

WESTERN AUSTRALIAN Electoral
Commission

Annual Report

2000/2001



WESTERN AUSTRALIAN Electoral Commission

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Hon. J A McGinty, MLA
Attorney General;
Minister for Electoral Affairs
Level 30, Allendale Square
77 St Georges Terrace
PERTH WA 6000

Dear Minister

In accordance with section 62 of the *Financial Administration and Audit Act, 1985*, I submit for your information and presentation to Parliament, the Annual Report of the Western Australian Electoral Commission for the year ended 30 June 2001.

The Annual Report has been prepared in accordance with the provisions of the *Financial Administration and Audit Act, 1985*.

Yours sincerely

Fiona Colbeck
ACTING ELECTORAL COMMISSIONER

31 August 2001

ELECTORAL COMMISSIONER'S Review

This was a year of exceptional activity for the Western Australian Electoral Commission, including two significant electoral events. A State General Election was conducted in February 2001, followed by the biennial Ordinary Local Government Elections in May 2001. In June 2001, the Commission also conducted a by-election for the State electoral district of Nedlands.

In the State General Election, approximately 1.2 million electors were eligible to vote, and over 946 thousand electors were eligible to vote in the Local Government Postal Elections conducted by the Commission.

The Electoral Commission introduced several innovations at the State Election. A new computer system was developed to transmit election results simultaneously to the tally room and the Internet on election night through to the declaration of the polls. A simpler form of absent voting was introduced using a computer-based roll. A General polling place was also established at Perth Town Hall where electors for other districts visiting Perth could cast ordinary votes for any electorate instead of completing formal absentee declarations. Nine drive-in polling places for voters with limited mobility were placed strategically throughout the metropolitan area at the four major Universities and two TAFE Colleges.

At the May 2001 Local Government Ordinary Elections, the Commission conducted postal elections for 47 Local Governments, the largest number to date and an increase of 11 compared with the previous elections in 1999.

My staff worked tirelessly for many months both prior to and after both major elections and deserve sincere thanks. I also want to thank all casual and part-time staff, particularly the Returning Officers who were involved in the running of both the State and Local Government Elections during the year 2000-2001.

Dr K W Evans
ELECTORAL COMMISSIONER



WESTERN AUSTRALIAN
Electoral Commission

VISION

To be recognised for excellence and as a leader in electoral administration.

MISSION

To maintain and enhance the integrity of electoral systems for which the Western Australian Electoral Commission is responsible.

CORPORATE VALUES

A commitment to:

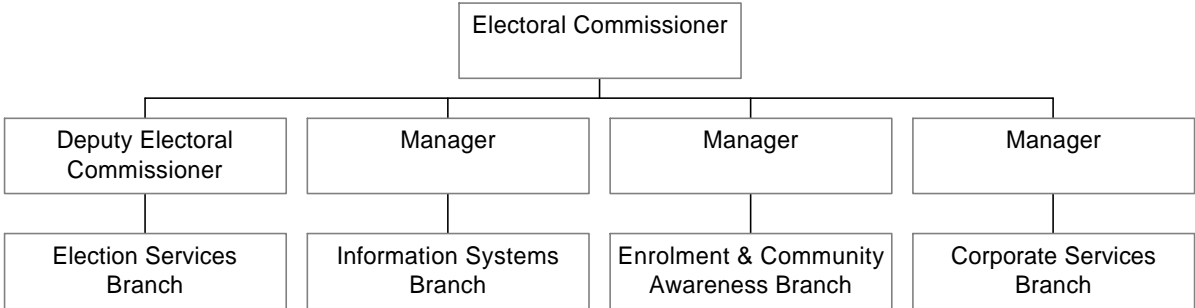
- provide quality electoral services to all Western Australians;
- accurate, efficient, effective and accountable management, administration and delivery of electoral services;
- management practices and customer services governed by the principles of social justice: equity, access, equality and participation;
- maintain a working environment which is safe, healthy and promotes innovation and excellence; and
- regularly review and evaluate our effectiveness using performance data.

FUNCTIONS OF THE ELECTORAL COMMISSIONER

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 him or her by the Minister, and such other electoral matters as the Electoral Commissioner thinks fit;
- promote public awareness of electoral and parliamentary matters, by means of the conduct of education and information programs, and by other means;
- provide information and advice on electoral matters to the Parliament, Members of Parliament, the Government, and other Government Departments and State Authorities;
- conduct and promote research into electoral matters and other matters that relate to the function of the Commission;
- publish material on matters that relate to the functions of the Commissioner; and
- perform such other functions as are conferred on the Commissioner by or under the Act, or any other written law.

ORGANISATIONAL Structure



The Electoral Commissioner and the Deputy Electoral Commissioner hold independent statutory appointments under the *Electoral Act 1907*. Together they are responsible for the impartial administration of electoral law through the Western Australian Electoral Commission, which is a department of the State Public Service.

The Electoral Commissioner is deemed to be the Chief Executive Officer of the Western Australian Electoral Commission. The permanent staff of the Electoral Commission are employed under the *Public Sector Management Act 1994*.

A list of permanent staff employed during the year and the respective responsibilities of each section can be found in Appendix 1.

STATEMENT OF Compliance

Enabling Legislation

The Commission was established by the proclamation of the *Acts Amendment (Electoral Reform) Act 1987* on 30 October 1987. The Commission replaced the State Electoral Department, which commenced operation when the first Electoral Act came into effect in 1904.

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*;
- *Electoral Distribution Act 1947*; and
- *Referendums Act 1983*.

A range of other legislation which impacts on the Commission in the conduct of its business must be complied with. This is detailed in Appendix 2.

At the date of signing we are not aware of any circumstances that would render the particulars included in this statement and in Appendix 2 misleading or inaccurate.

Fiona Colbeck
ACTING ELECTORAL COMMISSIONER / ACCOUNTABLE OFFICER

Gary Harrington
PRINCIPAL ACCOUNTING OFFICER

31 August 2001

PROGRAM Structure

The Commission operates under one major program, which comprises three sub-programs.

Program – Electoral Services

Sub-programs

Election Services

Community Awareness

Enrolment

Corporate Management

Provides support to Electoral Services Program.

PROGRAM – ELECTORAL Services

Objective

To encourage and assist eligible members of the community to enrol on the State Electoral Roll and to vote at State and other elections or referendums conducted by the Commission.

Description

Maintains electoral rolls and produces a range of publications, maps and rolls for the community. Plans and conducts Parliamentary and various non-parliamentary elections and referendums. Provides electoral education and awareness programs for the community and electoral advice to the Parliament and a wide range of customer groups.



ELECTORAL Services

Overview

The Commission has only one program, the Electoral Services Program, which consists of three sub-programs. These are reported in detail in subsequent sections of this report. The sub-programs are:

- Election Services;
- Community Awareness; and
- Enrolment.

Legislative Changes

In October and November 2000, amendments to the *Electoral Act 1907* were proclaimed to improve the conduct of elections and modernise electoral processes. One of the major changes established a formal process for the registration of political parties in Western Australia. Registration assures the public that a party has a formal constitution and is supported by at least 500 members.

Other amendments modernised parts of the Electoral Act and eliminated provisions which were no longer relevant. The main changes were to allow registered parties to nominate candidates centrally, rather than each candidate nominating with the Returning Officer for the electoral district concerned; to permit only candidates of registered political parties to use a party name or abbreviation on a ballot paper; to establish General polling places where electors could cast an ordinary vote for any electoral district; to provide for an easier form of absent voting where the polling place has a copy of the electoral roll for the absent elector's district, and to better distinguish early pre-poll voting in person from early postal voting.

In addition, postal and pre-poll votes can now be checked from the Wednesday before Election Day, whereas previously the envelopes were not checked and opened until Election Day. After checking and validation, ballot papers can now be removed from their envelopes without inspection and kept in sealed ballot boxes until the close of polls, so that counting can take place immediately.

Other changes included:

- expanding the Commissioner's power to conduct non-parliamentary elections;
- adopting a legislative approach consistent with the Commonwealth, where possible;
- enabling modern technology to be used in electoral procedures and services;
- streamlining existing administrative procedures and processes to achieve cost and processing efficiencies;
- defining circumstances under which roll details can be omitted when rolls or information derived from rolls are printed, made available or supplied;
- providing for carers of sick or infirm people and silent electors to become general early voters;
- adding articles of apparel and accessories to the list of articles not requiring formal printed authorisation at elections;
- simplifying the process of issuing and returning writs; and
- removing the obsolete position of Registrar.

In addition, amendments to the *Electoral Regulations 1996* were made to complement changes made by the *Electoral Amendment Act 2000*.

Political Party Registration

Changes to the requirements for political party registration in Western Australia were incorporated into the *Electoral Act 1907* as part IIIA.

Existing Parliamentary parties with at least one member in the Legislative Assembly or Legislative Council on 14 June 2000 were automatically eligible for registration. Other political parties are required to have at least 500 members who are electors to be eligible. Members may be members of related parties where one is part of the other or both are parts of the same political party.

Registration applications must include the following information:

- the name of the political party;
- an abbreviation of the party name for use on ballot papers, if one is to be used;
- the name and address of the secretary;
- the names and addresses of at least 500 members who are electors, and
- a copy of the party's constitution.

The process of registration involves the following steps:

- checking that all members are eligible electors;
- publishing application details in the Gazette and a newspaper circulating in the state;
- considering any objections submitted;
- entering the details in a Register; and
- publishing the registration notice in the Gazette.

The process of registration must cease on the issue of a writ for an election.

Prior to the issue of the writ for the February State General Election, applications had been received from the five Parliamentary parties:

- Australian Democrats;
- Australian Labor Party (Western Australian Branch);
- National Party of Australia (WA) Incorporated;
- The Greens (WA) Inc; and
- The Liberal Party of Australia (Western Australian Division) Incorporated.

These were duly registered on 21 October 2000.

Two other parties that had applied for registration by this date met all criteria and were registered:

- Pauline Hanson's One Nation on 29 December 2000;
- Christian Democratic Party WA on 7 January 2001.

Electoral Council of Australia

The Electoral Commissioner continued his membership of the Electoral Council of Australia throughout the year.

A report on the Council's main activities can be found at Appendix 3.

SUB-PROGRAM ELECTION Services

Objective

To ensure elections are conducted in a timely manner with complete impartiality, independence, efficiency and effectiveness in accordance with appropriate legislation or instructions.

Description

Provides leadership and professional expertise in the planning, development and conduct of ballots for Parliamentary, Local Government and other non-parliamentary elections and referendums. Develops policies and operational procedures and monitors, analyses and evaluates election processes. Develops and coordinates strategic planning processes for the organisation.



ELECTION Services

Overview

The Commission plans for and conducts elections in three distinct areas of operation: Parliamentary elections, Local Government elections and other elections according to the relevant legislation.

Parliamentary Elections

Preparations were completed for the State General Election. Five new computer systems were developed and tested.

Postal Voting System

A new suite of programs was designed for postal voting in time for the 2001 State General Election. The purpose of these programs was to make the issuing and the receiving processes simpler and more efficient.

The application forms were barcoded and imaged, allowing for retrieval for a comparison of signatures as required under the legislation. Previously the comparison was manual, with staff needing to find every application in a filing system. This process was more efficient and required fewer staff than in previous elections.

Absent Voter Recording System

The greater mobility of the population has led to an increase in absent voting. Ordinarily an absent voter must complete a declaration that is later checked to validate the voter's claim to vote in the district, causing a delay before these votes can be entered into the count. Several errors may occur in the application process, including failure to complete and sign the declaration or voting for a district in which the elector is not enrolled. In order to make the process easier for voters, more efficient and reduce time spent checking each voter's claim, the legislation was amended to enable the operation of an Absent Voter Recording System.

The system itself consisted of the State electoral roll and a search engine designed to search for electors with a few simple inputs. The system was used in metropolitan polling places that traditionally issued large numbers of absent votes. Any absent voter's claim to vote in the district of residence was checked. If eligible to vote, the elector's name was recorded, he or she was issued a vote and no further checking was required. If the person had moved more than three months before the election and was ineligible to vote, he or she was given proof of attendance at the polling place.

Election Management System (EMS)

This system allows the Commission to maintain a central database for all State Election data. This ensures that data is entered only once. It also allows for data to be used from one election to the next.

The system allows for the storage and processing of the following data:

- Election details;
- Nominations for the Legislative Assembly;
- Nominations for the Legislative Council;
- Polling places;
- Advertising, Government Gazette, the Internet, TV and Radio requirements, and published reports;
- Data for the results system (ERS);
- Legislative Assembly results from ERS, and
- Legislative Council results from the Compu-Vote system.

The creation of EMS allowed for the speedier and more accurate processing of data for the 10 February 2001 State General Election and for the 9 June 2001 Nedlands By-Election. It also allowed for more data to be available in a timelier manner for the management of these elections and enabled the efficient production of information for reports and publications.

Declaration Processing Batching System

This system enables the Commission to manage the processing of declaration votes at the counting centre. Phase one of the system was completed and used at the State General Election. This allowed batches to be tracked through the system and provided management information as to the location of batches for particular districts in the processing line, the amount of work completed, in progress and waiting to be completed.

Phase two of the system, when completed, will allow individual declarations to be tracked to the batch in which they are held. At the conclusion of this stage significant savings in processing will be realised as declarations can be accessed during non voter and multiple voter processing directly from the batch in which they are stored, and the sorting into alphabetic sequence which occurs at present will not be necessary.

Election Results System

The Commission's IT service provider was appointed to develop a computer system to collect and report election results in the Tally Room and to transmit results to the Internet, television stations, political party headquarters and the Commission's Election Management System. The Commission's Internet provider developed the Internet election results reports. A sponsorship arrangement was organised which is estimated to have saved \$250,000 of the total cost. Sponsors supplied equipment and technical expertise.

State General Election

A report on the State General Election is published in two volumes, which are available from the Commission.

Issue of Writs

On 10 January 2001, the Governor caused two writs to be issued to the Electoral Commissioner to proceed with elections in all Legislative Assembly districts and Legislative Council regions.

Previously, the Clerk of the Writs, the Electoral Commissioner, issued one writ to the Returning Officer in each of the 57 electoral districts and one to each Returning Officer in the six electoral regions. New arrangements proclaimed in October 2000 reduced the number of writs from 63 to one for each House of Parliament for a conjoint election.

Returning Officers

Returning Officers were appointed by the Electoral Commissioner for each of the 57 Legislative Assembly districts and the 6 Legislative Council regions. Fourteen of the District Returning Officers were Divisional Returning Officers from the Australian Electoral Commission. They were generally appointed to the metropolitan districts in which their offices were located. As full-time Returning Officers this group represented an excellent resource for the Commission and the experience benefited both organisations. Returning Officers attended two training sessions prior to the issue of the writs and an additional session shortly before Election Day.

Training Video

A 35 minute training video, *Managing a Polling Place* was produced and incorporated as an integral part of the training package for Polling Place Managers and Declaration Issuing Officers. The video was produced over three days and served to demonstrate procedures, polling equipment and forms to be used in polling places on Election Day. Staff feedback indicated that the video was a very useful instructional tool.

Enquiries

A telephone enquiry service was set up at the premises of the Australian Electoral Commission. This was a cost-effective means of utilising existing suitable telephone and computer equipment consisting of 16 workstations. The service operated from the day of the issue of the writs until the end of post-election week, a total of 6 weeks, for 12 hours per day. A staff of 34 working 3 shifts operated the service and a total of 66,984 calls were received.

Media Campaign

Two companies were jointly appointed to manage the advertising and public relations campaigns.

As the election date was not known and the Commission had to be prepared for an election at any time from June 2000, the initial work involved the development of television, press and radio advertisements required for the first week of the election campaign. The second task was to develop a pre-election enrolment campaign, which focussed on three target groups: the young, the transient and Indigenous people. This campaign commenced on 30 June 2000 and was completed by 11 November 2000. The third task was to complete all the advertisements and public relations releases for the election campaign.

The advertising campaign commenced on 10 January 2001 within hours of the writs being issued and proceeded smoothly. Background press releases were issued as the campaign progressed. Election guides were printed and distributed to electors in every region.

Roll Production

3381 scannable rolls were produced to mark off electors' names at polling places. They were scanned after the election to identify who had voted. 2158 reference rolls were printed for use in polling places for enquiry purposes and for sale to the public. Rolls were also available for candidates in both hard copy and electronic formats.

Nominations

Nominations for the election opened at 6.00pm on Wednesday, 10 January 2001 and closed at 6.00pm on Friday, 19 January 2001 at the advertised place of nominations for each district and region. Legislative Council candidates were required to lodge voting ticket claim forms by 6.00pm on Monday, 22 January 2001.

Candidates who were not endorsed members of registered political parties were entitled to apply to use the word *Independent* against their names or have no designation.

There were 134 more nominations for the Legislative Assembly and 30 more nominations for the Legislative Council than in 1996.

The table below indicates the number of nominations received for this election compared to 1996.

| | 1996 | | | 2001 | | |
|-----------------------------|------|--------|-------|------|--------|-------|
| | Male | Female | Total | Male | Female | Total |
| Legislative Assembly | 155 | 77 | 232 | 253 | 113 | 366 |
| Legislative Council | 86 | 43 | 129 | 110 | 49 | 159 |
| Total | 241 | 120 | 361 | 363 | 162 | 525 |

Postal Voting

Postal Vote application forms were available from the Commission's website and this was very successful. Approximately 25% of the applications received had been downloaded and faxed to the Commission. Electors who were overseas, interstate, or on mine sites at the time of the election and a number of defence force personnel used this facility. A total of 39,080 postal votes issued during the election.

Changes to the Electoral Act allowed for the checking and validating of returned ballot paper envelopes to begin on the Wednesday before Election Day instead of the close of polls. This resulted in 24,504 ballot papers being admitted to the count on Election Night that would otherwise have taken more time to be checked and counted.

Polling Places

The 6% statewide increase in elector numbers necessitated an increase in polling places and a total of 815 static polling places were gazetted. 231 mobile polling places in declared special institutions such as hospitals and nursing homes and 55 remote polling places in Eyre, Kimberley, Ningaloo and Pilbara ensured that electors had ready access to voting facilities. These polling places were staffed by a temporary workforce of 6,800. Polling Place Managers and polling officials with more complex jobs, such as handling elector enquiries or issuing absent and provisional votes, were trained prior to Election Day. Other polling place staff were trained on the day, before the opening of polls.

Drive-in Polling Places

An initiative of the Commission introduced drive-in polling places to the Australian public. Better access for voters with disabilities has been a concern of the Commission for some time. Returning Officers select polling places with optimal access, but where there are no alternative premises a building with poor access is used, rather than not having a local polling place. Some voters however still find it difficult to go into a polling place to vote. They include voters with permanent disabilities and those who may have recently had an accident or who are too sick to stand in a queue to vote on the day.

The concept of drive-in polling places for voters with limited mobility was developed. Polling places did not, generally, have facilities for cars to drive in and out, so four Universities and two TAFE colleges were approached to provide space in their car parks. They were most cooperative and nine sites with optimal access were identified. A contractor supplied temporary site offices and procedures were developed to ensure quick and easy voting facilities were provided through the car window. While the 3,630 voters who used this facility did not represent a large proportion of the electorate, those who used it were delighted to be offered the facility. It was generally agreed that this concept is one that has a great deal of potential once the wider population realises that it is available.

General Polling Place

An amendment to the Electoral Act allowed for the Electoral Commissioner to appoint a polling place holding copies of rolls for all districts to be a General polling place. Electors could then be marked off the roll for electoral districts outside the polling place district and vote as ordinary voters without the need for completing the usual absent declaration. Only one polling place, the Perth Town Hall, was used as a General polling place.

The polling place used the State roll on personal computers to check each elector's eligibility and mark the roll. A total of 2,406 votes were issued, 551 to electors who lived in the district of Perth and 1,855 to electors who lived outside of Perth. The Perth Town Hall is usually crowded with electors waiting in queues to vote as absent voters. At this election they moved smoothly through, voting quickly and easily and their votes were counted and included in the tally on Election Night.

Absent Voter Recording System

The Absent Voter Recording System was used at 42 polling places, which had traditionally served large numbers of absent voters. It was only used in the metropolitan area to ensure a quick support service should any malfunction occur, but it was devised as a simple system and little support was required.

This system enabled ballot papers to be taken to the Tally Room to be counted on Election Night, rather than waiting several days to be counted with all other absent votes. As computer hardware becomes smaller and cheaper, a system such as this should be able to serve the majority of large polling places, making absent voting a simpler process for the majority of voters.

Of the 111,838 absent voters, 19,164 were recorded using the new system.

Voter Participation

Polls opened at 8am and closed at 6pm. The majority of voters voted within their districts. There were 1,187,629 electors enrolled at the time of the State General Election. 1,095,626 people attempted to vote, but for various reasons, such as failure to complete declarations correctly, a number did not have their votes admitted into the count.

A total of 919,573 ordinary votes were issued. A total of 188,155 declaration votes were also issued.

The following table shows a comparison of the numbers and types of declaration votes issued in the 1996 and 2001 State elections.

| Type of Vote | Votes Issued | |
|---------------------------------|----------------|----------------|
| | 1996 | 2001 |
| Provisional | 9,834 | 10,063 |
| Early Votes (Pre-Poll)* | N/A | 27,174 |
| Early Votes (By-Post)* | 42,717 | 39,080 |
| Absent (Declaration) | 107,618 | 92,674 |
| Absent (Voter Recording System) | N/A | 19,164 |
| Total | 160,169 | 188,155 |

* In 1996 these two figures were recorded as Postal Votes

Election Results System

The system provided real time updates of results in the Tally Room and 5-minute updates to the Internet on Election Night. Results continued to be posted to the Internet every 1 to 2 hours during the day over the four weeks following Election Night, as results were finalised and checked. For the first time the media and the public could view on the Internet the same information that was available in the Tally Room itself.

Overall the system performed satisfactorily. Positive feedback from users of the results Internet site praised the simple interface and the level of detail available.

Scanning of Rolls

Electoral rolls were scanned following the election to produce an accurate consolidated record of electors who voted. This procedure formed the basis for non-voter and multiple voter follow up.

The project took one week to complete. Staff were provided by both the Commission and the Australian Electoral Commission.

Non-Voters

Non-voter Penalty Notices were sent to 60,865 electors out of 92,003 apparent non-voters initially identified. Those 31,138 electors not sent notices provided the Commission with acceptable reasons for not voting.

The table below shows a comparison of non-voter statistics at the 1996 and 2001 General Elections.

| | 1996 | 2001 |
|----------------------------|--------|--------|
| First Penalty Notices Sent | 63,182 | 60,865 |
| Electors Excused | 56,627 | 52,378 |
| Percentage of Non-voters | 5.64% | 5.12% |

The reduction in the percentage of Non-voters is attributed to the issue of Certificates of Attendance to electors who attempted to vote but were ineligible because they had moved from their enrolled district more than three months prior to the election. These electors were excused from voting.

Multiple Voters

An investigation, which commenced after the scanning of the rolls, was completed to:

- identify the level of multiple voting;
- investigate the underlying causes, and
- where appropriate, consider prosecution under Section 190 of the *Electoral Act 1907 (Electoral Offences)*

By 30 June 2001, 30 cases of multiple voting had been identified for follow-up and 112 cases remained unresolved.

District Audit

The Commission's internal auditors, together with several Commission staff, undertook a comprehensive audit of field procedures for the State General Election. The audit was designed to assess whether Returning Officers, Polling Place Managers and Electoral Officers complied with the provisions of the *Electoral Act 1907* and the policies of the Commission.

The result of the audit indicated that electoral staff generally complied with all requirements. Some procedures were identified as requiring amendment or review for future elections.

Nedlands By-Election

The Deputy Governor of Western Australia issued the writ for an election in the Legislative Assembly Electoral district of Nedlands to the Western Australian Electoral Commissioner on Thursday 10 May 2001.

A Returning Officer was appointed by the Electoral Commissioner.

The rolls closed at 6pm Friday 18 May 2001 and nominations closed at 6pm on Friday 18 May 2001. Eight nominations were received.

Early Voting

Pre-poll voting was offered at three sites in Perth, at interstate electoral offices and in London. Postal voting applications were available from Post Offices, Australian Electoral Commission offices and the Commission's website. Early voting concluded at 6pm on Friday, 8 June 2001.

Advertising

Statutory advertising was placed in accordance with the *Electoral Act 1907*. The Electoral Commissioner also forwarded a letter to every elector giving information about the election including early voting facilities and the sites of polling places.

Polling Places

Fifteen polling places were open from 8am to 6pm on Election Day, including a drive-in facility for voters with limited mobility.

The Voter Recording System was used at seven of the polling places. Each issuing officer had the roll loaded onto a computer at his or her workstation. This proved to be a quicker alternative than using the paper roll, and had the advantage of not requiring the process of scanning to register all electors after the election.

Three mobile teams visited the special institutions and hospitals within the electorate on and before Election Day.

Voting

On polling day the weather was poor with cold and rainy conditions. The voter turnout was 16,203 voters from the 23,723 electors on the electoral roll, giving an overall turnout of 68.3%. A survey of non-voters was conducted and this showed that 42% of non-voters thought it was not compulsory to vote at a by-election, 20% said they did not know the election was on, 15% were away from the area on polling day, 13% said they simply forgot and 11% said they were too sick to vote.

Counting

The count was conducted at the premises of the former Hollywood Senior High School. First preference votes were counted by 9pm and the results were published on the Commission's website. The final distribution of preferences was conducted after the close of receipt of postal votes on Tuesday 12 June and the poll was declared the next day.

Voting Facilities for Other Electoral Authorities

Under reciprocal arrangements with other Australian and New Zealand electoral authorities, voters who are in Western Australia at the time of their elections and by-elections can vote at the Commission. During 2000/2001 the Commission provided facilities for postal voting for five other authorities. The most significant was the Queensland State election on 17 February 2001, for which the Commission issued 408 votes.

Compliance with Requirements of Political Finance Legislation

Part VI of the *Electoral Act 1907* requires the disclosure of gifts and other income received by political parties and their associated entities on an annual basis. The annual disclosure period for political parties and associated entities is from 1 July to 30 June each year with a return to be lodged by 30 November of the same year. Copies of all returns lodged with the Electoral Commission are held at the Commission and may be viewed by arrangement. For the disclosure period ending 30 June 2000, 18 political parties and 5 associated entities lodged disclosure returns. A report relating to these returns and the operation of the legislation is being prepared for tabling in Parliament by the Minister for Electoral Affairs.

During an election year, candidates, groups in the Legislative Council, and other persons who incur electoral expenditure are also required to lodge disclosure returns. The disclosure period for candidates, groups and other persons ends 30 days after polling day. For the State General Election on 10 February 2001 this was 12 March 2001.

Returns must be lodged within 15 weeks after polling day, which was, in this case, by 28 May 2001. These were available for public inspection from 25 June 2001. As at 30 June 2001, 44 of the 366 Legislative Assembly candidate returns and 26 of the 133 Legislative Council candidate returns remained outstanding. Follow-up procedures are continuing. The Political Finance report for 2001 will contain information on the candidate and group returns.

Compulsory Voting Monograph

One of the Electoral Commissioner's functions is to promote and publish research into electoral matters. In March, the Commission published a monograph written by Associate Professor Harry Phillips, a respected academic and political commentator from Edith Cowan University. The focus of the monograph, *Compulsory Voting: The Australian Experiment*, is on the legal requirement to vote, which is uncommon in major Western democracies. It examines the history of compulsory voting overseas and its translation into the Australian environment.

The Commission distributed the monograph to State Members of Parliament, interstate Electoral Commissions, academics, libraries, schools and other interested persons. The monograph has been commended as a significant contribution to electoral research and the Commission is considering a reprint.

Future Outlook – Parliamentary Elections

Following the State General Election the Parliamentary elections cycle moves into the area of planning and policy development, while maintaining a state of readiness for by-elections. Reports and statistics from the election have provided a considerable amount of data for analysis. Procedures will be reviewed and recommendations made for future improvements.

Existing information technology will be reviewed to enhance and automate various electoral processes. Technology for use in the polling places and to assist returning officers in the performance of their duties will also be investigated.

Local Government Postal Elections

Postal elections were introduced for the restructure of the City of Perth in 1995. Under the *Local Government Act 1995*, Local Governments may ask the Electoral Commissioner to conduct any of their elections. If Local Governments wish to use the postal method, the Electoral Commissioner must be responsible for the conduct. The Commission strives to achieve the highest level of integrity in its operations, whilst utilising economies of scale for the benefit of the participating councils.

An initial wariness of postal voting by Local Governments has changed to acceptance, as the benefits have become apparent.

The significant increase in the conduct of Local Government elections by the Electoral Commissioner has created opportunities for all Commission staff to be involved in the planning and management of these elections.

May 2001 Ordinary Elections

The Commission conducted forty-seven postal elections at the Ordinary Local Government Elections for which polls closed on 5 May 2001. See Appendix 4 for details of participating local governments. A total of 946,463 electors were served by these elections, constituting approximately 81% of eligible electors in Western Australia.

Postal voting achieved an average 38% turnout this year. This effectively doubled the turnout traditionally obtained by in-person elections. High turnout figures, together with the independence provided in the conduct of elections by the Electoral Commission, have been two major factors in the increasing popularity of postal elections.

Preparatory work and materials

Local Governments were provided with information about postal voting, then, if required, a cost estimate. User-friendly guides and manuals were created specifically for use in these elections and training sessions were conducted for Returning Officers and electoral staff. Candidates were briefed by Returning Officers and provided with materials to assist them in their nomination for positions. Scanning software, equipment and stationery were improved to increase the speed and accuracy of the checking process.

Electoral Rolls

Rolls with full and accurate names and postal addresses are essential to the conduct of Local Government postal elections, as the roll is the source of addresses to which election packages are dispatched. As Local Government rolls include eligible non-resident electors, these names and addresses were added to the State residents' roll. Any duplicate names were identified and removed, so that each elector received only one vote for each election.

Nominations

A total of 564 nominations were received by the close of nominations. Of these 11% were received on the second last day and 25% received on the last day. The nomination consisted of a profile, nomination form and nomination fee, and an optional photograph.

Of the 172 wards with vacancies, 129 were contested.

Elector Packages

The collation of materials and the printing of a set of profiles and instructions for each of the 129 wards was a major undertaking. It was accomplished effectively and efficiently with packages ready for dispatch to electors by the due date.

Advertising and Public Awareness

The Commission coordinated statutory advertising centrally. Several Local Governments opted to undertake additional advertising to further promote the elections, and this was also arranged by the Commission.

The Commission's website was improved to enable quick access to election details for each Local Government involved. Newspaper and media coverage also increased public awareness of the elections.

Mail-out of packages

The Commission mailed out 831,605 packages to electors in the 129 contested wards over a period of five days. Packages to country and remote locations were dispatched first to ensure that voters received their ballot papers early enough to be able to vote in these elections. The Commission worked closely with the contractor and Australia Post and quality control measures were implemented to ensure that electors received the correct package.

Election Day

The *Local Government Act 1995* requires that polling places are open to issue replacement and provisional packages and to receive hand-delivered packages until 6pm on Election Day. On the day, the barcodes from voting packages that were handed in were transmitted to the checking centre to be validated and marked off the roll. The packages were then processed locally at each polling place.

Counting of Votes

The majority of the counts were concluded on Election Day before 8pm. Delays in the finalisation of some counts occurred while packages that were handed in at the polling places on polling day were checked.

Computer counts were used for multi-member elections in the City of Perth, City of Kalgoorlie-Boulder, City of Geraldton, Shire of Capel and Shire of Collie. Results for all the elections were available on Election Night via the Internet. The closest count was for the Town of Bassendean, where there was only a two-vote difference between two candidates.

The following table shows a comparison of statistics between the ordinary elections conducted by post on behalf of Local Governments in May 1999 and May 2001.

| Ordinary Elections | May 1999 | May 2001 |
|-----------------------------|-------------|-------------|
| Local Government Districts | 34 | 47 |
| Enrolled electors | 584,961 | 946,463 |
| Referendums/Polls | 3 | 1 |
| Mayoral elections | | |
| ▪ Vacancies | 8 | 8 |
| ▪ Elected unopposed | 1 | 0 |
| ▪ Contested | 7 | 8 |
| ▪ Candidates | 22 | 23 |
| Wards | | |
| ▪ Vacancies | 130 | 172 |
| ▪ Contested | 82 | 129 |
| Councillor elections | | |
| ▪ Vacancies | 212 | 286 |
| ▪ Elected unopposed | 59 | 56 |
| ▪ Contested | 149 | 229 |
| ▪ Candidates | 352 | 541 |
| ▪ Positions unfilled | 0 | 1 |
| Election packages | | |
| ▪ Despatched | 478,808 | 831,605 |
| ▪ Returned at close of poll | 201,070 | 315,821 |
| Turnout | | |
| Range | 33% to 77% | 30% to 69% |
| Cost | | |
| Total cost | \$1,105,000 | \$2,306,510 |
| Average cost per elector | \$2.31 | \$2.40* |

*Excludes GST.

Extraordinary Postal Elections

As this was the year in which ordinary elections were held, fewer extraordinary elections were conducted than in 1999-2000. The Electoral Commissioner conducted 6 extraordinary postal elections and referendums during the year on behalf of Local Governments. Participation rates peaked with a turnout rate of 61% for the Town of Kwinana.

| Local Government | Election Type | Participation Rate | Election Date |
|---------------------|---------------|--------------------|-------------------|
| City of Perth | Extraordinary | 44.7% | 8 July 2000 |
| City of Perth | Referendum | 41.1% | 8 July 2000 |
| Shire of Mundaring | Extraordinary | Elected Unopposed | 20 September 2000 |
| Town of Kwinana | Extraordinary | 61.0% | 15 November 2000 |
| City of South Perth | Extraordinary | 38.1% | 15 November 2000 |
| City of Cockburn | Section 4.14 | 41.6% | 6 December 2000 |

The following table shows a comparison between extraordinary elections conducted by post on behalf of Local Governments in 1999/2000 and 2000/2001.

| Extraordinary/Inaugural Elections | 1999/2000 | 2000/2001 |
|--|------------------|------------------|
| Elections | 16 | 5 |
| Referendums/Polls | 0 | 1 |
| Enrolled Electors | 57643 | 53289 |
| Wards | | |
| Contested | 15 | 4 |
| Councillor elections | | |
| Vacancies | 15 | 14 |
| Elected Unopposed | 1 | 1 |
| Contested | 15 | 13 |
| Candidates | 44 | 30 |
| Positions Unfilled | 0 | 0 |
| Election Packages | | |
| Despatched | 57,643 | 53,289 |
| Returned at close of poll | 20,771 | 22,040 |
| Turnout | | |
| Range of Turnout | 29% to 67% | 39% to 61% |

In-person extraordinary elections are traditionally poorly attended, as the community is often unaware of these. The average turnout at these extraordinary postal elections is very pleasing, emphasising the greater participation that postal voting generates.

Elector Information

The May 2001 Local Government Postal Elections provided the Commission with an opportunity to collect valuable electoral roll information to assist the continuous roll update policy of the Commission.

Returned ballot paper envelopes allowed electors to supply up-to-date information to the Commission with regard to their enrolment details. In conjunction with the Australian Electoral Commission the elector certificates with change of address details and unclaimed mail were checked and the electoral roll was amended to reflect the information supplied. Of the 831,605 postal packages mailed to state residents on the roll, 2.1% of the packages were returned unclaimed. These were sent to the Australian Electoral Commission for follow up.

Future Outlook – Local Government Elections

The management of elections will benefit further from system integration and the use of the system remotely by Returning Officers will be considered.

The Commission will continue to encourage Local Governments to use the postal voting method by making information on the success of the 2001 elections readily available.

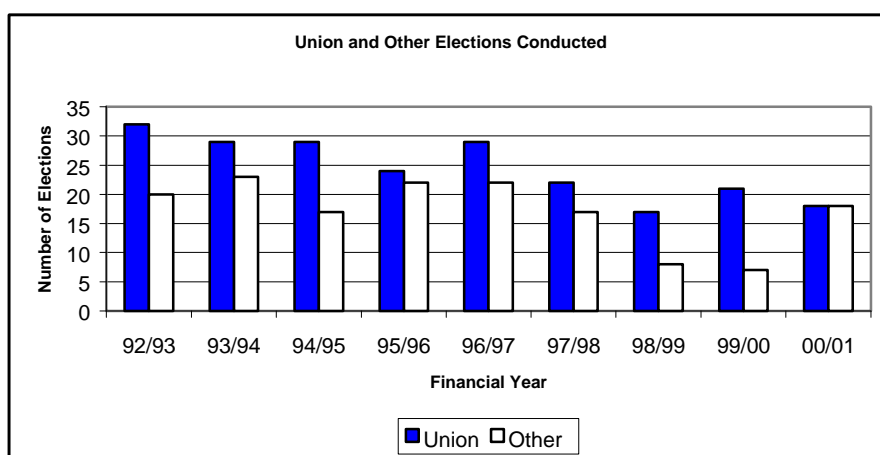
Union and Other Elections

The Commission conducts a variety of elections other than Parliamentary and Local Government Elections. These include Union elections, conducted under the *Industrial Relations Act 1979*, other statutory elections and, following an amendment to the *Electoral Act 1907* in October 2000, non-statutory elections conducted at the discretion of the Electoral Commissioner.

The Commission compiled a set of Model Rules this year. These are provided to customers to use to compare with their own electoral rules to ensure that elections will be conducted in accordance with current standards. They have proved to be particularly useful for organisations making use of the Commission's services for the first time.

A total of 36 organisations asked the Commission to conduct their elections, an increase of 28.5% on the number conducted in 1999-2000. These requests resulted in the conduct of a total of 140 elections, re-counts, workplace agreements and referendums. A number were uncontested, but all required at least the preliminary advertisements and nomination phase.

The graph below shows a record of activity in non-parliamentary elections over time. The number of requests has diminished since the mid 1990's. The number of non-union requests decreased considerably in 1998/1999 but has increased since the change in legislation last year, extending the power of the Electoral Commissioner to conduct non-statutory elections.



The Commission's website was enhanced to include information on these elections, enabling organisations and electors to check on election dates, nomination details and results. The Commission has taken steps to maintain the integrity of the elections conducted for organisations by recommending amendments to rules and regulations where these have not kept pace with modern electoral practice. An election report, which included any recommendations, was provided at the completion of each election.

Training and Preparation

A pool of Returning Officers who can be called upon to conduct a variety of elections is being developed. A mentor system, under which experienced staff train either junior staff or external Returning Officers, has been used effectively. The Returning Officers' manual is continually being reviewed and updated to include references to new procedures.

The following tables show details of Union and other elections in 2000/2001.

Elections Conducted under the Industrial Relations Act 1979

| Name or Organisation | Number of Elections | Election Type | Number of Positions | Contested Positions | Unopposed | Positions Unfilled |
|---|---------------------|-------------------------------------|---------------------|---------------------|-----------|--------------------|
| Breweries and Bottleyards Employees Industrial Union of Workers of WA | 4 | General Election & Casual Vacancy | 5 | 0 | 3 | 2 |
| Construction, Mining, Energy, Timberyards, Sawmills and Woodworkers Union of Australia | 3 | General Election | 5 | 0 | 5 | 0 |
| Disabled Workers Union of Western Australia | 3 | General Election | 3 | 0 | 3 | 0 |
| Federated Brick Tile and Pottery Industrial Union of Australia (Union of Workers) WA Branch | 5 | General Election | 9 | 0 | 6 | 3 |
| Hospital Salaried Officers Association Of Western Australia (Union of Workers) | 2 | General Election | 4 | 4 | 0 | 0 |
| Master Builders Association of WA Union of Employers | 1 | General Election | 8 | 8 | 0 | 0 |
| Master Painters, Decorators & Signwriters Association of Western Australia (Union of Employees) | 3 | General Election | 9 | 0 | 9 | 0 |
| Master Plumbers and Mechanical Services Association of Western Australia Union of Workers | 3 | General Election | 11 | 0 | 11 | 0 |
| Murdoch University Academic Staff Association | 2 | Casual Vacancy | 3 | 0 | 2 | 1 |
| Murdoch University Academic Staff Association | 1 | Casual Vacancy | 1 | 0 | 1 | 0 |
| Murdoch University Academic Staff Association | 5 | General Election | 10 | 0 | 10 | 0 |
| The Forest Products, Furnishing & Allied Industries | 6 | General Election | 12 | 0 | 6 | 6 |
| The Shop, Distributive and Allied Employees' Association of Western Australia | 6 | General Election | 11 | 0 | 11 | 0 |
| University of Western Australia Academic Staff Association | 5 | General Election | 10 | 0 | 10 | 0 |
| WA Hotels & Hospitality Association Inc. | 1 | Casual Vacancy | 1 | 0 | 1 | 0 |
| WA Hotels & Hospitality Association Inc. | 19 | General Election | 19 | 6 | 9 | 4 |
| Western Australian Police Union of Workers | 1 | Casual Vacancy | 1 | 0 | 1 | 0 |
| Western Australian Prison Officers Union of Workers | 13 | General Election & Casual Vacancies | 18 | 6 | 10 | 2 |
| TOTAL | 83 | | 140 | 24 | 98 | 18 |

Elections Conducted under Various Other Acts

| Name or Organisation | Number of Elections | Election Type | Number of Positions | Contested Positions | Positions Unopposed | Positions Unfilled |
|---|---------------------|------------------|---------------------|---------------------|---------------------|--------------------|
| Curtin University - Student Guild | 10 | General Election | 25 | 24 | 0 | 1 |
| Curtin University - Student Guild | 1 | Re-count* | 1 | 1 | 0 | 0 |
| Curtin University - Student Guild | 1 | Re-count* | 1 | 1 | 0 | 0 |
| Curtin University - Student Guild | 1 | Re-count* | 1 | 1 | 0 | 0 |
| Edith Cowan University - Council | 2 | General Election | 3 | 0 | 3 | 0 |
| Edith Cowan University - Two Enrolled Students | 1 | General Election | 2 | 2 | 0 | 0 |
| Employee's Inspector of Mines - South West Region | 1 | General Election | 1 | 0 | 1 | 0 |
| Grain Pool of WA | 2 | General Election | 2 | 1 | 1 | 0 |
| National Trust of Australia (WA) | 5 | General Election | 6 | 0 | 6 | 0 |
| Potato Growing Industry Fund | 1 | General Election | 2 | 0 | 2 | 0 |
| Potato Marketing Corporation of Western Australia | 1 | General Election | 1 | 0 | 1 | 0 |
| Taxi Council of Western Australia Inc. | 4 | General Election | 5 | 5 | 0 | 0 |
| University of Western Australia - Student Guild | 12 | General Election | 29 | 20 | 8 | 1 |
| WA Fire Brigades Superannuation Board | 2 | General Election | 4 | 4 | 0 | 0 |
| TOTAL | 44 | | 83 | 59 | 22 | 2 |

*Re-count of Election held on 21 September 2000 to fill casual vacancies after resignation of current members.

Non-Statutory Referendums Conducted

| Name of Organisation | Number of Elections | Election Type |
|--|---------------------|----------------------|
| Department of Training & Employment–TAFE Lecturers | 10 | Certified Agreements |
| Graylands Hospital – Nursing Division | 1 | Rostering System |
| Ministry of Justice | 1 | Enterprise Agreement |
| National Native Title Tribunal | 1 | Certified Agreement |
| TOTAL | 13 | |

Future Outlook – Union and Other Elections

The Commission intends to review and automate many of the administrative functions related to industrial and other elections, bringing them into line with Parliamentary and Local Government Elections. The extended powers of the Electoral Commissioner to conduct elections for the wider community will be publicised and the number of experienced and well-trained Returning Officers will be increased.

OUTPUT Measures

Outcome:

All electors are able to participate in impartial, effective and democratic elections or referendums conducted by the Commission.

Output: Management of Parliamentary Elections

Output Description:

Ensure Parliamentary elections are conducted in a timely manner with complete impartiality, independence and efficiency.

| | | |
|---------------|---|-----------|
| Quantity | Number of elections conducted | 2 |
| | Number of electors on State roll | 1,206,736 |
| Quality | Satisfaction rate of voters | 95.65% |
| Timeliness | Percentage of elections completed within specified timeframe | 100% |
| Cost | Fixed cost/elector of conducting election system reviews and maintenance | \$0.72 |
| | Cost/elector of conducting general election | \$6.89 |
| Effectiveness | The extent to which electors have participated in the electoral process expressed as a percentage of eligible electors that have voted. | 92.25% |

Output: Management of Non-Parliamentary Elections

Output Description:

Ensure elections for Local Government and other non-parliamentary elections are conducted in a timely manner with complete impartiality, independence and efficiency.

| | | |
|------------|--|---------|
| Quantity | Number of Local Government elections conducted | 53 |
| | Number of eligible electors in contested Local Government Postal elections | 892,211 |
| | Number of Union elections conducted | 18 |
| | Number of statutory and other elections conducted | 18 |
| Quality | Average satisfaction rate of customer organisations Local Governments | 71.7% |
| | Union organisations | 82.0% |
| | Statutory and Other organisations | 93.4% |
| Timeliness | Percentage of elections completed within specified timeframe | 100% |
| Cost | Average cost/election of conducting union elections | \$1,081 |
| | Average cost/election of conducting statutory elections | \$1,732 |

| | | |
|--------------------------|---|--------|
| Average cost/elector of: | | |
| | Local Government elections | \$4.02 |
| | Union elections | \$7.25 |
| | Statutory and other elections | \$1.05 |
| | Fixed cost/ elector of maintaining the system | \$0.55 |
| Effectiveness | The extent to which electors have participated in the electoral process expressed as a percentage of eligible electors that have voted in | |
| | Local Government elections (ordinary & extraordinary) | 38.25% |
| | Union elections | 30.1% |
| | Statutory and other elections | 9.2% |

SUB-PROGRAM COMMUNITY Awareness

Objective

To achieve increased community understanding of, and participation in, electoral processes.

Description

Provides a comprehensive and effective electoral information service to the community through consultation, promotion and advertising, publications and education programs for specially targeted groups.



COMMUNITY Awareness

Overview

The Commission's community awareness programs are developed and implemented on the basis of specific legislative requirements and customer needs, which have been identified through consultation with key customer groups, the conduct of various electoral surveys and from experience in managing enrolment and electoral processes.

Customer Focus

The customer focus initiative is aimed at ensuring all members of the community can access a quality electoral service in an equitable and convenient manner. In particular, this includes the provision of electoral and enrolment information, ready access to all Commission services and encouragement to actively participate in State Parliamentary Elections and the various other elections conducted by the Commission.

This is achieved through:

- availability and distribution of a range of electoral publications, brochures, reports and maps;
- direct personal contact and consultation with members of the community;
- targeted education programs and presentations; and
- specific election advertising and public relations campaigns.

Special Needs Groups

There has been a continued commitment to improving service delivery to the following special needs groups in accordance with our Strategic Plan, Customer Service Charter, Disability Service Plan and other operational plans:

- People with disabilities;
- Seniors (60 years and over);
- Australians from linguistically and culturally diverse backgrounds;
- Aboriginal Australians;
- People in the 17-25 age group; and
- School children.

Disability Services Plan

As part of the Disability Services Plan, the Commission has a Disability Services Planning Committee (DSPC) to review electoral methods and suggest new methods of providing services. During the past year the committee focused on the upcoming State General Election and the way in which electoral methods could be adjusted for voters with special needs.

A review of the Disability Services Plan will be completed in the coming year to bring it up to date with recent experiences.

The Commission is required to include initiatives to address the following five Disability Service Plan key outcomes:

1. *Existing services are adapted to ensure they meet the needs of people with disabilities*

A project leader was assigned specifically to ensure that the Commission had in place strategies to provide alternative options that would assist people with disabilities to participate in the State General Election.

2. *Access to buildings and facilities is improved*

The Commission Head Office and the Electoral Education Centre both provide access for people with disabilities.

The Commission uses mainly government buildings such as schools and courthouses, public halls, some private schools and private halls as polling places. Returning Officers were required to survey polling places and complete an access assessment form. Details of polling places with the best wheelchair access were published.

The Commission does provide an option at any polling place for electors with limited mobility to remain in their vehicles and for the polling place Manager to come to the vehicle and receive their votes.

The Commission provided for the first time at the State General Election drive-in polling places at nine locations in the metropolitan area which were specifically set up for people with limited mobility and their carers.

3. *Information about services is provided in formats which meet the communication requirements of people with disabilities*

A TTY Facility (Telephone Typewriter) and e-mail have been installed to deal with personal enquiries. The Commission website provides a range of information and a number of downloadable publications. Details of all these services are included on all publications. Better Hearing Counter Cards are continually in use and new brochures and pamphlets have been designed for vision impaired people.

For the State General Election, two pamphlets were produced specifically for people with disabilities and these were circulated through relevant organisations. The advertising program included advertisements for people with disabilities.

4. *Advice and services are delivered by staff who are aware of and understand the needs of people with disabilities.*

The Commission is able to promote training through induction and by providing overviews of changes to policy, which reflect our commitment and services provided to people with disabilities. Our commitment is also outlined in our Customer Service Charter and Disability Services Plan.

5. *Opportunities are provided for people with disabilities to participate in public consultations, grievance mechanisms and decision-making processes.*

The Commission consulted groups involved with people with disabilities when formulating publications and other arrangements for the State General Election. This consultation included seeking advice as to how different needs could be met and also the review of draft publications prior to printing.

Internet

The Commission's website contains a comprehensive coverage of State, Local Government, Union and other election result statistics, district profile information and other electoral information. Information on the site is updated regularly to provide the latest information on elections being held and elector enrolment data.

A number of publications, pamphlets and forms (including the Enrolment form and the Application for an Early Vote) can be downloaded free of charge.

A major redevelopment of the Commission's website commenced in January 2000. Most of the redevelopment work has been completed, with only a small amount of fine-tuning to be completed in 2001/2002.

Electoral Education Centre

The Electoral Education Centre (EEC) is located in the Constitutional Centre of Western Australia, on the corner of Parliament Place and Havelock Street, West Perth. The EEC is a joint tenant of the premises, along with the Constitutional Centre of Western Australia. The proximity to Parliament House and the other facilities in the Constitutional Centre ensures easy access for schools, students and other community groups visiting these adjacent sites. The facility has enabled the EEC to accommodate an increased number of visitors and to broaden its target audience to include a more diverse range of educational and community groups.

The EEC offers an ideal teaching resource for primary, secondary and adult students and an informative electoral education service to community groups and other interested visitors. The facility features an innovative audiovisual presentation, and comprehensive static and interactive displays on the electoral processes and functions of Australia's State, Federal and Local levels of Government.

The key element of most organised group visits to the Centre remains an election role-play exercise in a mock polling place.

External Sponsorship of the Electoral Education Centre

The Commission's long term aims are to:

- continuously improve the quality of displays and presentations;
- achieve increased participation at the Electoral Education Centre;
- extend the number of external presentations and country visits; and
- broaden the range of available programs.

To enhance its ability to add new displays or features to the EEC, the Commission actively seeks external sponsorship to assist in achieving these aims, in addition to planned achievements within the normal budget allocation.

Customer participation at the Electoral Education Centre

As in previous years, the majority of visitors consisted of Year 6 and Year 9 students studying Western Australian and Australian Government as part of their respective study units.

The following table shows attendance figures for the last six financial years:

Visitors to the Electoral Education Centre

| | 1995/96 | 1996/97 | 1997/98 | 1998/99 | 1999/00 | 2000/01 |
|--------------------|---------------|--------------|---------------|---------------|---------------|---------------|
| Year 5 | 663 | 351 | 300 | 425 | 337 | 463 |
| Year 6 | 6,793 | 4,766 | 7,721 | 7,578 | 6,712 | 7,142 |
| Year 7 | 657 | 230 | 344 | 413 | 478 | 525 |
| Year 8 | 0 | 2 | 106 | 105 | 120 | 0 |
| Year 9 | 2,818 | 2,154 | 2,885 | 2,616 | 2,750 | 2,625 |
| Year 10 | 619 | 706 | 722 | 407 | 151 | 84 |
| Year 11 | 273 | 193 | 295 | 318 | 167 | 310 |
| Year 12 | 0 | 0 | 57 | 62 | 171 | 77 |
| Adult Groups | 374 | 381 | 819 | 657 | 626 | 646 |
| Accompanying Adult | 701 | 503 | 892 | 834 | 694 | 804 |
| Totals | 12,898 | 9,286 | 14,141 | 13,415 | 12,206 | 12,676 |

Presentations at Other Venues

Staff from the EEC deliver presentations to a variety of groups at external venues. These include such diverse groups as primary and secondary students, Adult Migrant Education groups, TAFE classes such as “New Opportunities for Women”, and more recently community groups including Rotary and Lions. In 2000/2001, staff from the EEC visited groups in the Perth metropolitan and country areas and in doing so delivered presentations and/or conducted student council elections for 10,048 individuals.

The Commission provided highly successful programs to country areas during 2000/2001. Staff from the EEC delivered presentations to 403 students in Narrogin, 126 in Northam, 588 in Albany and 1,053 in the Bunbury/Busselton areas.

The 2000 Perth Royal Show

The annual Perth Royal Show display was located in the Robinson Pavilion. 7650 people attended the Commission’s display. The main objectives were to:

- promote and provide information relating to State and Federal electoral systems in general, and to specifically demonstrate how to correctly complete a referendum ballot paper;
- provide a facility whereby individuals could check their enrolment status and/or lodge an electoral enrolment form; and
- promote public awareness of the role of the Commission.

The Commission will not have a display at the 2001 Royal Show. Returns have been low in relation to the effort involved and as a result resources will be redirected into other more rewarding areas.

Youth Enrolment and Indigenous Enrolments Campaigns

In the lead-up to the State General Election the Commission undertook two initiatives to stimulate enrolment from the youth of Western Australia and from Indigenous peoples.

The youth campaign included an innovation whereby advertisements were placed in nightclubs. These advertisements along with those in the press, on radio and on television were designed to appeal to the 18-25 age group.

For the Indigenous campaign the advertisements were once again targeted specifically to reach these groups by using Indigenous presenters and Aboriginal radio.

A schools' enrolment program, which was designed to reach 17-year old students in both public and private schools, was successful in increasing youth enrolment. This campaign involved paying an incentive payment to schools of \$2 for every valid enrolment card received by the Commission. Over 6000 enrolment cards were collected. This campaign is being repeated in 2001.

Future Outlook – Community Awareness

The Electoral Education Centre (EEC) will continue to investigate and implement strategies to broaden the range of target audiences. One important focus will be how the EEC can better cater for electors and students with disabilities.

Additional sponsorship opportunities will be investigated as part of an ongoing commitment to upgrade facilities, display arrangements and presentations. It is also hoped to expand service delivery in country areas of the State, particularly in the more isolated areas and regions not previously visited by EEC staff.

The Commission's website will be improved over the coming year to align it more closely with the functional areas of business, to improve ease of use, to provide more information and additional functionality.

OUTPUT Measures

Outcome:

All electors are able to participate in impartial, effective and democratic elections or referendums conducted by the Commission.

Output: Community Electoral Education

Output Description:

Provide comprehensive and effective elector education services to the community.

| | | |
|---------------|---|---------|
| Quantity | Number of Electoral Education Centre customers | 30,374 |
| Quality | Percentage of customers describing service as good or excellent | 99.3% |
| Timeliness | Percentage of customers able to be accommodated within a nominated school term | 100% |
| Cost | Average cost/customer of providing this service | \$15.96 |
| Effectiveness | The program delivered provided customers with an understanding of the electoral process and encouraged participation as measured by customer satisfaction surveys. Effectiveness rating: 99.3% of participants rate the program as very or extremely effective. | |

SUB-PROGRAM Enrolment

Objective

To ensure the State Electoral Roll is accurate, complete and secure and roll products and information meet customer needs and expectations.

Description

Maintains personal and location details for eligible electors on State and Local Government electoral rolls; ensures integrity of information, processes and procedures; maintains and distributes electoral boundaries; produces various electoral rolls, jury rolls, maps and other public information.



Enrolment

Overview

The *Electoral Act 1907* requires that electoral rolls shall be maintained for each electoral region, district and sub-district (where established). An eligible person is entitled and required to be enrolled as an elector for the Legislative Assembly district and Legislative Council region in which he or she resides, and must vote in any subsequent elections to which that enrolment applies.

Ensuring the accuracy and currency of the State Electoral Roll is a key function of the Commission. In broad terms, the roll maintenance function can be broken into two areas of activity:

- *Elector Maintenance* which focuses on an elector's personal details – such as surname and given names, gender, date and place of birth and occupation.
- *Habitation Maintenance* which focuses on the recording of address information and matching individual habitations to State electoral regions and districts, Local Government districts and wards and jury districts.

The principal source of enrolment data is the weekly data tapes received from the Australian Electoral Commission (AEC) in line with the Joint Roll Arrangement. The AEC typically obtains this enrolment data via the joint electoral enrolment forms lodged by electors, but other sources such as advice of deaths from the Registrar General are also utilised.

Keeping The Roll Current

Information contained on the State Electoral Roll is subject to continual change. New electors are added as individuals become eligible and submit an enrolment form. Some existing electors may be deleted from the roll for any one of a variety of reasons. For example:

- unable to be located;
- death;
- mental incapacity;
- being sentenced to imprisonment for more than one year;
- by order of the Guardianship and Administration Board; and
- removal of duplicate elector records.

Likewise, whenever an elector changes his or her address or name, an amendment to the electoral roll is required.

Additions to and deletions from the State Electoral Roll for the period of this report are summarised in the following table:

| Elector Enrolment Activity 2000/2001 | |
|--|-------------------|
| Total Enrolment 30 June 2000 | 1,169,669* |
| Additions + | |
| New elector enrolments | 51,099 |
| Reinstatements | 22,646 |
| Transfers : | |
| Transfers from another district | 100,991 |
| Transfers within the district | 195,481 |
| | 370,217 |
| Deletions - | |
| Transfers : | |
| Transfers to another district | 100,991 |
| Transfers within the district | 195,481 |
| Removals : | |
| By objection action | 26,703 |
| Death of elector | 7,342 |
| Moved to another State | 4 |
| Mental health | 2 |
| Mental/physical incapacity | 383 |
| Imprisonment | 348 |
| Duplicates | 1,174 |
| Guardianship Orders | 137 |
| Failed to vote at last election | 1 |
| Overseas objections | 584 |
| | 333,150 |
| Net Increase | 37,067 |
| Total Enrolment 30 June 2001 | 1,206,736 |
| *Adjustment of 3 due to program error now amended. | |

The volume of enrolment activity for the period 2000/2001 was higher than the previous twelve months due to the enrolment campaign which preceded the State General Election, held on 10 February 2001.

Roll Maintenance Trends

As at 30 June 2001

| Year | Additions | Deletions | Total Enrolments |
|------|-----------|-----------|------------------|
| 1996 | 348,984 | 310,695 | 1,104,774 |
| 1997 | 284,509 | 269,311 | 1,119,977 |
| 1998 | 363,946 | 354,505 | 1,129,418 |
| 1999 | 232,034 | 204,037 | 1,157,415 |
| 2000 | 319,338 | 307,081 | 1,169,672 |
| 2001 | 370,217 | 333,150 | 1,206,736 |

Roll Reconciliation between the State and Commonwealth

In the 1994/1995 Annual Report, summary data from the first full reconciliation of the State Roll and the Federal Roll for Western Australia was published. The process of conducting full roll reconciliations has since become a regular quality control measure by the Commission. By comparing State and Commonwealth Rolls, the Commission is able to identify any compilation errors and investigate any apparent discrepancies.

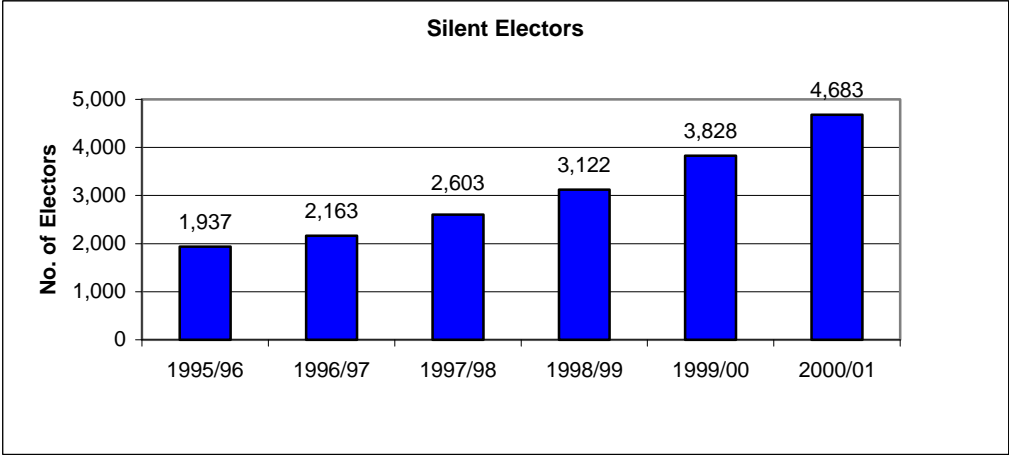
The following table summarises the findings of the roll reconciliation conducted using roll data as at 30 June 2001.

Roll Reconciliation Figures

| | |
|---|------------------|
| AEC elector records as at 30 June 2001 | 1,207,799 |
| Less records deleted from WAEC Roll which are still on AEC Roll | |
| Objection | 172 |
| Overseas objection | 305 |
| Medical certificate | 8 |
| Moved out of State | 2 |
| Death | 13 |
| Mental health | 2 |
| Prisoner | 647 |
| Duplication | 17 |
| Guardianship Order | 59 |
| | 1,225 |
| Less records on AEC Roll which are not on WAEC Roll | |
| Provisional citizen (not matured) | 0 |
| Non matches unresolved | 66 |
| Federal only electors | 8 |
| | 74 |
| Add records on WAEC Roll which are not on AEC Roll | |
| British subject enrolment | 209 |
| Non matches unresolved | 27 |
| | 236 |
| WAEC elector records as at 30 June 2001 | 1,206,736 |

Silent Electors

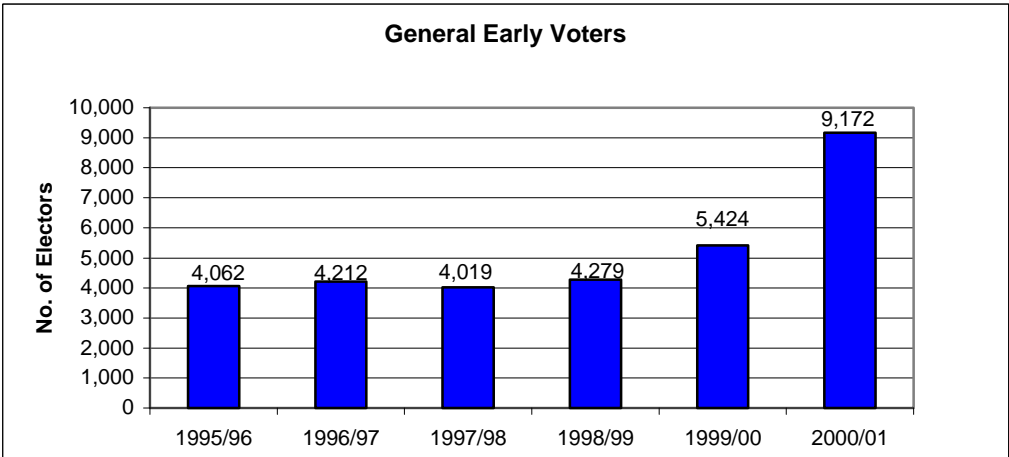
Silent electors are electors who have had approval to have their residential addresses suppressed on the electoral roll for security reasons. At 30 June 2001 there were 4,683 silent electors on the roll. Silent elector registrations have increased steadily. Changes to the *Electoral Act 1907* allowed silent electors the option of suppressing names as well as addresses. 3,435 silent electors have taken up this new name option.



General Early Voters (By Post)

Enrolled electors meeting the requirements prescribed by section 93 of the *Electoral Act 1907* may apply to be registered as a General Early Voter (By Post). Once registered, such electors are automatically sent a postal ballot paper for any elections relating to their enrolment. This year general early voters were up 69.10% to 9,172.

The increased number of General Early Voters could be attributed to the amendments to the State Electoral Act allowing for carers and silent electors to be eligible for GEV status. It could also be attributed to the growing awareness in the community of this postal voting option being available to registered electors who are unable to attend a polling place due to living in remote locations or other prescribed criteria.



Habitation Maintenance

Critical to the habitation maintenance process is the allocation of State district codes, Local Government district and ward codes, and Jury district codes to each residential address recorded in the Electoral Roll Maintenance System (ERMS). In addition as part of the process, all new habitations are checked to ensure compliance with accepted naming and numbering standards. Where changes occur to suburb or street names, street numbering or postcodes, affected habitation records require updating.

From December 2000 habitations have been coded with a Census Collector District (CCD) number. This coding is important because it enables enrolment data to be compared with other data as a measure of performance and to match with other information arranged by CCD. The coding is also an important step in the preparations for the forthcoming redistribution of State electoral boundaries due to commence on 10 February 2002.

Habitation Maintenance Trends

As at 30 June 2001:

| District | Total Habitations | District | Total Habitations | District | Total Habitations |
|---------------|-------------------|-------------------|-------------------|--------------------|-------------------|
| Albany | 7,811 | Girrawheen | 11,832 | Peel | 17,201 |
| Alfred Cove | 13,330 | Greenough | 7,344 | Perth | 13,571 |
| Armadale | 13,440 | Hillarys | 13,257 | Pilbara | 3,860 |
| Avon | 7,384 | Innaloo | 14,391 | Riverton | 11,619 |
| Ballajura | 13,663 | Joondalup | 14,414 | Rockingham | 12,696 |
| Bassendean | 13,162 | Kalgoorlie | 6,875 | Roe | 6,949 |
| Belmont | 14,798 | Kimberley | 5,212 | Roleystone | 12,929 |
| Bunbury | 7,342 | Kingsley | 11,826 | South Perth | 14,155 |
| Burru | 5,716 | Mandurah | 7,862 | Southern River | 16,179 |
| Carine | 11,498 | Maylands | 15,322 | Stirling | 7,131 |
| Churchlands | 12,597 | Merredin | 6,394 | Swan Hills | 14,464 |
| Cockburn | 13,687 | Midland | 14,057 | Thornlie | 12,382 |
| Collie | 6,899 | Mitchell | 9,039 | Vasse | 9,036 |
| Cottesloe | 13,442 | Moore | 6,655 | Victoria Park | 14,508 |
| Darling Range | 12,280 | Murdoch | 11,271 | Wagin | 6,645 |
| Dawesville | 9,370 | Murray-Wellington | 7,531 | Wanneroo | 19,934 |
| Eyre | 4,700 | Nedlands | 13,155 | Warren-Blackwood | 8,300 |
| Fremantle | 13,817 | Ningaloo | 5,098 | Willagee | 12,611 |
| Geraldton | 6,570 | Nollamara | 12,784 | Yokine | 14,232 |
| | | | | State Total | 624,227 |

On-Line WA – WA Life Events

The Commission continued its participation in the WA Life Events component of the On-Line WA Website that was launched on 24 May 2000. The main advantage to the public using this system is the convenience of registering a life event once only and having that advice automatically directed to a number of government agencies.

The Commission subscribes to the death, change of address, change of name and turning 18 life events. The Electoral Act requires that changes to the Electoral Roll must be made on the basis of a signed and witnessed enrolment claim card. WA Life Events transactions therefore act as a trigger for the Commission which will send Enrolment claim cards to people who register change of address, change of name and turning 18.

A total of 369 transactions were received from WA Life Event statistics for the period 1 July 2000 to 30 June 2001 and were made up as follows:

| | |
|-------------------|-----|
| Change of Address | 323 |
| Change of Name | 33 |
| Turning | 188 |
| Death | 5 |

This initiative supports the other Continuous Roll Update strategies being implemented by the Commission.

Continuous Roll Update (CRU)

The Commission, jointly with the Australian Electoral Commission, is evolving practices to proactively seek enrolment cards from electors on a continuous basis throughout the year, rather than rely on biennial doorknock reviews. CRU relies on information obtained from government departments such as Centrelink, Australia Post, and the Department of Land Administration (DOLA) to identify people who have changed address and to use that information to send out enrolment cards to those people. CRU also relies on change of address data received from the conduct of elections and mail-outs to actively update the roll. Enrolment cards are posted to vacant houses that previously had enrolled electors. Targeted doorknocks still occur, but these are now directed at those houses from which no contact has been made by other methods. This method of review is yielding greater numbers of enrolment cards than the previous methods in a more efficient and timely manner.

Negotiations to allow the Commission to use data from the Department of Planning and Infrastructure (formerly the Department of Transport) for CRU have continued throughout the past year. If these negotiations can be successfully concluded in the coming year it is expected that the CRU will achieve even greater success than in 2000/2001.

The aim of CRU is to have the best possible roll available at all times to meet the needs of Federal, State and Local Government elections.

Changes of address recorded over the past year

The Commission has produced the table overleaf for the first time in this report. The table was developed to provide some basis for measuring the effectiveness of CRU activities against expected figures taken from Australian Bureau of Census & Statistics (ABS) figures.

In the previous twelve months 13.79% of electors (on a Statewide basis) registered a change of address. The ABS data, which is based on the 1995 census, indicates that the number of people in Western Australia who change address each year is around 19%. The difference between the Commission data and the ABS data can be explained by a number of factors.

- Failure of electors to change their enrolment details when they change address.
- Electoral legislation requires an elector to reside in the district for at least one month before he or she can change their enrolment. Itinerant people would be unable to register their movements.
- ABS data includes all people including children and adults who are not citizens.

The following table shows at all the electors that were enrolled in a particular district as at 30 June 2001 and reports on how many times these electors changed address in the preceding twelve months. For example an elector currently enrolled for Albany may have changed address twice in the previous twelve months, having moved from Perth to Collie and then to Albany. The statistics for that person are shown against Albany and not against Perth or Collie.

Elector Change of Address Statistics Report

1/7/2000 to 30/6/2001

| Electors Enrolled in District 30/6/2001 | Number of Address Changes | | | | | Total Changes | Total Enrolment | % Moved |
|---|---------------------------|-------|-----|----|----|---------------|-----------------|---------|
| | None | 1 | 2 | 3 | 4+ | | | |
| Albany | 11,815 | 2,378 | 125 | 8 | | 2,511 | 14,326 | 17.52 |
| Alfred Cove | 21,608 | 3,128 | 134 | 4 | | 3,266 | 24,874 | 13.13 |
| Armadale | 22,536 | 3,092 | 148 | 6 | | 3,246 | 25,782 | 12.59 |
| Avon | 11,715 | 1,800 | 107 | 4 | | 1,911 | 13,626 | 14.02 |
| Ballajura | 24,952 | 2,946 | 101 | 1 | | 3,048 | 28,000 | 10.88 |
| Bassendean | 22,240 | 2,917 | 147 | 4 | | 3,068 | 25,308 | 12.12 |
| Belmont | 22,435 | 3,480 | 180 | 3 | | 3,663 | 26,098 | 14.03 |
| Bunbury | 11,414 | 2,146 | 108 | 7 | | 2,261 | 13,675 | 16.53 |
| Burru | 8,668 | 1,962 | 98 | 2 | | 2,062 | 10,730 | 19.21 |
| Carine | 22,530 | 2,235 | 91 | 5 | 2 | 2,333 | 24,863 | 9.38 |
| Churchlands | 21,013 | 2,711 | 102 | 2 | 1 | 2,816 | 23,829 | 11.81 |
| Cockburn | 23,201 | 3,667 | 144 | 7 | | 3,818 | 27,019 | 14.13 |
| Collie | 12,173 | 1,290 | 71 | 1 | | 1,362 | 13,535 | 10.06 |
| Cottesloe | 21,604 | 3,185 | 112 | 4 | | 3,301 | 24,905 | 13.25 |
| Darling Range | 23,402 | 2,600 | 105 | | | 2,705 | 26,107 | 10.36 |
| Dawesville | 14,407 | 3,080 | 177 | 11 | | 3,268 | 17,675 | 18.48 |
| Eyre | 7,489 | 1,789 | 115 | 3 | | 1,907 | 9,396 | 20.29 |
| Fremantle | 20,980 | 3,468 | 151 | 3 | | 3,622 | 24,602 | 14.72 |
| Geraldton | 10,065 | 1,696 | 111 | 2 | | 1,809 | 11,874 | 15.23 |
| Girrawheen | 20,717 | 2,672 | 112 | 1 | 1 | 2,786 | 23,503 | 11.85 |
| Greenough | 12,528 | 1,892 | 82 | 6 | | 1,980 | 14,508 | 13.64 |
| Hillarys | 24,615 | 2,732 | 96 | | | 2,828 | 27,443 | 10.30 |
| Innaloo | 21,860 | 3,572 | 174 | 4 | | 3,750 | 25,610 | 14.64 |
| Joondalup | 25,667 | 3,883 | 174 | 4 | | 4,061 | 29,728 | 13.66 |
| Kalgoorlie | 10,517 | 2,368 | 133 | 6 | | 2,507 | 13,024 | 19.24 |
| Kimberley | 11,732 | 1,714 | 49 | 2 | | 1,765 | 13,497 | 13.07 |
| Kingsley | 23,290 | 2,300 | 77 | | | 2,377 | 25,667 | 9.26 |
| Mandurah | 12,026 | 2,145 | 98 | 2 | 1 | 2,246 | 14,272 | 15.73 |
| Maylands | 20,969 | 4,027 | 187 | 6 | | 4,220 | 25,189 | 16.75 |
| Merredin | 11,276 | 1,213 | 53 | | | 1,266 | 12,542 | 10.09 |
| Midland | 23,312 | 3,301 | 140 | 8 | | 3,449 | 26,761 | 12.88 |

(cont'd)

| Electors Enrolled in District 30/6/2001 | Number of Address Changes | | | | | Total Changes | Total Enrolment | % Moved |
|---|---------------------------|----------------|--------------|------------|----------|----------------|------------------|--------------|
| | None | 1 | 2 | 3 | 4+ | | | |
| Mitchell | 14,663 | 3,118 | 193 | 5 | | 3,316 | 17,979 | 18.44 |
| Moore | 10,991 | 1,688 | 61 | 6 | | 1,755 | 12,746 | 13.76 |
| Murdoch | 21,827 | 2,152 | 87 | 1 | | 2,240 | 24,067 | 9.30 |
| Murray-Wellington | 12,805 | 1,820 | 80 | 1 | | 1,901 | 14,706 | 12.92 |
| Nedlands | 20,148 | 3,307 | 149 | 4 | | 3,460 | 23,608 | 14.65 |
| Ningaloo | 7,896 | 2,239 | 118 | 2 | | 2,359 | 10,255 | 23.00 |
| Nollamara | 21,239 | 2,276 | 119 | 6 | | 2,901 | 24,140 | 12.01 |
| Peel | 26,817 | 5,155 | 254 | 13 | | 5,422 | 32,239 | 16.81 |
| Perth | 18,563 | 4,130 | 197 | 4 | | 4,331 | 22,894 | 18.91 |
| Pilbara | 8,727 | 1,560 | 77 | 3 | | 1,640 | 10,367 | 15.81 |
| Riverton | 21,738 | 2,379 | 106 | 1 | | 2,486 | 24,224 | 10.26 |
| Rockingham | 20,711 | 2,978 | 159 | 4 | | 3,141 | 23,852 | 13.16 |
| Roe | 11,754 | 1,625 | 77 | 2 | | 1,704 | 13,458 | 12.66 |
| Roleystone | 23,564 | 2,842 | 105 | 6 | | 2,953 | 26,517 | 11.13 |
| South Perth | 20,088 | 3,848 | 185 | 4 | | 4,037 | 24,125 | 16.73 |
| Southern River | 27,624 | 4,515 | 235 | 4 | | 4,754 | 32,378 | 14.68 |
| Stirling | 12,268 | 1,645 | 91 | 1 | | 1,737 | 14,005 | 12.40 |
| Swan Hills | 25,371 | 4,036 | 183 | 5 | | 4,224 | 29,595 | 14.27 |
| Thornlie | 22,126 | 2,523 | 106 | 2 | | 2,631 | 24,757 | 10.62 |
| Vasse | 14,514 | 2,677 | 131 | 3 | | 2,811 | 17,325 | 16.22 |
| Victoria Park | 20,953 | 4,105 | 228 | 5 | | 4,338 | 25,291 | 17.15 |
| Wagin | 11,351 | 1,267 | 73 | 5 | | 1,345 | 12,696 | 10.59 |
| Wanneroo | 32,639 | 6,400 | 232 | 5 | | 6,637 | 39,276 | 16.89 |
| Warren-Blackwood | 13,931 | 1,862 | 92 | 3 | | 1,957 | 15,888 | 12.31 |
| Willagee | 21,292 | 2,726 | 127 | 3 | | 2,856 | 24,148 | 11.82 |
| Yokine | 20,705 | 3,577 | 158 | 4 | | 3,739 | 24,444 | 15.29 |
| State Total | 1,037,061 | 158,339 | 7,325 | 218 | 5 | 165,887 | 1,202,948 | 13.79 |

KEY AREAS OF ELECTOR MAINTENANCE

The following tables provide summary details of key areas of elector maintenance showing figures as at 30 June each year:

Members of Parliament

Members who chose to enrol for the district they represent, but do not reside in.

| Year | Number |
|---------|--------|
| 1996/97 | 36 |
| 1997/98 | 39 |
| 1998/99 | 41 |
| 1999/00 | 40 |
| 2000/01 | 20* |

* Does not include new members

Jury Exemptions

Ineligible persons as advised by the Sheriff or electors who work in exempt occupations.

| Year | Number |
|---------|--------|
| 1996/97 | 5,208 |
| 1997/98 | 5,506 |
| 1998/99 | 6,117 |
| 1999/00 | 6,818 |
| 2000/01 | 7,460 |

General Postal Voters

Electors who are registered to automatically receive a postal vote whenever an election occurs for the district in which they are enrolled:

| Year | Number |
|---------|--------|
| 1996/97 | 4,212 |
| 1997/98 | 4,019 |
| 1998/99 | 4,279 |
| 1999/00 | 5,424 |
| 2000/01 | 9,172 |

Duplicate Roll Entries

Regular checks to detect and remove duplicate information:

Duplicate entries investigated

| Year | Number |
|---------|--------|
| 1997/98 | 1,689 |
| 1998/99 | 1,515 |
| 1999/00 | 1,799 |
| 2000/01 | 2,336 |

Duplicates entries removed

| Year | Number |
|---------|--------|
| 1997/98 | 832 |
| 1998/99 | 701 |
| 1999/00 | 998 |
| 2000/01 | 1,174 |

Guardianship and Administration Act

Removal of persons from electoral roll:

| Year | Number |
|---------|--------|
| 1996/97 | 147 |
| 1997/98 | 195 |
| 1998/99 | 161 |
| 1999/00 | 160 |
| 2000/01 | 137 |

British Subjects

Citizens who are not naturalised Australians, but are eligible to remain on the electoral roll:

| Year | Number |
|---------|--------|
| 1996/97 | 176 |
| 1997/98 | 237 |
| 1998/99 | 259 |
| 1999/00 | 219 |
| 2000/01 | 228 |

Weekly Updates

Annual enrolment transactions received on a weekly basis from the AEC:

| Year | Number |
|---------|---------|
| 1996/97 | 220,711 |
| 1997/98 | 341,645 |
| 1998/99 | 253,671 |
| 1999/00 | 296,916 |
| 2000/01 | 315,603 |

Registration of Silent Electors

Requests for residential address details not to be shown on roll products:

| Year | Number |
|---------|--------|
| 1996/97 | 2,163 |
| 1997/98 | 2,603 |
| 1998/99 | 3,122 |
| 1999/00 | 3,828 |
| 2000/01 | 4,683 |

Justices of the Peace

The number of registered Justices on the electoral roll:

| Year | Number |
|---------|--------|
| 1998/99 | 3,419 |
| 1999/00 | 3,417 |
| 2000/01 | 3,465 |

Other Elector Categories for 2000/2001

| | |
|--|-------|
| <i>Prisoner removals</i> | 348 |
| <i>Mental Health authorised removals</i> | 2 |
| <i>Deceased persons</i> | 7,342 |
| <i>Provisional Elector enrolment*</i> | 3,788 |

** All AEC provisional citizens have their details forwarded to the Commission upon gaining citizenship.*

Electoral Boundaries

Geographical Information System

The Commission has purchased a Microstation based electoral boundary GIS developed by the New South Wales Office of the Surveyor General (LIS) known as EDAMS. EDAMS has been successfully used for State Redistributions in New South Wales, South Australia, Queensland and Tasmania, and can also be used for Local Government boundary maintenance. EDAMS has been installed at the Commission and Enrolment Section Staff have been trained in its use.

A number of modifications to this system will be required before it is fully operational for Local Government boundary maintenance. In addition, some work will be required to resolve discrepancies between existing ward and Local Government boundaries as recorded in EDAMS.

This work is planned for 2001/2002 with the aim of having the whole system ready for the next State redistribution, expected to commence as soon as practicable after 10 February 2002.

WA Land Information System

The Commission continued its participation with the WA Land Information System (WALIS) via membership and the WALIS Executive Policy Committee during 2000/2001.

The Commission is the custodian of State Parliamentary electoral boundaries and is in effect, also the defacto custodian of digitised Local Government ward boundaries. When resources are available, redistributed district and ward boundaries are plotted EDAMS, and then confirmation of the changes made is sought from the relevant Local Governments via plotted hard copy maps.

Digitised versions of both State and Local Government electoral boundaries are available to WALIS members via the WALIS office.

Local Government Boundary Redistributions

Local Government district and/or ward boundary changes are plotted on the Commission's EDAMS system from which a digitised data set of all Local Government boundaries is produced. Maps extracted from EDAMS, which depict the revised district and ward boundaries, are sent to the relevant Local Governments to seek confirmation that the changes made are correct. These maps along with maps from other sources and technical descriptions of boundaries are filed and regularly used by Commission staff when allocating Local Government codes or resolving roll maintenance queries.

As a result of gazetted changes to ward and district boundaries during 2000/2001, elector records in the following Local Government districts required updating:

| Local Governments | |
|--------------------------|-----------------|
| Augusta Margaret-River | Greenough |
| Beverley | Koorda |
| Busselton | Mount Marshall |
| Capel | Northam (Shire) |
| Carnamah | Northam (Town) |
| Chapman Valley | Plantagenet |
| Cockburn | Quairading |
| Corrigin | Subiaco |
| Cranbrook | Swan |
| Cunderdin | Wandering |
| Denmark | Wanneroo |
| Donnybrook-Balingup | Yilgarn |

The Commission will be encouraging the inclusion of a new clause in the *Local Government Act 1995* which would establish a date by which boundary changes must be gazetted for them to be used for a particular ordinary election. Under the present arrangements where there is no time constraint imposed the Commission was required to process boundary changes right up until the roll close and in fact did not complete the task until after the roll close. There were a number of cases where no time was allowed for the work of the Commission to be verified by the Council prior to the roll print. This resulted in additional workload to correct errors found after the roll print. The Commission is of the view that the cut off date for changes to local government boundaries should be at least 6 weeks prior to the roll close date.

Jury Rolls

Under the provisions of the *Juries Act 1957*, the Commission maintains records of the State's Jury districts to meet statutory obligations to provide the Sheriff with lists of prospective jurors for each Jury district.

A new list of 102,080 potential jurors was provided to the Sheriff in April this year. Two new Jury districts were implemented by the Sheriff's Office – at Rockingham and Busselton respectively. A total of 14 Jury districts now exist within the State of Western Australia.

Local Government Rolls and Enrolment

The Commission provides Local Governments with residents' rolls for their May Ordinary elections and any Extraordinary elections that may arise. In order to perform this function it is necessary to determine the location of each habitation in respect of Local Government district and ward boundaries and to allocate a district and ward code to each eligible resident residing in that habitation.

With the proclamation of the *Local Government Act 1995*, the Commission's role in the sphere of Local Government has broadened to include the assessment of appeals by individuals whose applications to be on a Local Government's Owners and Occupiers' Roll have been rejected by the Chief Executive Officer.

Local Government Residents' Rolls

Under section 4.40 of the *Local Government Act 1995*, the Commission is required to produce residents' rolls for each of the 142 Local Governments for use at Local Government Ordinary elections which are held in May every two years.

The Ordinary Local Government elections were held on 5 May 2001. The Commission also conducted 14 roll closes to produce rolls for extraordinary elections held in 2000/2001. Of these 8 were for In-person elections conducted by various Local Governments and 6 were for postal elections or referendums conducted by the Commission.

See Appendix 5 for details of Rolls produced in 2000/2001.

Maintaining Local Government Details

When new Local Government boundaries are gazetted, electors change their address or new habitations are created, the Local Government district and ward codes allocated to a habitation and/or elector may require updating. In addition, feedback from a variety of sources (eg, Local Government Elector Information Reports, unclaimed mail and elector declaration certificates stemming from postal elections) is also used to help update both the State and Local Government electoral rolls.

Local Government Liaison and Advice

Local Governments forward information to the Commission for action where changes to an elector's enrolment particulars become apparent. The Commission provides advice and roll related information (eg, habitation lists) to assist Local Governments in maintaining their various elector lists.

Future Outlook - Enrolment

The forthcoming financial year will see a number of planning and development activities implemented. These are aimed at either improving the efficiency and effectiveness of existing enrolment related systems and practices, or introducing new utilities or enhancements in preparation for future electoral/enrolment requirements.

The major initiatives in the forthcoming year include:

- Continued development of Continuous Roll Update (CRU) activities.
- Continued development of Census Collector Districts (CCDs) maintenance programs.
- Continued development of the Geographical Information System (EDAMS)
- The provision of support to the State Electoral Boundary Redistribution Commissioners.
- The development of Commission-initiated elector enrolment objection action.
- Possible modification to procedures should the Federal Government change Commonwealth Electoral enrolment legislation in line with recommendations currently before the Federal cabinet.

Other initiatives or commitments for 2001/2002 include:

- Review and re-write the ERMS manual;
- Continue to improve the enrolment system (ERMS).

OUTPUT Measures

Outcome:

All electors are able to participate in impartial, effective and democratic elections or referendums conducted by the Commission.

Output: Management of Electoral Roll

Output Description:

Maintain personal and location details for eligible electors on State and Local Government electoral rolls and produce extracts of roll data for external customers.

| | | |
|---------------|--|---------------------------|
| Quantity | Number of enrolment transactions processed Number of roll extracts produced for external customers | 703,367 5,425 |
| Quality | The unexplained variation between the Commonwealth and State rolls, expressed as a percentage of the roll | 0.008% |
| Timeliness | The average time taken to process enrolment transaction data | 67/hr |
| Cost | Cost/roll transaction of providing this service Average cost/roll preparation and production Cost/elector of maintaining the roll | \$1.95 \$169 \$1.90 |
| Effectiveness | The accuracy of the roll is essential for the efficient conduct of elections and provision of roll products. A measure of effectiveness is the unexplained variation between the Commonwealth and State rolls. | 0.008% |

CORPORATE Management

Objective

To provide quality management services and information systems in support of the Commission's Program objectives in a manner consistent with maintaining and improving the efficiency and effectiveness of the operation of the Commission.

Description

Undertakes a broad range of internal management support services in a number of functional areas including information systems, human resources, finance and administration.



CORPORATE Management

Overview

Corporate Management is not a core program of the Commission, but serves to provide support to the core program areas.

Corporate Services

Financial Management

Activity during this financial year was heavily concentrated on processing accounts associated with the State General Election and Local Government Postal Elections.

Human Resource Management

The Commission operates with a permanent staffing level of 36 FTEs supplemented by the appointment of term appointments and casual staff during intense periods of activity associated with elections and other special projects. The human resources team was responsible for the appointment of around 6,800 polling staff for the State General Election, 700 for Local Government Postal Elections and 100 for the Nedlands By-election.

Appendix 1 details permanent staff employed during the year and the respective responsibilities of each section.

The Commission has continued its efforts to support minority employment groups and to this extent appointed two trainees from the disability services area.

Training

For the majority of this financial year, staff were involved in preparation for the State General Election. Therefore the training activities were directed towards increasing staff knowledge in regard to the election processes and other enhancements and developments. Some staff attended training courses whilst others received workplace training. A total of \$10,330 was spent on training permanent staff, with a further \$40,000 directed to election staff training throughout the year.

Workers' Compensation

In accordance with Treasurer's Instruction 903, the following workers' compensation information is provided in respect to claims.

Four key factors for monitoring performance are listed below.

Workers' Compensation Claims

| | |
|---|-----|
| Frequency rate | 0 |
| Estimated cost of claims incurred per \$100 wage roll | 0 |
| Premium rate | 1% |
| Rehabilitation success rate | N/A |

Internal Audit

During the year the internal audit program concentrated on areas of Postal Voting, Election Management, Election Payroll, Public Sector Standards in HR Management and Risk Management. The Internal Audit Strategic Plan has been formulated in conjunction with the Commission's Risk Management policy.

Freedom of Information Applications

Freedom of Information (FOI) applications or general enquiries can be directed to the Commission's Records Officer. Decisions in regard to FOI applications will be made in the first instance by Branch Managers who have responsibility for the particular information sought. There were four requests this year.

Other "Information Statement" details required in accordance with the *Freedom of Information Act 1992* can be found throughout this report.

Information Systems

Anti Virus Management

The increasing number of computer viruses contaminating computer networks via e-mail attachments has been a cause of great concern to computer professionals around the world. The Commission has paid particular attention to the threat of computer viruses. To combat this threat, the Information Systems Branch has installed anti-virus software which scans e-mail messages and e-mail attachments before they reach the Commission's network. This protection has proved successful and the Commission has experienced no down time caused by computer virus infection. Virus activity is actively monitored by Information Systems staff.

State General Election

This branch provided the network infrastructure and equipment for various election projects located at remote sites. Various applications to assist this work were also written, tested and implemented. A wide area network infrastructure model was finalised in December 2000. The model was fully tested for bandwidth to ensure successful operation during the State General Election period. It consisted of a number of ISDN lines connecting remote locations to head office. The infrastructure allowed approximately 200 users at the counting centre at Welshpool and the enquiry centre at Burswood to have full access to the Commission's applications during the whole election period.

The infrastructure provided for the conduct, management and support of the following systems for the duration of each project:

- Declaration Processing
- Declaration Vote Counting
- Declaration Vote Receipts
- Drive-in Polling Places
- Absent Voter Recording system
- Enquiry Panel
- Legislative Council Count
- Nominations
- Non-voters
- Multiple Voters
- Postal Voting

A total of 272 workstations, 14 notebooks, 15 printers and 12 scanners were deployed.

The Information Systems branch also provided infrastructure and support for all processes involved in the conduct of the May 2001 Local Government Ordinary Elections and the Nedlands By-Election.

Disaster Recovery Plan

A Disaster Recovery Plan was prepared and, as a result, various equipment, including back up servers and power management units were installed.

Workstation Upgrade

In December 2000, the Commission standardised on the use of Pentium III 800 Mhz workstations.

PERFORMANCE Indicators

Performance Indicators' Certification

I hereby certify that the accompanying performance indicators are based on proper records and fairly represent the performance of the Western Australian Electoral Commission for the year ended 30 June 2001.

Fiona Colbeck
ACTING ELECTORAL COMMISSIONER

14 August 2001

AUDITOR GENERAL'S Opinion (Part 1)

PERFORMANCE INDICATORS



AUDITOR GENERAL

To the Parliament of Western Australia

WESTERN AUSTRALIAN ELECTORAL COMMISSION PERFORMANCE INDICATORS FOR THE YEAR ENDED JUNE 30, 2001

Scope

I have audited the key effectiveness and efficiency performance indicators of the Western Australian Electoral Commission for the year ended June 30, 2001 under the provisions of the Financial Administration and Audit Act 1985.

The Electoral Commissioner is responsible for developing and maintaining proper records and systems for preparing and presenting performance indicators. I have conducted an audit of the key performance indicators in order to express an opinion on them to the Parliament as required by the Act. No opinion is expressed on the output measures of quantity, quality, timeliness and cost.

My audit was performed in accordance with section 79 of the Act to form an opinion based on a reasonable level of assurance. The audit procedures included examining, on a test basis, evidence supporting the amounts and other disclosures in the performance indicators, and assessing the relevance and appropriateness of the performance indicators in assisting users to assess the Commission's performance. These procedures have been undertaken to form an opinion as to whether, in all material respects, the performance indicators are relevant and appropriate having regard to their purpose and fairly represent the indicated performance.

The audit opinion expressed below has been formed on the above basis.

Audit Opinion

In my opinion, the key effectiveness and efficiency performance indicators of the Western Australian Electoral Commission are relevant and appropriate for assisting users to assess the Commission's performance and fairly represent the indicated performance for the year ended June 30, 2001.

A handwritten signature in black ink, appearing to read 'K O O'Neil'.

K O O'NEIL
ACTING AUDITOR GENERAL
October 12, 2001

Performance Indicators 2000/01

Outcome: All electors are able to participate in impartial, effective and democratic elections or referenda conducted by the Commission.

| EFFECTIVENESS INDICATOR | SOURCE/METHOD | PERFORMANCE | | | | | | | | | | | | | | | | | | | | |
|--|---------------------------------|----------------------|----------------------------|---------|---------|---------|--|-----------------|----------------------|----------------------------|------------------|---|----|----|-----------|---|----|----|---------------|-----|------|-----|
| | | 1996/97 | 1997/98 | 1998/99 | 1999/00 | 2000/01 | | | | | | | | | | | | | | | | |
| 1. The unexplained variation between AEC and Western Australian Electoral Commission roll numbers | Statistical | .005% | .007% | .002% | .009% | .008% | | | | | | | | | | | | | | | | |
| <p>Note: Statistics are taken from the WAEC and AEC rolls at 30 June each year. The variation in total number on the roll is reconciled, having regard to different eligibility requirements. Prior to 1995/96 the total difference only was reported. Since that time only the unexplained difference is reported, by which a measure of the accuracy of the roll can be gauged. An accurate roll is essential in allowing all eligible electors to vote.</p> | | | | | | | | | | | | | | | | | | | | | | |
| 2. The extent to which clients express satisfaction with the services provided Average satisfaction rate of | Questionnaire following service | | | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> • Union elections • Extraneous elections • Local Government elections • General Election | Post election survey | 88% | 94% | 96% | 90.6% | 82.0% | | | | | | | | | | | | | | | | |
| | | 92% | 88% | 70% | 90.0% | 93.4% | | | | | | | | | | | | | | | | |
| | | N/a | 76% | 78% | 72.5% | 76.45% | | | | | | | | | | | | | | | | |
| | | 90.4% | N/a | N/a | N/a | 95.65% | | | | | | | | | | | | | | | | |
| <p>Note: Satisfaction rates are derived from a series of questions asked of each organisation following an election. The questionnaires provide feedback on how well the Commission is assisting electors to participate in the electoral process, and provides information leading to improvements in efficiency. Questionnaires are sent only to organisations for which an election went to ballot. A number of elections did not proceed to this point as all candidates were elected unopposed. Details of questionnaire statistics collected for the year are as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Union elections</th> <th style="text-align: center;">Extraneous elections</th> <th style="text-align: center;">Local Government Elections</th> </tr> </thead> <tbody> <tr> <td>Total Population</td> <td style="text-align: center;">3</td> <td style="text-align: center;">10</td> <td style="text-align: center;">47</td> </tr> <tr> <td>Responses</td> <td style="text-align: center;">2</td> <td style="text-align: center;">10</td> <td style="text-align: center;">18</td> </tr> <tr> <td>Response rate</td> <td style="text-align: center;">67%</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">38%</td> </tr> </tbody> </table> | | | | | | | | Union elections | Extraneous elections | Local Government Elections | Total Population | 3 | 10 | 47 | Responses | 2 | 10 | 18 | Response rate | 67% | 100% | 38% |
| | Union elections | Extraneous elections | Local Government Elections | | | | | | | | | | | | | | | | | | | |
| Total Population | 3 | 10 | 47 | | | | | | | | | | | | | | | | | | | |
| Responses | 2 | 10 | 18 | | | | | | | | | | | | | | | | | | | |
| Response rate | 67% | 100% | 38% | | | | | | | | | | | | | | | | | | | |
| 3. Average participation rate of eligible electors: | Statistics | | | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> • Union elections (postal) • Extraneous elections (in person) • Local Government elections (postal) • State General Election | | N/a | N/a | 30.1% | 44.6% | 30.06% | | | | | | | | | | | | | | | | |
| | | N/a | N/a | 10.16% | 19.0% | 9.22% | | | | | | | | | | | | | | | | |
| | | 48% | 46% | 41.73% | 31.5% | 38.23% | | | | | | | | | | | | | | | | |
| | | 89.99% | N/a | N/a | N/a | 92.25% | | | | | | | | | | | | | | | | |
| <p>Note: Details of this effectiveness indicator for State General elections can only be provided every four years, and statistics on Union, Extraneous and Local Government elections have only been progressively introduced in recent years. The rates provide a key indicator of the Commission's effectiveness in enabling electors to participate in the electoral process, and also provide an indication of the effectiveness of postal elections in encouraging participation in voluntary elections. The Commission can use these rates to address improvements in services provided, either through the Electoral Education Centre, advertising or other special needs areas. The participation rate can vary from year to year depending on the cyclical nature of elections. For example, this year's local government elections related to the full council elections, which are conducted every two years, together with a number of extraordinary or inaugural elections for which participation rates are generally lower.</p> | | | | | | | | | | | | | | | | | | | | | | |

EFFICIENCY INDICATORS

Output 1. Community Electoral Education

Description: Provide comprehensive and effective elector education services to the community.

| EFFICIENCY INDICATOR | SOURCE/METHOD | PERFORMANCE | | | |
|---|--------------------------------|-------------|---------|---------|---------|
| | | 1997/98 | 1998/99 | 1999/00 | 2000/01 |
| Cost/customer of providing this service | Financial and statistical data | \$15.36 | \$11.06 | \$15.52 | \$15.96 |
| Note: This indicator reflects the cost of this output in relation to the number of customers served during the year through the Electoral Education Centre. It provides an important measure of improvement in efficiency as the Centre expands its operations. Readers should be aware that the 1999/00 figures are based on accrual costs, compared to cash costs in previous years. | | | | | |

Output 2. Management of Electoral Roll

Description: Maintain personal and location details for eligible electors on State and Local Government electoral rolls and produce extracts of roll data for external customers.

| EFFICIENCY INDICATOR | SOURCE/METHOD | PERFORMANCE | | | |
|--|--------------------------------|-------------|---------|---------|---------|
| | | 1997/98 | 1998/99 | 1999/00 | 2000/01 |
| Cost/elector of providing this service | Financial and statistical data | \$2.22 | \$2.71 | \$2.00 | \$1.90 |
| Note: This indicator reflects the cost of maintaining the state electoral roll, and is derived from the cost of providing the function and the total number of electors on the roll at year end. Readers should be aware that from 1999/00 figures are based on accrual costs, compared to cash costs in previous years | | | | | |

Output 3 Management of Parliamentary Elections

Description: Ensure Parliamentary elections are conducted in a timely manner with complete impartiality, independence and efficiency

| EFFICIENCY INDICATOR | SOURCE/METHOD | PERFORMANCE | | | |
|--|--------------------------------|-------------|---------|---------|---------|
| | | 1997/98 | 1998/99 | 1999/00 | 2000/01 |
| Fixed Cost/elector of providing this service | Financial and statistical data | \$0.56 | \$0.62 | \$0.97 | \$0.72 |
| Cost/elector to conduct general election | | N/a | N/a | N/a | \$6.89 |
| Note: This indicator reflects the fixed cost of maintaining readiness for a State election, plus the cost of the election every four years. Readers should be aware that from 1999/00 figures are based on accrual costs, compared to cash costs in previous years. As a result, figures for the previous State election in 1996/97 have not been calculated. | | | | | |

Output 4. Management of Non-Parliamentary Elections

Description: Ensure elections for Local Government and other non-parliamentary elections are conducted in a timely manner with complete impartiality, independence and efficiency

| EFFICIENCY INDICATOR | SOURCE/METHOD | PERFORMANCE | | | |
|--|--------------------------------|-------------|---------|---------|---------|
| | | 1997/98 | 1998/99 | 1999/00 | 2000/01 |
| Average cost/eligible elector to conduct: | Financial and statistical data | | | | |
| • Union elections | | N/a | \$10.26 | \$4.65 | \$7.25 |
| • Extraneous elections | | N/a | \$1.10 | \$0.75 | \$1.05 |
| • Local Government elections | | \$3.30 | \$2.31 | \$2.35 | \$4.02 |
| Fixed cost/elector of maintaining this program | | N/a | N/a | \$0.58 | \$0.55 |
| Note: These indicators are derived from the number of eligible electors on the rolls of each class of customer. It provides a comparison of costs in the conduct of postal elections and in-person elections. Readers should be aware that from 1999/00 figures are based on accrual costs, compared to cash costs in previous years. | | | | | |

FINANCIAL Statements 2000/2001

Certification of Financial Statements

The accompanying financial statements of the Western Australian Electoral Commission have been prepared in compliance with the provisions of the Financial Administration and Audit Act 1985 from proper accounts and records to present fairly the financial transactions for the year ending 30 June 2001, and the financial position as at 30 June 2001.

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.

Fiona Colbeck
ACTING ELECTORAL COMMISSIONER/ACCOUNTABLE OFFICER

Gary Harrington
PRINCIPAL ACCOUNTING OFFICER

14 August 2001

AUDITOR GENERAL'S Opinion (Part 2)

Financial Statements



AUDITOR GENERAL

To the Parliament of Western Australia

WESTERN AUSTRALIAN ELECTORAL COMMISSION FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2001

Scope

I have audited the accounts and financial statements of the Western Australian Electoral Commission for the year ended June 30, 2001 under the provisions of the Financial Administration and Audit Act 1985.

The Electoral Commissioner is responsible for keeping proper accounts and maintaining adequate systems of internal control, preparing and presenting the financial statements, and complying with the Act and other relevant written law. The primary responsibility for the detection, investigation and prevention of irregularities rests with the Electoral Commissioner.

My audit was performed in accordance with section 79 of the Act to form an opinion based on a reasonable level of assurance. The audit procedures included examining, on a test basis, the controls exercised by the Commission to ensure financial regularity in accordance with legislative provisions, evidence to provide reasonable assurance that the amounts and other disclosures in the financial statements are free of material misstatement and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Accounting Standards, other mandatory professional reporting requirements and the Treasurer's Instructions so as to present a view which is consistent with my understanding of the Commission's financial position, the results of its operations and its cash flows.

The audit opinion expressed below has been formed on the above basis.

Audit Opinion

In my opinion,

- (i) the controls exercised by the Western Australian Electoral Commission provide reasonable assurance that the receipt and expenditure of moneys and the acquisition and disposal of property and the incurring of liabilities have been in accordance with legislative provisions; and
- (ii) the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, Output Schedule of Expenses and Revenues and Summary of Consolidated Fund Appropriations and Revenue Estimates and the Notes to and forming part of the financial statements are based on proper accounts and present fairly in accordance with applicable Accounting Standards, other mandatory professional reporting requirements and the Treasurer's Instructions, the financial position of the Commission at June 30, 2001 and the results of its operations and its cash flows for the year then ended.

A handwritten signature in black ink, appearing to read 'K O O'Neil'.

K O O'NEIL
ACTING AUDITOR GENERAL
October 12, 2001

Statement of Financial Position
as at 30 June 2001

| | Note | 2000/01 (\$'000) | 1999/00 (\$'000) |
|-------------------------------------|------|---------------------|---------------------|
| Current Assets | | | |
| Cash assets | 21 | 658 | 26 |
| Restricted cash assets | 13 | 54 | 45 |
| Receivables | 14 | 1470 | 13 |
| Prepayments | 15 | 26 | 46 |
| Total Current Assets | | <u>2208</u> | <u>130</u> |
| Non-Current Assets | | | |
| Equipment, hardware and software | 16 | <u>636</u> | <u>695</u> |
| TOTAL ASSETS | | <u><u>2844</u></u> | <u><u>825</u></u> |
| Current Liabilities | | | |
| Payables | 17 | 175 | 322 |
| Accrued salaries | 18 | 48 | 42 |
| Provisions | 19 | 228 | 192 |
| Total Current Liabilities | | <u>451</u> | <u>556</u> |
| Non-Current Liabilities | | | |
| Provisions | 19 | <u>184</u> | <u>122</u> |
| TOTAL LIABILITIES | | <u>635</u> | <u>678</u> |
| Equity | | | |
| Accumulated surplus | 20 | <u>2209</u> | <u>147</u> |
| Total equity | | <u>2209</u> | <u>147</u> |
| TOTAL LIABILITIES AND EQUITY | | <u><u>2844</u></u> | <u><u>825</u></u> |

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

Statement of Financial Performance
for the year ended 30 June 2001

| | Note | 2000/01 (\$'000) | 1999/00 (\$'000) |
|---|------|---------------------|---------------------|
| COST OF SERVICES | | | |
| Expenses from ordinary activities | | | |
| Employee expenses | 4 | 2,721 | 2,227 |
| Depreciation expense | 5 | 209 | 169 |
| Administration and Election expenses | 6 | 10,445 | 2,443 |
| Accommodation expenses | 7 | 678 | 328 |
| Total costs of services | | 14,053 | 5,167 |
| Revenues from ordinary activities | 9 | 3,403 | 1,068 |
| NET COST OF SERVICES | | 10,650 | 4,099 |
| REVENUES FROM GOVERNMENT | | | |
| Appropriations | 10 | 12,590 | 2,390 |
| Receipts credited into Consolidated Fund | 11 | (235) | (1) |
| Resources received free of charge | 8 | 62 | 34 |
| Liabilities assumed by the Treasurer | 12 | 295 | 388 |
| Total revenues from Government | | 12,712 | 2,811 |
| CHANGE IN NET ASSETS RESULTING FROM OPERATIONS | | 2,062 | (1,288) |

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

Statement of Cash Flows
for the year ended 30 June 2001

| | Note | 2000/01 (\$'000) Inflows (Outflows) | 1999/00 (\$'000) Inflows (Outflows) |
|---|------|--|--|
| CASH FLOWS FROM GOVERNMENT | | | |
| Recurrent appropriations | | 12,590 | 1,990 |
| Capital appropriations | | 0 | 400 |
| Receipts credited to Consolidated Fund | | (235) | (1) |
| Net cash provided by government | | <u>12,355</u> | <u>2,389</u> |
| Utilised as follows: | | | |
| CASH FLOWS FROM OPERATING ACTIVITIES | | | |
| Payments | | | |
| Employee costs | | (2,322) | (1,835) |
| Administration | | (10,510) | (2,142) |
| Accommodation | | (678) | (328) |
| Receipts | | | |
| Revenues from services | | 1,946 | 1,201 |
| Net cash used in operating activities | 21 | <u>(11,564)</u> | <u>(3,104)</u> |
| CASH FLOWS FROM INVESTING ACTIVITIES | | | |
| Purchase of non-current physical assets | | (150) | (330) |
| Net cash used in investing activities | | <u>(150)</u> | <u>(330)</u> |
| TOTAL CASH FLOWS FROM OPERATING AND INVESTING ACTIVITIES | | <u>(11,714)</u> | <u>(3,434)</u> |
| Net increase in cash held | | 641 | (1,045) |
| Cash assets at the beginning of the financial year | | 71 | 1,116 |
| Cash assets at the end of the financial year | | <u>712</u> | <u>71</u> |

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

Output Schedule of Expenses and Revenues
for the year ended 30 June 2001

| | Community Electoral Education | | Management of Electoral Roll | | Management of Parliamentary Elections | | Management of Non-Parliamentary Elections | | Total | |
|--|-------------------------------|-------------------|------------------------------|-------------------|---------------------------------------|-------------------|---|-------------------|-------------------|-------------------|
| | 2000/01 \$'000 | 1999/00 \$'000 | 2000/01 \$'000 | 1999/00 \$'000 | 2000/01 \$'000 | 1999/00 \$'000 | 2000/01 \$'000 | 1999/00 \$'000 | 2000/01 \$'000 | 1999/00 \$'000 |
| COST OF SERVICES | | | | | | | | | | |
| Expenses from ordinary activities | | | | | | | | | | |
| Employee costs | 224 | 212 | 941 | 1,060 | 1,120 | 477 | 436 | 478 | 2,721 | 2,227 |
| Depreciation | 20 | 16 | 100 | 80 | 45 | 36 | 44 | 37 | 209 | 169 |
| Administration expenses | 202 | 217 | 1,055 | 1,045 | 7,677 | 560 | 1,511 | 621 | 10,445 | 2,443 |
| Accommodation expenses | 39 | 31 | 197 | 156 | 353 | 70 | 89 | 71 | 678 | 328 |
| Net loss on disposal of non-current assets | | | | | | | | | | |
| Total cost of services | 485 | 476 | 2,293 | 2,341 | 9,195 | 1,143 | 2,080 | 1,207 | 14,053 | 5,167 |
| Revenues from ordinary activities | (76) | (26) | (397) | (138) | (407) | (56) | (2,523) | (848) | (3,403) | (1,068) |
| NET COST OF SERVICES | 409 | 450 | 1,896 | 2,203 | 8,789 | 1,087 | (443) | 359 | 10,650 | 4,099 |
| Revenues from Government | | | | | | | | | | |
| Appropriations | 371 | 371 | 2,234 | 1,822 | 7,448 | 771 | 2,537 | (574) | 12,590 | 2,390 |
| Receipts paid to Consolidated Fund | | | | | (235) | (1) | | | (235) | (1) |
| Resources received free of charge | 6 | 3 | 30 | 16 | 13 | 7 | 13 | 8 | 62 | 34 |
| Liabilities assumed by the Treasurer | 28 | 37 | 140 | 185 | 63 | 83 | 63 | 83 | 295 | 388 |
| Total revenues from Government | 405 | 411 | 2,404 | 2,023 | 7,289 | 860 | 2,613 | (483) | 12,712 | 2,811 |
| CHANGE IN NET ASSETS RESULTING FROM ORDINARY OPERATIONS | (4) | (39) | 508 | (180) | (1,500) | (227) | 3,056 | (842) | 2060 | (1,288) |

Summary of Consolidated Fund Appropriations and Revenue Estimates for the year ended 30 June 2001

| | Estimates \$'000 | 2000/01 Actual \$'000 | Variation \$'000 | Estimates \$'000 | 1999/00 Actual \$'000 | Variation \$'000 |
|---|---------------------|-----------------------------|---------------------|---------------------|-----------------------------|---------------------|
| RECURRENT | | | | | | |
| Amount required to fund outputs for the year | 13,386 | 13,386 | 0 | 2,979 | 2,979 | 0 |
| Less retained revenue – Section 23A of the Financial Administration and Audit Act | (1,047) | (1,047) | 0 | (1,243) | (1,243) | 0 |
| Item 77: Amount provided to fund outputs for the year | 12,339 | 12,339 | 0 | 1,736 | 1,736 | 0 |
| Amounts Authorised by Other Statutes | | | | | | |
| Electoral Act 1907 | 198 | 198 | 0 | 198 | 198 | 0 |
| Industrial Relations Act 1979 | 56 | 56 | 0 | 56 | 56 | 0 |
| Total Recurrent Services | 12,593 | 12,593 | 0 | 1,990 | 1,990 | 0 |
| Item 164 Amount provided for Capital Services for the year | 0 | 0 | 0 | 400 | 400 | 0 |
| Grand Total | 12,593 | 12,593 | 0 | 2,390 | 2,390 | 0 |
| Details of Expenditure | | | | | | |
| Recurrent | | | | | | |
| Outputs | | | | | | |
| Community Electoral Education | 399 | 464 | (65) | 333 | 374 | (41) |
| Management of Electoral Roll | 2,458 | 2,364 | 94 | 1,655 | 1,809 | (154) |
| Management of Parliamentary Elections | 7,999 | 8,506 | (507) | 685 | 970 | (285) |
| Management of Non-Parliamentary Elections | 2,784 | 2,336 | 448 | 560 | 1,077 | (517) |
| Total | 13,640 | 13,670 | (30) | 3,233 | 4,231 | (998) |
| Less Other Funding Sources | 0 | 0 | 0 | 0 | 0 | 0 |
| Less Retained Revenue | (1,047) | (1,710) | 663 | (1,243) | (1,200) | (43) |
| Changes in Operating Account Balance | | 633 | (633) | | (1,041) | 1,041 |
| Total Recurrent Expenditure | 12,593 | 12,593 | 0 | 1,990 | 1,990 | 0 |
| Capital Services | 0 | 0 | 0 | 400 | 411 | 11 |
| Changes in Operating Account Balance | | 0 | 0 | | (11) | (11) |
| Grand Total of Appropriations | 12,593 | 12,593 | 0 | 2,390 | 2,390 | 0 |

The Statement of Consolidated Fund Appropriations and Revenue Estimates should be read in conjunction with the accompanying notes.

Schedule of Administered Items
as at 30 June 2001

| | Note | Community Electoral Education | | Management of Parliamentary Elections | |
|---|------|-------------------------------|---------------------|---------------------------------------|---------------------|
| | | 2000/01 (\$'000) | 1999/00 (\$'000) | 2000/01 (\$'000) | 1999/00 (\$'000) |
| ADMINISTERED EXPENSES AND REVENUES | 31 | | | | |
| TRUST ACCOUNT - Deposits Electoral Act | | | | | |
| EXPENSES | | | | | |
| Forfeited deposits credited to Consolidated Fund | | | | 63 | 0 |
| Refunds to Candidates | | | | 70 | 0 |
| Total Administered Expenses | | | | <u>133</u> | <u>0</u> |
| REVENUES | | | | | |
| Election Candidate Nomination Deposits | | | | 133 | 0 |
| Total Administered Revenues | | | | <u>133</u> | <u>0</u> |
| TRUST ACCOUNT - Electoral Education Program | 31 | | | | |
| EXPENSES | | | | | |
| Expenses | | <u>0</u> | <u>20</u> | | |
| Total Administered Expenses | | <u>0</u> | <u>20</u> | | |
| REVENUES | | | | | |
| City of Melville Funding | | 0 | 10 | | |
| Australia Post | | | | | |
| AEC Funding | | <u>0</u> | <u>12</u> | | |
| Total Administered Revenues | | <u>0</u> | <u>22</u> | | |
| ADMINISTERED ASSETS AND LIABILITIES | | | | | |
| TRUST ACCOUNT - Deposits Electoral Act | 30 | | | | |
| ADMINISTERED CURRENT ASSETS | | | | | |
| Deposits Electoral Act Trust Account | | | | <u>0</u> | <u>0</u> |
| Total administered current assets | | | | <u>0</u> | <u>0</u> |
| ADMINISTERED CURRENT LIABILITIES | | | | | |
| Accounts payable | | | | 0 | 0 |
| Refunds to Candidates | | | | 0 | 0 |
| Forfeited deposits credited to Consolidated Fund | | | | 0 | 0 |
| Total administered current liabilities | | | | <u>0</u> | <u>0</u> |
| TRUST ACCOUNT-Electoral Education Program | 31 | | | | |
| ADMINISTERED CURRENT ASSETS | | | | | |
| Electoral Education Program Trust Account | | 47 | 47 | | |
| Total administered current assets | | <u>47</u> | <u>47</u> | | |
| ADMINISTERED CURRENT LIABILITIES | | | | | |
| Accounts payable | | <u>0</u> | <u>0</u> | | |
| Total administered current liabilities | | <u>0</u> | <u>0</u> | | |
| Notes | | | | | |
| Collection of Penalties, for failure to vote | | | | <u>172</u> | <u>1</u> |
| These are not classified as operating revenues and are credited to Consolidated Fund. | | | | <u>172</u> | <u>1</u> |

Notes to the Financial Statements For the Year Ended 30 June 2001

1. Departmental mission and funding

The Western Australian Electoral Commission's mission is to maintain and enhance the integrity of electoral systems for which the Western Australian Electoral Commission is responsible.

The Western Australian Electoral Commission is predominantly funded by Parliamentary appropriation. The Commission provides the following services on a fee-for-service basis:

- Conduct of certain Non-Parliamentary Elections.
- Sale of electoral roll products.

The financial statements encompass all funds through which the Commission controls resources to carry on its functions.

2. Significant accounting policies

(a) General Statement

The financial statements constitute a general purpose financial report which has been prepared in accordance with Australian Standards and UIG Consensus Views as applied by the Treasurer's Instructions. Several of these are modified by the Treasurer's Instructions to vary the application, disclosure, format and wording. The Financial Administration and Audit Act and Treasurer's Instructions are legislative provisions governing the preparation of financial statements and take precedence over Australian Standards and UIG Consensus Views. The modifications are intended to fulfil the requirements of general application to the public sector together with the need for greater disclosure and also to satisfy accountability requirements.

If any such modification has a material or significant financial effect upon the reported results, details of that modification and where practicable, the resulting financial effect is disclosed in individual notes to these financial statements.

(b) Basis of accounting

The financial statements have been prepared in accordance with Australian Accounting Standard AAS 29

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

Administered assets, liabilities, expenses, revenues and cash flows are those which are not integral to the Commission in carrying out its functions. They are items, which the Government requires the Commission to administer on its behalf. The assets do not render any service potential or future economic benefits to the Commission, the liabilities do not require the future sacrifice of services potential or future economic benefits of the Commission, and the expenses and revenues are not attributable to the Commission. Disclosure in the financial statements is in the nature of a listing of all these transactions and they do not in themselves constitute financial statements.

As the administered transactions do not form an integral part of the financial statements of the reporting entity, the disclosure requirements of Australian Accounting Standards AAS 33, Presentation and Disclosure of Financial Instruments, are not applied to administered transactions.

(c) Appropriations

Appropriations in the nature of revenue, whether recurrent or capital, are recognised as revenue in the period in which the Commission gains control of the appropriated funds. The Commission gains control of appropriated funds at the time those funds are deposited into the Commission's bank account.

Notes to the Financial Statements
For the year ended 30 June 2001

(d) Operating Accounts

Amounts appropriated are deposited into the account and any revenues which are the subject of net appropriation determinations are also deposited into the account. Revenues not subject to net appropriation determinations are credited into the Consolidation Fund. All payments of the Commission are made from the operating account.

(e) Depreciation of non-current assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of their service potential.

Depreciation is provided on the straight line basis, using rates which are reviewed annually. Useful lives for each class of depreciable asset are:

| | |
|---------------------|----------|
| Office equipment: | 10 years |
| Computer equipment: | 5 years |

(f) Employee entitlements

Annual leave

This entitlement is recognised at current remuneration rates and is measured at the amount unpaid at the reporting date in respect to employees' service up to that date.

Long service leave

A liability for long service leave is recognised, and is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date. Consideration is given, when assessing expected future payments, to expected future wage and salary levels including relevant on costs, experience of employee departures and periods of service. Expected future payments are discounted using interest rates to obtain the estimated future cash outflows.

This method of measurement of the liability is consistent with the requirements of Australian Accounting Standard AAS 30 "Accounting for Employee Entitlements".

Superannuation

Staff may contribute to the Superannuation and Family Benefits Act Scheme, a defined benefits pension scheme now closed to new members, or to the Gold State Superannuation Scheme, a defined benefit and lump sum scheme now also closed to new members. Staff who do not contribute to either scheme become non-contributory members of the West State Superannuation Scheme, an accumulation fund complying with the Commonwealth Government's Superannuation Guarantee (Administration) Act 1992.

The superannuation expense comprises the following elements:

- change in the unfunded employer's liability in respect of current employees who are members of the Superannuation and Family Benefits Act Scheme and current employees who accrued a benefit on transfer from that Scheme to the Gold State Superannuation Scheme; and
- notional employer contributions which would have been paid to the Gold State Superannuation Scheme and West State Superannuation Scheme if the Commission had made concurrent employer contributions to those Schemes.

The superannuation expense does not include payment of pensions to retirees as this does not constitute part of the cost of services provided by the Western Australian Electoral Commission in the current year.

Notes to the Financial Statements
For the year ended 30 June 2001

(g) Leases

The Commission has entered into an operating lease for motor vehicles where the lessors effectively retain all of the risks and benefits incident to ownership of the items held under the operating lease. Equal instalments of the lease payments are charged to the Statement of Financial Performance over the lease term as this is representative of the pattern of benefits to be derived from the leased property.

The Commission has effectively entered into an operating lease for Head Office accommodation, whereby the Minister for Works has formally entered into the lease arrangement, but the Commission undertakes responsibility for all financial commitments due as part of the lease agreement.

(h) Receivables

Receivables are recognised at the amounts receivable as they are generally due for settlement no more than 30 days from the date of recognition. Local Governments have been given approval to pay postal election costs over two financial years, with the second payment being due within six months of the issue of the final invoice.

(i) Accrued salaries

Accrued salaries suspense account consists of amounts paid annually into a suspense account over a period of 10 financial years to largely meet the additional cash outflow in each eleventh year when 27 pay days occur in that year instead of the normal 26. No interest is received on this account.

Accrued salaries represents the amount due to staff but unpaid at the end of the financial year, as the end of the last pay period for that financial year does not coincide with the end of the financial year. Accrued salaries are settle within a few days of the financial year end. The Commission considers the carrying amount of accrued salaries to be equivalent to the net fair value.

(j) Payables

Payables, including accruals not yet billed, are recognised when the Commission becomes obliged to make future payments as a result of a purchase of assets or services. Payables are generally settled within 30 days.

(k) Resources Received Free of Charge

Resources received free of charge or for nominal value which can be reliably measured are recognised as revenues and as assets or expenses as appropriate at fair value.

(l) Net Fair Values of financial Assets and Liabilities

Monetary financial assets and liabilities not traded in an organised financial market – cost basis carrying amounts of accounts receivable, accounts payable, and accruals (which approximate net market value).

(m) Software

Software purchased is fully expensed in the year of purchase.

(n) Net Appropriation Determination

Pursuant to section 23A of the Financial Administration and Audit Act, the net appropriation determination by the Treasurer provides for retention of the following moneys received by the Department:

- Proceeds from fees and charges; and
- Proceeds from training courses provided.

Retained revenues may only be applied to the outputs specified in the 2000-2001 Budget Statements.

Details of retained revenues are disclosed in the Summary of Consolidated Fund Appropriations and Revenue Estimates.

Notes to the Financial Statements
For the year ended 30 June 2001

3. Outputs of the Commission

The budget for 2000/01 was framed in terms of outputs, consequently financial reporting for the year is also analysed in terms of outputs. Information about the Commission's outputs, and the expenses and revenues which are reliably attributable to those outputs, is set out in the Outputs Schedule. Information about expenses, revenues, assets and liabilities administered by the Commission are given in the schedule of Administered Expenses and Revenues and the schedule of Administered Assets and Liabilities.

The four key outputs of the Commission are:

Output 1: Community Electoral Education

Output 2: Management of Electoral Roll

Output 3: Management of Parliamentary Elections

Output 4: Management of Non-Parliamentary Elections

| | 2000/01 (\$'000) | 1999/00 (\$'000) |
|---|---------------------|---------------------|
| 4. Employee expenses | | |
| Salaries | 2,328 | 1,849 |
| Change in annual and long service leave entitlements | 98 | (10) |
| Superannuation | 295 | 388 |
| | <u>2,721</u> | <u>2,227</u> |
| 5. Depreciation expenses | | |
| Equipment | 28 | 23 |
| Computer hardware | 181 | 146 |
| | <u>209</u> | <u>169</u> |
| Refer to note 2(e) | | |
| 6. Administration and Election expenses | | |
| Expenses incurred during the year | 10,383 | 2,409 |
| Resources received free of charge | 62 | 34 |
| | <u>10,445</u> | <u>2,443</u> |
| 7. Accommodation expenses | | |
| Expenses incurred during the year | 678 | 328 |
| | <u>678</u> | <u>328</u> |
| 8. Resources received free of charge | | |
| Administration Expenses | 62 | 34 |
| | <u>62</u> | <u>34</u> |
| Resources received free of charge have been determined on the basis of the following estimates provided by agencies | | |
| Office of the Auditor General | | |
| - Audit services | 14 | 14 |
| Department of Land Administration | | |
| - Fees on land information | 2 | 1 |
| Department of Industry and Technology | | |
| - Contract services | 4 | 0 |
| Ministry of Justice | | |
| - Legal advice | 42 | 19 |

Notes to the Financial Statements
For the year ended 30 June 2001

| | | |
|--|--------|-------|
| | 62 | 34 |
| 9. Revenue from ordinary activities | | |
| This consists of: | | |
| Recoups for services | 3,403 | 1,068 |
| | 3,403 | 1,068 |
| 10. Revenues from Government | | |
| Consolidated Fund Appropriations | | |
| Recurrent | 12,590 | 1,990 |
| Capital Works | 0 | 400 |
| | 12,590 | 2,390 |
| 11. Receipts credited into Consolidated Fund | | |
| Revenues from other services | 235 | 1 |
| | 235 | 1 |
| 12. Liabilities assumed by the Treasurer | | |
| Superannuation | 295 | 388 |
| 13. Restricted cash assets | | |
| Accrued Salaries Suspense Account | 54 | 45 |
| Amount held in suspense is to be used only for the purpose of meeting the 27 th pay in a financial year that occurs every 11 years. | | |
| 14. Receivables | | |
| Receivables for goods and services supplied | 1,470 | 13 |
| 15. Prepayments | | |
| Amounts prepaid in respect of goods and services as at 30 June | 26 | 46 |
| 16. Equipment, hardware and software | | |
| Equipment | | |
| At cost | 290 | 262 |
| Accumulated depreciation | 120 | 92 |
| | 170 | 170 |
| Computer hardware | | |
| At cost | 1,124 | 1,002 |
| Accumulated depreciation | 658 | 477 |
| | 466 | 525 |
| Total | | |
| At cost | 1,414 | 1,264 |
| Accumulated depreciation | 778 | 569 |
| | 636 | 695 |

Reconciliations

Reconciliations of the carrying amounts of equipment and hardware at the beginning and end of the current and previous financial year are set out below

Notes to the Financial Statements
For the year ended 30 June 2001

Equipment, hardware and software

| | | |
|----------------------------------|------------|------------|
| Equipment | | |
| Carrying amount at start of year | 170 | 156 |
| Additions | 28 | 37 |
| Depreciation | 28 | 23 |
| Carrying amount at end of year | <u>170</u> | <u>170</u> |
| | | |
| Computer hardware | | |
| Carrying amount at start of year | 525 | 378 |
| Additions | 122 | 293 |
| Depreciation | 181 | 146 |
| Carrying amount at end of year | <u>466</u> | <u>525</u> |
| | | |
| Total | | |
| Carrying amount at start of year | 695 | 534 |
| Additions | 150 | 330 |
| Depreciation | 209 | 169 |
| Carrying amount at end of year | <u>636</u> | <u>695</u> |

17. Payables

| | | |
|--|-----|-----|
| Amounts payable for goods and services received. | 175 | 322 |
|--|-----|-----|

18. Accrued Salaries

| | |
|----|----|
| 48 | 42 |
|----|----|

19. Provisions

| | | |
|---|------------|------------|
| Current | | |
| Annual leave | 89 | 49 |
| Long service leave | 139 | 143 |
| | <u>228</u> | <u>192</u> |
| | | |
| Non-current | | |
| Long service leave | 184 | 122 |
| Employee entitlements | | |
| The aggregate employee entitlement liability recognised and included in the financial statements is as follows: | | |
| Provision for employee entitlements | | |
| Current | 228 | 192 |
| Non-current | 184 | 122 |
| | <u>412</u> | <u>314</u> |

20. Equity

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

Accumulated surplus:

| | | |
|--|--------------|------------|
| Balance at the beginning of the year | 147 | 1,435 |
| Change in net assets resulting from operations | 2,062 | (1,288) |
| Balance at end of the year | <u>2,209</u> | <u>147</u> |

Notes to the Financial Statements
For the year ended 30 June 2001

21. Notes to the Statement of Cash Flows

(a) Reconciliation of cash

For the purposes of the Statement of Cash Flows, cash includes cash at bank in suspense and restricted cash.

| | | |
|---|-----|----|
| Cash assets | 658 | 26 |
| Restricted cash assets (refer to note 13) | 54 | 45 |
| | 712 | 71 |

(b) Reconciliation of net cash used in operating activities to net costs of services.

| | | |
|---|----------|---------|
| Net cash used in operating activities (Statement of Cash Flows) | (11,564) | (3,104) |
| (Increase)/decrease in accrued salaries | (6) | (14) |
| (Increase)/decrease in liability for employee entitlements | (98) | 10 |
| (Increase)/decrease in accounts payable | 147 | (268) |
| Net loss on disposal of non-current assets | 0 | 0 |
| Depreciation | (209) | (169) |
| Increase/(decrease) in prepayments | (20) | 1 |
| Increase/(decrease) in receivables | 1457 | (133) |
| Resources received free of charge | (62) | (34) |
| Liabilities assumed by the Treasurer | (295) | (388) |
| Net cost of Services | (10,650) | (4,099) |

22. Remuneration and retirement benefits of Senior Officers

Remuneration

The number of Senior Officers whose total of fees, salaries and other benefits received, or due and receivable, for the financial year, who fall within the following bands is:

| \$ | 2000/01 | 1999/00 |
|-----------------|---------|---------|
| 50,001-60,000 | 0 | 0 |
| 60,001-70,000 | 0 | 1 |
| 70,001-80,000 | 3 | 2 |
| 80,001-90,000 | 0 | 1 |
| 90,001-100,000 | 1 | 0 |
| 100,001-110,000 | 0 | 0 |
| 110,001-120,000 | 0 | 0 |
| 120,001-130,000 | 0 | 0 |
| 130,001-140,000 | 0 | 0 |
| 140,001-150,000 | 1 | 1 |

The comparative does not include fringe benefits received by Senior Officers.

| | 2000/01 (\$'000) | 1999/00 (\$'000) |
|---|---------------------|---------------------|
| The total remuneration of senior officers is: | 460 | 440 |

Retirement benefits

The following amounts in respect of retirement benefits for Senior Officers were paid or become payable for the financial year:

| | | |
|--|----|----|
| Total notional contributions to the Gold State Superannuation Scheme and West State Superannuation Scheme. | 38 | 47 |
|--|----|----|

One Senior officer is a members of the Superannuation and Family Benefits Act Scheme.(1999/00 - 1)

Notes to the Financial Statements
For the year ended 30 June 2001

23. Explanatory Statement

The Summary of Consolidated Fund Appropriations and Revenue Estimates discloses appropriation and other statutes expenditure estimates, the actual expenditures made and revenue estimates and payments into the Consolidated Fund, all on a cash basis.

The following explanations are provided in accordance with Treasurer's Instruction 945. Significant variations are considered to be those greater than 10% or \$500,000.

(1) Significant variations where actual expenditures exceeded or were less than estimates for the financial year.

Recurrent

| | 2000/01 Estimates \$000 | 2000/01 Actuals \$000 | Variation \$000 |
|---|-------------------------------|-----------------------------|--------------------|
| Management of Parliamentary Elections | 7,999 | 8,506 | 507 |
| Management of Non-Parliamentary Elections | 2,784 | 2,336 | (448) |

Management of Parliamentary Elections

This variance was due to expenditure associated with the State General Election held on the 10 February 2001.

Management of Non-Parliamentary Elections

This variation was due to the number of contested postal elections held by local government authorities being less than expected.

The variations in actual and estimates, at output level, were covered within the total appropriations, which were allocated to the Electoral Commission.

(2) Significant variations where actual revenues exceeded or were less than estimates for the financial year.

| | 2000/01 Estimates \$000 | 2000/01 Actuals \$000 | Variation \$000 |
|------------------|-------------------------------|-----------------------------|--------------------|
| Retained Revenue | 1,047 | 1,710 | 663 |

The variation was the result of the early recoup of costs from local government for postal elections conducted in May 2001.

(3) Significant variations between actual outputs for the financial year and outputs for the immediately preceding financial year.

| | 2000/01 Actuals \$000 | 1999/00 Actuals \$000 | Variation \$000 |
|---|-----------------------------|-----------------------------|--------------------|
| Community Electoral Education | 464 | 374 | 90 |
| Management of Electoral Roll | 2364 | 1,809 | 555 |
| Management of Parliamentary Elections | 8,506 | 970 | 7,536 |
| Management of Non-Parliamentary Elections | 2,336 | 1,077 | 1,259 |

Community Electoral Education

The variation was due to the increased allocation of corporate overhead component to this output

Notes to the Financial Statements
For the year ended 30 June 2001

Management of Electoral Roll

The variation was due mainly to the allocation of funds for the Continuous Roll Update initiative.

Management of Parliamentary Elections

This variation was due to the costs associated with the State General Election in February 2001.

Management of Non-Parliamentary Elections

This variation was due to costs associated with the biennial Local Government postal elections in May 2001.

(4) Significant variations between actual Revenues for the financial year and Revenues for the immediately preceding financial year.

| | 2000/01 Actuals \$000 | 1999/00 Actuals \$000 | Variation \$000 |
|------------------|-----------------------------|-----------------------------|--------------------|
| Retained revenue | 1,710 | 1,200 | 510 |

This variation was due to the increase in the recoup of Local Government postal election costs.

24. Carryover

The Commission received approval from Treasury for the carryover of unexpended funds of \$658,000, from the Commission's 2000/01 Consolidated Fund allocation for recurrent services. This amount has been included in the amount reported for appropriations. The total of this unexpended appropriation is disclosed under Note 21 Notes to the Statement of Cash Flows.

| 25. Lease Commitments | 2000/01 \$000 | 1999/00 \$000 |
|--|--------------------------|--------------------------|
| Motor Vehicles | | |
| Not later than one year | 25 | 19 |
| Later than one year and not later than two years | 25 | 19 |
| Accommodation | | |
| Not later than one year | 413 | 324 |
| Later than one year and not later than two years | 413 | 373 |
| Later than two year and not later than three years | 413 | 373 |

26. Additional Financial Instruments Disclosure

Interest rate risk

The Commission's exposure to interest rate risk, repricing maturities and the effective interest rates on financial instruments are:

| | Non interest bearing | |
|------------------------------------|---------------------------|---------------------------|
| | 2000/01 \$'000 | 1999/00 \$'000 |
| 30 June 2000 | | |
| Financial Assets | | |
| Cash resources | 712 | 71 |
| Accounts receivable | 1,470 | 13 |
| Total Financial Assets | <u>2,182</u> | <u>84</u> |
| Financial Liabilities | | |
| Accounts Payable | 175 | 322 |
| Accrued Salaries | 48 | 42 |
| Employee Entitlements | 412 | 314 |
| Total Financial Liabilities | <u>635</u> | <u>678</u> |
| Net Financial Assets (Liabilities) | <u>1,547</u> | <u>(594)</u> |

Credit risk

All financial assets are unsecured.

Amounts owing by other Government agencies are guaranteed and therefore no credit risk exists in respect of those amounts. In respect of other financial assets the carrying amounts represent the Commission's exposure to credit risk in relation to those assets.

27. Contingent obligations

No known contingent liabilities existed at balance date.

28. Events occurring after reporting date

No relevant events and effects after reporting date.

29. Related bodies

No related bodies.

30. Affiliated bodies

No affiliated bodies.

31. Administered expenses and revenues

The Commission administered two trust accounts during the year

Deposits - Electoral Act Account

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

Electoral Education Program Account

The Commission receives monies for the purpose of funding joint ventures between the State and Commonwealth in regard to Electoral education.

Details of the Revenue and Expenditure through these trust accounts are disclosed separately in this Statement.

Administered Assets and Liabilities

Administered assets and liabilities are not controlled by the Commission but are administered by it on behalf of the Government.

Deposits - Electoral Act Account

The purpose of this account is to hold monies received by Returning Officers of the Western Australian Electoral Commission pursuant to section 81(1)(b) of the Electoral Act. At year's end, the Trust account equalled zero.

Electoral Education Program Account

The purpose of this account is to hold monies received from the Commonwealth for the purpose of funding joint ventures between the State and Commonwealth in regard to electoral education. At year's end, the Trust account equalled \$46,958.

DEPOSITS - ELECTORAL ACT ACCOUNT
Statement of Receipts and Payments
July 1 2000 to June 30 2001

There were no transactions in the two years July 1998 to June 2000.
The account has a nil balance for years July 1997 to June 2001.

| \$ | | \$ |
|---------|--|-----------|
| 1999/00 | | 2000/01 |
| 0 | Balance July 1 | 0 |
| | Receipts | |
| 0 | Election Candidates Nomination Deposits | \$133,250 |
| | Payments | |
| | Expenses | 0 |
| 0 | Refund to Candidates | \$63,000 |
| 0 | Forfeited deposits paid to Consolidated Fund | \$70,250 |
| 0 | Balance June 30 | 0 |

ELECTORAL EDUCATION PROGRAM ACCOUNT
Statement of Receipts and Payments
July 1 2000 to June 30 2001

| \$ | | \$ |
|---------|---------------------------------------|---------|
| 1999/00 | | 2000/01 |
| 44,982 | Balance July 1 | 46,958 |
| | Receipts | |
| 12,000 | Australian Electoral Commission funds | 0 |
| | Australia Post | |
| 10,000 | City of Melville | 0 |
| | Payments | |
| 20,024 | Expenses | 0 |
| 46,958 | Balance June 30 | 46,958 |

ANNUAL REPORT 2000/2001 Appendices

APPENDIX 1

PERMANENT STAFF EMPLOYED AS AT 30 JUNE 2001 AND SECTION RESPONSIBILITIES DURING 2000/2001

| Executive | |
|---|-----------------------|
| Electoral Commissioner | Dr Ken Evans |
| Executive Assistant | Lynn Firkin |
| Election Services | |
| Election Management – Resources, Promotion and Conduct; Strategic Planning; Policy Research; Evaluation; Special Projects; Political Party Registration; Political Finance; Reporting; Statistics; Library Maintenance. | |
| Deputy Commissioner | Fiona Colbeck |
| Assistant Manager - Parliamentary Elections | John Tonkin |
| Assistant Manager - Local Government Elections | Ken Bird |
| Policy and Research Officer | Kirsten Robinson |
| Project Leader | Des Chenik |
| Special Projects Officer | Graham Reid |
| Project Officer | Susan Armstrong |
| Project Officer | Lorraine Cody |
| Project Officer | Justin Harbord |
| Project Officer | Valerie Prescott |
| Project Officer | Phil Richards |
| Project Officer | Louis Zampogna |
| Enrolment and Community Awareness | |
| Planning; Policy; Roll Maintenance; Security and Confidentiality; Redistributions; Elector Lists and Special Rolls; Customer Services; Community Awareness; Education. | |
| Manager | Warren Richardson |
| Enrolment Co-ordinator | Wayne Nicholson |
| Enrolment Project Officer | Jacqueline Hodgkinson |
| Project Officer | James O'Neill |
| Enrolment Supervisor | Kaye Dunbar |
| Enrolment Officer | Rosalia Gonsalves |
| Enrolment Officer | Sandra Haustead |
| Enrolment Officer | Andrea Noel |
| Enrolment Officer | Karen Noney |
| Enrolment Officer | Lily Thorne-Stoate |
| Trainee | Kylie Stratton |
| Community Education Officer | Nigel Bushby |
| Officer (P/T) | Linda Sperring |
| Officer (P/T) | Kylie Wholagan |
| Corporate Services | |
| Human Resources; Finance; Budgeting; Purchasing; Records; Accommodation; Furniture; Equipment; Vehicles. | |
| Manager | Gary Harrington |
| Budgeting and Finance Officer | Peter McDonagh |
| Accounts Clerk | Rachel Yarran |
| Human Resource Officer | Maxine Joseph |
| Records Officer | Hermie Cray |
| Stores Officer | Doug Ancill |
| Receptionist | Guiseppina Millimaci |
| Officer | Rena Butterly |
| Trainee | Zachary Dolbel |
| Information Systems | |
| Strategic IS Planning; Design; Development; Evaluation; Installation; Maintenance/Support; Licensing; Security/Confidentiality; IS/IT Training; IS Contract Management. | |
| Acting Manager | Herve Felix |
| A/Assistant Manager | Natalie Stillitano |
| Analyst Programmer | Helen Gerhard |
| IT Officer | Luke Challis |
| IT Officer | Simon Yung |

LEGISLATION IMPACTING ON COMMISSION ACTIVITIES

Refer to Statement of Compliance with Relevant Legislation on Page 5

In the performance of its functions, the Commission complies with the following legislation:

- Disability Discrimination Act 1992
- Equal Opportunity Act 1984
- Financial Administration and Audit Act 1985
- Freedom of Information Act 1992
- Government Employees Superannuation Act 1987
- Industrial Relations Act 1979
- Occupational Health Safety and Welfare Act 1984
- Public and Bank Holidays Act 1972
- Public Sector Management Act 1994
- Salaries and Allowances Act 1975
- State Supply Commission Act 1991
- WA Disability Services Act 1993
- Workers Compensation and Assistance Act 1981

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 a Chief Executive Officer for the department of the Public Service known as the Western Australian Electoral Commission.

The following legislation and regulations also impact on the Commission's activities:

- Constitution Act 1889
- Constitution Acts Amendment Act 1899
- Election of Senators Act 1903
- Electoral (Ballot Paper Forms) Regulations 1990
- Electoral (Political Finance) Regulations 1996
- Electoral Regulations 1996
- Fines, Penalties and Infringement Notices Enforcement Act 1994
- Guardianship and Administration Act 1990
- Industrial Arbitration (Union Elections) Regulations 1980
- Juries Act 1957
- Labour Relations Legislation Amendment Act 1997
- Local Government (Elections) Regulations 1996
- Local Government Act 1995
- Referendums Regulations 1984

The *Public Sector Management Act 1994*- Section 31 (1):

1. In the administration of the Western Australian Electoral Commission, I have complied with the Public Sector Standards in Human Resource Management, the Western Australian Public Sector Code of Ethics and our own Code of Conduct.
2. I have put in place procedures designed to ensure such compliance and conducted appropriate internal assessments to satisfy myself that the statement made in 1 is correct.
3. The applications made for breach of standards review and the corresponding outcomes for the reporting period are:

- | | |
|--|-----|
| • Number Lodged | 1 |
| • Number of breaches found including details of multiple breaches per application) | Nil |
| • Number still under review | Nil |

The Electoral Act 1907- Section 175ZE

In accordance with Section 175ZE of the *Electoral Act 1907*, the Commission incurred the following expenditure in advertising, market research, polling, direct mail and media advertising: -

1. Total expenditure for 2000/01 was \$1,907,000

2. Expenditure was incurred in the following areas:

- | | | | |
|-----------------------------------|-----------|-----------------|-----------|
| • Advertising agencies | \$543,000 | JDA | \$543,000 |
| • Market research organisations | \$31,000 | Asset Research | \$31,000 |
| • Polling organisations | Nil | | |
| • Direct mail organisations | \$655,000 | Zipform | \$610,000 |
| | | Lasermail | \$41,000 |
| | | Supermail | \$4,000 |
| • Media advertising organisations | \$678,000 | Media Decisions | \$678,000 |

ELECTORAL COUNCIL OF AUSTRALIA

In 2000/2001 the activities of the Electoral Council of Australia (ECA) included the following:

Continuous Roll Update (CRU)

CRU strategies developed by the ECA, replacing the previous Habitation Review system, are now firmly established and have proven to be effective methods to update and maintain the electoral roll. In the 1999 and 2000 calendar years, 2 million enrolment cards were attributable to CRU, compared to 1.4 million cards from Habitation Reviews in the same period.

In 2000/2001 CRU activities were expanded to consolidate Australia Post and Centrelink, two major national sources of change of address data, for contacting electors who have moved. A further national CRU strategy includes mailing to addresses with no current enrolment. The aim of this is to contact eligible electors who may reside at those addresses but who are not enrolled there.

The ECA also continued the development of strategies to contact the traditionally under-enrolled 18 to 21 year old population sector. The use of State and Territory data sources has proved to be most effective in directing enrolment activities to this group. In particular, individually addressed contact at life events points including leaving school, entering tertiary institutions, or gaining a drivers licence has produced high response rates from this age group.

In 2000/2001 CRU strategies also included follow-up activities to people who had been contacted in previous CRU activities but who did not respond. These activities have encouraged greater response from eligible electors and increased enrolment.

The ECA published the 2000 Continuous Roll Update Report which also appears on the ECA website, www.eca.gov.au.

Publications

The third pamphlet in the ECA's series of publications about electoral systems was completed and published. The series now includes the following titles:

Electoral Systems of Australia's Parliaments and Local Governments

Proportional Representation Voting Systems of Australia's Parliaments

Preferential Voting Systems in Single Member Electorates of Australia's Parliaments

These pamphlets are widely distributed to Schools, Universities, Electoral Education Centres, Libraries and members of the public.

A fourth pamphlet, *Registration of Political Parties* is currently being prepared.

Rural and Urban Address Standard

The ECA continued its participation in the Inter Governmental Street Address Working Group, which has concluded its development of a rural and urban address standard. This draft standard was forwarded to Standards Australia is currently available for public comment.

Research

The ECA is jointly sponsoring a research proposal with The Centre for Public Law at the University of NSW, to the Australian Research Council for a two year electoral law project. This project will explore and report on legal issues in electoral law and administration. The proposed outcomes include a series of working papers on topics of contemporary concern in electoral law, reference publications and a workshop for electoral officials, researchers and legal practitioners.

APPENDIX 4

LOCAL GOVERNMENT ELECTIONS CONDUCTED AS POSTAL ELECTIONS UNDER THE LOCAL GOVERNMENT ACT 1995, MAY 2001

| LOCAL GOVERNMENT | |
|------------------------------|--------------------------------|
| City of Albany | Shire of Kalamunda |
| City of Armadale | City of Kalgoorlie-Boulder |
| Shire of Ashburton | Town of Kwinana |
| Town of Bassendean | Shire of Lake Grace ** |
| City of Belmont | City of Mandurah |
| City of Bunbury | City of Melville |
| Shire of Busselton | Shire of Mount Marshall ** |
| Town of Cambridge | Shire of Mundaring |
| City of Canning | Shire of Murray |
| Shire of Capel | Shire of Nannup |
| Shire of Carnarvon | City of Nedlands |
| Town of Claremont | City of Perth |
| Shire of Collie | Shire of Plantagenet |
| Town of Cottesloe | City of Rockingham |
| Shire of Cue | Shire of Serpentine-Jarrahdale |
| Shire of Denmark | City of Stirling |
| Shire of Donnybrook-Balingup | City of Subiaco |
| Shire of East Pilbara | City of Swan |
| Shire of Exmouth | Town of Victoria Park |
| City of Geraldton | Town of Vincent |
| Shire of Gingin | City of Wanneroo |
| City of Gosnells | Shire of Waroona |
| Shire of Greenough | Shire of Yilgarn |
| City of Joondalup* | |

* Included a referendum

** Uncontested

APPENDIX 5

ROLLS PRODUCED FOR LOCAL GOVERNMENTS CONDUCTING EXTRAORDINARY ELECTIONS

| Election Date | Local Government |
|------------------|-----------------------|
| 13 October 2000 | Shire of Sandstone |
| 25 November 2000 | Shire of Moora |
| 9 December 2000 | Shire of Koorda |
| 16 December 2000 | Shire of Kellerberrin |
| 16 June 2001 | Shire of Kondinin |
| 16 June 2001 | Shire of Dalwallinu |
| 23 June 2001 | Shire of Trayning |
| 23 June 2001 | Shire of Kojonup |

| Year | Extraordinary Elections | | | Total |
|---------|-------------------------|--------|--|-------|
| | In Person | Postal | | |
| 1992/93 | 14 | - | | 14 |
| 1993/94 | 11 | - | | 11 |
| 1994/95 | 18 | - | | 18 |
| 1995/96 | 28 | - | | 28 |
| 1996/97 | 33 | - | | 33 |
| 1997/98 | 60 | 7 | | 67 |
| 1998/99 | 34 | 7 | | 41 |
| 1999/00 | 53 | 16 | | 69 |
| 2000/01 | 8* | 6 | | 14 |

*These figures are significantly lower due to the Local Government elections conducted during this financial year.

ROLLS PRODUCED FOR LOCAL GOVERNMENTS CONDUCTING ORDINARY ELECTIONS

| Year | Local Government Elections | | | Total |
|----------|----------------------------|-----------|--------|-------|
| | No Election | In Person | Postal | |
| 2000/01* | 3 | 92 | 47 | 142 |

* Figure not produced in previous years

PUBLICATIONS (Current Price)

| Publication | Cost |
|---|----------------------|
| Rolls | |
| State Electoral Rolls | |
| Local Government Rolls | |
| State Elector Lists | Price on application |
| Local Government Residents Lists | (Varies according to |
| State Habitation Lists | number of electors) |
| Local Government Habitation Lists | |
| Enrolment Statistics | |
| Microfiche of A –Z listing of State Roll | \$165.00 |
| Maps | |
| Government Gazette 123/1994 - 1994 Division of the State Proposals | \$11.00 |
| Government Gazette 167/1994 - Municipality Boundary Amendments Register | \$11.00 |
| Government Gazette 168/1994 - 1994 Division of the State | \$11.00 |
| Boundary Maps as requested | Price on Application |
| Election Results | |
| Election Statistics 1890 – 1996 | \$22.00 |
| State General Election Results and Reports 1989, 1993 | Price on Application |
| Daylight Saving Referendum 4 April 1992 | |
| State General Election 14 December 1996 – Report | \$16.50 |
| State General Election 14 December 1996 – Results and Statistics | \$55.00 |
| Local Government Postal Elections 1997 Report | \$6.00 |
| Local Government Postal Elections 1999 Report | \$11.00 |
| Other Publications | |
| Citizens Initiated Referendums Report | \$11.00 |
| Compulsory Voting in Australia Report | \$11.00 |
| Streets, Towns and Places Directory | \$11.00 |
| Publications available free of charge | |
| Reports on Informal Voting | By-election Reports |
| Legislative Council Re-count Results | Past Annual Reports |

Further Information

If you require any copies of the 2000/2001 Annual Report, any other publications listed in this report or have any electoral enquiries, please contact the Western Australian Electoral Commission:

AXA Centre , Level 2, 111 St George’s Terrace,
Perth Western Australia 6000
Or GPO Box F316 PERTH WA 6841.

Phone No. (08) 9214 0400 or 13 63 06
Fax No. (08) 9226 0577
Telephone Typewriter (TTY) (08) 9214 0487
Internet address: www.waec.wa.gov.au
E-mail address: waec@waec.wa.gov.au

For bookings or information on Education Programs, please contact the Electoral Education Centre:

Constitutional Centre of WA, Cnr Parliament Place
and Havelock Street, West Perth WA 6005
Or PO Box 1396 West Perth WA 6872

Phone No. (08) 9222 6955
Fax No. (08) 9222 6960
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