improved corporate website that incorporates 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.

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 'Ballot Box Loan' 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 elections.



Community Education Officer, conducting a school election at the Gingin District High School.

Report on Operations – Outputs and Results Areas

During the year presentations were made to 6,767 school students and adults who visited the EEC. Other activities for the reporting period included:

- the coordination of 65 school council elections involving 14,604 students
- presentations to 6,149 primary and secondary students through external school visits in the Perth metropolitan area
- participation by 4,817 students in the Joint Civics Education program
- presentations to 739 TAFE and adult migrant education students
- presentations to student teachers from Edith Cowan and Notre Dame universities as well as Teacher professional development sessions
- presentations to 1452 students in schools in regional and non-metropolitan areas of Western Australia
- participation in the 'Ballot Box Loan' program by 125 individuals from regional schools.

For 2013–2014, a total of 29,594 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:

- 79% rated the Centre's programs as 'extremely effective' in meeting necessary educational outcomes
- 21% rated the Centre's programs as 'very effective' in meeting necessary educational outcomes
- 0% negative feedback was received in relation to the Centre's programs.

Electoral Education Centre Website

The EEC now has its own website (www.elections.wa.gov.au/eec) with its own look and feel, that is designed to promote the services of the EEC and help teachers and community groups access information and resources for electoral education in the classroom.

The EEC site features online booking enquiry forms, information video, new and improved class resources and teacher's pack for student elections.



Armadale Christian College, taking part in an EEC program.

Report on Operations – Outputs and Results Areas

Key Results Area 1 – Our Clients

Overview

The Commission has a diverse range of clients and is committed to ensuring that a quality electoral service is delivered to all. The Commission serves the entire State of Western Australia, from the wider community to smaller groups with specific needs, such as Indigenous electors, those with a disability, their carers, and representative advocacy organisations. The Commission interacts with key stakeholders such as candidates, political parties, Members of Parliament and their electorate offices, local governments, schools and community groups. The Commission also maintains a strong working relationship with the Australian Electoral Commission and other State Electoral Commissions to ensure that WA electors are benefitting from best practice from around the country.

Stakeholder engagement is a critical element of the Commission's focus for interaction with the community. Building and maintaining relationships with these stakeholder groups is an ongoing activity that is further emphasised during election events. For example, during the 2013 Local Government elections, the Commission published its *'Strategy and Service Commitments.'* This document implemented targeted election projects and ensured election services addressed the specific needs of stakeholders.

Services to Political Parties and Candidates

With the State general election having occurred in the previous reporting period, political party activity was relatively quiet in 2013–2014 from a State perspective. There was no change in the registered political parties other than in relation to changes in the appointment of party agents.

Final processing of payments for election funding for the 2013 State election occurred in August 2013, with an amount of \$11,708.06 being paid this financial year, in addition to the \$3,967,647.03 reported last financial year.

The main activity in this area was the audit of disclosure returns and funding claims lodged by political parties and their associated entities, candidates, groups and other persons in relation to the 2013 State election.

With the audit focusing on legislative compliance, most participants achieved a satisfactory level of conformity. However, there were issues at party branch levels and with smaller parties where the level of detail and reporting was inadequate. There were no findings of inappropriate activities but poor recordkeeping in some areas increased the possibility that issues could arise in the future. The Commission will be working with political parties and preparing information for candidates and others not active between elections in advance of the next event in March 2017 to ensure improved compliance.

Report on Operations – Outputs and Results Areas

Indigenous Electors

The Commission is dedicated to reconciliation and meaningful engagement with Aboriginal and Torres Strait Islander people.

The Commission demonstrates this commitment through many of its strategies which are collated in its Reconciliation Action Plan (RAP) 2011–2014. This is the second RAP produced by the Commission, which is endorsed by Reconciliation Australia.

The RAP (available from the Commission's website) identifies a range of initiatives aimed at encouraging the engagement and participation of Aboriginal and Torres Strait Islander people in the electoral process.

NAIDOC Week, held from 7–14 July 2013, celebrated the cultures of Indigenous people by holding a range of events around the State.

The Commission continued its commitment to participate in the NAIDOC Week Opening Ceremony; a free event for the public held at Wellington Square, East Perth on Sunday, 7 July 2013. In partnership with representatives from the AEC Indigenous Electoral Participation Program, Commission staff ran a stall where visitors were able to enrol, check their enrolment and discuss any electoral matters.

Language Services Policy

Culturally and Linguistically Diverse (CALD) electors remain a focus of the Commission's engagement strategies, with the aim of providing accessible electoral services.

The Commission continued to be represented as a member of the State and Territory Electoral Commissions' Culturally and Linguistically Diverse Information and Education Strategies (STEC CALDIES) Working Group. In partnership with Australian and New Zealand Electoral Commissions, the CALDIES working group has conducted significant research into the status of CALD engagement strategies in electoral jurisdictions across Australia and New Zealand. Such research will inform how to best provide and position our services for those with a non-English speaking background, particularly during elections.

During the local government elections the Commission translated information in 12 languages in its postal vote brochure to help CALD electors' access services. The Commission continues to receive positive feedback on this initiative.

The Commission continued to support the Office of Multicultural Interests' (OMI) review of the *Western Australian Language Services Policy* offering feedback and attending information and discussion seminars during its development. Now that this policy has been finalised and circulated, the Commission will assess how this new policy aligns with our current strategies and internal *Language Services Policy*.



The Education Centre continues to focus on improving engagement with CALD groups.

Report on Operations – Outputs and Results Areas

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.

The Electoral Commission is comprised of 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.

Staff Profile

During 2013–2014 the Commission employed 51 full-time and part-time staff. This figure includes staff seconded from other agencies and staff assigned to temporary roles within the Office of the Electoral Distribution Commissioners. In addition, casual staff were employed to work at different electoral events, with the majority engaged to work as polling officials at the Local Government election in October 2013.

Full Time Equivalent Figures

Staff	2013–14	2012–13	2012–11
Full-time permanent	41	38	40
Full-time contract	1	4	1
Part-time on a FTE basis	4.3	8	8
On secondment	2	0	0
Total	48.3	50	49

Staff Levels 2013–14

Level	Number of Staff	Male	Female
1	4	0	4
2	7	3	4
3	11	4	7
4	11	5	6
5	6	3	3
6	6	4	2
7	1	0	1
8	4	3	1
9	0	0	0
CEO	1	1	0
Total	51	23	28

Report on Operations – Outputs and Results Areas

Training and Professional Development

During the year a 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 permanent staff in Windows 7 and Office 2010 to coincide with upgrades to our standard operating environment.

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.

Commission staff pictured below achieved certification as internal auditors under the Commission's Quality Management and Assurance Program. During the reporting period seven staff undertook internal auditor training delivered by BSI Management Systems, taking the total number of trained officers to 17.



Staff members Jodie Kuruppuarachchi, Sotear Ellis, Lena Hall, Karen Meikle, Zubin Ardeshir completed internal auditor training from BSI, March 2014.

Report on Operations – Outputs and Results Areas

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.

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.

Corporate Executive

The Corporate Executive of the Commission comprises the Electoral Commissioner, Deputy Electoral Commissioner (General Manager during 2013–14), 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
- 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.

Report on Operations – Outputs and Results Areas

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 oversight role and meets quarterly to ensure risk review and assessment remains an on-going feature of our business management processes.

The Commission now has in place arrangements for offsite data replication and an alternate staff operating site as part of business continuity planning for mitigating worst case incidents. Agency wide exercises have been conducted to test and refine these arrangements

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 each project's Project Planning Document.

Quality Management and Assurance

Under the Commission's Quality Management Policy and 'AS/NZS ISO 9001:2008 Quality Management System', election and enrolment services are certified and audited to international quality assurance standards by BSI Management Systems (BSI). Certificates of Approval confirm that management systems comply with the requirements of the quality assurance standard for core electoral activities. The certificates remain valid for three years with yearly inspections by the Commission's external auditors (BSI).

In June 2014 a full recertification of the Commission's quality management system was conducted. BSI found that the Commission's quality assurance system was very well managed and recommended that the recertification continue until July 2017. No non-compliance matters were identified.

The Commission has demonstrated its commitment to quality assurance by ensuring that a further seven staff were trained by BSI as internal auditors. There are now 17 trained internal auditors at the Commission (out of a total of some 50 staff). In 2013–14 an internal audit schedule was established involving nine separate audits of key election, enrolment or records management related activities. All audit findings that requested improvement to systems or processes were executed via the Commission's Business Improvement Register. This Register ensures that all audit recommendations are tracked and acted upon.

The Quality Assurance Management Review Committee conducted monthly meetings throughout the year and has made major improvements to the Commission's quality management system.

Report on Operations – Outputs and Results Areas

Business Services and Financial Management

The Business Services branch supports the key functional areas within the Commission by providing human resource, financial, records, reception, stores, training 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 local government election.

The branch was required to provide human resource services to around 50 permanent staff.

A major project during the year was the development of financial reporting systems and business system accountability.

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 and Media](#)
- [Complaints](#)
- [Electoral Education Centre](#)
- [Freedom of Information](#)
- [Funding and Disclosure](#)
- [Legislation](#)
- [Online and Social Media](#)
- [Party Registration](#)
- [Policy](#)
- [Quality Assurance](#)
- [Website](#).

Advertising & Media

With local government elections as the main electoral activity during this reporting period, that was the key focus from an advertising and media perspective.

Limited available funding dictated the activities that could be undertaken, with modest advertising, covering statutory advertisements, and greater emphasis on social media activity and direct communication with community level media being the focus.

The aim of the advertising and media activity was to create an awareness of the local government elections and identify local issues and other stories that resonated with the community.

There was an underlying awareness that there was an element of voter fatigue with Western Australian electors having already voted in two parliamentary elections during the year.

Report on Operations – Outputs and Results Areas

The voluntary nature of voting in local government elections, means that engaging and mobilising electors to vote represents a significant challenge. This was also influenced at the 2013 local government elections by other issues in the sector including the ongoing metropolitan local government reform.

Social Media

After the successful introduction of social media in 2012–2013, the Commission has continued to use social media to communicate with electors. WAElections on Facebook is the Commission's main social media channel, with posts being made regularly.

Social media is emerging as an increasingly useful tool for raising awareness of electoral processes and Commission activities.

Regular posts to Facebook were made during the 2013 local government elections, where it enabled the sharing of new content and the stimulation of discussion on topical issues.

Website

This year, the Commission introduced its new corporate website, which built on the election website created for the 2013 State election, www.elections.wa.gov.au.

The new website has improved access to electoral information for a range of audiences. It provides up-to-date information and helps to promote awareness of the Commission's activities and services.

New features include:

- find your electorate
- regularly updated news and media releases, keeping visitors up to date on what is happening at the Commission
- funding and disclosure information, including a new online search feature for over 10 years of annual and election returns
- a separate sub site for the Electoral Education Centre, promoting the EEC's services to schools community groups.

For the 2013 local government ordinary elections, the new website was updated daily with key information for electors and candidates. On polling night and until results were declared in all elections, results were updated frequently to provide the most recent results information to users.

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. This year has also seen a larger effort being made to keep abreast of data and network security and keeping on top of emerging security issues.

A major project during the previous 12 months was the implementation of disaster recovery and business continuity plans where an offsite 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. During this year a test was held to simulate a disaster scenario when access to head office was denied.

Report on Operations – Outputs and Results Areas

A temporary workplace was established at our emergency backup site at the Electoral Education Centre where 12 staff were directed to go and had to continue with their normal work having no access to hard copy records or other information at head office. The setup by IT and the work performed by staff went very well, however a number of important lessons were learnt for future disaster scenarios.

This year saw the upgrading of all Windows XP operating system (OS) desktop computers to Windows 7 as well as a number of the data centre servers. This was a large task as every system run internally at the Commission needed to be fully tested to ensure they would run under the new OS. Every item of associated equipment such as scanners, printers dual monitor cards etc had to be tested. Together with this OS roll out we also upgraded our Microsoft Office product to MS Office 2010. Staff training was a large component of this project.

A new business plan was drawn up for the redevelopment of the State Election postal vote system. This was necessary given the exponential growth in postal vote applications since the current system was first established some 15 years ago.

IT has been involved in the planning of a new telephone system for the Commission. This system will replace the existing system which has reached 'End of Life'. The new system uses voice over IP and has enhanced features and capabilities for users and administrators.

The Commission is also expanding our data storage capacity by approximately 2 terabytes (tb) at both head office and at our DR off-site data centre to allow for expected growth and to take the Commission past the next state election.



Staff members undergoing training.

Another upgrade underway involves incorporating a new geo-coding and digital mapping system within the Roll Management System (RMS). This will interact directly with the habitations in the RMS system as well as pinpointing exact positions of polling places nearest place to vote for electors, and so on.

This year also saw the upgrading of our financial and accounting system Smartstream after the Commission moved off the centralised government Shared Services systems.

Review of WA Electoral Boundaries

In accordance with the *Electoral Act 1907*, current State electoral boundaries must be reviewed by an independent team of three Electoral Distribution Commissioners prior to each WA State election. The Office of the Electoral Distribution Commissioners, in abeyance since the last review in 2011, has been recently re-established with the Western Australian Electoral Commission providing administrative support. The first meeting of Commissioners, chaired by the Honourable Neville Owen, was held in June to set the parameters of this review. The Commissioners will commence public consultation early in 2015.



Disclosures and Legal Compliance

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

Disclosures and Legal Compliance

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 2013–2014 was \$1,523,798.03.

Details are as follows:

Advertising	Amount	Expenditure	Amount
Advertising agencies	\$ 4,829.96	303 Advertising	\$ 4,829.96
Market research organisations	\$Nil		
Polling organisations	\$Nil		
Direct mail organisations		Zipform	\$ 390,111.92
		Lasermail	\$ 11,912.72
		Quickmail	\$ 17,726.17
		Australia Post	\$ 935,317.65
		Fuji Xerox Aust	\$ 47,805.56
Media advertising organisations		Mitchell & Partners	\$ 2,663.61
		Foundation for Information Radio	\$ 2,880.00
		Adcorp	\$ 110,550.44

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

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 and existing standards and guidelines that apply to the Western Australian public sector.

The Commission further supports its governance activities through its program of regular internal audits by Commission staff, in accordance with its BSI certification.

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

Commission staff are expected to be aware of and abide by the Western Australian Electoral Commission's Code of Conduct which sets out the key principles by which the Commission operates. This document was reviewed during the reporting year for alignment with the Commission's new Strategic and Operational Plan and our key purpose, objectives, values and strategies. The Commission has a comprehensive *Code of Conduct Guidelines* which supports the overarching *Code of Conduct* which provides practical guidance on a range of ethical issues and reinforces the Commission's commitment to transparency and accountability. The Code expects staff to be professional, respectful, customer focused, collaborative and aims for continuous improvement.

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, the *Code of Conduct* and *Code of Conduct Guidelines* are also available on the staff intranet.

Compliance Issues

In conjunction with the Public Sector Commissioner's Instructions and the *Code of Conduct*, internal policies and procedures are also regularly reviewed or created to address government directives, circulars and instructions. For example, Commission policies outline high level principles and procedures for staff relating to many areas including the use of IT and financial resources, human resource matters, risk management and quality assurance.

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

Disclosures and Legal Compliance

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 new system will ensure a more consistent, relevant structure is put in place to better manage Commission records 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.

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.

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.

Disclosures and Legal Compliance

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*.

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.

Occupational Safety, Health and Injury Management

Period	Number of Fatalities	Number of Lost Time Injury or Disease	Number of Severe Claims	Lost Time Injury Severity Rate
01/07/2013 to 30/06/2014, as at 30/06/2014	0	1	1	100.0000
01/07/2012 to 30/06/2013, as at 30/06/2013	0	0	0	0

No Lost Time Injury claims returned for 2011/12

No Lost Time Injury claims returned for 2010/11

Data Definitions	
Fatalities	Number of compensated work related fatalities.
Lost time injury or disease	The number of lost time injury/disease claims where one day/shift or move was estimated to be lost on claims lodged in the financial year.
Severe Claims	The number of severe injuries (estimated 60 days or more lost from work). An injury resulting in death is considered to have accounted for 60 days or more lost.
Severity Rate	The number of Severe Claims divided by the number of lost time injury/disease claims multiplied by 100.
Invalid Claims	Cancelled and Declined claims are excluded, however claims with actual lost time recorded are included even though a subsequent approval may have been declined.

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 one freedom of information application. As the information requested was not held by the Commission, the application was transferred to the local council that held the information.

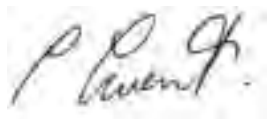


Chris Avent
ACTING ELECTORAL COMMISSIONER
12 September 2014

Key Performance Indicators

Certification of Key Performance Indicators

I hereby certify that the key 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 Western Australian Electoral Commission for the financial year ended 30 June 2014.



Chris Avent
ACTING ELECTORAL COMMISSIONER
2 September 2014

Government Goal

Result Based Service Delivery:
Greater focus on achieving results in key service delivery areas for the benefit of all Western Australians.

Desired Outcome

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

Service

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

Key Performance Indicators

Key Effectiveness Indicator		2010–11 Actual	2011–12 Actual	2012–13 Actual	2013–14 Actual	2013–14 Target	Variation
The number of relevant breaches of “Declaration by Officer” (Form 1) upheld by a Court of Disputed Returns		Nil	Nil	Nil	Nil	Nil	Nil ^(a)
Percentage of eligible electors on the State Electoral Roll		89.23%	86.01%	89.20%	88.40%	91%	–2.60% ^(b)
Percentage of enrolled electors voting in State Elections (or by-elections) or referenda:	State General Election	n/a	n/a	89.20%	n/a	n/a	n/a ^(c)
	By-election	75.20%	n/a	n/a	n/a	n/a	n/a ^(c)
	Referenda	n/a	n/a	n/a	n/a	n/a	n/a ^(c)
Average percentage of enrolled electors voting in local government ordinary postal election or referenda conducted by the Commission		30.67%	30.94%	n/a	27.80%	32%	–4.20% ^(d)

Note : (a) The number of relevant breaches of “Declaration by Officer” form 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 estimated eligible population is provided by the Australian Electoral Commission, utilising ABS census data as it becomes available, while the State Electoral data is provided by the WA Electoral Commission based on June 2014 enrolment figures.

(c) The percentage of enrolled electors voting in State elections is an indicator that can only be provided every four years for State general elections and as required for by-elections and referenda. The rates provide a key indicator of the Commission’s effectiveness in enabling electors to participate in the electoral process. Targets are only set when the State election occurs.

(d) The rates provide a key indicator of the Commission’s effectiveness in enabling electors to participate in the local government 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 typically be lower than those for State elections due to voting being optional rather than mandatory. Results will vary depending on local issues and other factors within the sector.

Key Performance Indicators

Key Effectiveness Indicator		2010–11 Actual	2011–12 Actual	2012–13 Actual	2013–14 Actual	2013–14 Target	Variation
Average Cost per Elector of Providing Electoral Services (Enrolment and Election Management)		\$5.36	\$5.59	\$5.74	\$4.81	\$5.39	–\$0.58 ^(a)
Average Cost per Elector of Conducting State General Elections (or By-elections) or Referenda Events	State Election	n/a	\$0.10	\$11.90	\$0.67	\$0.92	\$0.25 ^(b)
	By-election	\$9.79	n/a	n/a	n/a	n/a	n/a ^(b)
	Referenda	n/a	n/a	n/a	n/a	n/a	n/a ^(b)
Average Cost per Elector of Conducting Local Government Ordinary (or/and Extraordinary) Elections Conducted by the Commission		\$1.64	\$1.82	\$1.56	\$2.63	\$1.92	\$0.71 ^(c)

- Note: (a) The indicator provides a direct link to the budget estimates. This indicator reflects the fixed cost of maintaining readiness for a State election and providing for any local government or other extra-ordinary elections. During the 2013–14 financial year local government elections were held. Due to most local government elections being a postal vote, the cost is typically less than for State elections as reflected in the drop of average cost of per elector compared to the prior year and target.
- (b) The indicator reflects the cost of State elections including any by-election and referenda. The target reflected expected expenditures incurred in the winding up of the 2013 State election. The final costs in winding up the State election however were less than expected as reflected in the actual for 2013–14.
- (c) The indicator reflects the cost of local government elections including any extra-ordinary elections required. The increase in cost was due to higher than anticipated printing, postal and labour costs. Additionally the Commission maintained two physical polling stations in Halls Creek and Broome which contributed to increased costs. In comparison with the previous election, the number of additional eligible voters increased and therefore more postal voting packages were distributed.



Financial Statements

Financial Report 2014

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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 2014, the Statement of Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows, Schedule of Income and Expenses by Service, Schedule of Assets and Liabilities by Service, and 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.

Electorat 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 2014 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 6489 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 2014.

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.

Electorat 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 2014.

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 2014.

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

Electorat 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.

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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.

Independence

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 2014.

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 2014 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
9 September 2014

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Disclosures and Legal Compliance

Financial Statements

Certification of Financial Statements For the year ended 30 June 2014

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 2014 and the financial position as at 30 June 2014.

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



Peter Shimmings
Chief Finance Officer
2 September 2014



Chris Avent
A/Electoral Commissioner
2 September 2014

Statement of Comprehensive Income

For the year ended 30 June 2014

	Note	2014 \$000	2013 \$000
COST OF SERVICES			
Expenses			
Employee benefits expense	6	5,714	13,986
Supplies and services	7	4,239	8,799
Depreciation and amortisation expense	8	198	210
Accommodation expenses	9	1,720	2,341
Grants and subsidies	10	11	3,969
Other expenses	11	43	130
Total cost of services		11,925	29,435
Income			
<i>Revenue</i>			
Other revenue	12	4,045	453
Total Revenue		4,045	453
Total income other than income from State Government		4,045	453
NET COST OF SERVICES		7,880	28,982
Income from State Government			
Service Appropriation	13	7,377	29,558
Services received free of charge	13	59	56
Total income from State Government		7,436	29,614
SURPLUS/(DEFICIT) FOR THE PERIOD		(444)	632
TOTAL COMPREHENSIVE INCOME FOR THE PERIOD		(444)	632

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

Statement of Financial Position

As at 30 June 2014

	Note	2014 \$000	2013 \$000
ASSETS			
Current Assets			
Cash and cash equivalents	24	592	1,178
Receivables	15	309	558
Amounts receivable for services	16	117	50
Total Current Assets		1,018	1,786
Non-Current Assets			
Restricted cash and cash equivalents	14,24	126	101
Amounts receivable for services	16	558	511
Plant and equipment	17	199	112
Intangible assets	18	2,014	2,067
Total Non-Current Assets		2,897	2,791
TOTAL ASSETS		3,915	4,577
LIABILITIES			
Current Liabilities			
Payables	20	252	147
Amounts due to Treasurer	21	-	181
Provisions	22	804	873
Total Current Liabilities		1,056	1,201
Non-Current Liabilities			
Provisions	22	161	234
Total Non-Current Liabilities		161	234
TOTAL LIABILITIES		1,217	1,435
NET ASSETS		2,698	3,142
EQUITY			
Contributed equity	23	1,026	1,026
Accumulated surplus/deficit		1,672	2,116
TOTAL EQUITY		2,698	3,142

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

Statement of Changes in Equity

For the year ended 30 June 2014

	Note	Contributed equity \$000	Accumulated surplus/(deficit) \$000	Total equity \$000
Balance at 1 July 2012	23	1,026	1,484	2,510
Surplus/(deficit)		-	632	632
Total comprehensive income for the period		-	632	632
Balance at 30 June 2013		1,026	2,116	3,142
Balance at 1 July 2013		1,026	2,116	3,142
Surplus/(deficit)			(444)	(444)
Total comprehensive income for the period		-	(444)	(444)
Balance at 30 June 2014		1,026	1,672	2,698

Statement of Cash Flow

For the year ended 30 June 2014

	Note	2014 \$000	2013 \$000
CASH FLOWS FROM STATE GOVERNMENT			
Service appropriation		7,213	29,394
Holding account drawdown		50	250
Net cash provided by State Government		7,263	29,644
Utilised as follows:			
CASH FLOWS FROM OPERATING ACTIVITIES			
Payments			
Employee benefits		(5,830)	(13,877)
Supplies and services		(4,244)	(8,969)
Accommodation		(1,697)	(2,322)
Grants and subsidies		(11)	(3,969)
GST payments on purchases		(497)	(1,339)
GST payments to taxation authority		-	-
Other payments		(43)	(130)
Receipts			
Receipts from services		4,092	487
GST receipts on sales		412	41
GST receipts from taxation authority		407	946
Net cash provided by/(used in) operating activities	24	(7,411)	(29,132)
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments			
Purchase of non-current physical assets		(232)	(38)
Net cash provided by/(used in) investing activities		(232)	(38)
CASH FLOWS FROM FINANCING ACTIVITIES			
Payments			
Repayment of Treasurer's Advances		(2,881)	
Receipts			
Proceeds from Treasurer's Advances		2,700	-
Net cash provided by/(used in) financing activities		(181)	-
Net increase/(decrease) in cash and cash equivalents		(561)	474
Cash and cash equivalents at the beginning of the period		1,279	805
CASH AND CASH EQUIVALENTS AT THE END OF THE PERIOD	24	718	1,279

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

Summary of Consolidated Account Appropriations and Income Estimates

For the year ended 30 June 2014

	2014 Estimate \$000	2014 Actual \$000	Variance \$000	2014 Actual \$000	2013 Actual \$000	Variance \$000
<u>Delivery of Service</u>						
Item 32 Net amount appropriated to deliver services	6,660	6,660	-	6,660	25,035	(18,375)
Amount Authorised by Other Statutes						
- <i>Salaries and Allowances Act 1975</i>	401	401	-	401	407	(6)
- <i>Electoral Act 1907</i>	200	200	-	200	4,000	(3,800)
- <i>Industrial Relation Act 1979</i>	116	116	-	116	116	-
Total appropriations provided to deliver services	7,377	7,377	0	7,377	29,558	(22,181)
GRAND TOTAL	7,377	7,377	0	7,377	29,558	(22,181)
<u>Details of Expenses by Service</u>						
Electoral Services	10,716	11,925	1,209	11,925	29,435	(17,510)
Total Cost of Services	10,716	11,925	1,209	11,925	29,435	(17,510)
Less Total income	(3,279)	(4,045)	(766)	(4,045)	(453)	(3,592)
Net Cost of Services	7,437	7,880	443	7,880	28,982	(21,102)
Adjustments	(60)	(503)	(443)	(503)	576	(1,079)
Total appropriations provided to deliver services	7,377	7,377	0	7,377	29,558	(22,181)
<u>Capital Expenditure</u>						
Purchase of non-current physical assets	50	232	182	232	37	195
Adjustments for other funding sources	(50)	(232)	(182)	(232)	(50)	(182)
Capital (appropriations)	-	-	-	-	(13)	13

Adjustments comprise movements in cash balances and other accrual items such as receivables, payables and superannuation.

Note 28 'Explanatory statement' provides details of any significant variations between estimates and actual results for 2014 and between the actual results for 2014 and 2013.

Notes to the Financial Statements

For the year ended 30 June 2014

Note 1 Australian Accounting Standards

General

The Commission's financial statements for the year ended 30 June 2014 have been prepared in accordance with Australian Accounting Standards. The term 'Australian Accounting Standards' includes Standards and Interpretations issued by the Australian Accounting Standards 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 2014.

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 AASB as applied by the Treasurer's instructions. Several of these are modified by the Treasurer's instructions to vary application, disclosure, format and wording.

The *Financial Management Act 2006* and the Treasurer's instructions impose legislative provisions that govern the preparation of financial statements and take precedence over Australian Accounting Standards, the Framework, Statements of Accounting Concepts and other authoritative pronouncements of the AASB.

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

(b) Basis of Preparation

The financial statements have been prepared on the accrual basis of accounting using the historical cost convention.

The accounting policies adopted in the preparation of the financial statements have been consistently applied throughout all periods presented unless otherwise stated.

The financial statements are presented in Australian dollars and all values are rounded to the nearest thousand dollars (\$'000).

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

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

Notes to the Financial Statements

For the year ended 30 June 2014

(c) Reporting entity

The reporting entity comprises the Commission and there are no related bodies.

Mission

To provide all Western Australians with accessible, efficient and high quality electoral and enrolment services.

Services

Service provided by the Commission: Provision of Independent, Impartial and Efficient Electoral Services to Electors for Parliament and other Electoral Clients”.

(d) Contributed equity

AASB Interpretation 1038 *Contributions by Owners Made to Wholly-Owned Public Sector Entities* requires transfers in the nature of equity contributions, other than as a result of a restructure of administrative arrangements, to be designated by the Government (the owner) as contributions by owners (at the time of, or prior to transfer) before such transfers can be recognised as equity contributions. Capital appropriations have been designated as contributions by owners by 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 and measured at the fair value of consideration received or receivable. Revenue is recognised for the major business activities as follows:

Sale of roll products

Revenue is recognised from the sale of goods and disposal of other assets when the significant risks and rewards of ownership 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 2013–14 Budget Statements, the Commission retained \$4,044,747 in 2014 (\$453,000 in 2013) from the following:

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

Grants, donations, gifts and other non-reciprocal contributions

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

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

Notes to the Financial Statements

For the year ended 30 June 2014

(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 cost, the cost is the fair value at the date of acquisition.

Subsequent measurement

Subsequent to initial recognition of an asset, historical cost model is used for all. All other items of plant and equipment are stated at historical cost less accumulated depreciation and accumulated impairment losses.

Derecognition

Upon disposal or derecognition of an item of plant and equipment, 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 to 10 years
- Computer equipment 3 years.

(g) Intangible assets

Capitalisation/expensing of 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.

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

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 expected useful life for software^(a) is 15 years.

^(a) Software that is not part of the integral to the operation of any related hardware.

Computer software

Software that is an integral part of the related hardware is recognised as plant and equipment. Software that is not an integral part of the related hardware is recognised as an intangible asset. Software costing less than \$5,000 is expensed in the year of acquisition.

Notes to the Financial Statements

For the year ended 30 June 2014

(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 a specialised 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 the asset's future economic benefits and to evaluate any impairment risk from falling replacement costs.

Intangible assets with an indefinite useful life and intangible assets not yet available for use are tested for impairment at the end of each reporting period irrespective of whether there is any indication of impairment.

(i) Leases

The Commission holds operating leases for head office accommodation and motor vehicles.

Operating leases 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

For the year ended 30 June 2014

(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 which is subject to insignificant risk of changes in value.

(l) Accrued salaries

Accrued salaries (see note 20 '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.

The accrued salaries suspense account (see notes 14, 24 'Restricted cash and cash equivalent') consist 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.

(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 16 'Amount Receivable for services'.

(n) Receivables

Receivables are recognised at original invoice amount less an allowance for any 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 29 'Financial Instruments' and note 15 'Receivables'.

(o) Payables

Payables are recognised at the amounts payable 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 settlement is generally within 30 days.

See note 29 'Financial Instruments' and note 20 'Payables'.

(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 are at the amount repayable. Although there is no interest charged, the amount repayable is equivalent to fair value as the period of the borrowing is for less than 12 months with the effect of discounting not being material.

See note 21 'Amounts due to the Treasurer'.

(q) Provisions

Provisions are liabilities of uncertain timing or amount and are recognised where there is a present legal or constructive obligation as a result of a past event and when the outflow of resources embodying economic benefits is probable and a reliable estimate can be made of the amount of the obligation. Provisions are reviewed at the end of each reporting period.

See note 22 'Provisions'.

Notes to the Financial Statements

For the year ended 30 June 2014

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

Annual leave is not expected to be settled wholly within 12 months after the end of the reporting period and is therefore considered to be 'other long term employee benefits'. The annual leave liability 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.

Long service leave

Long service leave is not expected to be settled wholly within 12 months after the end of the reporting period and is therefore 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 fund providers administer public sector superannuation arrangements in Western Australia in accordance with legislative requirements. Eligibility criteria for membership in particular schemes for public sector employees vary 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.

Notes to the Financial Statements

For the year ended 30 June 2014

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 have been able to choose their preferred superannuation fund provider. The Commission makes contributions to GESB or other fund providers 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'.

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 22 'Provisions'.

(r) Superannuation expense

Superannuation expense is recognised in the profit or loss of the Statement of Comprehensive Income and comprises employer contributions paid to the GSS (concurrent contributions), the WSS, the 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 or services received free of charge or for nominal cost that the Commission would otherwise purchase if not donated, are recognised as income at the fair value of the assets or services where they can be reliably measured. 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.

Notes to the Financial Statements

For the year ended 30 June 2014

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.

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.

Notes to the Financial Statements

For the year ended 30 June 2014

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 2013 that impacted on the Commission.

AASB 13 *Fair Value Measurement*

This Standard defines fair value, sets out a framework for measuring fair value and requires additional disclosures for assets and liabilities measured at fair value. There is no financial impact.

AASB 119 *Employee Benefits*

This Standard supersedes AASB 119 (October 2010), making changes to the recognition, presentation and disclosure requirements.

The Commission assessed employee leave patterns to determine whether annual leave is a short-term or other long-term employee benefit. The resultant discounting of annual leave liabilities that were previously measured at the undiscounted amounts is not material.

AASB 1048 *Interpretation of Standards*

This Standard supersedes AASB 1048 (June 2012), enabling references to the Interpretations in all other Standards to be updated by reissuing the service Standard. There is no financial impact.

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

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

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

This Standard makes amendments to other Australian Accounting Standards and Interpretations as a result of issuing AASB 119 in September 2011. The resultant discounting of annual leave liabilities that were previously measured at the undiscounted amounts is not material.

Notes to the Financial Statements

For the year ended 30 June 2014

AASB 2012-2 *Amendments to Australian Accounting Standards – Disclosures – Offsetting Financial Assets and Financial Liabilities [AASB 7 & 132]*

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.

AASB 2012-5 *Amendments to Australian Accounting Standards arising from Annual Improvements 2009 11 Cycle [AASB 1, 101, 116, 132 & 134 and Int 2]*

This Standard makes amendments to the Australian Accounting Standards and Interpretations as a consequence of the annual improvements process. There is no financial impact.

AASB 2012-6 *Amendments to Australian Accounting Standards – Mandatory Effective Date of AASB 9 and Transition Disclosures [AASB 9, 2009 11, 2010-7, 2011-7 & 2011-8]*

This Standard amends the mandatory effective date of AASB 9 Financial Instruments to 1 January 2015 (instead of 1 January 2013). Further amendments are also made to numerous consequential amendments arising from AASB 9 that will now apply from 1 January 2015. There is no financial impact.

AASB 2012-9 *Amendment to AASB 1048 arising from the Withdrawal of Australian Int 1039*

The withdrawal of Int 1039 Substantive Enactment of Major Tax Bills in Australia has no financial impact for the Commission during the reporting period and at balance date. Measurement of tax assets and liabilities continues to be measured in accordance with enacted or substantively enacted tax law pursuant to AASB 112.46-47.

AASB 2012-10 *Amendments to Australian Accounting Standards – Transition Guidance and Other Amendments [AASB 1, 5, 7, 8, 10, 11, 12, 13, 101, 102, 108, 112, 118, 119, 127, 128, 132, 133, 134, 137, 1023, 1038, 1039, 1049 & 2011-7 and Int 12]*

The Standard introduces a number of editorial alterations and amends the mandatory application date of Standards for not for profit entities accounting for interests in other entities. There is no financial impact.

AASB 2013-9 *Amendments to Australian Accounting Standards – Conceptual Framework, Materiality and Financial Instruments.*

Part A of this omnibus Standard makes amendments to other Standards arising from revisions to the Australian Accounting Conceptual Framework for periods ending on or after 20 December 2013. Other Parts of this Standard become operative in later periods. There is no financial impact for Part A of the Standard.

Notes to the Financial Statements

For the year ended 30 June 2014

Voluntary changes in accounting policy

There were no voluntary changes to the accounting policy.

Future impact of Australian Accounting Standards not yet operative

The Commission cannot early adopt an Australian Accounting Standard unless specifically permitted by TI 1101 *Application of Australian Accounting Standards and Other Pronouncements*. Consequently, the Commission has not applied early any of the 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
<i>Int 21</i>	<p><i>Levies</i></p> <p>This Interpretation clarifies the circumstances under which a liability to pay a government levy imposed should be recognised. There is no financial impact for the Commission at reporting date.</p>	1 Jan 2014
<i>AASB 9</i>	<p><i>Financial Instruments</i></p> <p>This Standard supersedes AASB 139 <i>Financial Instruments: Recognition and Measurement</i>, introducing a number of changes to accounting treatments.</p> <p>The mandatory application date of this Standard was amended to 1 January 2018 by AASB 2014 1 <i>Amendments to Australian Accounting Standards</i>. The Commission has not yet determined the application or the potential impact of the Standard.</p>	1 Jan 2018
<i>AASB 14</i>	<p><i>Regulatory Deferral Accounts</i></p> <p>The Commission has not yet determined the application or the potential impact of the Standard.</p>	1 Jan 2016
<i>AASB 1031</i>	<p><i>Materiality</i></p> <p>This Standard supersedes AASB 1031 (February 2010), removing Australian guidance on materiality not available in IFRSs and refers to guidance on materiality in other Australian pronouncements. There is no financial impact.</p>	1 Jan 2014

Notes to the Financial Statements

For the year ended 30 June 2014

Operative for reporting periods
beginning on/after

AASB 1055	<p><i>Budgetary Reporting</i></p> <p>This Standard requires specific budgetary disclosures in the general purpose financial statements of not for profit entities within the General Government Sector. 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
AASB 2009-11	<p><i>Amendments to Australian Accounting Standards arising from AASB 9 [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 121, 127, 128, 131, 132, 136, 139, 1023 & 1038 and Int 10 & 12]</i></p> <p><i>[modified by AASB 2010-7]</i></p>	1 Jan 2015
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.</p> <p>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 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.</p> <p>The Western Australian Electoral Commission does not routinely hold financial assets and financial liabilities that it intends to settle on a net basis, therefore there is no financial impact.</p>	1 Jan 2014

Notes to the Financial Statements

For the year ended 30 June 2014

		Operative for reporting periods beginning on/after
<i>AASB 2013-3</i>	<i>Amendments to AASB 136 – Recoverable Amount Disclosures for Non-Financial Assets.</i> This Standard introduces editorial and disclosure changes. There is no financial impact.	1 Jan 2014
<i>AASB 2013-9</i>	<i>Amendments to Australian Accounting Standards Conceptual Framework, Materiality and Financial Instruments.</i> This omnibus Standard makes amendments to other Standards arising from the deletion of references to AASB 1031 in other Standards for periods beginning on or after 1 January 2014 (Part B), and, defers the application of AASB 9 to 1 January 2017 (Part C). The application date of AASB 9 was subsequently deferred to 1 January 2018 by AASB 2014-1. The Commission has not yet determined the application or the potential impact of AASB 9, otherwise there is no financial impact for Part B.	1 Jan 2014 1 Jan 2017
<i>AASB 2014-1</i>	<i>Amendments to Australian Accounting Standards</i> The Commission has not yet determined the application or the potential impact of the Standard.	1 Jul 2014 1 Jan 2015 1 Jan 2016 1 Jan 2018

Changes in accounting estimates

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

Notes to the Financial Statements

For the year ended 30 June 2014

Note 6 Employee benefits expense

	2014 \$000	2013 \$000
Wages and salaries ^{(a)(c)}	5,214	13,064
Superannuation – defined contribution plans ^{(b)(c)}	500	922
	5,714	13,986

(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 and other eligible funds.

(c) Figures in 2013–14 includes Voluntary Severance – Voluntary Severance Scheme of \$240,494 for two employees.

Employment on-costs express, such as workers' compensation insurance, are included at note 11 "Other Expenses".

Employment on-costs liability is included at Note 22 'Provisions'.

Note 7 Supplies and services

	2014 \$000	2013 \$000
Communications	1,800	5,094
Consultants and contractors	1,813	2,786
Consumables ^(a)	410	424
Travel	113	247
Other ^(b)	103	248
	4,239	8,799

(a) Audit fee is now recognised in Note 11. Other expenses (2013/14: \$42,500 and 2012/13: \$37,000).

(b) Workers compensation insurance (2012/13: \$87,996) is transferred to Note 11 'Other Expenses'.

Notes to the Financial Statements

For the year ended 30 June 2014

Note 8 Depreciation and amortisation expense

Depreciation

Equipment

Computer hardware

Total depreciation

2014	2013
\$000	\$000
29	25
15	31
44	56

Amortisation

Intangible assets

Total amortisation

Total depreciation and amortisation

154	154
154	154
198	210

Note 9 Accommodation expenses

Leases rentals

Repairs and maintenance

2014	2013
\$000	\$000
1,598	2,036
122	305
1,720	2,341

Note 10 Grants and subsidies

Recurrent

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

2014	2013
\$000	\$000
11	3,969
11	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

For the year ended 30 June 2014

Note 11 Other expenses

Employment on-costs^(a)

Audit Fees^(b)

2014	2013
\$000	\$000
-	93
43	37
43	130

(a) Includes workers' compensation insurance (2012/13: \$87,996) and other employment on-costs. The on-costs liability associated with the recognition of annual and long service leave liability is included at Note 22 'Provisions'. Superannuation contributions accrued as part of the provision for leave are employee benefits and are not included in employment on-costs.

(b) Include audit fees which generally would be the final audit fee for the previous year's audit. See also Note 31 'Remuneration of auditor'.

Note 12 Other revenue

Local Government Elections

Other Elections

Sale of Roll Products /General Revenue

Other revenue^(a)

2014	2013
\$000	\$000
3,575	115
412	201
46	137
12	-
4,045	453

(a) Recouping of services performed by WAEC staff to AEC

Note 13 Income from State Government

Appropriation received during the period

Service appropriations^(a)

2014	2013
\$000	\$000
7,377	29,558
7,377	29,558

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

Department of Finance - Building Management Works

Department of the Attorney General – Corporatate Services

Landgate

23	19
9	15
27	22
59	56

(a) Service appropriations fund the net cost of services delivered. Appropriation revenue comprises a cash component and a receivable (asset). The receivable (holding account) comprises the budgeted depreciation expense for the year and any agreed increase in leave liability during the year.

7,436	29,614
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Notes to the Financial Statements

For the year ended 30 June 2014

Note 14 Restricted cash and cash equivalents

Non-current

Accrued salaries suspense account ^(a)

2014	2013
\$000	\$000
126	101
126	101

(a) Funds held in the suspense account for the purpose of meeting the 27th pay in a financial year that occurs every 11th year.

Note 15 Receivables

Current

Receivables

Accrued revenue

GST receivable

Total current

2014	2013
\$000	\$000
18	84
19	-
272	474
309	558

Note 16 Amounts receivable for services (Holding Account)

Current

Non-current

2014	2013
\$000	\$000
117	50
558	511
675	561

Represents the non-cash component of service appropriations. It is restricted in that it can only be used for asset replacement or payment of leave liability.

Notes to the Financial Statements

For the year ended 30 June 2014

Note 17 Plant and equipment

Equipment

At cost

Accumulated depreciation

Computer Hardware

At cost

Accumulated depreciation

	2014	2013
	\$000	\$000
At cost	279	298
Accumulated depreciation	(153)	(206)
	<u>126</u>	<u>92</u>
At cost	380	795
Accumulated depreciation	(307)	(775)
	<u>73</u>	<u>20</u>
	<u>199</u>	<u>112</u>

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

	Equipment	Computer Hardware	Total
2014	\$000	\$000	\$000
Carrying amount at start of year	92	20	112
Additions	63	68	131
Depreciation	(29)	(19)	(48)
Carrying amount at end of year	<u>126</u>	<u>73</u>	<u>199</u>
2013	\$000	\$000	\$000
Carrying amount at start of year	95	36	131
Additions	23	14	37
Depreciation	(25)	(11)	(36)
Carrying amount at end of year	<u>92</u>	<u>20</u>	<u>112</u>

Notes to the Financial Statements

For the year ended 30 June 2014

Note 18 Intangible assets

	2014 \$000	2013 \$000
<u>Computer software</u>		
At cost	2,374	2,311
Accumulated amortisation	(398)	(244)
	1,976	2,067
<u>Work in Progress</u>		
At cost	38	-
	38	-
Total intangible asset	2,014	2,067
Reconciliations:		
<u>Computer Software</u>		
Carrying amount at start of period	2,067	2,221
Additions	63	-
Amortisation expense	(154)	(154)
Carrying amount at end of period	1,976	2,067
<u>Work In Progress</u>		
Carrying amount at start of period	-	-
Additions	38	-
Carrying amount at end of period	38	-

Note 19 Impairment of assets

There were no indications of impairment to plant and equipment or intangible assets at 30 June 2014.

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

All surplus assets at 30 June 2014 have either been classified as assets held for sale or written-off.

Notes to the Financial Statements

For the year ended 30 June 2014

Note 20 Payables

Current

	2014 \$000	2013 \$000
Accrued salaries	108	82
Accrued expenses	48	3
Other Payables	96	62
Total current	252	147

See also note 2(o) 'Payables' and Note 29 'Financial Instruments'.

Note 21 Amounts due to Treasurer

Current

	2014 \$000	2013 \$000
Amounts due to the Treasurer	-	181
	-	181

See also note 29 'Financial Instruments'

Note 22 Provisions

Current

Employee benefits provision

	2014 \$000	2013 \$000
Annual Leave ^(a)	290	336
Long service leave ^(b)	503	526
	793	862

Other provisions

	2014 \$000	2013 \$000
Employment on-costs ^(c)	11	11
	11	11
	804	873

Non-Current

Employee benefits provision

	2014 \$000	2013 \$000
Long service leave ^(b)	159	231
	159	231

Notes to the Financial Statements

For the year ended 30 June 2014

Other provisions

Employment on-costs^(c)

2	3
2	3
161	234

(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 end of the reporting period. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

	2014	2013
	\$000	\$000
Within 12 months of the end of the reporting period	221	336
More than 12 months after the end of the reporting period	69	-
	290	336

(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 end of the reporting period. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

	2014	2013
	\$000	\$000
Within 12 months of the end of the reporting period	132	208
More than 12 months after the end of the reporting period	530	549
	662	757

(c) The settlement of annual and long service leave liabilities gives rise to the payment of employment on-costs including worker's compensation insurance. The provision is the present value of expected future payments.

The associated expense, apart from unwinding of the discount (finance cost), is disclosed in note 11 'Other expenses'.

Movements in other provisions

2014	2013
\$000	\$000

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

Employment on-cost provision

Carrying amount at start of period

282	267
-----	-----

Additional/(reversal of) provisions recognised

(1)	15
-----	----

Carrying amount at end of period

281	282
-----	-----

Notes to the Financial Statements

For the year ended 30 June 2014

Note 23 Equity

The Western Australian 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

	2014 \$000	2013 \$000
Balance at the start of period	1,026	1,026
Balance at end of period	<u>1,026</u>	<u>1,026</u>

Accumulated surplus/(deficit)

	2014 \$000	2013 \$000
Balance at start of period	2,116	1,484
Result for the period	(444)	632
Balance at end of period	<u><u>1,672</u></u>	<u><u>2,116</u></u>
Total Equity at End of Period	<u><u>2,698</u></u>	<u><u>3,142</u></u>

Notes to the Financial Statements

For the year ended 30 June 2014

Note 24 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:

	2014	2013
	\$000	\$000
Cash and cash equivalents		
Restricted cash and cash equivalents (refer to Note 14 'Restricted cash and cash equivalents')	592	1,178
	126	101
	718	1,279

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

	2014	2013
	\$000	\$000
Net cost of services	(7,880)	(28,982)
<u>Non-cash items</u>		
Depreciation and amortisation expense	198	210
Resources received free of charge	59	56
<u>(Increase)/decrease in assets</u>		
Current receivables ^(a)	49	(77)
Other current receivables	-	108
<u>Increase/(decrease) in liabilities</u>		
Current payables ^(a)	105	(198)
Current provisions	(69)	85
Non-current provisions	(73)	25
Net GST receipts/(payments) ^(b)	322	(350)
Change in GST in receivables/payables ^(c)	(122)	(9)
Net cash provided by/(used in) operating activities	(7,411)	(29,132)

(a) Note that the Australian Taxation Office (ATO) receivable/payable in respect of GST and the receivable/payable in respect of the sale/purchase of non-current assets are not included in these items as they do not form part of the reconciling items.

(b) This is the net GST paid/received, i.e cash transaction.

(c) This reverses out the GST in receivables and payables.

Notes to the Financial Statements

For the year ended 30 June 2014

Note 25 Commitments

The commitments below are inclusive of GST where relevant.

Non-cancellable operating lease commitments

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

Commitments for minimum lease payments are payable as follows:

Motor vehicles

Within 1 year

Later than 1 year and not later than 5 years

2014 \$000	2013 \$000
19	26
10	19
29	45

Accommodation

Within 1 year

Later than 1 year and not later than 5 years

Later than 5 years

2014 \$000	2013 \$000
789	1,465
9	782
-	-
798	2,247

The Commission had entered into a non-cancellable five-year property lease. The monthly rent is payable in advance and will expire in December 2014. Negotiation of a new five-year lease is currently ongoing.

Note 26 Contingent liabilities and contingent assets

There were no contingent liabilities or contingent assets as at 30 June 2014.

Note 27 Event occurring after the end of the reporting period

There were no events occurring after the end of the reporting date that impact on the financial statements.

Notes to the Financial Statements

For the year ended 30 June 2014

Note 28 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.

Total appropriation provided to deliver services

Significant variances between estimate and actual for 2014

Although there was no significant variance in the total appropriation, there were significant offsetting variances in the following service expenditure:

	2014 Estimate \$000	2014 Actual \$000	Variance \$000
Electoral Services	10,716	11,925	(1,209) ^(a)

(a) Electoral Services – The variance is due to the additional expenditure associated with conducting the Local Government Elections in 2013 – 2014; For example, increase in the costs of casual staff, printing, postage, accommodation, etc. The number of local government elections is not clearly known at the budget estimate time, as it is dependent on various factors, such as how many unopposed nominations and electorates can choose not to use the service.

Significant variances between actual results for 2014 and 2013

The reduction in total appropriation to deliver service from \$29,435,348 (2013) to \$11,906,244 (2014) resulted from the following decrease in service expenditure.

	2014 \$	2013 \$	Variance \$
Electoral Services	11,925	29,435	(17,510) ^(a)

(a) Electoral Services – The variance is the result of the expenses (such as the cost of casual staff, printing, postage and accommodation) associated with conducting the State Government Election which only occurs every 4 years and the payment of Political Funding Grants in 2012–13.

Notes to the Financial Statements

For the year ended 30 June 2014

Note 29 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 29 (c) 'Financial instrument disclosures' and Note 15 'Receivables'.

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.

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.

(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:

	2014	2013
	\$000	\$000
<u>Financial Assets</u>		
Cash and cash equivalents	592	1,178
Restricted cash and cash equivalents	126	101
Receivables ^(a)	712	645
<u>Financial Liabilities</u>		
Financial liabilities measured at amortised cost	252	325

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

Notes to the Financial Statements

For the year ended 30 June 2014

Note 29 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 \$000	Not past due and not impaired \$000	Past due but not impaired						Impaired financial assets \$000
			Up to 1 month \$000	1-3 months \$000	3 months to 1 year \$000	1-5 years \$000	5 years \$000	More than 5 years \$000	
2014									
Cash and cash equivalents	592	592	-	-	-	-	-	-	-
Restricted cash and cash equivalents	126	126	-	-	-	-	-	-	-
Receivables ^(a)	37	37	-	-	-	-	-	-	-
Amounts receivable for services	675	675	-	-	-	-	-	-	-
	1,430	1,430							
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	-	-	-	-	-	-	-

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

Notes to the Financial Statements

For the year ended 30 June 2014

Note 29 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
	%	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
2014											
Financial Assets											
Cash and cash equivalents	-	592	-	-	592	592	592	-	-	-	-
Restricted cash and cash equivalents	-	126	-	-	126	126	126	-	-	-	-
Receivables ^(a)	-	37	-	-	37	37	37	-	-	-	-
Amounts receivable for services	-	675	-	-	675	675	675	-	-	-	-
	-	1,430	-	-	1,430	1,430	1,430	-	-	-	-
Financial Liabilities											
Payables	-	252	-	-	252	252	252	-	-	-	-
	-	252	-	-	252	252	252	-	-	-	-

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

Notes to the Financial Statements

For the year ended 30 June 2014

Note 29 continued

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

	Weighted Average Effective Interest Rate %	Carrying Amount \$000	Interest rate exposure			Nominal Amount \$000	Maturity dates				
			Fixed interest rate \$000	Variable interest rate \$000	Non- interest bearing \$000		Up to 1 month \$000	1-3 months \$000	3 months to 1 year \$000	1-5 years \$000	More than 5 years \$000
2013											
<u>Financial Assets</u>											
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	-	-	-	-
<u>Financial Liabilities</u>											
Payables	-	144	-	-	144	144	144	-	-	-	-
Amounts due to Treasurer	-	181	-	-	181	181	-	-	181	-	-
	-	325	-	-	325	325	144	-	181	-	-

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

Interest rate sensitivity analysis

None of the Commission's financial assets and financial liabilities at the end of the reporting period are sensitive to movements in interest rates, hence movements in interest rates have no bottom line impact on the Commission's surplus or equity.

Fair Values

All financial assets and liabilities recognised in the Statement of Financial Position, whether they are carried at cost or fair value, are recognised at amounts that represent a reasonable approximation of fair value unless otherwise stated in the applicable notes.

Notes to the Financial Statements

For the year ended 30 June 2014

Note 30 Remuneration of senior officers

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

	2014 \$000	2013 \$000
\$		
80,001 - 90,000	1	
110,001 - 120,000	1	
120,001 - 130,000	1	2
130,001 - 140,000	1	1
150,001 - 160,000		1
230,001 - 240,000 ^(a)	1	
240,001 - 250,000		1
250,001 - 260,000		1
300,001 - 310,000	1	
Base remuneration and superannuation	1010	1,008
Annual leave and long service leave accruals	(33)	(12)
Other benefits ^(b)	30	32
Total remuneration of senior officers	<u>1,007</u>	<u>1,028</u>

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

No seniors officers are members of the Pension Scheme.

(a) Remuneration include redundancy lump sum payment.

(b) Other benefit for 2012–13 has increased by \$11,000 mainly due to the inclusion of car parking benefits.

Notes to the Financial Statements

For the year ended 30 June 2014

Note 31 Remuneration of auditor

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

	2014	2013
	\$000	\$000
Auditing the accounts, financial statements and performance indicators	44	40
	<u>44</u>	<u>40</u>

Note 32 Related bodies

The Commission had no related bodies during the financial year.

Note 33 Affiliated bodies

The Commission had no affiliated bodies during the financial year.

Note 34 Special Purpose Account

Nomination Fees^(a)

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

	2014	2013
	\$000	\$000
Balance at the start of the period	-	-
Receipts	-	114
Payments	-	114
Balance at the end of the year	<u>-</u>	<u>-</u>

(a) Established under section 16(1)(d) of FMA

Note 35 Supplementary financial information

(a) Write-offs

During the year there were no write-offs

(b) Losses through theft, defaults and other causes

During the year there were no thefts or defaults

(c) Gift of public property

During the year there were no gift of public property



Appendices

Appendix 1

Disability Access and Inclusion Plan

The Commission's *Disability Access and Inclusion Plan 2012–2016 (DAIP)* aims to ensure that people with a disability have the same access to electoral services, facilities and information as others. The *DAIP* outlines our key strategies that provide the framework for our access and inclusion objectives.

During the reporting year, the Commission was committed to ensuring the *DAIP* included the latest legislative requirements regarding an employment outcome, so that people with disability have the same opportunities as other people to obtain and maintain employment within the Commission. The Commission reviewed its current *DAIP*, advertised for feedback from the community on this initiative, liaised with the Disability Services Commission and has developed a number of strategies around this issue, which will be monitored in line with our normal *DAIP* practices.

The Commission's *DAIP* is available on the Commission's website or in alternative formats on request to the Commission's DAIP officer. The Commission reports annually on the progress of the DAIP to the Disability Services Commission.

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

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

✓ The Disability Services Commission *Count Me in Wards*, held on 13 December 2013, recognised the Commission's Vote Assist project. This project ensured electors who were blind or of low vision could vote independently during the 2013 State general election with the assistance of a computer. The Commission received a high commendation for Vote Assist in the State government category.

- ✓ 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.
- ✓ The Commission reviewed and updated its Polling Place Information form which is used at polling places during State general elections and by-elections. This form includes comprehensive accessibility assessment tools for polling places.
- ✓ The Commission continues to review its policies and projects to assist electors with a disability.

Disability Access and Inclusion Plan

Outcome 2 – People with disability have the same opportunities to access our offices and facilities.

- ✓ 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.
- ✓ The Commission's website provides comprehensive information for visitors, including opening hours, ramp locations and nearby public transport options.

Outcome 3 – People with disability 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 has changed its website, with a new URL www.elections.wa.gov.au and as part of this process reviewed and improved its accessibility and ensured compliance with the established Government guidelines. Further, 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.
- ✓ People wishing to access information, including publications, can request alternative formats if required.

Outcome 4 – People with disability 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 Local government elections, which addressed the accessibility of services and the commitment of staff to be accessible and inclusive.
- ✓ The Electoral Education Centre offers tailored presentations to education support classes from various schools.
- ✓ To raise disability awareness staff are encouraged to watch the Disability Services Commission video 'Make a Difference', which is available on the intranet.
- ✓ The Commission continues to report on the progress of our *DAIP* in the annual report and to the Disability Services Commission.

Disability Access and Inclusion Plan

Outcome 5 – People with disability 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 disability 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 advertisements, information on our website and 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.

Outcome 7 – People with disabilities have the same opportunities as other people to obtain and maintain employment with a public sector agency

- ✓ The Commission is committed to ensuring it is a welcoming and friendly workplace that provides a supportive environment for staff with a disability.
- ✓ The Commission maintains flexible attraction and recruitment practices and actively encourages applicants with a disability to apply in our employment advertisements.

Appendix 2

Products Provided to Other Organisations 2013–2014

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
Datasearch Pty Ltd	as agent for The Liberal Party of Australia	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	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>
Hon Lyn MacLaren MLC	Member for South Metropolitan Region	For the State Member of Parliament as provided for in section 25A (1b) of the <i>Electoral Act 1907</i>
Hon Robin Chapple MLC	Member for Mininig and Pastoral Region	For the State Member of Parliament as provided for in section 25A (1b) of the <i>Electoral Act 1907</i>
Hon Colin Barnett MLA	Member Cottesloe	For the State Member of Parliament as provided for in section 25A (1c) 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)

Products Provided to Other Organisations 2013–2014

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

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

Agency Name	Branch	Purpose for which the information was provided
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
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	WA Cervical Cancer Prevention Program	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
University of Western Australia	School of Population Health	For approved medical research projects under strict privacy controls

Products Provided to Other Organisations 2013–2014

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 Belmont	16 September 2013	To facilitate a ward boundary review
City of Armadale	17 September 2013	To facilitate a ward boundary review
City of Swan	20 January 2014	To facilitate a ward boundary review
Shire of Mundaring	22 January 2014	To facilitate a ward boundary review and Local Government amalgamations
Town of Port Hedland	14 February 2014	Special elector meeting
Town of Cambridge	18 February 2014	To facilitate a ward boundary review
City of South Perth	25 February 2014	To facilitate a ward boundary review
Shire of Manjimup	25 February 2014	Community satisfaction survey
Town of Victoria Park	5 March 2014	To facilitate a ward boundary review
Shire of Serpentine Jarrahdale	9 April 2014	To facilitate a ward boundary review
City of Armadale	14 April 2014	To facilitate a ward boundary review
Town of Cambridge	19 May 2014	Confirmation of address for waste fee concession
City of Vincent	6 June 2014	Special electors meeting
Town of Victoria Park	23 June 2014	Special electors meeting re metropolitan reform
City of Stirling	27 June 2014	To facilitate a ward boundary review

Products Provided to Other Organisations 2013–2014

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

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

Agency Name	Branch	Purpose for which the information was provided
Department for Child Protection	Adoption Services	To access applicant, relative and associates parties information in accordance with the <i>Adoption Act 1994</i>
Department for Child Protection	Civil Litigation Unit	To facilitate the location of potential claimant to advise them of their potential legal and statutory rights
Department of 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	Pathwest	To correctly match pathology results to existing medical records and correctly identifying patients to Medicare
Department of Health	Pharmaceutical Services	To assist in the validation process to verify the identity of a patient when issuing an authorisation for a medical practitioner to prescribe a drug of addiction and then to monitor the drugs of addiction prescribed in WA
Department of Parks and Wildlife	Nature Protection Branch	To assist in investigations into breaches of legislation administered by CALM

Products Provided to Other Organisations 2013–2014

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 (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 <i>Fair Trading Act</i> , <i>Motor Vehicle Dealers Act</i> and the <i>Motor Vehicle Repairers Act</i>
Department of Environment Regulation	Environmental Enforcement Unit	Law enforcement activities to assist in identifying and tracking suspects for offence against the <i>Environment Protection Act 1986</i> and the <i>Litter Act 1979</i>
Rottneest Island Authority	Marine and Terrestrial Reserve Branch	To assist in the prevention of fraudulent use of mooring licenses.

Products Provided to Other Organisations 2013–2014

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 <i>Guardianship and Administration Act 1990</i>
Department of the Attorney General	Public Trustee	To help locate beneficiaries of deceased estates and trusts as well as witnesses to wills
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

Products Provided to Other Organisations 2013–2014

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 (continued)

Agency Name	Branch	Purpose for which the information was provided
Horizon Power	Compliance and Billing	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 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

Appendix 3

Non-Parliamentary Election Statistics

Union Election Statistics

(a) Union elections conducted under the *Industrial Relations Act 1979* during 2013–2014

Organisation	Vacancies	Contested Vacancies	Unopposed Vacancies	Unfilled Vacancies	Electors	Voters	Participation Rate	Average Participation Rate
Health Services Union of Western Australia (Union of Workers)	5	0	4	1	Uncontested	n/a		
The Independent Education Union of Western Australia Union of Employees	10	0	10	0	Uncontested	n/a		
The Master Painters, Decorators and Signwriter's Association of Western Australia (Union of Employers)	9	0	9	0	Uncontested	n/a		
The Master Plumbers and Gasfitters Association of Western Australia (Union of Employers)	11	10	1	0	571	130	22.77%	
University of Western Australia Academic Staff Association	10	0	9	1	Uncontested	n/a		
Western Australian Hotels and Hospitality Association Inc (Union of Employers)	17	7	10	0	567	225	39.68%	
Western Australian Municipal, Road Boards, Parks and Racecourse Employees Union of Workers, Perth	17	0	11	6	Uncontested	n/a		
Western Australian Prison Officers' Union of Workers	1	0	1	0	Uncontested	n/a		
TOTALS	80	17	55	8				31.23%

Non-Parliamentary Election Statistics

Extraneous Election Statistics

(b) Extraneous elections 2013–2014 (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)		31	29	2	0	23,764	4,775	20.09%	
	Curtin Student Guild (voting in person)		30	27	3	0	41,360	1,593	3.85%	
	SUB TOTAL		61	56	5	0				10.06%
(ii) Other Elections	Edith Cowan University – Alumni		1	1	0	0	3,565	406	11.39%	
	Edith Cowan University – Two Enrolled Students (voting in person)		2	2	0	0	23,123	295	1.28%	
	Fire and Emergency Services Superannuation Board		4	1	2	1	1,932	595	30.80%	
	National Trust of Australia (WA)		6	6	0	0	2,267	640	28.23%	
	Potato Marketing Corporation of Western Australia		1	0	0	0	Uncontested	n/a		
	WA Police Appeal Board		1	0	1	0	Uncontested	n/a		
	SUB TOTAL		15	10	3	1				17.61%
Elections conducted in accordance with section 5F(1)(ea) of the <i>Electoral Act 1907</i>			76	66	8	1				27.67%

Non-Parliamentary Election Statistics

Non-Statutory Election Statistics

c) Fee-for-Service (Private elections) 2013–2014

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	CBH Group		3	1	2	0	862	563	65.31%	
	City of Gosnells – Safety and Health Representative		2	2	0	0	155	99	63.87%	
	City of Joondalup		1	1	0	0	570	320	56.14%	
	City of Joondalup		1	1	0	0	170	134	78.82%	
	Crown Perth – Employee Agreement ballot		1	1	0	0	3,815	1,119	29.33%	
	Derbal Yerrigan Health Service Inc.		6	6	0	0	145	58	40.00%	
	Derbal Yerrigan Health Service Inc.		2	2	0	0	158	50	31.65%	
	MDA National Limited		2	0	2	0	Uncontested	n/a		
	Public Transport Authority		6	2	3	1	67	30	44.78%	
	Public Transport Authority		22	1	12	9	35	18	51.43%	
	Royal Society for the Prevention of Cruelty to Animals WA (Inc)		2	0	2	0	Uncontested	n/a		
	Tourism Council Western Australia	The Western Australian Electoral Commission only conducted the counting of votes								
	University of Western Australia Convocation of UWA Graduates ³		13	11	2	0	75,191	4,280	5.69%	
	Western Australian Police Union of Workers		5	4	1	0	5,670	1,642	28.96%	
	Elections conducted in accordance with section 5F(1)(eb) of the Electoral Act 1907			66	32	24	10			
TOTALS: ALL ELECTIONS			222	115	87	19				34.66%

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.