



WESTERN AUSTRALIAN Electoral Commission

# ANNUAL REPORT 2002–2003





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Hon J A McGinty BA BJuris (Hons) LLB JP 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 2003.

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'Lyn Auld'.

Lyn Auld  
**ELECTORAL COMMISSIONER**

29 August 2003



## ELECTORAL COMMISSIONER'S OVERVIEW

This past financial year has seen the Western Australian Electoral Commission focus its attention on two significant events: the first being the distribution of electoral boundaries and the second, the biennial local government elections.

After a delay due to litigation regarding the 'One Vote One Value' legislation, the formal process of the distribution commenced on 5 February 2003. Both prior to and after that date, a considerable effort was required on the part of the Commission to support the Electoral Distribution Commissioners in this exercise. Publication of final boundaries will occur on 4 August 2003. The High Court's consideration of the amended legislation is still pending and, of necessity, the Commission has put in place a plan to ensure preparedness should a further distribution be required prior to the next State general election due by early 2005.

Local government elections were also a significant focus of resources, culminating in 56 local governments declaring the Electoral Commissioner to be responsible for their elections. Of these, 55 were postal elections and one was conducted as a voting in person election, covering a total of 1,017,944 electors. This represented an increase from 47 postal elections and 946,463 electors at the 2001 elections. In 2003, overall participation was 34.9% with 317,312 voters, which compares with an overall participation of 22% for those local governments who opted for voting in person elections.

Feedback received from local governments, candidates and voters, indicates appreciation for elections conducted at arm's length and for the ease and convenience that a postal election offers. As the financial year concluded, reporting and analysis of the local government elections was being finalised.

The Commission's focus is now moving on to preparation for the two significant electoral events due to occur in 2005: the next State general election due by early 2005 and the local government elections on 7 May 2005. Each in their own right is a major event, and to conduct both events a matter of weeks apart will be a considerable challenge that will require careful planning and preparation through the coming year.

As part of this preparation, an organisational review has commenced to identify the structure that should be adopted to best achieve the Commission's business objectives. It is anticipated that this will be concluded in the first half of the new year.

I would like to acknowledge the contributions of all of the Commission's staff—permanent, temporary and casual—who have in their own way contributed to the success of this year's elections and will, I am sure, continue to contribute to the next year's challenges.

A handwritten signature in black ink, appearing to read 'Lyn Auld'.

Lyn Auld

**ELECTORAL COMMISSIONER**



## THE WESTERN AUSTRALIAN ELECTORAL COMMISSION AT A GLANCE

	1999–2000	2000–2001	2001–2002	2002–2003
Number of enrolled electors (30 June)	1,169,669	1,206,736	1,206,725	1,209,933
State elections	–	1	–	–
State by-elections	1*	1	1	–
Local government elections	2	47	–	56
Local government extraordinary elections	16	6	13	4
Union and miscellaneous elections	28	36	40	32
Staff numbers (FTEs)	36	36	36	42
Total expenditure	\$5,167,000	\$14,053,000	\$5,352,000	\$8,286,000

\* South Metropolitan Region re-count

### SIGNIFICANT EVENTS FOR 2002–2003

### CORPORATE

Lyn Auld was appointed as Western Australia's third Electoral Commissioner on 28 July 2002.

### DIVISION OF THE STATE

The 2003 distribution of electoral regions and districts commenced on 5 February 2003.

### LOCAL GOVERNMENT ELECTIONS

The Commission conducted 55 postal elections and one voting in person election for the May 2003 local government elections.



## VISION, MISSION AND VALUES

### VISION

*The Western Australian Electoral Commission's vision is to be recognised for excellence and as a leader in electoral administration.*

### MISSION

*Our mission is to conduct elections, maintain the electoral roll and raise public awareness of electoral matters.*

### VALUES

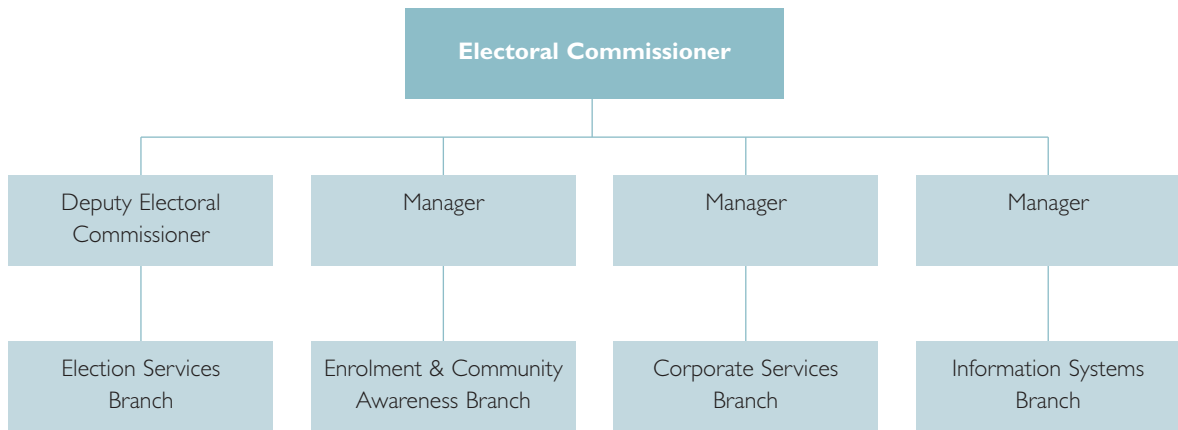
*We are committed to:*

- *providing quality electoral services to all Western Australians*
- *delivering accurate, efficient, effective and accountable management of electoral services*
- *promoting management practices and customer services governed by the principles of social justice: equity, access, equality and participation*
- *maintaining a working environment which is safe and healthy and which promotes innovation, professionalism and excellence*
- *reviewing and evaluating our effectiveness using appropriate performance data.*

vision  
mission  
value



## ORGANISATIONAL STRUCTURE



The Electoral Commissioner and the Deputy Electoral Commissioner both 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 Commission are employed under the *Public Sector Management Act 1994*.

The functions of the Electoral Commissioner under the Electoral Act 1907 are to:

- be the Chief Executive Officer of the Commission
- be responsible for the proper maintenance of electoral rolls and the proper conduct of elections under the Act
- consider and report to the Minister on electoral matters referred to 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 elections or polls that are provided for under any other written law, if authorised to do so under that written law or regulations
- make arrangements with any person for the conduct by the Electoral Commissioner of elections or polls not provided for under written law on such terms and conditions as are agreed between the Electoral Commissioner and that person
- conduct and promote research into electoral matters and other matters that relate to the functions of the Electoral Commissioner
- publish material on matters that relate to the functions of the Electoral Commissioner
- perform such other functions as are conferred on the Electoral Commissioner by or under the Act or any other written law.





## STATEMENT OF COMPLIANCE

### ENABLING LEGISLATION

The Western Australian Electoral Commission was established by the proclamation of the *Acts Amendment (Electoral Reform) Act 1987* on 30 October 1987.

### 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*
- *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 I.

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

Lyn Auld

**ELECTORAL COMMISSIONER  
AND ACCOUNTABLE OFFICER**

29 August 2003

Gary Harrington

**PRINCIPAL ACCOUNTING OFFICER**

29 August 2003

## OUTCOME AND OUTPUTS INFORMATION

The Commission operates under one outcome, which comprises four outputs.

### OUTCOME

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

### OUTPUTS

#### Management of Parliamentary Elections

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

#### Management of Non-Parliamentary Elections

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

#### Community Electoral Education

Provide comprehensive and effective elector education services to the community.

#### Management of Electoral Roll

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

### CORPORATE MANAGEMENT

Corporate management supports the Commission's desired outcome and four outputs, through a broad range of internal management support services in a number of functional areas—including information systems, human resources, finance and administration.



## MANAGEMENT OF PARLIAMENTARY ELECTIONS

### PARLIAMENTARY ELECTIONS

No elections or re-counts were required during the year. Resources have been directed towards the development of a new election management system; and forward planning for the next State general election—which may be held between 26 June 2004 and 7 May 2005—has commenced.

The new election management system will be available to returning officers for electoral operations. This will improve communications between the returning officers and Commission staff and will lead to efficiencies in operational procedures.

A procurement system will be developed that will enable each polling place to be resourced appropriately for anticipated elector numbers. The present system is labour-intensive, and it is anticipated that the new system will reduce the time and effort taken to resource polling places and will streamline the purchasing of materials.

A results system will be developed to enable returning officers to transmit results directly to the tally room on election night. These results will then be posted on the Commission's web site within minutes.

### ELECTORAL RESEARCH

Electoral law is an area that has been under-researched in recent times. This has been acknowledged by academics and the Electoral Council of Australia—which consists of the chief executive officers of the electoral office or commission of each state and territory and the Australian Electoral Commission.

One response to this was the *Electoral Law Conference* which was held in Sydney from 5 to 6 December 2002. The conference was co-hosted by the University of New South Wales and Griffith University and sponsored by the Electoral Council of Australia. The Commission's Senior Policy Officer presented a paper entitled *One Vote, One Value: The WA Experience* as a participant in the session on *Legislating for Democratic Equality*. The conference papers will be published in a book entitled *Realising Democracy: Electoral Law in Australia*, to be published by Federation Press later in 2003.

### POLITICAL FINANCE

Annual political finance returns were submitted by 17 political parties and four associated entities in conformity with the political finance requirements of the *Electoral Act 1907*. A coordinated audit approach was again arranged with the Australian Electoral Commission (AEC), as political parties and associated entities required to lodge federal returns may lodge those same returns to comply with the requirements of the *Electoral Act 1907*. In addition, a separate audit was undertaken by an independent auditing firm of a selection of returns not audited by the AEC.

Data from these annual returns was included in the 2001–2002 *Political Finance Annual Report*, which was tabled in the Parliament in June 2003. This report also included information on the election returns submitted for the Nedlands and Merredin by-elections, held in June and November 2001 respectively.

No new political parties were registered with the Commission in the 2002–2003 financial year. The Electoral Commissioner is likely to conduct a registration review of the eight registered political parties later in 2003.

At year end, a decision was still pending as to the recognition of office bearers of Pauline Hanson's One Nation. Two groups within the party had approached the Electoral Commissioner claiming to represent the organisation. A decision on this matter is likely to be made following resolution of litigation between the groups.

### PARLIAMENTARY ELECTIONS – OTHER ELECTORAL AUTHORITIES

The Commission, under reciprocal arrangements, issues postal votes and advice on behalf of other electoral authorities to electors who are temporarily in Western Australia at the time of their elections.



The following table shows the services provided in 2002–2003:

<b>Date</b>	<b>Election</b>	<b>Votes Issued</b>
27 July 2002	General election – New Zealand	84
30 November 2002	State general election – Victoria	441
22 March 2003	State general election – New South Wales	354
3 May 2003	Legislative Council elections – Tasmania	Enquiries only
31 May 2003	By-election – Londonderry, New South Wales	Nil

## 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	0
	Number of electors on State roll	1,209,933
Quality	Satisfaction rate of voters	n/a
Timeliness	Percentage of elections completed within specified time frame	n/a
Cost	Fixed cost/elector of conducting election system reviews and maintenance	\$0.78
	Cost/elector of conducting general election	n/a
Effectiveness	The extent to which electors have participated in the electoral process expressed as a percentage of eligible electors that have voted	n/a





## MANAGEMENT OF NON-PARLIAMENTARY ELECTIONS

### LOCAL GOVERNMENT ELECTIONS

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

The conduct of local government elections by the independent Electoral Commissioner has several benefits:

- The conduct of elections is the core business of the Commission and best practice standards are maintained for all aspects of election conduct.
- Local government staff can attend to their daily business, rather than being involved in the election.
- Candidates and electors can be assured that the elections are conducted impartially.
- Complaints are handled by the returning officer, rather than the Chief Executive Officer.

The trend towards postal voting continues. In the 2001 local government elections, postal voters accounted for 89.4% of the total number of electors who voted. In 2003, postal voters comprised 92.0% of all voters.

A major effort of planning, coordination and cooperation by the permanent and casual staff of the Commission and a number of service providers is required to conduct these elections to appropriate professional standards.

### 2003 Local Government Elections

Preparations for the local government elections conducted on 3 May 2003 were in train in July 2002 and continued through to early in the new year when the focus turned to the operational management of these elections.

While 56 of Western Australia's 142 local governments declared the Electoral Commissioner to be responsible for the conduct of their elections, the number of electors represented by these 56 districts was 1,017,944, which was 84% of all electors eligible to vote at these elections. The Commission therefore provides electoral services for the majority of local government electors in Western Australia. Those local governments that choose to conduct their own elections are principally in rural electorates with low elector numbers.

A total of 907,924 electors were sent a postal package in the 2003 local government elections. Each package comprised a minimum of five items, and the effort needed

to ensure that each elector received the correct items for each election was considerable. The potential for error was high, but the procedures used, together with effective quality control at the loading stage, ensured that very few electors received incorrect papers.

Administration was enhanced and streamlined by the new election management system using the Microsoft .NET technology, which works in the Internet environment. This allowed returning officers and local government staff around the State to use the system to issue provisional and replacement voting papers. Users could update the database with the names of electors who had returned packages, rather than having to check with the Commission to confirm that the elector had not previously voted. It was also possible to enter results into the central system via the Internet. This meant that all data from the local government elections was stored in one database.

The system worked successfully and has opened up development possibilities for State general elections and other election types, reducing many of the problems associated with conducting elections from dispersed workplaces around the State.

A full election report is expected to be published later in 2003.

### Partnership with Suppliers

#### *Australia Post*

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

Australia Post management and other staff were particularly helpful and willing to provide any assistance necessary to ensure the success of this election.

#### *Printing Services*

Each elector received a personalised envelope containing a ballot paper for his or her ward election, profiles of the candidates, voting instructions and an envelope for the return of the voting papers to the returning officer.



The printing contract was awarded to Zipform, and a detailed printing schedule was developed to cater for the production of over five million items. These were customised for each ward and district election. The logistics of ensuring that the correct package was sent to each elector in 155 different wards were considerable, particularly as the time for doing so was limited by the Easter and Anzac Day public holidays.

#### Recruitment and Training of Returning Officers

While the Commission has a pool of returning officers, they are not always available for every election, and a recruitment exercise was necessary to obtain a full complement of staff. As local government elections are held at two-yearly intervals, it is necessary to conduct a training program on each occasion. It is recognised that well-prepared returning officers are the key to a smooth-running electoral process.

Three Commission staff members undertook the *Certificate IV in Assessment and Workplace Training* in 2002, a qualification recognised under the Australian Qualifications Framework, in preparation for an increased focus on the training of returning officers. A training program was developed by this team for the elections. Most returning officers were able to attend the sessions in person, while those from remote areas of Western Australia were provided with some training via Internet webcam facilities or through videoconferencing.

Returning officers responded positively to the increased level of training provided and the professionalism displayed by the newly qualified team. Feedback indicated that 81% had a high confidence level in the knowledge of the topics presented in training.

#### Complaints

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

Approximately 100 complaints were received during the May 2003 ordinary elections. The majority were in connection with:

- section 4.87 – Printing and publication of election material
- section 4.88 – Misleading, false and defamatory statements
- election procedure

All of the complaints were reviewed to determine if a breach of the Act had occurred and whether further action was warranted.

**Table 2: Details of Complaints Received During Local Government Elections**

Category	Complaints Received	Complaints Resolved	Complaints Not Pursued – Lack of Evidence	Complaints Referred to Department of Local Government & Regional Development	Complaints Under Court Prosecution
Printing and publication of election material (Offence against section 4.87 of the <i>Local Government Act 1995</i> )	22	21	1	0	0
Misleading, false and defamatory statements (Offence against section 4.88 of the <i>Local Government Act 1995</i> )	47	47	0	0	0
Complaints relating to election procedure	9	9	0	0	0
Miscellaneous	30	24	4	2	0

Note: A total of 100 letters of complaint were received. A number contained multiple complaints relating to both section 4.87 and section 4.88. Each category of complaint has been tabled above.





In one local government, multiple complaints related to one incident.

In relation to the miscellaneous complaints not yet resolved, two relate to allegations of stolen election packages, one to the conduct of a voting in person election and one concerned undue influence to discourage a candidate from standing.

#### Quality Assurance

In July 2002, Benchmark Certification issued a *Certificate of Approval* which confirmed that the Election Services Branch of the Western Australian Electoral Commission had implemented a management system complying with the requirements of the International Standards Organisation's ISO 9001:2000. This standard will apply to the provision of electoral services, including postal elections for local governments and non-government organisations, for the State of Western Australia.

This certification is subject to rigorous audit and review, with the first audit taking place in June 2003 and the final audit concluding in July 2005.

The purpose of this quality assurance certification is to assist in the formal development of improvement systems to ensure that the delivery of election services is based on best practice, and to assure electors that elections are conducted by an agency that is interested in providing the highest level of service.

#### Extraordinary Elections

Three extraordinary elections—one for the City of Gosnells and one each for the shires of Serpentine-Jarrahdale and Denmark—were conducted this year. In addition, an election for a full council was held under section 4.14 of the *Local Government Act 1995* for the City of South Perth after a period of administration by Commissioners.

#### Future Directions

The future points to postal voting as the method of choice for the majority of metropolitan local governments and many country local governments in 2005.

The legislation will be reviewed and proposals for amendment put forward to the Department of Local Government and Regional Development.

The election management system will be further developed to give added functionality and improved reporting. Returning officers will be trained to use the election management system for election processes, which will increase the efficient local management of elections in terms of real-time communications with Commission staff. It will also assist returning officers with the recording of information, and with processes such as staff management, the checking of postal votes on-site and the publication of election results.

Costing systems will be reviewed to ensure that the actual cost of conducting the elections continues to be reflected in the final invoices.

#### OTHER NON-PARLIAMENTARY ELECTIONS

The Electoral Commissioner receives frequent requests to provide electoral advice, and to conduct elections for a range of various organisations.

Requests were received to conduct 16 union elections and 17 other non-parliamentary elections. All of the union elections were conducted by the postal method, as were 11 of the other elections. The remaining six elections, mostly university guild elections, were conducted as voting in person elections. The Commission has ensured all elections are conducted in a timely manner with complete impartiality, independence and efficiency.

The administration of these elections has been streamlined using database technology and project planning techniques.

Details of these elections can be found at Appendix 2.

A booklet of standard rules has been developed for use by organisations that request information on election rules. The rules include best practice methods currently in use by the Commission and can be used as a guide for developing the specific requirements of election rules for individual organisations.



## OUTPUT MEASURES

### Outcome

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

### 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	60
	Number of eligible electors in contested local government postal elections	1,061,681
	Number of union elections conducted	16
	Number of other elections conducted	17
Quality	Average satisfaction rate of customer organisations:	
	Local governments	–
	Union organisations	–
	Miscellaneous organisations	–
Low numbers of survey responses mean that results can not be validly reported this year.		
Timeliness	Percentage of elections completed within specified time frame	100.00%
Cost	Average cost/elector of conducting:	
	Local government elections	\$1.48
	Fixed cost/elector of maintaining the system	\$1.44
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	34.90%
	Union elections	27.55%
	Miscellaneous elections	39.00%



## COMMUNITY ELECTORAL EDUCATION

The Electoral Commissioner has a legislative responsibility to undertake community awareness and electoral education activities to enhance the community's understanding of democratic rights and responsibilities and to help electors become active participants in the electoral process.

This is achieved through:

- direct personal contact with the community
- targeted education programs and presentations
- election advertising and public relations campaigns
- availability of information via the Internet and point of contact
- availability of electoral publications, brochures and reports.

### ACHIEVEMENTS

#### The Internet

The Commission's web site contains a comprehensive coverage of State, local government, union and other election result statistics; district profile information; elector enrolment data and forms; and publications for candidates, political parties and electors. It is regularly updated, providing the latest election information and online facilities.

For the 2003 local government elections the web site was an important source of information for electors, local governments, councillors and candidates. It was regularly updated for all phases of the postal elections—from close of enrolment to election results—to ensure that information, forms and publications were available. Relevant information which was specifically uploaded included:

- overview of the 2003 elections
- postal voting
- in person voting
- how to vote
- how to become a candidate
- local government information, counting of votes and a history of results.

Of great interest and use to the public was the specific local government and ward information regarding relevant dates, contract details, candidate information and election results. The web site also included statistics such as the number of packages received daily throughout the two weeks prior to election day.

Publications available included forms for candidate nomination, application forms for postal votes and replacement packages, as well as guides for candidates and scrutineers.

A comparison of the web site for May 2002 (a non-election year) and May 2003 (a local government election year) indicates that it is a useful tool being increasingly used by the community for information about elections.

**Table 3: Commission Web Site Activity**

Year	2002	2003
Number of hits	220,738	793,579

#### Electoral Education Centre

The Electoral Education Centre (EEC) caters for both primary and secondary school students as well as tertiary and community groups. It offers a number of services including:

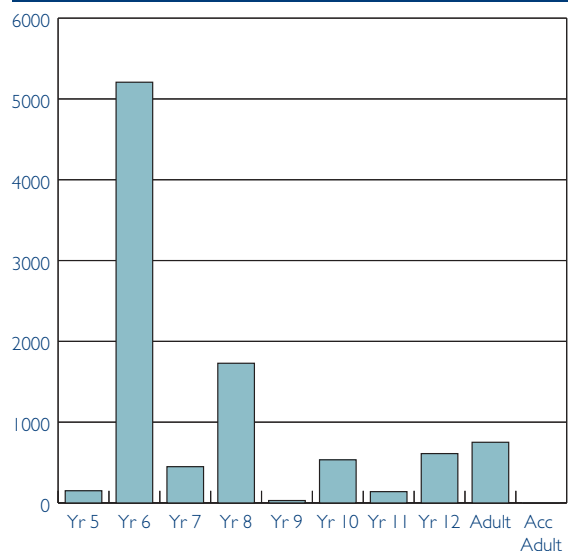
- presentations at the Centre
- school visits
- school elections
- an outreach program for regional schools
- a youth enrolment program.

The Commission also provides federal electoral education at the Centre by agreement with the AEC.

The EEC's achievements include:

- Presentations to 9,602 school students and adults, with the breakdown by category as shown below.

**Table 4: Student Breakdown for Electoral Education Centre Visits**







- The coordination of 31 school elections involving 7,091 students.
- The development and trial of a new Outreach program for rural and remote students in collaboration with the Parliamentary Education Office and the Constitutional Centre of Western Australia. The program, due to start in third term 2003, had 3,600 students already booked to attend by July 2003.
- The formalising of an agreement between the Commission and the AEC for the provision of federal electoral education services in the form of a Memorandum of Understanding. This brings certainty to expectations of the provision of services provided by the Commission on behalf of the AEC and of the level of funding to the Commission for this service.
- The continuance of involvement with TAFE and Adult Migrant Education groups associated with citizenship studies. This year the EEC worked with 448 students in this category.
- The enrolment of 5,833 seventeen-year-olds as provisional electors. This was achieved through working with secondary schools (which receive a financial incentive for every student enrolled).
- The development of a new Year 12 enrolment trial program, based on the Victorian seventeen year-old-enrolment program, for the year 2003–2004. This will be compared to results for the youth enrolment program for 2002–2003.

### Community Awareness

As part of the local government elections for 2003, the Community Awareness Section was responsible for coordinating the non-statutory and statutory advertising for the 55 participating local governments.

The statutory advertisements covered the:

- close of enrolment
- call for nominations
- election notice.

These advertisements were specifically tailored as separate or shared advertisements as requested by the local governments, then designed, formatted and placed with the appropriate community newspaper. In total, 106 advertisements were placed in 36 community newspapers over the period from March to May 2003.

Non-statutory advertising included:

- 'Call for Enrolments'
- 'Your ballot box #1' – advertisements placed in both State and community newspapers informing postal voters to expect their postal packages and how to vote
- 'Your ballot box #2' – advertisements placed in both State and community newspapers informing postal voters that they should have received their postal packages and what to do with them—or what to do if they had not received them.

All advertisements in this campaign promoted where electors could obtain information, particularly via the help-line and the web site.

In total, 141 advertisements were placed in 49 State and community newspapers over the period from March to May 2003.

The Commission also worked in collaboration with the Department of Local Government and Regional Development and the Western Australian Local Government Association to ensure a consistent message was promoted, and shared some common advertising in *The West Australian* encouraging enrolment. These advertisements carried a common badging logo to help reduce elector confusion.

### Future Activities

In an effort to ensure that the Commission further develops the community's awareness of and participation in elections—as well as the longer-term goal of improving the community's understanding of their democratic rights and responsibilities—a number of initiatives are to begin in 2003–2004 including:

- an evaluation of the Commission's community awareness activities and functions, with a particular focus on the Electoral Education Centre and the web site
- the development of a strategic plan for community awareness including future directions for the EEC and the redevelopment of the web site
- a trial of a new enrolment program for 17-year-olds
- the development and testing of new enrolment activities.

Many of these initiatives will be developed with a view to the next State and local government elections, which are due to occur in early 2005.



## 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	19,919
Quality	Percentage of customers describing service as good or excellent	95.83%
Timeliness	Percentage of customers able to be accommodated within a nominated school term	100.00%
Cost	Average cost/customer of providing this service	\$25.60
Effectiveness	The program provided customers with an understanding of the electoral process and encouraged participation as measured by customer satisfaction surveys. Percentage of customers rating the program as very or extremely effective	99.83%



## MANAGEMENT OF THE ELECTORAL ROLL

An accurate electoral roll is essential in maintaining a healthy democratic system by ensuring that those who have a right to vote are correctly enrolled at any point in time. The *Electoral Act 1907* requires that electoral rolls be maintained for electoral regions and districts.

This is a difficult task as electors often change their circumstances and take time to notify the Commission—while some citizens never enrol to vote. There is a continual need for updating the roll and attracting people on to the roll, so that it is as accurate as possible for any elections which may occur. The Enrolment Section, using the Electoral Roll Maintenance System (ERMS), achieves this through two main activities:

- maintaining *elector* information such as surname, given names, gender, birth date, birth place and occupation
- maintaining *habitation* (location) information such as address information and matching this to State electoral regions and districts, local government districts and wards, census collector districts (CCDs) and jury districts.

### JOINT ENROLMENT AGREEMENT

The Commission has a joint enrolment agreement with the AEC whereby the Commission receives a weekly data file on new enrolments and changes to enrolment for existing electors. This is the principal source of amendments to the State roll. The summary of the 2002–2003 enrolments and updates is shown below.

Examination of changes in State enrolment from 1996 to 2003 indicates a cyclical trend where enrolment activity increases in line with significant electoral events such as federal and State elections, referendums or events such as the Federal Constitutional Convention ballot.

Details of enrolment activity can be found at Appendix 3.

At year end the Commission was in discussion with the AEC with a view to developing a new joint enrolment agreement. Currently, the Commission pays the AEC for data updates to the Western Australian roll through information collected by either party through enrolment forms.

Discussions between the Commission and AEC are in progress with a view to resolving a number of issues including:

- recognising the contribution made by the Commission in maintaining the joint roll
- investigating appropriate indicators to judge performance of both the Commission and the AEC
- developing a system of evaluation and review to ensure continuous improvement.

### COMMISSION ENROLMENT ACTIVITIES

In addition to enrolments obtained through the joint enrolment agreement, the Commission also undertakes a number of enrolment activities in its own right.

**Table 5: Enrolment Statistics 1995–2003**

Year	Additions	Deletions	Total Enrolments	Event
1995–1996	348,984	310,695	1,104,774	Federal election 02/03/96
1996–1997	284,509	269,311	1,119,977	
1997–1998	363,946	354,505	1,129,418	Federal Constitutional Convention ballot 11/97
				Enrolment Roll Review 02/98–06/98
1998–1999	232,034	204,037	1,157,415	Federal election 03/10/98
1999–2000	319,338	307,081	1,169,672	Federal referendum 06/11/99
2000–2001	370,217	333,150	1,206,736	State election 10/02/01
2001–2002	327,158	327,169	1,206,725	Federal election 10/11/01
2002–2003	312,670	309,462	1,209,933	Local government elections



### LifeEvents

The Commission continues its participation in the LifeEvents component of the Online WA web site. This site enables the registration of a 'life event' once only, with this advice automatically being directed to a number of government agencies.

During the 2001–2002 year, only 154 transactions were received. In 2002–2003, the statistics included:

Total number of transactions	7,305
Number of letters sent	6,705
Total number of enrolment cards returned	3,254
Response rate	48.5%

The response rate from transaction to enrolments is of concern, and investigations have been undertaken to determine other methods which will increase this rate.

The original procedure for LifeEvents was to mail an enrolment form to those who submitted change of details over the Internet. In 2003, LifeEvents was enhanced by adding an automatic download facility for the enrolment form. Access to the form not only speeds up the process for the elector, but also reduces staff time and resources required in the subsequent mail-out.

### Online Check of Enrolment

The Commission's web site has the facility for people to check their enrolment details. This requires the elector to provide their full name, address and date of birth as a safeguard for security purposes. Details provided include the elector's State electoral district and region and local government district and ward.

If details need changing, the elector can download an enrolment form, make the relevant changes and return the form to the Commission. The total number of hits on the enrolment form was 4,050 for the year, with an average of 416 per month. However, in March, prior to close of enrolment for the local government elections, the rate doubled to 929 downloads for the month.

The enrolment check will be further enhanced by adding the federal division information for each elector.

### Year 12 Enrolment Program

All schools were invited to participate in the Year 12 enrolment program in 2002. The schools were sent enrolment cards and paid \$2 for every card completed and returned. A total of 140 high schools chose to

participate, adding 5,833 seventeen-year-olds to the roll as provisional electors.

In 2003, work commenced on an alternative Year 12 enrolment program. The Commission has liaised with the Curriculum Council of Western Australia to have access to their Year 12 database to use in a mail-out towards the end of the year to encourage 17-year-olds to enrol. This initiative is a trial and will be compared to the Year 12 program from 2002–2003 to assess which program is more efficient and cost effective.

### Postal Address Check

When the Commission was conducting the local government postal elections in May 2003 a trial was undertaken in the Fremantle area to test the currency and accuracy of post office box addresses. The return rate was 7%, which assisted in increasing roll accuracy. While a reasonably low percentage, this would translate to 70,000 changes across the whole roll, which suggests that this procedure should be instituted before each local government election for all participating jurisdictions.

### ENSURING ROLL ACCURACY

The roll is updated both electronically and manually to ensure ongoing accuracy, including:

- continuous electronic audit of CCDs within local governments and State electoral districts (SEDs), and local governments within districts, at point of entry to the electoral roll management system (ERMS)
- manual address audit, local government and SED boundary checks utilising Geonoma, DOLI Land Online, the Electoral District Geographic Redistribution system, and CCD allocation
- quarterly roll reconciliation between the State and federal electoral rolls. This includes a comparison audit of all elector records, elector addresses, and special category electors including general early voters, British subjects and silent electors
- bi-yearly complete audit of general early voters and silent electors
- fortnightly audit reports including reporting on duplicate electors, and adds/changes/deletes to general early voters and British subjects
- fortnightly audit of all habitations to highlight any that have not been allocated a local government ward code, CCD number, AEC division code or jury district code
- quarterly audit of all postal addresses on the State electoral roll
- annual audit of allocated jury district codes
- removal of electors who have died (information



sourced from a monthly report provided by the Registry of Births, Deaths and Marriages)

- removal of prisoners with a sentence of 12 months or more (information sourced from a monthly report provided by the Ministry of Justice).

### Local Government Elections

The Enrolment Branch was also responsible for the processing of elector information, in the form of late mail and changes of elector information on elector certificates, which came out of the May 2003 local government elections. The scanning and collating of unclaimed mail was also completed by the branch.

**Table 7: Post-Election Roll Update Activity**

Activity	Number
Unclaimed mail	22,000
Late mail	5,159
Elector certificates processed	18,528
Elector certificates needing action	11,117

Unclaimed and late mail was scanned and the information passed on to the AEC in electronic format. Elector certificates were checked against the federal roll, and sent either to the AEC divisions for processing, or directly to the local government if no action was required.

The AEC takes the information from unclaimed and late mail, as well as elector certificates, as part of the CRU activities ensuring elector details are updated on the roll.

### OTHER ENROLMENT CATEGORIES

Details of activity and statistics in regard to silent electors and general early voters can be found at Appendix 3.

### PRODUCTION OF ELECTORAL ROLLS

#### Privacy Policy

The Commission has developed and implemented a 'Guideline to Roll Access' in response to the privacy implications inherent in the selling and distribution of the electoral roll, mandated by the *Electoral Act 1907*. To this end, the policy has identified those who should have access, the procedures to follow to be granted access to the roll, and the pricing guidelines.

#### Jury Lists

Under the *Juries Act 1957*, the Electoral Commissioner is obliged to provide the Sheriff with lists of prospective jurors for each of the State's 13 jury districts. Names are randomly selected from the electoral roll. In 2002–2003,

lists were prepared in April with updates of details on a monthly basis.

### Products for Members of Parliament and Registered Political Parties

Under section 25A of the *Electoral Act 1907*, the Electoral Commissioner must provide each Member of Parliament with the electoral roll. This is done through updates to service providers Magenta Linus or Consultech who receive either monthly updates or roll dumps to service politicians. The Commission also responds to one-off requests from Members of Parliament for electoral information.

### Products for Other Organisations

The Commission also supplies enrolment information on a regular basis to a number of agencies for purposes approved of by the Electoral Commissioner. Some of these are:

- Department for Community Development
- Attorney General's Department
- Bureau of Criminal Intelligence
- Sir Charles Gairdner Hospital
- Defence Department
- Royal Perth Hospital
- Fremantle Hospital
- Ministry of Justice
- Protective Services
- Federal Court of Australia
- Registry of Births, Deaths and Marriages
- Department of Health
- Anti-Corruption Commission

All requests for enrolment information are assessed in terms of the Commission's Privacy Policy and actioned promptly.

### New Owner and Occupier Format for Rolls

To assist with developing a combined roll for internal use for mailing out election packages for the local government elections, local governments were requested to provide new formats for their owner and occupier rolls. Commission staff assisted with this request.

### Production of Rolls on CD

In keeping with developments in technology, the Commission has moved to producing rolls on CD as an alternative to microfiche and hard copy. For the 2003 local government elections, all rolls were supplied on CD to chief executive officers, councillors and candidates unless otherwise requested.



### Local Government Redistributions

Prior to the May 2003 elections, there were 42 gazetted changes to local government boundaries for districts and wards which needed to be included on rolls produced for these elections. These changes included:

- 12 local governments abolished wards
- 13 local governments had a full redistribution of wards
- 1 local government amalgamated wards
- 12 local governments changed ward boundaries
- 4 local governments changed district boundaries.

The timing and complexity of some of the changes caused pressure on the process of implementing boundary changes in a quality assured way. Discussions have commenced with the Department of Local Government and Regional Development to identify solutions to this problem.

**Table 8: Roll Production**

Roll Request Event	Number
Ordinary elections May 2003	1,280
Extraordinary elections	14
State requests	104
Public and internal State rolls	160
Special requests	97
Total	1,655

A total of 87% of all rolls produced in 2002–2003 were produced on CD.

### FUTURE DIRECTIONS

#### Implementation of Electoral Distribution

Changes to State electoral boundaries following the 2003 distribution mean that many electors will vote in new electorates at the next State election. The Enrolment Section will implement changes of records for all those

affected electors, and send notification of the electorates in which they will vote at the next election.

#### Continuous Roll Update

To ensure that the Western Australian roll is up to date, activities will continue to be investigated to find the most cost effective and efficient methods for continuous roll update. These will include:

- implementing new methods to assist Western Australians to enrol or update their enrolment
- finding the best methods for attracting 18 – 25-year-olds on to the roll
- developing ways to ensure change in elector information is captured
- developing an understanding of how to deal with rural and remote addressing systems for roll purposes.

These initiatives will be explored with the AEC in the context of the joint enrolment agreement, with a view to enhancing procedures for continuous improvement in roll management.

Details of CRU activities implemented by the Electoral Council of Australia can be found at Appendix 4.

### 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	622,132
	Number of roll extracts produced for external customers	8,243
Quality	The unexplained variation between the federal and State rolls, expressed as a percentage of the roll	.005%
Timeliness	The average time taken to process enrolment transaction data	59/hr
Cost	Cost/roll transaction of providing this service	\$3.32
	Average cost/roll preparation and production	\$167.00
	Cost/elector of maintaining the roll	\$2.84
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 federal and State rolls.	.005%



## 2003 DIVISION OF THE STATE

While there is no legislative obligation for the Electoral Distribution Commissioners to prepare an annual report, a short report is included here for transparency purposes, and because of the support provided by the Western Australian Electoral Commission to the division.

The *Electoral Distribution Act 1947* requires that Western Australia's electoral boundaries be reviewed at regular intervals to ensure that the size of electorates remains within the established quotients.

Three Electoral Distribution Commissioners are appointed under the Act to divide the State into electoral regions and districts. The Commissioners for the 2003 division of the State were:

- The Hon David K Malcolm, AC, CIT. WA, Chief Justice of Western Australia (Chairman)
- Ms Lyn Auld, Electoral Commissioner
- Mr Colin Nagle, Government Statistician and Australian Bureau of Statistics Regional Director, Western Australia.

A division of the State was due to commence on 11 February 2002 but was delayed pending resolution of the litigation regarding the 'One Vote, One Value' legislation. The Commissioners determined that the 2003 division of the State should commence on 5 February 2003, when a notice appeared in the *Government Gazette* and *The West Australian* inviting written suggestions and written comments on those suggestions. This then brought into operation the provisions of section 3(2) of the Act which determined the timing of the various phases through to the end date of 4 August 2003.

The Commission provided administrative support to the Electoral Distribution Commissioners. Three staff members were seconded to support the Electoral Distribution Commissioners in their work on the division of the State—which was conducted from temporary premises located in the same building as the Commission.

The basis for the division of the State is set out in the *Electoral Distribution Act 1947* and the *Constitution Acts Amendment Act 1899*.

The Electoral Distribution Commissioners had the benefit of a geographical information system to assist their decision-making. This system integrated the Commission's enrolment records with census and other data from the Australian Bureau of Statistics, and data from the Department of Planning and Infrastructure, the

Department of Land Information and other State agencies. All of the information used was the best available at the time.

In addition to media releases and advertisements, the Internet was utilised as a means by which information was made available to the public and those interested in making submissions. A web site was established for the division of the State at [www.boundarieswa.com](http://www.boundarieswa.com). This web site can also be accessed via [www.waec.wa.gov.au](http://www.waec.wa.gov.au). Information was posted to the web site as the process unfolded.

By the closing date for the written suggestions on 7 March 2003, the Commissioners had received 20 suggestions from a variety of individuals, organisations and political parties. A further 29 written comments were received regarding these suggestions.

Following the publication of the Commissioners' proposals, 171 objections were received. In addition, two petitions were received: one with 664 signatures concerned Bridgetown and the other with 37 signatures concerned East Victoria Park.

The Commissioners carefully considered the objections received and their wider impact, for example, on adjoining areas. Those who could be affected by the adoption of the objections were identified and comments were sought so that the Commissioners were informed about wider consequences. Discussions were held with a number of objectors and others. The use of video conferences for some of this was much appreciated by those invited to participate, as it was an effective means of consultation with a wider audience in the limited time available.

The Electoral Distribution Commissioners have noted in their publication of the division of the State in the *Government Gazette*, due on 4 August 2003, that it would be timely to review the legislation. There has been significant population movement in Western Australia in the 16 years since the legislation was last reviewed. A number of issues arise from this shift in population, which would benefit from review. In addition, some administrative issues could also benefit from attention. In particular, the following areas were identified for review.

Section 9 of the *Electoral Distribution Act 1947* describes one of the Legislative Council regions in terms of land use, while the land use of another is implied from its name. The shifts of population away from the Mining and Pastoral Region and the Agricultural Region will continue



to present a significant challenge to the setting of boundaries that comply with land use descriptions. The appropriateness of the land use descriptions for the regions should be given consideration.

The fact that the country population is increasing strongly in the essentially urban areas on the south west coast from Mandurah to Busselton, and is in significant decline in both the Mining and Pastoral Region and the Agricultural Region, means that country urban representation will grow at the expense of genuinely rural and remote representation. If some form of vote weighting is to continue, as the current legislation contemplates, consideration needs to be given to the basis on which country representation should be allocated as between urban and remote/rural areas.

Much has changed in Perth since 1987, particularly in relation to the coastal development from Perth to Mandurah and beyond, which is now almost continuous. This will lead to increasing pressure in terms of articulating why an urban area such as Mandurah receives additional representation by comparison with its neighbour at Rockingham. Consideration should be given to the manner in which the metropolitan area boundary is defined and, in particular, as to whether this is still an appropriate definition given the development in the adjacent areas.

The *Electoral Distribution Act 1947* requires the quotients to be calculated one year and one day after a State general election, and a division of the State to then commence. It would be preferable to calculate the quotients and commence a division of the State two years and a day after a State general election, with the determination being published around 18 months before the next State general election. This would still allow adequate time for election preparations. This change in the distribution cycle was recommended by the Commission on Government.

The *Electoral Distribution Act 1947* requires the Electoral Distribution Commissioners to complete the division of the State within a fixed timetable. It would be preferable to direct the Commissioners to proceed with all speed, but allow some discretion to extend the timeline in a limited way, were this required, for more adequate public consultation and to consider properly all of the matters required to form their views.





## CORPORATE MANAGEMENT

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

### CORPORATE SERVICES

#### 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. For example, the local government elections conducted in May 2003 required the appointment and payment of 730 casual staff to assist in this project.

In order to assist in the reduction of illness, the Commission continued its policy of meeting the cost of influenza injections for any staff member willing to participate in this scheme.

#### Disability Service Plan

The Commission made no further change to its Disability Service Plan during the year. Efforts were made during the preparation and operational phases of the local government elections—the major focus of Commission activity during the year—to ensure that participating electors were readily able to access the Commission's services. As this was a postal election, physical access was not an issue on this occasion. The emphasis on service related to multi-lingual information brochures issued to each elector as part of an election postal voting package.

#### Equal Employment Opportunity Plan

The Commission has continued its policy of providing employment opportunities for specific sections of the workforce. In particular, 16 women were appointed as returning officers for the local government elections in May.

Efforts to support various employment programs continued during the year with the Commission offering employment opportunities under programs focused on Aboriginal people and people with disabilities. The Commission also continued to host a cadet under the National Indigenous Cadetship Scheme.

#### Training

Training throughout the year covered a broad range of areas identified during the Performance Management System review process. A total of \$55,000 was spent on training courses, with the bulk of this being directed towards specialised IT development training and the training of local government returning officers.

#### 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.

• Frequency rate	11.25
• Estimated cost of claims incurred per \$100 wage roll	0.1719
• Premium rate	1.21%
• Rehabilitation success rate	100.00%

#### Internal Audit

During the year, the internal audit program concentrated on the financial management areas of accounts payable, purchasing and GST, with an operational audit being carried out on the postal voting process.

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 are made in the first instance by branch managers who have responsibility for the particular information sought. There were two requests this year.

#### Energy Smart Government Program

In accordance with the Energy Smart Government policy, the Commission has committed to achieve a 12% reduction in non-transport related energy use by 2006–2007, with a 5% reduction targeted for 2002–2003.



Results for the year are as follows:

<b>Table 9: Energy Smart Government Results for 2002–2003</b>			
<b>Energy Smart Government Program</b>	<b>Baseline Data</b>	<b>2002–2003 Actuals</b>	<b>Variation %</b>
Energy consumption (MJ)	487,987	529,617	8.0% increase
Energy cost (\$)	\$21,961	\$23,620	7.5% increase
Greenhouse gas emissions (tonnes of CO <sub>2</sub> )	125	135	8.0% increase
Performance indicators			
• MJ/sqm	276	256	7.0% reduction
• MJ/FTE	13,555	12,610	7.0% reduction

During the year the following energy-saving initiatives were undertaken:

- The Manager of Corporate Services was appointed as the Energy Executive.
- Staff awareness was raised, particularly in areas of lighting and printer use.
- Desktop computers were programmed to shut down after a specified non-use period.
- Standard low-energy screen savers were installed on all desktop PCs.

However, total energy use and cost increased this year due to activity associated with the local government elections and the distribution of electoral boundaries—both major events requiring additional staff and accommodation resources.

#### Waste Management

The Commission has maintained its policy of recycling waste paper wherever practicable, and adopted additional procedures during the year in conjunction with the Energy Smart Government program to further reduce paper wastage. All efforts are made to ensure that waste paper, in particular, is collected and recycled following election activities.

#### Future Directions

The Commission will be implementing the Concept Human Resource Management System early in 2004.

Efforts are currently under way to provide improved financial management reporting to assist managers in decision-making processes.

The Corporate Services Branch will assist in the coordination of tender requirements in the lead-up to the next State general election and local government elections in 2005.

#### INFORMATION SYSTEMS AND TECHNOLOGY

A major role of the Information Systems Branch is to support, advise and assist all other sections of the Commission, including the executive management and the electoral distribution team, on matters relating to IT and other electronic processes.

An Information Technology Strategic Plan was developed in 2002. The purpose of this plan was to focus the Information Systems Branch on the Commission's operations, which are growing and going through immense transformation. The IT Strategic Plan proposed was specifically designed to address the key business issues defined by the Commission's senior management team. The Commission's growing business, combined with its traditional role of managing the State election process, is the driver to establishing a highly efficient election system. The plan allows the Commission to provide an election system capability which exploits, among other things, the Internet to deliver cost-efficient and responsive processing of results and required information.

#### Achievements

This past year has seen a number of major achievements by the Information Systems Branch of the Commission.

A major shift took place with the Commission moving from a Novell environment to a Microsoft environment. One of the major reasons for this shift was the chosen direction to upgrade to the .Net and MS Active Directory environments. This has seen a totally new hardware infrastructure developed which will allow for future requirements in processing and growth. Months of planning took place and the changeover to the new environment went smoothly over the period of one weekend.

The security processes and integrity of the systems were of paramount importance. Security was set up using government guidelines as a minimum standard, and was thoroughly tested during the 2003 local government elections.



During the year the Commission moved from IT support under the BIPAC agreement to alternative arrangements for the hosting of the server housing.

As part of the IT Strategic Plan, the first new development in Microsoft .NET was for the local government elections held in May 2003. The Commission ran 55 postal elections using the newly developed local government system. This allowed users around the State to hook into the system, set up candidate details, and issue provisional and replacements votes. The users could also process completed returned packages and enter results into the central system via the Internet.

IT staff training in various aspects of the new technologies has taken place to the benefit of the staff.

The latest versions of the software utilised by Commission staff such as MS Outlook for calendar and email, and MS Office including Word, Excel, PowerPoint and Access, have been installed giving all staff more power at their desktops. Training sessions have been held, where required, for all new software installations for the staff. The memory on staff desktop computers was also upgraded to allow them to run this new software efficiently.

New high-speed connections have been set up at reduced costs for the Internet, giving staff requiring access better and more efficient use of the Internet. Newer, faster and cheaper network connections have been set up between head office and the Electoral Education Centre in West Perth, as well as to the Commission's store in East Perth.

The increasing number of computer viruses contaminating computer networks via email attachments continues to be a cause of great concern. The Commission has paid particular attention to the threat of computer viruses, and continues to scan email messages and attachments before they reach the Commission's network. This protection has proved successful and the Commission has experienced no downtime caused by computer virus infections. Virus activity is actively monitored by IT staff.

The Information Systems Branch provided the network infrastructure and equipment for various election projects located on-site and at remote sites. These included services for various local government extraordinary elections and other non-parliamentary elections, as well as the May 2003 local government elections. Various applications to assist in this work were also written, tested and implemented.

### Future Directions

There is a distinct need to keep abreast of modern technologies to identify which technology can be used to assist the Commission in its future endeavours.

As the Commission's use of new technologies expands, so does the need to increase the knowledge base of the IT staff supporting this infrastructure. This will involve the staff in training, research and development, as well as experimentation, to enable them to learn new processes.

A review of the Commission's web site is to be undertaken over the next few months to ascertain the future requirements and directions the Commission should be taking.

The Information Systems Branch will be required to provide the network infrastructure and equipment for various election projects located on-site and at remote sites. These include services for State by-elections (if required), the electoral distribution, and various local government extraordinary elections and other non-parliamentary elections. General helpdesk and support for all other functional areas within the Commission will also be provided throughout the coming year.

The next phases of development using the new .NET technologies are:

- The completion of the local government system already used and proven during the May 2003 local government elections.
- The establishment of a State general election results system, incorporating the use of the Internet for the collection of results, as well as the dissemination of the results as required. This system is to be linked into the current EMSWA system as a separate module.
- The setup of a resourcing requirements system for State general elections. This system will need to include many aspects of the election management system, such as the management of polling places, candidates and returning officers.

Due to the increasing use of new technologies by the Commission, it is proposed to revisit our security access according to best practice methods. An enhancement of the hardware infrastructure will handle this future expansion and growth, together with improved reliability of the Commission's servers.

As our hardware and software structures change—and our reliance on the use of these technologies increases—the disaster recovery plan will need to be revisited and continuously upgraded and tested.



## PERFORMANCE INDICATORS' CERTIFICATION



### AUDITOR GENERAL

#### INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

**WESTERN AUSTRALIAN ELECTORAL COMMISSION  
PERFORMANCE INDICATORS FOR THE YEAR ENDED JUNE 30, 2003**

#### **Audit Opinion**

In my opinion, the key effectiveness and efficiency performance indicators of the Western Australian Electoral Commission are relevant and appropriate to help users assess the Commission's performance and fairly represent the indicated performance for the year ended June 30, 2003.

#### **Scope**

##### ***The Electoral Commissioner's Role***

The Electoral Commissioner is responsible for developing and maintaining proper records and systems for preparing performance indicators.

The performance indicators consist of key indicators of efficiency and effectiveness.

##### ***Summary of my Role***

As required by the Financial Administration and Audit Act 1985, I have independently audited the performance indicators to express an opinion on them. This was done by looking at a sample of the evidence.

An audit does not guarantee that every amount and disclosure in the performance indicators is error free, nor does it examine all evidence and every transaction. However, my audit procedures should identify errors or omissions significant enough to adversely affect the decisions of users of the performance indicators.

D D R PEARSON  
AUDITOR GENERAL  
September 23, 2003



## PERFORMANCE INDICATORS

### Performance Indicators' Certification

I hereby certify that the performance indicators are based on proper records, are relevant and appropriate for assisting users to assess the performance of the Commission, and fairly represent the performance of the Western Australian Electoral Commission for the year ended 30 June 2003.

A handwritten signature in black ink, appearing to read 'Lyn Auld'.

Lyn Auld

**ELECTORAL COMMISSIONER**

15 August 2003



## Performance Indicators 2002–2003

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

EFFECTIVENESS INDICATOR	SOURCE/METHOD	PERFORMANCE				
		1998–1999	1999–2000	2000–2001	2001–2002	2002–2003
1. The unexplained variation between Australian Electoral Commission and Western Australian Electoral Commission roll numbers	Statistics	.002%	.009%	.008%	.007%	.005%
<p>Note: Statistics are taken from the Commission and AEC rolls at 30 June each year. The variation in total numbers on the roll is reconciled, having regard to different eligibility requirements. 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. Average participation rate of eligible electors:	Statistics					
• State general election		n/a	n/a	92.25%	n/a	n/a
• Local government elections (postal)		41.73%	31.50%	38.23%	51.60%	34.90%
• Union elections (postal)		30.10%	44.60%	30.06%	28.10%	n/a
• Miscellaneous elections		n/a	n/a	n/a	51.90%	n/a
• Miscellaneous elections (university guild in person)		10.16%	19.00%	9.22%	5.60%	n/a
<p><b>Note 1:</b> Details of this effectiveness indicator can only be provided every four years for State general elections, and every two years for local government elections. The rates provide a key indicator of the Commission's effectiveness in enabling electors to participate in the electoral process, and also provide an indication of the effectiveness of postal elections in encouraging participation in voluntary elections.</p>						
<p><b>Note 2:</b> Reporting of union and Miscellaneous election participation rates are being phased out as part of a re-focusing on the Commission's core business, i.e. State and local government elections.</p>						



## EFFICIENCY INDICATORS

**Output.** 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				
		1998–1999	1999–2000	2000–2001	2001–2002	2002–2003
Cost/elector to conduct general election	Financial and statistical data	n/a	n/a	\$6.89	n/a	n/a
Fixed cost/elector of providing this service		\$0.62	\$0.97	\$0.72	\$1.01	\$0.78

**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 1999–2000, figures are based on accrual costs, compared to cash costs in previous years.

**Output.** Management of Non-Parliamentary Elections

**Description:** Ensure local government and other non-parliamentary elections are conducted in a timely manner with complete impartiality, independence and efficiency.

EFFICIENCY INDICATOR	SOURCE/METHOD	PERFORMANCE					
		1998–1999	1999–2000	2000–2001	2000–2001 (comparable)	2001–2002	2002–2003
Average cost/elector to conduct:	Financial and statistical data						
• Local government elections		\$2.31	\$2.35	\$4.02	\$1.53	\$5.68	\$1.48
• Union elections		\$10.26	\$4.65	\$7.25	\$2.12	\$1.86	n/a
• Miscellaneous elections		\$1.10	\$0.75	\$1.05	\$0.89	\$0.53	n/a
Fixed cost/elector of maintaining this program		n/a	\$0.58	\$0.55	\$0.55	\$0.63	\$1.44

**Note 1:** These indicators are derived from the number of eligible electors on the roll of each class of customer. Readers should be aware that from 1999–2000, figures are based on accrual costs, compared to cash costs in previous years.

The variations in costs are due mainly to the size of the elections involved. In 2002–2003 the local government elections comprised the major election for all local governments. Variations are also due, in part, to the allocation of corporate support costs to outputs.

**Note 2:** Details of union and miscellaneous election costs are being phased out as part of a re-focusing on the Commission's core business, i.e. State and local government elections.



**Output.** Community Electoral Education

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

EFFICIENCY INDICATOR	SOURCE/METHOD	PERFORMANCE				
		1998–1999	1999–2000	2000–2001	2001–2002	2002–2003
Cost/customer of providing this service	Financial and statistical data	\$11.06	\$15.52	\$15.96	\$22.37	\$25.60

**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 efficiency as the Centre expands its operations. Readers should be aware that from 1999–2000, figures are based on accrual costs, compared to cash costs in previous years. Variations are due mainly to the allocation of corporate support costs to outputs.

**Output.** 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				
		1998–1999	1999–2000	2000–2001	2001–2002	2002–2003
Cost/elector of providing this service	Financial and statistical data	\$2.71	\$2.00	\$1.90	\$2.25	\$2.84

**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 1999–2000, figures are based on accrual costs, compared to cash costs in previous years. The cost of the distribution of electoral boundaries has impacted on the 2002–2003 figure. Variations are also due, in part, to the allocation of corporate support costs to outputs.





## FINANCIAL STATEMENTS 2002–2003



### AUDITOR GENERAL

#### INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

#### WESTERN AUSTRALIAN ELECTORAL COMMISSION FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2003

##### 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, the acquisition and disposal of property, and the incurring of liabilities have been in accordance with legislative provisions; and
- (ii) the financial statements are based on proper accounts and present fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia and the Treasurer's Instructions, the financial position of the Commission at June 30, 2003 and its financial performance and cash flows for the year ended on that date.

##### Scope

###### *The Electoral Commissioner's Role*

The Electoral Commissioner is responsible for keeping proper accounts and maintaining adequate systems of internal control, preparing the financial statements, and complying with the Financial Administration and Audit Act 1985 (the Act) and other relevant written law.

The financial statements consist of the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, Output Schedule of Expenses and Revenues, Summary of Consolidated Fund Appropriations and Revenue Estimates, and the Notes to the Financial Statements.

###### *Summary of my Role*

As required by the Act, I have independently audited the accounts and financial statements to express an opinion on the controls and financial statements. This was done by looking at a sample of the evidence.

An audit does not guarantee that every amount and disclosure in the financial statements is error free. The term "reasonable assurance" recognises that an audit does not examine all evidence and every transaction. However, my audit procedures should identify errors or omissions significant enough to adversely affect the decisions of users of the financial statements.

D D R PEARSON  
AUDITOR GENERAL  
September 23, 2003



## Financial Statements 2002–2003

### 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 financial year ending 30 June 2003, and the financial position as at 30 June 2003.

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

Lyn Auld

**ELECTORAL COMMISSIONER AND ACCOUNTABLE OFFICER**

15 August 2003

Gary Harrington

**PRINCIPAL ACCOUNTING OFFICER**

15 August 2003



**Statement of Financial Performance**  
for the Year Ended 30 June 2003

	Note	2002–2003 (\$'000)	2001–2002 (\$'000)
<b>COST OF SERVICES</b>			
<b>Expenses from ordinary activities</b>			
Employee expenses	4	2,787	2,345
Depreciation expenses	5	368	195
Administration and election expenses	6	4,523	2,219
Accommodation expenses	7	504	482
Capital user charge	8	127	94
Carrying value of non-current assets disposed of	10	1	25
<b>Total costs of services</b>		<b>8,310</b>	<b>5,360</b>
<b>Revenues from ordinary activities</b>			
Recoup of services	9	3,677	534
Proceeds from disposal of assets	10	0	8
<b>NET COST OF SERVICES</b>		<b>4,633</b>	<b>4,818</b>
<b>Revenues from State Government</b>			
Output appropriations	11	6,917	2,892
Receipts credited into Consolidated Fund	12	(1)	(107)
Resources received free of charge	11	92	76
Liabilities assumed by the Treasurer	11,17	119	140
<b>Total revenues from State Government</b>		<b>7,127</b>	<b>3,001</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>		<b>2,494</b>	<b>(1,817)</b>
<b>TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH WA STATE GOVERNMENT AS OWNERS</b>		<b>2,494</b>	<b>(1,817)</b>

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



**Statement of Financial Position**  
as at 30 June 2003

	Note	2002–2003 (\$'000)	2001–2002 (\$'000)
<b>Current Assets</b>			
Cash assets	24	940	169
Restricted cash assets	13,24	72	63
Receivables	14	2,412	36
Amounts receivable for outputs	15	129	129
Other assets	16	53	27
<b>Total Current Assets</b>		<b>3,606</b>	<b>424</b>
<b>Non-Current Assets</b>			
Equipment and hardware	18	339	578
<b>TOTAL ASSETS</b>		<b>3,945</b>	<b>1,002</b>
<b>Current Liabilities</b>			
Payables	19	97	77
Amounts due to Treasurer	20	268	82
Other liabilities	22	63	54
Provisions	21	216	146
<b>Total Current Liabilities</b>		<b>644</b>	<b>359</b>
<b>Non-Current Liabilities</b>			
Provisions	21	218	225
<b>TOTAL LIABILITIES</b>		<b>862</b>	<b>584</b>
<b>Equity</b>			
Contributed equity	23	197	26
Accumulated surplus	23	2,886	392
<b>Total equity</b>		<b>3,083</b>	<b>418</b>
<b>TOTAL LIABILITIES AND EQUITY</b>		<b>3,945</b>	<b>1,002</b>

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



## Statement of Cash Flows for the Year Ended 30 June 2003

	Notes	2002–2003 (\$'000)	2001–2002 (\$'000)
<b>CASH FLOWS FROM STATE GOVERNMENT</b>			
Output appropriations		6,788	2,763
Capital contributions		171	26
Treasurer's Advance		186	82
Receipts credited to Consolidated Fund		(1)	(107)
Holding account drawdowns		129	0
<b>Net cash provided by State Government</b>		<b>7,273</b>	<b>2,764</b>
Utilised as follows:			
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Payments</b>			
Employee costs		(2,355)	(2,043)
Superannuation		(241)	(197)
Administration and election		(4,020)	(1,996)
Accommodation		(504)	(482)
Capital user charge		(127)	(94)
GST payment on purchase		(417)	(246)
<b>Receipts</b>			
Revenues from services		985	1,733
GST receipts on sales		99	150
GST receipts from taxation authority		217	93
<b>Net cash used in operating activities</b>	24	<b>(6,363)</b>	<b>(3,082)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Purchase of non-current physical assets		(130)	(162)
<b>Net cash used in investing activities</b>		<b>(130)</b>	<b>(162)</b>
<b>Net increase/(decrease) in cash held</b>		<b>780</b>	<b>(480)</b>
Cash assets at the beginning of the financial year		232	712
<b>CASH ASSETS AT THE END OF THE FINANCIAL YEAR</b>		<b>1,012</b>	<b>232</b>

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 2003

	Management of Parliamentary Elections		Management of Non-Parliamentary Elections		Community Electoral Education		Management of Electoral Roll		Total	
	2002–2003 \$'000	2001–2002 \$'000	2002–2003 \$'000	2001–2002 \$'000	2002–2003 \$'000	2001–2002 \$'000	2002–2003 \$'000	2001–2002 \$'000	2002–2003 \$'000	2001–2002 \$'000
<b>COST OF SERVICES</b>										
<b>Expenses from ordinary activities</b>										
Employee costs	525	682	723	342	255	216	1,284	1,103	2,787	2,345
Depreciation	79	42	79	41	35	19	175	93	368	195
Administration and election expenses	248	371	2,433	473	177	164	1,665	1,211	4,523	2,219
Accommodation expenses	92	100	100	92	38	41	274	249	504	482
Capital user charge	7	16	68	20	5	7	47	51	127	94
Net loss on disposal of non-current assets	0	4	1	3	0	2	0	8	1	17
<b>Total cost of services</b>	<b>951</b>	<b>1,215</b>	<b>3,404</b>	<b>973</b>	<b>510</b>	<b>449</b>	<b>3,445</b>	<b>2,715</b>	<b>8,310</b>	<b>5,352</b>
<b>Revenues from ordinary activities</b>										
Recoup of services	(108)	(179)	(3,273)	(151)	(48)	(31)	(248)	(173)	(3,677)	(534)
<b>NET COST OF SERVICES</b>	<b>843</b>	<b>1,036</b>	<b>131</b>	<b>822</b>	<b>462</b>	<b>418</b>	<b>3,197</b>	<b>2,542</b>	<b>4,633</b>	<b>4,818</b>
<b>REVENUES FROM STATE GOVERNMENT</b>										
Output appropriations	814	752	3,016	438	508	242	2,579	1,460	6,917	2,892
Receipts paid to Consolidated Fund	(1)	(107)							(1)	(107)
Resources received free of charge	20	16	19	17	9	7	44	36	92	76
Liabilities assumed by the Treasurer	26	30	25	30	11	13	57	67	119	140
<b>Total revenues from Government</b>	<b>859</b>	<b>691</b>	<b>3,060</b>	<b>485</b>	<b>528</b>	<b>262</b>	<b>2,680</b>	<b>1,563</b>	<b>7,127</b>	<b>3,001</b>
<b>CHANGE IN NET ASSETS</b>	<b>16</b>	<b>(345)</b>	<b>2,929</b>	<b>(337)</b>	<b>66</b>	<b>(156)</b>	<b>(517)</b>	<b>(979)</b>	<b>2,494</b>	<b>(1,817)</b>

The Output Schedule of Expenses and Revenues should be read in conjunction with the accompanying notes.



## Summary of Consolidated Fund Appropriations and Revenue Estimates for the Year Ended 30 June 2003

	2002–2003 Estimates \$'000	2002–2003 Actual \$'000	Variation \$'000	2002–2003 Actual \$'000	2001–2002 Actual \$'000	Variation \$'000
<b>PURCHASE OF OUTPUTS</b>						
Item 65: Net amount appropriated to purchase outputs	5,986	5,942	(44)	5,942	2,483	3,459
Amounts authorised by other statutes						
<i>Electoral Act 1907</i>	235	265	30	265	235	30
<i>Industrial Relations Act 1979</i>	56	56	0	56	56	0
<i>Electoral Distribution Act 1947</i>		654	654	654	118	536
<b>Total appropriations provided to purchase outputs</b>	<b>6,277</b>	<b>6,917</b>	<b>640</b>	<b>6,917</b>	<b>2,892</b>	<b>4,025</b>
<b>CAPITAL</b>						
Item 147: Capital contribution	171	171	0	171	26	145
<b>GRAND TOTAL OF APPROPRIATIONS</b>	<b>6,448</b>	<b>7,088</b>	<b>640</b>	<b>7,088</b>	<b>2,918</b>	<b>(4,169)</b>
<b>Details of expenditure by outputs</b>						
Management of Parliamentary Elections	753	951	198	951	1,215	(264)
Management of Non-Parliamentary Elections	2,783	3,404	621	3,404	973	2,431
Community Electoral Education	491	510	19	510	449	61
Management of Electoral Roll	2,377	3,445	1,068	3,445	2,715	730
<b>Total cost of outputs</b>	<b>6,404</b>	<b>8,310</b>	<b>1,906</b>	<b>8,310</b>	<b>5,352</b>	<b>2,958</b>
Less total revenue from ordinary activities	(103)	(3,677)	(3,124)	(3,227)	(534)	(2,693)
<b>Net cost of outputs</b>	<b>6,301</b>	<b>4,633</b>	<b>(1,218)</b>	<b>5,083</b>	<b>4,818</b>	<b>265</b>
Adjustments (1)	(24)	2,284	1,858	1,834	(1,926)	3,760
<b>Total appropriations provided to purchase outputs</b>	<b>6,277</b>	<b>6,917</b>	<b>640</b>	<b>6,917</b>	<b>2,892</b>	<b>4,025</b>
<b>Capital Expenditure</b>						
Purchase of non-current physical assets	171	125	46	125	26	99
Adjustment for other funding source		46	(46)	46		46
<b>Capital contributions (appropriation)</b>	<b>171</b>	<b>171</b>	<b>0</b>	<b>171</b>	<b>26</b>	<b>145</b>
<b>DETAILS OF REVENUE ESTIMATES</b>						
Revenues disclosed as administered revenue		1	1	1	106	(105)

(1) Adjustments are related to movements in cash balances and other accrual items such as receivables, payables and superannuation.

The Summary of Consolidated Fund Appropriations and Revenue Estimates is prepared on an accrual basis.

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

This summary provides the basis for the Explanatory Statement information requirements of TI 945, set out in Note 28.



## Notes to the Financial Statements

for the Year Ended 30 June 2003

### 1. DEPARTMENTAL MISSION AND FUNDING

The Western Australian Electoral Commission's mission is to conduct elections, maintain the electoral roll and raise public awareness of electoral matters.

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

- conduct of certain non-parliamentary elections.
- sale of electoral roll products.

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

### 2. SIGNIFICANT ACCOUNTING POLICIES

The following accounting policies have been adopted in the preparation of the financial statements. Unless otherwise stated, these policies are consistent with those adopted in the previous year.

#### General Statement

The financial statements constitute a general purpose financial report which has been prepared in accordance with Accounting Standards, Statements of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board, and Urgent Issues Group (UIG) Consensus Views as applied by the *Treasurer's Instructions*. Several of these are modified by the *Treasurer's Instructions* to vary application, disclosure, format and wording. The *Financial Administration and Audit Act 1985* and the *Treasurer's Instructions* are legislative provisions governing the preparation of financial statements, and take precedence over Accounting Standards, Statements of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board, 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.

#### Basis of Accounting

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

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

Administered assets, liabilities, expenses and revenues are not integral to the Commission in carrying out its functions and are disclosed in the notes to the financial statements, forming part of the general purpose financial report of the Commission. The administered items are disclosed on the same basis as is described above for the financial statements of the Commission. The administered assets, liabilities, expenses and revenues are those 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 service potential or future economic benefits of the Commission, and the expenses and revenues are not attributable to the Commission.

As the administered assets, liabilities, expenses and revenues are not recognised in the principal financial statements of the Commission, the disclosure requirements of Accounting Standard AAS 33, Presentation and Disclosure of Financial Instruments, are not applied to administered transactions.





## Notes to the Financial Statements for the Year Ended 30 June 2003

### (a) Output Appropriations

Output appropriations 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 or credited to the holding account held at the Department of Treasury and Finance. Refer to Note 11 for further commentary on output appropriation.

### (b) Contributed Equity

Under UIG 38 'Contribution by Owners Made to Wholly-Owned Public Sector Entities', transfers in the nature of equity contributions must be designated by the Government (owners) as contributions by owners (at the time of, or prior to, transfer) before such transfers can be recognised as equity contributions in the financial statements. Capital contributions (appropriations) have been designated as contributions by owners and have been credited directly to contributed equity in the Statement of Financial Position. All other transfers have been recognised in the Statement of Financial Performance. Capital appropriations which are repayable to the Treasurer are recognised as liabilities.

### (c) Net Appropriation Determination

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

- proceeds from fees and charges
- Commonwealth specific purpose grants and contributions
- revenues derived from the sale of real property
- one-off revenues with a value of \$10,000 or more derived from the sale of property other than real property
- other departmental revenue.

In accordance with the determination, the Commission retained \$1,201,502 in 2002–2003 (\$1,717,596 in 2001–2002).

Retained revenues may only be applied to the outputs specified in the 2002–2003 Budget Statements.

### (d) Revenue Recognition

Revenue from the sale of goods and disposal of other assets and the rendering of services, is recognised when the Commission has passed control of the goods or other assets or delivery of the service to the customer:

### (e) Acquisitions of Assets

The cost method of accounting is used for all acquisitions of assets. Cost is measured as the fair value of the assets given up, or liabilities undertaken, at the date of acquisition plus incidental costs directly attributable to the acquisition.

Assets acquired at no cost, or for nominal consideration, are initially recognised at their fair value at the date of acquisition.

### (f) 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 future economic benefits.

Depreciation is calculated 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	3 years

The Commission changed the depreciation of computer hardware from five years to three years during the 2002–2003 financial year.



## Notes to the Financial Statements for the Year Ended 30 June 2003

### (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 entered into an operating lease for the rental of offices 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) Cash

For the purpose of the Statement of Cash Flow, cash includes cash assets and restricted cash assets. These include short-term deposits that are readily convertible to cash on hand and are subject to insignificant risk of changes in value.

### (i) Accrued Salaries

The accrued salaries suspense account consists of amounts paid annually into a suspense account over a period of ten financial years to meet most of 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 represent 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 settled 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) 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 by Government 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.

### (k) Software

Software purchased is fully expensed in the year of purchase.

### (l) Web Site Costs

Costs in relation to web sites controlled by the Department are charged as expenses in the period in which they are incurred unless they relate to the acquisition of an asset, in which case they are capitalised and amortised over the period of expected benefit. Generally, costs in relation to feasibility studies during the planning phase of a web site, and ongoing costs of maintenance during the operating phase, are considered to be expenses.

### (m) 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.

### (n) Amount Due to the Treasurer

The amount due to the Treasurer is in respect of a Treasurer's Advance, approval of which is renewed for each financial year. The amount is therefore repayable within a maximum period of one year. No interest is charged on this advance.



## Notes to the Financial Statements for the Year Ended 30 June 2003

### (o) Employee Benefits

#### Annual Leave

This benefit is recognised at the reporting date in respect to employees' services up to that date and is measured at the nominal amounts expected to be paid when the liabilities are settled.

#### Long Service Leave

The liability for long service leave expected to be settled within 12 months of the reporting date is recognised in the provisions for employee benefits and is measured at the nominal amounts expected to be paid when the liability is settled. The liability for long service leave expected to be settled more than 12 months from the reporting date is recognised in the provisions for employee benefits, and is measured at 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 market yields at the reporting date on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

This method of measurement of the liability is consistent with the requirements of Accounting Standard AASB 1028 'Employee Benefits'.

#### Superannuation

Staff may contribute to the Pension 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. All 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*. All of these schemes are administered by the Government Superannuation Board (GESB).

The superannuation expense comprises the following elements:

- (i) change in the unfunded employer's liability in respect of current employees who are members of the Pension Scheme and current employees who accrued a benefit on transfer from that Scheme to the Gold State Superannuation Scheme
- (ii) employer contributions paid to the Gold State Superannuation Scheme and West State Superannuation Scheme.

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.

A revenue item, 'Liabilities assumed by the Treasurer' equivalent to (i) is recognised under Revenues from State Government in the Statement of Financial Performance, as the unfunded liability assumed by the Treasurer. The GESB makes the benefit payment and is recouped by the Treasurer.

The Commission is funded for employer contributions in respect of the Gold State Superannuation Scheme and the West State Superannuation Scheme. These contributions were paid to the GESB during the year. The GESB subsequently paid the employer contributions in respect of the Gold State Superannuation Scheme to the Consolidated Fund.

#### Employee Benefit On-Costs

Employee benefit on-costs, including payroll tax, are recognised and included in employee benefit liabilities and costs when the employee benefits to which they relate are recognised as liabilities and expenses. (See Notes 4 and 21.)



## Notes to the Financial Statements for the Year Ended 30 June 2003

### (p) 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.

### (q) Comparative Figures

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

### (r) Rounding

Amounts in the financial statements have been rounded to the nearest thousand dollars or, in certain cases, to the nearest dollar.

### (s) 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 Consolidated Fund. All payments of the Commission are made from the operating account.

## 3. OUTPUTS OF THE COMMISSION

The budget for 2002–2003 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 is 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: Management of Parliamentary Elections

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

### Output 2: Management of Non-Parliamentary Elections

---

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

### Output 3: Community Electoral Education

---

Provide comprehensive and effective elector education services to the community.

### Output 4: Management of Electoral Roll

---

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



## Notes to the Financial Statements for the Year Ended 30 June 2003

	2002–2003 (\$'000)	2001–2002 (\$'000)
<b>4. EMPLOYEE EXPENSES</b>		
Salaries	2,364	2,049
Change in annual and long service leave entitlements	63	(41)
Superannuation	360	337
	<b>2,787</b>	<b>2,345</b>
<b>5. DEPRECIATION EXPENSES</b>		
Equipment	29	28
Computer hardware	339	167
	<b>368</b>	<b>195</b>
Refer to Note 2(f).		
<b>6. ADMINISTRATION AND ELECTION EXPENSES</b>		
Expense incurred during year	4,431	2,143
Resources received free of charge	92	76
	<b>4,523</b>	<b>2,219</b>
<b>7. ACCOMMODATION EXPENSES</b>		
Expenses incurred during the year	504	482
<b>8. CAPITAL USER CHARGE</b>		
	127	94
A capital user charge rate of 8% has been set by the Government and represents the opportunity cost of capital invested in the net assets of the Commission used in the provision of outputs. The charge is calculated on the net assets adjusted to take account of exempt assets. Payments are made to the Department of Treasury and Finance on a quarterly basis.		
<b>9. REVENUE FROM ORDINARY ACTIVITIES</b>		
This consists of:		
Recoup of services	3,677	534
<b>10. NET LOSS ON DISPOSAL OF NON-CURRENT ASSETS</b>		
Hardware and equipment		
Gross proceeds	0	8
Written down value	1	25
Net loss on disposal of hardware and equipment	1	17
Net loss on disposal of current assets	1	17



**Notes to the Financial Statements**  
for the Year Ended 30 June 2003

	2002–2003 (\$'000)	2001–2002 (\$'000)
<b>II. REVENUES FROM STATE GOVERNMENT</b>		
Appropriation revenue received during the year		
Output appropriations (i)	6,917	2,892
	6,917	2,892
The following liabilities have been assumed by the Treasurer during the financial year:		
Superannuation (ii)	119	140
	119	140
Resources received free of charge (iii)		
Determined on the basis of the following estimates provided by agencies:		
Office of the Auditor General	26	18
Department of Land Information	25	20
Department of Justice	41	38
	92	76

- (i) Output appropriations are accrual amounts reflecting the full cost of outputs delivered. The appropriation revenue comprises a cash component and a receivable (asset). The receivable (holding account) comprises the depreciation expense for the year and any agreed increase in leave liability during the year.
- (ii) The assumption of the superannuation liability by the Treasurer is only a notional revenue to offset the notional superannuation expense reported in respect of current employees who are members of the pension scheme and current employees who have a transfer benefit entitlement under the Gold State Scheme.
- (iii) Where assets or services have been received free of charge, or for nominal consideration, the Commission recognises revenues (except where the contributions of assets or services are in the nature of contributions by owners, in which case the Commission shall make a direct adjustment to equity) equivalent to the fair value of the assets and/or the fair value of those services that can be reliably determined and which would have been purchased if not donated, and those fair values shall be recognised as assets or expenses, as applicable.



**Notes to the Financial Statements**  
for the Year Ended 30 June 2003

	2002–2003 (\$'000)	2001–2002 (\$'000)
<b>12. RECEIPTS CREDITED INTO CONSOLIDATED FUND</b>		
Revenues from other services	1	107
<b>13. RESTRICTED CASH ASSETS</b>		
Accrued Salaries Suspense Account	72	63
Amount held in suspense is to be used only for the purpose of meeting the 27th pay in a financial year that occurs every 11 years.		
<b>14. RECEIVABLES</b>		
Current		
Receivables for goods and services supplied	2,311	33
GST receivable	101	3
	2,412	36
<b>15. AMOUNTS RECEIVABLE FOR OUTPUTS</b>		
Current (Asset holding account)		
Non-current	129	129
<b>16. OTHER ASSETS</b>		
Prepayments	53	27
<b>17. LIABILITIES ASSUMED BY THE TREASURER</b>		
Superannuation	119	140
<b>18. EQUIPMENT AND HARDWARE</b>		
Equipment		
At cost	306	309
Accumulated depreciation	(152)	(137)
	154	172
Computer hardware		
At cost	1,260	1,146
Accumulated depreciation	(1,075)	(740)
	185	406
Depreciation changed from 5 years to 3 years		
Total		
At cost	1,566	1,455
Accumulated depreciation	(1,227)	(877)
	339	578



## Notes to the Financial Statements for the Year Ended 30 June 2003

	2002–2003 (\$'000)	2001–2002 (\$'000)
<b>18. EQUIPMENT AND HARDWARE (continued)</b>		
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:		
Equipment and Hardware		
Equipment		
Carrying amount at start of year	172	170
Additions	12	30
Disposals	(15)	(11)
Depreciation	(15)	(17)
Carrying amount at end of year	154	172
Computer hardware		
Carrying amount at start of year	406	466
Additions	118	132
Disposals	(4)	(110)
Depreciation	(335)	(82)
Carrying amount at end of year	185	406
Total		
Carrying amount at start of year	578	636
Additions	130	162
Disposals	(19)	(121)
Depreciation	(350)	(99)
Carrying amount at end of year	339	578
<b>19. PAYABLES</b>		
Amounts payable for goods and services received	97	77
<b>20. AMOUNTS DUE TO THE TREASURER (DISTRIBUTION ADVANCE)</b>	268	82





**Notes to the Financial Statements**  
for the Year Ended 30 June 2003

	2002–2003 (\$'000)	2001–2002 (\$'000)
<b>21. PROVISIONS</b>		
Current		
Annual leave	92	37
Long service leave	124	109
	216	146
Non-current		
Long service leave	218	225
<b>Employee Benefits Liabilities</b>		
The aggregate employee entitlement liability recognised and included in the financial statements is as follows:		
Provision for employee benefits		
Current	216	146
Non-current	218	225
	434	371
<b>22. OTHER LIABILITIES</b>		
Accrued salaries	63	54
<b>23. EQUITY</b>		
<b>Contributed equity</b>		
Opening balance	26	0
Capital contributions	171	26
	197	26
<b>Accumulated surplus</b>		
Opening balance	392	2,209
Change in net assets	2,494	(1,817)
	2,886	392



**Notes to the Financial Statements**  
for the Year Ended 30 June 2003

	2002–2003 (\$'000)	2001–2002 (\$'000)
<b>24. NOTES TO THE STATEMENT OF CASH FLOWS</b>		
(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	940	169
Restricted cash assets (Refer to Note 13.)	72	63
	<b>1,012</b>	<b>232</b>
(b) Reconciliation of net cost of services to net cash flow provided by operating activities.		
Net cost of services	(4,633)	(4,818)
Non-cash items:		
Depreciation	368	195
Liabilities assumed by the Treasurer (superannuation)	119	140
Resources received free of charge	92	76
Net loss on disposal of non-current assets	1	17
(Increase)/decrease in assets:		
Other current assets (prepayments)	(26)	(1)
Current receivables (iii)	(2,277)	1,430
Increase/(decrease) liabilities:		
Current payable	20	(98)
Other current liabilities (accrued salaries)	9	6
Current provisions	70	(82)
Non-current provisions	(7)	41
Net GST receipts/(payments) (i)	318	96
Change in GST in receivables/payables (ii)	(417)	(84)
Net cash used in operating activities	<b>(6,363)</b>	<b>(3,082)</b>

- (i) This is the net GST paid/received, i.e. cash transactions.
- (ii) This reverses out the GST in accounts receivable and payables.
- (iii) Note that ATO receivable/payable in respect of GST and receivable/payable in respect of the sale/purchase of non-current assets are not included in these items as they are not reconciling items.



## Notes to the Financial Statements for the Year Ended 30 June 2003

	2002–2003 (\$'000)	2001–2002 (\$'000)
<b>25. LEASE COMMITMENTS</b>		
Motor vehicles		
Not later than one year	28	27
Later than one year and not later than two years	28	27
Accommodation		
Not later than one year	454	423
Later than one year and not later than two years	485	454
Later than two years and not later than three years	500	485

## 26. CONTINGENT OBLIGATIONS

No known contingent liabilities existed at balance date.

## 27. EVENTS OCCURRING AFTER REPORTING DATE

No relevant events and effects after reporting date.

## 28. 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 an accrual 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.

### (I) Significant variations between estimates and actual – Total appropriation to purchase outputs

	2002–2003 Estimates \$'000	2002–2003 Actual \$'000	Variation \$'000
Total appropriations provided to purchase outputs	6,277	6,917	640
Supplementary funding approval was sought to fund unbudgeted items in respect to the distribution of electoral boundaries (\$654,000) and Commissioners' Salaries (\$30,000), offset by a reduction in the allocation for the capital user charge (\$44,000).			
<b>Output Expenditure</b>			
Management of Parliamentary Elections	753	951	198
Management of Non-Parliamentary Elections	2,783	3,404	621
Management of Electoral Roll	2,377	3,445	1,068
Management of Parliamentary Elections			

This variation was due to the re-allocation of resources to cater for local government elections.



**Notes to the Financial Statements**  
for the Year Ended 30 June 2003

	2002–2003 Estimates \$'000	2002–2003 Actual \$'000	Variation \$'000
<b>28. EXPLANATORY STATEMENT (continued)</b>			
<b>Management of Non-Parliamentary Elections</b>			
This variation was due to the increased cost of the local government elections held in May 2003, together with the un-budgeted cost of conducting a number of other elections during the year: These additional costs are offset by corresponding increases in revenue, as the elections are conducted on a cost-recovery basis.			
<b>Management of Electoral Roll</b>			
This variation was due to the inclusion of the appropriation for the distribution of electoral boundaries, and adjustments associated with the local government elections.			
The variations in actual costs and estimates, at output level, were covered within the total appropriations, plus supplementary funding as indicated above, together with an increase in revenue associated with fee-for-service elections.			
<b>Retained Revenue</b>			
Retained Revenue	103	3,677	3,574
This increase was due to the early receipt of local government election recoups budgeted for in the next financial year appropriation. Local governments are permitted to recoup the cost of elections over two financial years.			
<b>(2) Significant variations between actual and prior year actual – Total appropriation to purchase outputs</b>			
Total appropriations provided to purchase outputs	6,917	2,892	4,025
The increased funding was due to the local government elections held in May 2003, together with the net appropriation effect of recoups from the 2001 local government elections. In addition, the funding requirements for the distribution of electoral boundaries were increased this year:			
<b>Output Expenditure</b>			
Management of Parliamentary Elections	951	1,215	(264)
Management of Non-Parliamentary Elections	3,404	973	2,431
Management of Electoral Roll	3,445	2,715	730



## Notes to the Financial Statements for the Year Ended 30 June 2003

	2002–2003 Estimates \$'000	2002–2003 Actual \$'000	Variation \$'000
<b>28. EXPLANATORY STATEMENT (continued)</b>			
<b>Management of Parliamentary Elections</b>			
This variation was due to the non-recurring costs associated with the State general election in February 2001.			
<b>Management of Non-Parliamentary Elections</b>			
This increase was due to costs associated with the local government elections in May 2003.			
<b>Management of Electoral Roll</b>			
The increase was due mainly to the allocation of funds for the distribution of electoral boundaries, plus costs associated with the conduct of the local government elections.			
<b>(3) Significant variations between estimate and actual – Capital Contribution</b>			
No significant variation.			
<b>(4) Significant variations between actual and prior year actual – Capital Contribution</b>			
Capital Contribution	171	26	145
This variation was due to an IT asset replacement program this year.			
<b>29. CARRYOVER</b>			
The Commission received approval from Treasury for the carryover of unexpended funds of \$940,000, from the Commission's 2002–2003 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 24—Notes to the Statement of Cash Flows.			



## Notes to the Financial Statements for the Year Ended 30 June 2003

	2002–2003 (\$'000)	2001–2002 (\$'000)
<b>30. FINANCIAL INSTRUMENTS</b>		
(a) Interest Rate Risk Exposure		
The following table details the Commission exposure to interest rate risk as at the reporting date:		
Financial assets		
Cash resources	1,012	232
Accounts receivable	2,412	36
	3,424	268
Financial liabilities		
Accounts payable	97	77
Accrued salaries	63	54
Amounts due to Treasurer	268	82
Employee benefits	434	371
	862	584

### (b) Credit Risk Exposure

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.

## 31. REMUNERATION OF SENIOR OFFICERS

### Remuneration

The number of senior officers whose total of fees, salaries, superannuation and other benefits for the financial year, who fall within the following bands is:

\$		
50,001 – 60,000	1	0
60,001 – 70,000	0	1
70,001 – 80,000	0	2
80,001 – 90,000	1	1
90,001 – 100,000	2	1
110,001 – 120,000	1	1
140,001 – 150,000	1	0
180,001 – 190,000	0	1
	594	706

The total remuneration (in \$'000) of senior officers is

The superannuation included here represents the superannuation expense incurred by the Commission in respect of senior officers. One senior officer is a member of the Pension Scheme.

## 32. RELATED BODIES

No related bodies.

## 33. AFFILIATED BODIES

No affiliated bodies.



**Notes to the Financial Statements**  
for the Year Ended 30 June 2003

2002–2003  
(\$'000)

2001–2002  
(\$'000)

**34. TRUST ACCOUNTS**

The Commission administered two trust accounts during the year:

**(1) 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.

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

At year's end, the Trust account equalled zero.

Balance July 1	0	0
Receipts		
Election candidates nomination deposits	0	1,250
Payments		
Expenses		
Refund to candidates	0	(750)
Forfeited deposits paid to Consolidated Fund	0	(500)
Balance June 30	0	0

**(2) 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 \$30,417.

Balance July 1	13,417	46,958
Receipts		
AEC funds	17,000	0
Payments		
Expenses	0	(33,541)
Balance June 30	30,417	13,417



**Notes to the Financial Statements**  
for the Year Ended 30 June 2003

	2002–2003 (\$'000)	2001–2002 (\$'000)
<b>35. ADMINISTERED EXPENSES AND REVENUES</b>		
<b>TRUST ACCOUNT – Deposits Electoral Act</b>		
<b>Expenses</b>		
Forfeited deposits credited to Consolidated Fund		
Refunds to candidates	0	1
Total Administered Expenses	0	1
<b>Revenues</b>		
Election candidate nomination deposits	0	1
Total Administered Revenues	0	1
<b>TRUST ACCOUNT – Electoral Education Program</b>		
<b>Expenses</b>		
Expenses	0	34
Total Administered Expenses	0	34
<b>Revenues</b>		
AEC Funding	17	0
Total Administered Revenues	17	0
<b>36. ADMINISTERED ASSETS AND LIABILITIES</b>		
<b>TRUST ACCOUNT – Deposits Electoral Act</b>		
<b>Administered current assets</b>		
Deposits Electoral Act Trust Account	0	0
Total administered current assets	0	0
<b>Administered current liabilities</b>		
Accounts payable	0	0
Refunds to candidates	0	0
Forfeited deposits credited to Consolidated Fund	0	0
Total administered current liabilities	0	0
<b>TRUST ACCOUNT – Electoral Education Program</b>		
<b>Administered current assets</b>		
Electoral Education Program Trust Account	30	13
Total administered current assets	30	13
<b>Administered current liabilities</b>		
Accounts payable	0	0
Total administered current liabilities	0	0
<b>Note:</b>		
Collection of penalties, for failure to vote.	1	106
These are not classified as operating revenue and are credited to the Consolidated Fund.	1	106





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# appendices



## APPENDIX I

### COMPLIANCE STATEMENTS

#### 1. Legislation Impacting on Commission Activities

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

- *Disability Discrimination Act 1992 (Cwlth)*
- *Disability Services Act 1993*
- *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 Records Act 2000*
- *State Supply Commission Act 1991*
- *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*
- *Franchise Act 1916*
- *Guardianship and Administration Act 1990*
- *Industrial Arbitration (Union Elections) Regulations 1980*
- *Juries Act 1957*
- *Labour Relations Legislation Amendment Act 1997*
- *Local Government Act 1995*
- *Local Government (Elections) Regulations 1996*
- *Referendums Regulations 1984*

#### 2. Compliance with Section 175ZE of the Electoral Act 1907

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:

(a) Total expenditure for 2002–2003 was \$837,453.

(b) Expenditure was incurred in the following areas:

• Advertising agencies	\$130,402	JDA	\$113,473
		Ward Holt	\$16,929
• Market research organisations	n/a		
• Polling organisations	19,866	Asset Research	\$19,866
• Direct mail organisations	\$521,594	Zipform	\$519,744
		Lasermail	\$1,850
• Media advertising organisations	\$165,591	Media Decisions	\$165,591

#### 3. Compliance with Section 31 (1) of the Public Sector Management Act 1994

(a) 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.

(b) I have put in place procedures designed to ensure such compliance and conducted appropriate internal assessments to satisfy myself that the statement made in I is correct.

(c) The applications made for breach of standards review and the corresponding outcomes for the reporting period are:

• Number lodged	0
• Number of breaches found (including details of multiple breaches per application)	Nil
• Number still under review	Nil

Lyn Auld

**ELECTORAL COMMISSIONER**



## APPENDIX 2

### Non-Parliamentary Election Statistics

#### (A) LOCAL GOVERNMENT ELECTIONS CONDUCTED 2002–2003

Local Government	Date of Election	Type of Election	Electors	Voters	Participation Rate %
Serpentine-Jarrahdale (South Ward)	3 July 2002	Extraordinary – Postal	1,506	Unopposed	n/a
Gosnells (Bickley Ward)	3 July 2002	Extraordinary – Postal	14,277	4,619	32.70%
Denmark (Normalup Ward)	21 September 2002	Extraordinary – Postal	454	263	65.10%
South Perth	7 December 2002	Section 4.14 – Postal	23,857	8,227	34.48%
Albany	3 May 2003	Ordinary – Postal	21,522	10,553	49.03%
Armadale	3 May 2003	Ordinary – Postal	32,883	5,338	29.55%
Ashburton	3 May 2003	Ordinary – Postal	2,819	615	29.19%
Augusta-Margaret River	3 May 2003	Ordinary – Postal	6,047	2,099	50.75%
Bassendean	3 May 2003	Ordinary – Postal	9,559	3,321	34.74%
Belmont	3 May 2003	Ordinary – Postal	16,270	5,796	35.62%
Bridgetown-Greenbushes	3 May 2003	Ordinary – Postal	2,957	723	46.17%
Bunbury	3 May 2003	Ordinary – Postal	20,750	2,190	37.19%
Busseleton	3 May 2003	Ordinary – Postal	14,081	5,226	42.40%
Cambridge	3 May 2003	Ordinary – Postal	16,755	6,896	41.16%
Canning	3 May 2003	Ordinary – Postal	48,371	10,639	31.68%
Capel	3 May 2003	Ordinary – Postal	4,914	1,867	37.99%
Carnarvon	3 May 2003	Ordinary – Postal	3,959	1,616	40.82%
Chittering	3 May 2003	Ordinary – Postal	2,055	1,204	58.59%
Claremont	3 May 2003	Ordinary – Postal	6,240	2,873	46.04%
Cockburn	3 May 2003	Ordinary – Postal	44,509	14,407	32.37%
Collie	3 May 2003	Ordinary – Postal	5,993	2,327	38.83%
Cottesloe	3 May 2003	Ordinary – Postal	5,130	2,269	44.23%
Cuballing	3 May 2003	Ordinary – Postal	610	426	69.84%
Dardanup	3 May 2003	Ordinary – Postal	5,801	Unopposed	n/a
Denmark	3 May 2003	Ordinary – Postal	3,798	2,365	62.27%
Donnybrook-Balingup	3 May 2003	Ordinary – Postal	3,126	1,660	53.10%
East Pilbara	3 May 2003	Ordinary – Postal	2,475	877	35.43%
Exmouth	3 May 2003	Ordinary – Postal	1,508	890	59.02%
Fremantle	3 May 2003	Ordinary – Postal	18,259	8,083	44.27%
Geraldton	3 May 2003	Ordinary – Postal	12,555	4,476	35.65%
Gingin	3 May 2003	Ordinary – Postal	3,985	1,505	61.35%
Gosnells	3 May 2003	Ordinary – Postal	51,993	15,536	29.88%
Greenough	3 May 2003	Ordinary – Postal	8,081	3,103	39.82%
Joondalup	3 May 2003	Ordinary – Postal	100,532	27,054	26.91%
Kalamunda	3 May 2003	Ordinary – Postal	32,273	11,137	34.51%
Kalgoorlie-Boulder	3 May 2003	Ordinary – Postal	17,373	6,636	38.20%
Kwinana	3 May 2003	Ordinary – Postal	12,885	4,162	32.30%
Lake Grace	3 May 2003	Ordinary – Postal	1,152	724	62.85%
Mandurah	3 May 2003	Ordinary – Postal	34,292	12,647	36.88%
Melville	3 May 2003	Ordinary – Postal	64,876	25,780	39.74%
Merredin	3 May 2003	Ordinary – Postal	2,284	1,293	56.61%
Mount Marshall	3 May 2003	Ordinary – Postal	222	172	77.48%
Mundaring	3 May 2003	Ordinary – Postal	23,292	5,915	34.17%
Murray	3 May 2003	Ordinary – Postal	6,866	896	36.35%
Nannup	3 May 2003	Ordinary – Postal	932	400	56.26%
Nedlands	3 May 2003	Ordinary – Postal	13,949	5,501	39.44%
Northam	3 May 2003	Ordinary – Postal	3,973	1,556	39.16%
Perth	3 May 2003	Ordinary – Postal	8,593	4,373	50.89%
Plantagenet	3 May 2003	Ordinary – Postal	2,773	605	48.02%
Ravensthorpe	3 May 2003	Ordinary – Postal	976	683	69.98%
Rockingham	3 May 2003	Ordinary – Postal	44,339	14,237	32.11%
Serpentine-Jarrahdale	3 May 2003	Ordinary – Postal	6,380	932	33.10%
Stirling	3 May 2003	Ordinary – Postal	118,628	32,437	31.82%
Subiaco	3 May 2003	Ordinary – Postal	9,910	4,221	42.59%
Swan	3 May 2003	Ordinary – Postal	44,406	8,839	33.05%
Victoria Park	3 May 2003	Ordinary – Postal	17,630	6,288	35.67%
Vincent	3 May 2003	Ordinary – Postal	17,925	6,648	37.09%
Wanneroo	3 May 2003	Ordinary – Postal	52,379	15,296	29.20%
Waroona	3 May 2003	Ordinary – Postal	2,099	Unopposed	n/a
Wyndham-East Kimberley	3 May 2003	Ordinary – Voting in person	3,643	1,076	29.54%
<b>Total – All Local Government Election Types</b>	<b>60</b>		<b>1,061,681</b>	<b>331,497</b>	<b>34.90%</b>



(B) UNION ELECTIONS 2002–2003

Organisation	Vacancies	Contested Vacancies	Unopposed Vacancies	Unfilled Vacancies	Electors	Voters	Participation Rate
Australian Nursing Federation, Industrial Union of Workers Perth	Referendum	1	0	0	7,800	1590	20.38%
Breweries and Bottleyards Employees' Industrial Union of Workers of Western Australia	7	0	4	3	No election		n/a
Hospital Salaried Officers Association of Western Australia (Union of Workers)	4	0	3	1	No election		n/a
Hospital Salaried Officers Association of Western Australia (Union of Workers)	2	0	2	0	No election		n/a
Hospital Salaried Officers Association of Western Australia (Union of Workers)	1	0	1	0	No election		n/a
Master Builders Association of Western Australia	8	0	1	7	No election		n/a
Master Builders Association of Western Australia	8	8	0	0	445	135	30.34%
Master Painters, Decorators and Signwriters' Association of Western Australia (Union of Employers)	9	0	8	1	No election		n/a
Master Plumbers and Gasfitters Association of Western Australia	11	9	2	0	342	112	32.75%
Murdoch University Academic Staff Association	10	0	9	1	No election		n/a
State School Teachers' Union of WA (Inc.)	1	0	1	0	No election		n/a
Union of Australian College Academics, Western Australian Branch, Industrial Union of Workers	14	0	13	1	No election		n/a
University of Western Australia Academic Staff Association	10	0	10	0	No election		n/a
Western Australian Hotels and Hospitality Association Incorporated (Union of Employers)	45	6	5	34	514	124	24.12%
Western Australian Police Union of Workers	15	13	2	0	4,813	1829	38.00%
Western Australian Prison Officers' Union of Workers	14	2	6	6	140	82	58.57%
<b>Totals</b>	<b>159</b>	<b>39</b>	<b>67</b>	<b>54</b>	<b>14,054</b>	<b>3,872</b>	<b>27.55%</b>


**(C) MISCELLANEOUS ELECTIONS 2002–2003**
**Elections conducted in accordance with section 5F(1)(ea) of the Electoral Act 1907<sup>1</sup>**

	Organisation	Vacancies	Contested Vacancies	Unopposed Vacancies	Electors	Voters	Participation Rate
(i) University Guild Elections	Curtin University Student Guild	27	25	2	30,412	1552	5.10%
	Curtin University Student Guild	Referendum	1	0	30,412	1532	5.04%
	University of Western Australia Student Guild	30	26	3	15,840	2123	13.40%
	University of Western Australia Student Guild	Referendum	1	0	14,821	888	5.99%
	<b>SUB TOTAL</b>	<b>59</b>	<b>53</b>	<b>5</b>	<b>91,485</b>	<b>6,095</b>	<b>6.66%</b>
(ii) Other Elections	Edith Cowan University – Two Enrolled Students	2	0	2	No election		n/a
	Edith Cowan University – Alumni	1	1	0	1,255	359	28.61%
	Fire and Emergency Services Superannuation Board	4	4	0	1,270	558	43.94%
	Prison Officers Appeal Tribunal	1	1	0	1,256	438	34.87%
	Taxi Council of Western Australia Inc.	3	0	3	No election		n/a
	<b>SUB TOTAL</b>	<b>11</b>	<b>6</b>	<b>5</b>	<b>3,781</b>	<b>1,355</b>	<b>35.84%</b>
	<b>Miscellaneous elections conducted in accordance with the Electoral Act 1907, section 5F(1)(ea)</b>	<b>70</b>	<b>59</b>	<b>10</b>	<b>95,266</b>	<b>7,450</b>	<b>7.82%</b>

<sup>1</sup> Elections which the Electoral Commissioner is authorised to conduct under that organisation's legislation.

**Elections conducted in accordance with section 5F(1)(eb) of the Electoral Act 1907<sup>2</sup>**

	Organisation	Vacancies	Contested Vacancies	Unopposed Vacancies	Electors	Voters	Participation Rate
(i) Enterprise/Certified Agreement Ballots	Alinta Gas Limited	Ballot	1	0	64	50	78.13%
	Australian Nursing Federation, Industrial Union of Workers Perth	Ballot	1	0	91	53	58.24%
	Western Australian Prison Officers' Union of Workers	Ballot	1	0	1,231	636	51.67%
	<b>SUB TOTAL</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>1,386</b>	<b>739</b>	<b>53.32%</b>
(ii) Other Elections	AISWA Capital Grant Association (Inc.)	2	2	0	126	46	36.51%
	Greening Australia (WA) Inc.	3	3	0	188	59	31.38%
	Greening Australia (WA) Inc.	8	1	4	506	129	25.49%
	National Trust of Australia (WA)	5	0	5	No election	n/a	
	West Australian Football Commission	2	2	0	14	14	100.00%
	<b>SUB TOTAL</b>	<b>20</b>	<b>8</b>	<b>9</b>	<b>834</b>	<b>248</b>	<b>29.74%</b>
<b>All elections conducted in accordance with the Electoral Act 1907, section 5F(1)(eb)</b>		<b>23</b>	<b>11</b>	<b>9</b>	<b>2,220</b>	<b>987</b>	<b>44.46%</b>
<b>ALL MISCELLANEOUS ELECTIONS</b>		<b>93</b>	<b>70</b>	<b>19</b>	<b>97,486</b>	<b>8,437</b>	<b>8.65%</b>

<sup>2</sup> Elections conducted by the Electoral Commissioner under discretion on request from an organisation under section 5F(1)(eb) of the Electoral Act 1907.



## APPENDIX 3

### ENROLMENT STATISTICS

#### ELECTOR ENROLMENT ACTIVITY 2002–2003

Elector Enrolment Activity 2002–2003	
<b>Total Enrolment 30 June 2002</b>	<b>1,206,725</b>
<b>Additions +</b>	
New elector enrolments	34,530
Reinstatements	18,017
<b>Transfers:</b>	
Transfers from another district	73,563
Transfers within the district	186,560
	312,670
<b>Deletions –</b>	
<b>Transfers:</b>	
Transfers to another district	73,563
Transfers within the district	186,560
<b>Removals:</b>	
By objection action	39,112
Death of elector	8,699
Moved to another State	2
Mental health	1
Mental/physical incapacity	101
Imprisonment	208
Duplicates	755
Guardianship orders	85
Failed to vote at last election	0
Overseas objections	376
	309,462
<b>Net Increase</b>	<b>3,208</b>
<b>Total Enrolment 30 June 2003</b>	<b>1,209,933</b>

### OTHER ENROLMENT CATEGORIES

#### Silent Electors

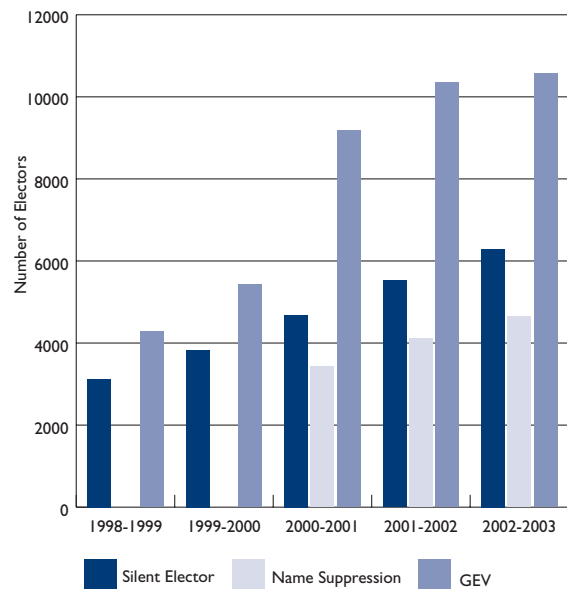
Silent electors are electors who have had approval to have their residential addresses suppressed on the electoral roll for security reasons. At 30 June 2003 there were 6,289 silent electors on the State roll. Silent electors may also have their name suppressed. A total of 4,639 silent electors opted to have their names as well as their addresses suppressed on the State roll.

The table below shows the increased trend for electors opting to have their name suppressed on the State roll from 30 June 2001 to 30 June 2003.

#### General Early Voters

Enrolled electors meeting the requirements of section 93 of the *Electoral Act 1907* may apply to be registered as a general early voter (GEV). These electors are automatically sent a postal vote for any election relating to their enrolment.

This year this type of enrolment increased by only 2% which may be because it was a non-election year as far as State and federal events were concerned, or because many of those who are eligible have already registered.





## APPENDIX 4

### ELECTORAL COUNCIL OF AUSTRALIA

The Electoral Council of Australia (ECA) is a consultative council of commissioners and chief electoral officers from all Australian electoral authorities. The ECA consults regularly to consider matters of electoral administration and to ensure that the joint Commonwealth and state/territory rolls are managed efficiently. The ECA employs a full-time executive secretary to undertake research and to prepare information materials.

The most important of the ongoing functions of the ECA has been to facilitate the implementation of the national Continuous Roll Update (CRU) program which has replaced the two-yearly habitation review by door-knock.

In 2002–2003 the activities of the Electoral Council of Australia included the following.

### CONTINUOUS ROLL UPDATE (CRU)

The CRU program is managed by the AEC with support from the ECA's CRU Implementation Steering Committee. State and territory electoral authorities provide data for AEC use and also undertake CRU activities directly based on locally sourced data. During 2002–2003 the CRU Steering Committee met to investigate widening the sources of change of address information, particularly from state and territory agencies, and to streamline AEC reporting of CRU activities and performance to the joint roll partners.

In April 2003 the ECA published a report on the operation of the national CRU program, setting out details of the performance of the program over the two years to 30 June 2002. This was the first report available on the program covering the full range of data sources, background matching and fieldwork. It covered the overall impact of CRU on the quality of the roll, the effectiveness of different enrolment stimulation strategies by jurisdiction, levels of enrolment by young people and the results of trial datamatch from a range of federal and state/territory sources.

### GEOCODED NATIONAL ADDRESS FILE (G-NAF)

During 2003 the AEC on behalf of all of the electoral authorities represented on the ECA concluded an 'in principle' agreement with the Public Sector Mapping Authority (PSMA) for the supply of the Geocoded National Address File (G-NAF). The G-NAF is a project to build and maintain an authoritative file of all addresses in Australia based on data provided to PSMA by councils, state lands departments and a number of government agencies including the AEC. The first pilot matching of council, Australia Post and AEC address data at a whole-of-state level took place in Western Australia in April 2003 and confirmed the feasibility of the project. The first delivery of the G-NAF is planned for early 2004. As addressing is the basis of enrolment and electoral boundaries, the G-NAF will improve the accuracy and integrity of the joint roll.

### RESEARCH

The ECA is jointly sponsoring a two-year research project into electoral law with the Centre for Public Law at the University of New South Wales. As part of the project, a major conference took place in Sydney in December 2002 attended by representatives from all electoral authorities.



## APPENDIX 5

### PUBLICATIONS

Publication	Cost
<b>Rolls</b>	
State Electoral Rolls	
Local Government Rolls	
State Elector Lists	Price on application
Local Government Residents Lists	(Varies according to number of electors)
State Habitation Lists	
Local Government Habitation Lists	
Enrolment Statistics	
CD of A–Z listing of State Roll	\$198.00
<b>Maps</b>	
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
<b>Election Results</b>	
Election Statistics 1890–1996	\$22.00
State General Election Results and Reports 1989, 1993, 1996	Price on Application
Daylight Saving Referendum 4 April 1992	
State General Election 10 February 2001 – Report	\$10.00
State General Election 10 February 2001 – Results and Statistics	\$30.00
Local Government Postal Elections 1997 Report	\$6.00
Local Government Postal Elections 1999 Report	\$11.00
Local Government Postal Elections 2001 Report	\$11.00
<b>Other Publications</b>	
Citizens Initiated Referendums Report	\$11.00
Compulsory Voting in Australia Monograph	\$11.00
Determining the Result: Transferring Surplus Votes in the Legislative Council	\$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
Political Finance Annual Reports	





#### Further Information

If you require copies of the *2002–2003 Annual Report*, any other publications listed in this report, or have any electoral enquiries, please contact the Western Australian Electoral Commission:

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PERTH WA 6000

or  
GPO Box F316  
PERTH WA 6841

Telephone: 13 63 06 or (08) 9214 0400  
Facsimile: (08) 9226 0577  
Telephone Typewriter (TTY): (08) 9214 0487  
Internet address: [www.waec.wa.gov.au](http://www.waec.wa.gov.au)  
Email address: [waec@waec.wa.gov.au](mailto:waec@waec.wa.gov.au)

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

Constitutional Centre of Western Australia  
Corner Parliament Place and Havelock Street  
WEST PERTH WA 6005

or  
PO Box 1396  
WEST PERTH WA 6872

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