



LETTER TO the Minister

Hon. J A McGinty B.A., B Juris. (Hons), L.L.B., 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 2005.

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 that reads "Warwick Gately".

Warwick Gately AM
ACTING ELECTORAL COMMISSIONER

30 August 2005



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In the past financial year the Western Australian Electoral Commission very successfully conducted the State general election and retail trading hours referendum, the biennial local government ordinary elections and many other non-parliamentary and union elections. The State general election and local government ordinary elections were significant events and conducted only ten weeks apart.

Strategically, the excellent planning and rollout of the initiatives undertaken during the 2003 restructure by the Electoral Commissioner Ms Lyn Auld, had the Commission well placed for these activities. A crucial factor was the creation of a dedicated team managing local government business separately from State general election preparations. The new structure also delivered benefits through a dedicated communications branch, which was the first point of contact for all media and public enquiries. This allowed other branches to progress their core election work and resulted in the right staff handling enquiries and improving efficiencies in the process.

Not unusually, there was considerable speculation over the date of the State general election, which required an adjustment of preparations to meet the possibility of an early election announcement. This did not eventuate; however, the government announced in November 2004 the intention to hold a referendum on retail trading hours in conjunction with the State general election.

This allowed time to coordinate the preparation of supporting referendum arguments by members of parliament and the consideration of the best means of putting the arguments before electors. The referendum added another dimension to election operations, particularly advertising, which required innovative solutions further explained in this report. Writs for the referendum were issued by the Governor on 14 January 2004.

On 23 January 2005, the Governor caused two writs to be issued, which began the election process for the Legislative Assembly districts and Legislative Council regions. Polling day was designated as Saturday 26 February 2005. Plans were brought into action to alert electors, accept nominations and make ready the necessary ballot papers and materials for distribution across the State and overseas and to prepare polling places.

The State general election is one of the bigger events in Western Australia, involving nearly 1.26 million electors, an increase of 6% since 2001. A total of 14 registered political parties and 560 candidates contested the election. There were 820 polling places across the State, 48 interstate and overseas and a further 64 polling places in remote areas serviced predominantly by air. While the majority of electors chose to cast their vote in person on polling day, there is an increasing trend to vote early or use postal voting. Including the referendum, nearly 7.4 million ballot papers were printed and distributed.

At the close of polling on polling day, results were collated at the tally room in East Perth and by 10.00 pm it was evident that the Labor Government was returned. The writs for districts and regions were returned on 22 March 2005. The referendum writ was returned on 5 April 2005 with a substantial vote against changes to retail trading hours.

Local government ordinary elections were held on 7 May 2005. The Commission was engaged to conduct postal voting elections for 50 councils. This was a slight decrease on the number managed in 2003, yet the Commission still conducted elections for 85% of local government electors.



COMMISSIONER'S Overview

The local government elections ran very smoothly, given the complexity of the activity involving 562 councillor candidates over 181 wards. A total of 823,982 postal voting packages were distributed to electors over a one week period. The postal voting package return rate was 38%. This was a very positive increase of 3% over the elections in 2003 and indicates continuing public confidence in the convenience and security of postal voting.

The provision of election services in the non-parliamentary and private sector on a-fee-for-service basis is an expanding activity. In the past year, 35 elections were conducted ranging in size from 50,000 member electors of a credit union to 200 members of a corporation. The Commission's reputation for efficiency and independence figures highly in the decision to purchase our services.

After the State general election, the government moved quickly to introduce legislation affecting elector representation within the Parliament of Western Australia. The new legislation based on 'one vote, one value' principles, also requires a review of electoral boundaries after each State general election. While the Commission provided technical and administrative support to the parliamentary debate on the legislation, there will be a further requirement to support the Electoral Distribution Commissioners as they undertake the next distribution of electoral boundaries in 2007. This will require preparation beginning early in 2006.

The Commission's focus now is to analyse the many projects that underpinned the State general election and local government elections and introduce the necessary changes to systems and processes as part of our improvement cycle. Consideration will also be given to replacing the Electoral Roll Maintenance System (ERMS) which is increasingly difficult to support, having been in place for a number of years, and improving the Commission's web site as a portal to our services and data. The concept of e-voting will be explored in close consultation with the Office of e-Government.

In a demanding electoral year the efforts of all Commission staff — permanent, temporary and casual — are to be commended. Their professionalism and commitment were pivotal to the success of our activities and I thank them for their contribution.

Warwick Gately AM
ACTING ELECTORAL COMMISSIONER

30 August 2005



Our Aim

To deliver quality, innovative and accountable electoral services every time for all Western Australians.

Our Purpose

To conduct impartial and independent elections and promote public awareness of electoral matters through education and information programs, to foster public confidence and participation in the electoral process.

Our Principles

We are committed to the following principles to ensure that the Western Australian community will have confidence in the way we conduct our business operations:

Respect - that electors can have their say in the electoral decision process.

Integrity - in the administration of our business operations.

Improvement - in the quality and delivery of our services.

Safety - and a healthy work environment.

Innovation - in our strategies and processes.

Evaluation - of our performance.

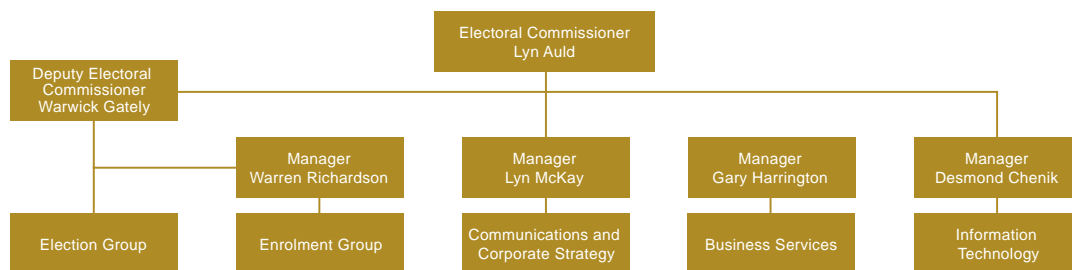


The Western Australian Electoral Commission at a Glance

	2000–01	2001–02	2002–03	2003–04	2004–05
Number of enrolled electors (30 June)	1,206,736	1,206,725	1,209,933	1,220,362	1,266,817
State general elections	1*	-	-	-	1*
State by-elections	1	1	-	-	-
Number of referenda	-	-	-	-	1**
Local government elections	47	-	56	3	50
Local government extraordinary elections	6	13	4	12	1
Elections conducted under the <i>Industrial Relations Act 1979</i> and other elections	36	40	32	32	35
Staff numbers (FTEs)	36	40	32	32	43
Total expenditure	\$14,053,000	\$5,352,000	\$8,286,000	\$6,165,000	\$18,196,000

* A separate writ was issued for the Legislative Assembly and Legislative Council elections

** A separate writ was issued in relation to each question on retail trading hours



Warwick Gately was Acting Electoral Commissioner for the 2004–2005 financial year.

Gavan Jones, on secondment from the Department of Justice, was employed to fill the role of General Manager, Elections as the *Electoral Act 1907* does not provide for the appointment of an Acting Deputy Electoral Commissioner.

The Electoral Commissioner and the Deputy Electoral Commissioner both hold independent statutory appointments under the *Electoral Act 1907*. They are responsible for the impartial administration of electoral law through the Western Australian Electoral Commission, which is a department of the State Public Service. The Electoral Commissioner is deemed to be the Chief Executive Officer of the Commission. The permanent staff members of the Commission are employed under the *Public Sector Management Act 1994*.

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

- be the Chief Executive Officer of the Commission;
- be responsible for the proper maintenance of electoral rolls and the proper conduct of elections under the Act;
- consider and report to the Minister on electoral matters referred to the Electoral Commissioner by the Minister, and such other electoral matters as the Electoral Commissioner sees fit;
- 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; and
- 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 (now repealed)

Franchise Act 1916

Referendums Act 1983

A range of other legislation, which impacts on the Commission in the conduct of its business, must also be complied with and is highlighted further in the corporate governance section of this report.

At the date of this signing I am not aware of any circumstances that would render the particulars included in this statement as misleading or inaccurate.

Warwick Gately AM
ACTING ELECTORAL COMMISSIONER

30 August 2005

Gary Harrington
PRINCIPAL ACCOUNTING OFFICER

30 August 2005



This has been a year of continuous electoral activity, with a State general election and referendum conducted in February 2005 and local government ordinary postal elections conducted in May 2005. A number of other non-parliamentary elections were conducted throughout the year.

State General Election and Referendum

The 2005 preparations were more challenging for the Commission than those for the 2001 State general election. Electoral boundaries were new, registered political parties had doubled in number, a referendum was included and a number of key staff were new to the election process.

The Commission met these challenges and provided a well-prepared and efficient event, with minor issues addressed swiftly to minimise impact on the outcomes.

A report on the State general election has been published in two volumes (*2005 State General Election: Election Report* and *2005 State General Election: Results and Statistics*), both of which will be available from the Commission. A separate report on the referendum is also available from the Commission.

Issue of Writs

On 14 January 2004, two writs were issued to the Acting Electoral Commissioner to proceed with a referendum on retail trading hours in the metropolitan area in all Legislative Assembly districts to coincide with the date of the State general election.

Just nine days later on 23 January 2004, two writs were issued to the Acting Electoral Commissioner to proceed with elections in all Legislative Assembly districts and Legislative Council regions. The last day for the nomination of candidates was set for Friday 4 February 2005, polling day for Saturday 26 February 2005 and the last day for the return of the writs was set for Friday 15 April 2005.

All writs were returned prior to their due dates.

Preparations

In preparation for the State general election and referendum, three new computer systems were developed and tested.

Election Management Results System

During 2003–2004, the Commission conducted the planning and design phases for a new Election Management System WA (EMSWA); a resources system and results system to use in the State general election. A new results module was added, allowing for the collection and dissemination of the results data to the Commission's web site on election night and over the following weeks.

Declaration Vote Processing Integrity Monitoring System

Declaration votes go through a number of processes to check for validity before they are able to be counted. This system allowed the Commission to better monitor declaration votes as they were processed after being received from various polling places and returning officers, ensuring voting system integrity.



MANAGEMENT OF Parliamentary Elections

Electoral Roll Scanning System

A new initiative introduced was a system designed by the Electoral Commission of Queensland for scanning the electoral rolls. As well as recognising marks made on the electoral rolls, this system provided a computer image of every page of every roll used in the State general election. This provides an accurate and consolidated record of electors who voted at polling places and significantly reduced time spent on investigations in the non-voter and multiple voter projects.

Planning

A planning coordinator position was created in the 2003 restructure and adopted for the first time for this election and referendum. The role provided direction across the many interdependencies existing between the 63 projects within the election. This coordination was performed using a range of project management tools and by creating pathways of communication between the operational sections in the Commission.

The resources managed through this process saw the Commission rent four additional administrative premises to conduct the post-election processing tasks requiring completion after the election. Staff numbers rose over the election period from a core of 43 full-time employees to a total of 7,389 polling place and post-election processing personnel, using some 400 additional computers and laptops together with ancillary equipment.

Returning Officers

Returning officers were appointed for each of the 57 Legislative Assembly districts and the six Legislative Council regions. Twelve of the district returning officers were divisional returning officers from the Australian Electoral Commission (AEC). They were appointed to the districts either in or closely located to their offices. As full-time returning officers, this group represented an excellent resource for the Commission and the experience was valuable to both organisations.

In all, 22 new returning officers were recruited; the remainder included previous experienced returning officers. Training sessions were held prior to the issue of the writs. These were more detailed than previous sessions, focusing on more practical aspects of the role. All the returning officers attended a two-day training course at the Commission's premises and a one-day conference that covered the broader aspects of the election and the Commission's latest initiatives.

Training Video

A 35-minute training video, *Managing a Polling Place*, (produced for the 2001 State general election) was incorporated as an integral part of the training package for polling place managers and declaration issuing officers. This video was converted from VHS tape format and provided on CDs for the 2005 State general election.



Innovations

At an elector's request and with a view that there would be a number of enquiries, the *Candidates Guide-Legislative Council* (a 57-page document) was recorded onto audio cassette. The questions asked on the referendum ballot paper were also recorded onto audio cassette.

Polling place equipment, voting screens and instructions on how to mark ballot papers, were modified significantly to assist electors with visual impairment. Additionally, magnifying equipment and easy-to-grip triangular shafted pencils were provided at polling places.

Referendum

The request for a referendum to be held in conjunction with the State general election impacted upon the resource planning for the election. There were 1,681,650 referendum ballot papers printed and distributed to returning officers and early vote issuing officers. Additional staff were allocated to polling places and allowances made for resources to explain and later count referendum ballot papers.

Particular effort was made to explain the referendum ballot paper to those electors in remote communities.

A separate set of documentation and forms was produced and distributed to ensure procedures relating to the referendum were complied with by staff. As with Legislative Assembly and Legislative Council results, referendum results were released at the tally room on election night and updated on the Commission's web site as they became available.

Nominations

Nominations for the election opened at 6.00 pm on Sunday 23 January 2005 and closed at 6.00 pm on Friday 4 February 2005 at the advertised place of nominations for each district and region. Centralised nominations for registered political parties closed 24 hours prior at 6.00 pm on Thursday 3 February 2005.

As a trial, close of nominations for all districts within the North Metropolitan region were held centrally at one location. This allowed for efficiencies of scale in assisting new returning officers and a forum for candidates to meet. The feedback received from candidates and returning officers indicated that this was worthwhile and would be reviewed prior to the next State general election, to consider the possibility of expanding the initiative to other regions.

Legislative Council candidates were entitled to lodge voting ticket claim forms by 6.00 pm on Monday 7 January 2005.

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

There were nine more nominations for the Legislative Assembly and 26 more nominations for the Legislative Council than in 2001.

The following table indicates the number of nominations received for this election compared to the 2001 election.



MANAGEMENT OF Parliamentary Elections

Table 1: Nominations Received for the State General Election

	2001			2005		
	M	F	Total	M	F	Total
Legislative Assembly	253	113	366	260	115	375
Legislative Council	110	49	159	119	66	185
Total	363	162	525	379	181	560

Early Votes (By Post)

Applications for early votes (by post) were available from the Commission's web site as well as outlets such as Australia Post offices. Approximately 20% of the applications received were downloaded and faxed to the Commission. Electors who were overseas, interstate, located at mine sites, defence force personnel and others unable to attend a polling place on polling day used this facility. A total of 50,419 early votes (by post) were issued in the weeks leading up to the election, an increase of 29% on the 2001 election.

The checking and validating of returned ballot paper envelopes began on the Wednesday prior to polling day, which enabled 34,821 early votes (by post) to be counted after the close of polling and admitted to the count.

Early Votes (In Person)

Early voting (in person) commenced 11 days prior to polling day and was available at 29 State, eight interstate and 11 overseas locations. A total of 27,174 electors used these facilities which represented an increase of over 30% over the 2001 State general election.

Polling Places

The 6.03% increase in elector numbers necessitated a small increase in polling places. A total of 820 static polling places were established, together with 251 mobile polling places in declared special institutions (such as hospitals and nursing homes) and 64 remote polling places in Central Kimberley-Pilbara, Kimberley, and Murchison-Eyre. This ensured that the majority of electors had ready access to voting facilities. These polling places were staffed by a temporary workforce of 6,178 people. Polling place managers and polling officials with the more complex jobs, such as handling elector enquiries or issuing absent and provisional votes, were trained beforehand. Other polling place staff were trained on the day, prior to the opening of polling places.

Drive-In Polling Places

In 2001, drive-in polling places were introduced in Western Australia for electors with disabilities. Although static polling places were required to have optimal access, many electors still found it difficult to go into a polling place to vote.

This option continued in 2005 and nine drive-in polling sites were set up around the metropolitan area. Static polling places do not, generally, have facilities for cars to drive through so, as with the 2001 election, a number of tertiary institutions were used to provide space in their car-parks.



A contractor delivered temporary site offices and procedures were followed to ensure quick and easy voting facilities were provided without electors needing to leave their car. In total, 2,989 electors used this facility, which was slightly less than the 2001 State general election. Although targeted for electors with limited mobility, a significant number of able-bodied electors also used the facility.

Absent Voter Recording System

A PC-based declaration voting system was designed to increase elector flow at selected absent declaration issuing points by allowing electors' names to be marked off the electoral roll electronically. This system reduced the number of declarations required to be completed and checked in the week after polling day at the count centre.

The Absent Voter Recording System was used at 33 polling places that traditionally served large numbers of absent electors in metropolitan and some country districts.

Of the 139,402 absent electors issued ballot papers, 23,599 electors were recorded using this system. In conjunction with the Department of Education and Training, a pilot program using school computers was successfully trialled at two schools in the metropolitan area.

Elector Participation

Polls opened at 8.00 am and closed at 6.00 pm on polling day. The majority of electors voted within their districts. There were 1,259,262 electors enrolled at the time of the State general election. Of these, 1,152,357 people attempted to vote but for various reasons, such as failure to complete declarations correctly, a number did not have their votes admitted to the count.

A total of 882,252 ordinary votes were issued. A total of 139,402 declaration votes were also issued.

The following table shows a comparison of the numbers and types of declaration votes issued in the 2001 and 2005 State general elections.

Table 2: Comparison of Declaration Votes Issued

Type of Vote	Votes Issued 2001	Votes Issued 2005
Provisional	10,063	11,712
Early votes (in person)	27,174	35,220
Early votes (by post)	39,080	50,419
Absent (declaration)	92,674	115,803
Absent (voter recording system)	19,164	23,599
Total	188,155	236,753

Scanning of Rolls

Rolls used at polling places to issue votes were optically scanned to produce an accurate consolidated record of electors who voted. Data files generated from this scanning process formed the basis for post election investigations into non-voters and multiple voters.



MANAGEMENT OF Parliamentary Elections

Non-Voters

Non-voter penalty notices were sent to 76,329 electors out of 106,905 apparent non-voters initially identified. Those 30,576 electors not sent notices provided the Commission with acceptable reasons for not voting before the non-voter process began. A further 55,638 electors were excused following acceptable responses to penalty notices.

The table below shows a comparison of non-voter statistics at the 2001 and 2005 State general elections.

Table 3: Comparison of Non-Voter Statistics

	2001	2005
Total non-voters	93,037	106,905
First penalty notices sent	60,865	76,329
Electors excused	52,378	55,638
Percentage of non-voters (first penalty notices sent)	5.12%	6.06%
Percentage of non-voters overall	7.83%	8.49%

The increase in the percentage of non-voters could largely be attributed to the increased number of electors who were out of the State during the election.

Multiple Voters

An investigation was completed to:

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

The majority of causes of multiple voting were due to issuing officer error at the polling place and a lack of knowledge about the electoral process by new electors, mainly those from non-English speaking backgrounds.

By 30 June 2005, 193 cases of apparent multiple voting had been identified for follow-up and 28 of these cases remained unresolved. Warning notices were sent to 18 electors.



Complaints Management

During the election process, a number of complaints were lodged with call centre staff, emailed direct to the Commission, received by telephone or letter or from the Commission's web site. Wherever possible, these complaints received immediate responses, however those requiring further investigation were dealt with progressively by senior Commission staff, including the Acting Electoral Commissioner. All complaint details and responses were recorded in accordance with the Commission's Complaints Handling System to the general satisfaction of the complainants.

Corruption Prevention

All ballot papers were printed with a unique serial number on the butt of each pad on either watermarked paper or security paper that prevents photocopying. The allocation of ballot papers was recorded and checked to ensure reconciliation and that a full audit trail could be demonstrated.

Ballot box guards were present at each ordinary polling place and were responsible for the security of the ballot boxes throughout the hours of polling.

Ballot box openings were sealed and subject to independent scrutiny, in conjunction with witnessed documentation of seal numbers during the election process.

Voting Facilities for Other Electoral Authorities

Under reciprocal arrangements with other Australian and New Zealand electoral authorities, electors in Western Australia at the time of their elections and by-elections are able to vote at the Commission. During 2004–2005 the Commission provided facilities for early voting (by post) and early voting (in person) for five other authorities.



MANAGEMENT OF Parliamentary Elections

Table 4: Assistance Provided to Other Electoral Authorities in 2004–2005

Date	Election	Votes Issued
10 July 2004	By-election - Te Tai Hauauro, New Zealand	Nil
16 October 2004	Legislative Assembly election - Australian Capital Territory	38
20 November 2004	By-election - Dubbo, New South Wales	Nil
6 May 2005	Legislative Council election - divisions of Murchison and Rumney (Patterson uncontested), Tasmania	2 for Rumney
18 June 2005	Legislative Assembly election - Northern Territory	6 postal votes 33 pre-poll votes

Future Directions

Following the State general election, surveys were conducted with returning officers, candidates, political parties, polling place staff, the community and a feedback session held with a focus group of returning officers. The information gained from these sources is being analysed and will form the basis for a selection of business improvement projects to rectify problems identified and implement new ideas to improve the operations of the next State general election, anticipated to be held in early 2009.

Planning and preparations are underway and will continue over the next three years. The branch will also be preparing for by-elections, should they arise.



Local Government Elections

The *Local Government Act 1995* provides local governments with the opportunity to request that the Electoral Commissioner be responsible for their elections, subject to prior agreement. The number of local governments using this service has increased since the opportunity arose in 1995, making these elections a significant component of the Commission's business.

Local government authorities have recognised that the following benefits can be gained from engaging the Commissioner to conduct its elections:

- ensuring best practice standards because conducting elections is the Commission's core business activity;
- access to experienced specialists;
- allowing local government staff to attend to their daily business, rather than being involved in the often complex management of elections;
- impartiality; and
- access to established partnerships with suppliers (such as Australia Post), to ensure ease of postal voting.

A concerted effort of planning, coordination and cooperation by permanent and casual Commission staff and service providers was required to conduct these elections to ensure appropriate professional standards.

May 2005 Local Government Elections

Preparations for the May 2005 local government elections began in July 2004 and continued through to early in the new year when the focus turned to the operational management of these elections.

Fifty of Western Australia's 142 local governments declared the Electoral Commissioner to be responsible for the conduct of their elections. This represented 985,592 electors, which was 85% of all electors eligible to vote. With this result, the Commission has therefore provided electoral services to the majority of local government electors in Western Australia. Local governments conducting their own elections are principally in rural electorates with low elector numbers.

A total of 823,982 postal packages were distributed in the 2005 local government elections. Each package comprised a minimum of five items, requiring stringent controls to ensure that each elector received the correct items for their election. Despite the size and complexity of the task, very few electors received incorrect forms, due to the procedures employed and the effective quality control at the loading stage. Elections in a number of wards were not contested, meaning that packages did not need to be sent to electors in all areas.



MANAGEMENT OF Non-Parliamentary Elections

Enrolment and Elector Turnout

Table 5: Local Government Enrolment and Turnout Statistics

Number of Districts	Total Enrolment	Total Voter Turnout	Percentage Turnout
50	823,982	307,700	37.34%

A full breakdown of enrolment and turnout by district can be found in Appendix 1.

Technology allowed returning officers and local government staff around the State to use an election management system to issue provisional and replacement voting papers and update the database with the names of electors who had returned packages. This system worked efficiently and allowed for the data from the local government elections to be stored in one central database.

Partnership with Suppliers

Delivery of Postal Packages

To give electors sufficient time to complete ballot papers and return election packages, Commission staff collaborated with a dedicated Australia Post team to develop a mailing schedule that would allow for this time to be incorporated into Australia Post's daily operations. It was also necessary to provide for the prompt return of packages from electors to the postal vote checking centre at the Tom Wilding Pavilion, Claremont Showgrounds.

Australia Post management and other staff are to be commended on providing the assistance necessary to ensure the success of the elections.

Printing Services

Each elector received a personalised envelope containing ballot papers for their ward elections, profiles of the candidates, voting instructions and an envelope for the return of the voting papers to the returning officer. Once the printing contract was awarded, a detailed printing schedule was developed to cater for the production of approximately 4.5 million items. These were customised for each ward and district election. The logistics of ensuring that the correct package was sent to each elector in 128 different wards were considerable.



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 every second year, it is necessary to conduct training on each occasion. It is recognised that well prepared returning officers are the key to a smooth running electoral process.

Two Commission staff members completed the Certificate IV in Assessment and Workplace Training in 2004, a qualification recognised under the Australian Qualification Framework, in preparation for an increased focus on the training of returning officers.

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 80 complaints were received during the May 2005 ordinary elections, an improvement of 20% over the elections in May 2003. The majority of complaints were in connection with:

- section 4.87 of the Act - printing and publication of election material;
- section 4.88 of the Act - misleading, false and defamatory statements; and
- election procedures.

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

Two complaints were referred to the Corruption and Crime Commission (CCC), as required by the *Corruption and Crime Commission Act 2003*. One was resolved and the other remains under investigation. A further two complaints are being examined by the Western Australian Electoral Commission. The State Solicitor's Office provided advice on other matters where minor or technical breaches of the Act may have occurred.

Extraordinary Elections

The Electoral Commissioner conducted one extraordinary postal election during the year on behalf of local governments, as shown in the table below.

Table 6: 2004–2005 Local Government Extraordinary and Other Elections

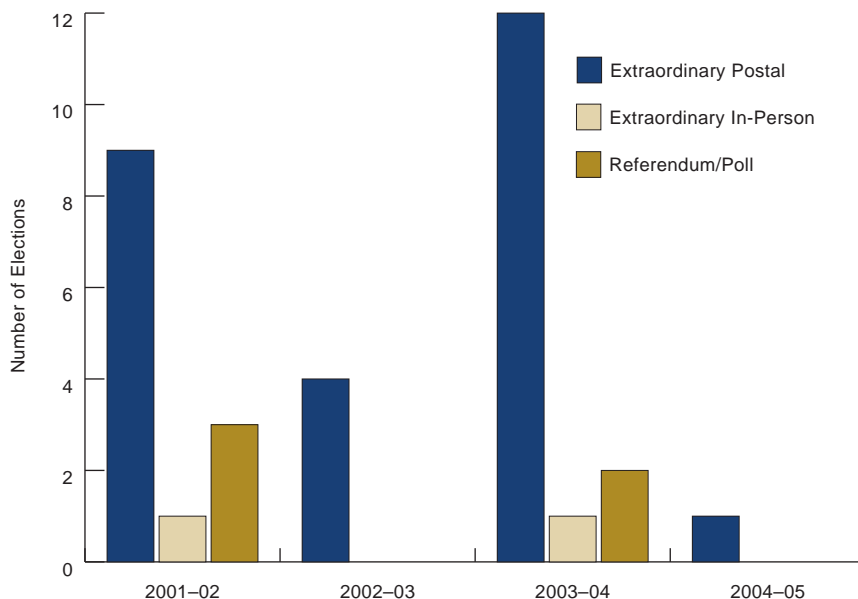
Shire/City	Ward Name	Election Type	Date of Election	Turnout
Town of Claremont	West	Extraordinary	30 September 2004	39.3%

The following graph shows the number of extraordinary elections and referenda conducted on behalf of local governments over the past four years. The number reduces every second year, when the biennial elections are held.



MANAGEMENT OF Non-Parliamentary Elections

Figure 1: Extraordinary Elections and Referenda



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 2007.

Non-Parliamentary Elections

The Electoral Commissioner receives frequent requests from within the non-parliamentary sector to provide electoral advice and to conduct elections for a range of organisations and clients.

During the year, requests were received to conduct 17 elections under the *Industrial Relations Act 1979* and 18 other non-parliamentary elections. The elections conducted under the *Industrial Relations Act 1979* were conducted by postal voting, as were 15 of the other elections. The remaining three elections were conducted as 'voting in person' elections. Details of these elections are set out in Appendix 2.

The Electoral Commissioner ensured the elections were conducted in a timely manner with impartiality, independence and efficiency. The administration of these elections is constantly reviewed and streamlined using database technology and project planning techniques.

The Commission encourages organisations to be more comprehensive in detailing their election rules. 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.

The overall functionality of elections is dependent on specific election rules and, to this end, the Commission is willing to work with organisations to review and establish individual election rules that result in fair and proper elections.



In what was a busy communications year, the Commission undertook a range of new initiatives and processes to educate the community about their democratic rights and responsibilities regarding voting and participation in the electoral process.

With branch activities focused on communication, information and education, policy and legislative requirements, the following activities were undertaken:

- advertising and public relations campaigns for the State general election and referendum on retail trading hours in February 2005 and local government elections in May 2005;
- targeted education programs and presentations through the Commission's Electoral Education Centre;
- direct personal contact with the community through representation at the WA on Show exhibition, the Commission's call centre and the Electoral Education Centre;
- publishing information on the Commission's web site including the election results and updated enrolment statistics;
- producing electoral publications and brochures such as election reports, and guides and manuals for political candidates (a full list of publications available from the Commission is contained in Appendix 5);
- preparation of arguments 'for' and 'against' the retail trading hours referendum;
- registration of political parties;
- amendments to referendum regulations; and
- providing Ministerial advice on changes to electoral distribution legislation.

Advertising and Public Relations

The advertising and publicity components for the State general election and referendum campaign were designed to create awareness amongst the general community and to maximise participation by eligible electors.

In April 2004, the Commission appointed its partners for advertising and public relations after a lengthy tender process. With a 2004 election a possibility, it was important that the advertising and public relations material was packaged as early as possible.

Survey information from the 2001 State general election identified age groups where elector turnout was traditionally low, resulting in an advertising campaign targeting 20–25 year-olds while still appealing to all electors. In June 2004, qualitative market research was conducted with groups representing the target age group with the aim of establishing motivators and barriers to voting. The results helped determine the look and messages of the advertising campaign and the use of humour as the most likely way to break through to the target demographic. Creative concepts developed for television, radio and print carried the theme 'It's best to be involved in the decision process'.

The State general election campaign began in earnest following the issue of the writs on Sunday 23 January 2005.



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Advertisements were run on all metropolitan commercial television stations, GWN and WIN, as well as radio advertising on five metropolitan commercial stations, regional stations as well as 6AR to target Indigenous communities.

Metropolitan, regional and rural print media carried a mix of creative, informative and statutory advertisements throughout the election period. The non-creative advertisements carried essential election information including key features and dates relevant to each of the election phases. Other specialist press, including Indigenous newspapers and overseas publications, were also used through the campaign.

The referendum on retail trading hours created another element to the advertising and publicity campaigns and prepared advertising was used to incorporate the referendum message. All print media were used to outline the 'for' and 'against' arguments.

One innovative idea trialled at this election was *Election News*, designed to take the place of the old *Election Guide* and which carried crucial election information in a news sheet style. There were 19 versions produced for State-wide coverage, delivered to every household through a combination of Australia Post and a distribution network. Information included how, when and where to vote, maps of the new electoral boundaries, voting options, what the ballot papers looked like and information on how votes were to be counted. It also contained a four-page lift-out detailing the 'for' and 'against' arguments for the referendum questions on retail trading hours.

The public relations campaign complemented the different phases of the State general election and referendum advertising campaign. Media releases and fact sheets were issued to tie-in with election messages. Television interviews and footage were recorded at different stages of the election period including at the count centre at Claremont Showgrounds. Other media opportunities also generated excellent coverage, including a story on polling in remote communities in the State.

The advertising and public relations campaign had a high recall rate in the community, particularly within the target demographic. The campaign effectively promoted the Commission's core messages of enrolling to vote and participating in the election process.

Call Centre

For the first time the Commission operated a call centre service. The objective was to efficiently handle high volumes of calls in a short time period and answer queries from the public on election matters to enable them to fully take part in the election process.

The call centre operated for 35 days over the State general election period from 8.00 am Monday 24 January through until 6.00 pm Friday 4 March 2005. The centre was operational six days a week, from 8.00 am to 8.00 pm Monday to Friday and from 8.00 am to 5.00 pm on Saturdays, except polling day where it operated until 6.00 pm.



The call centre received 37,768 calls over 35 days in the campaign. Of these, more than 96% were answered with an average wait time of four seconds. The most frequent enquiries related to early voting (in person), early voting (by post), voting overseas, the location of the nearest polling place and enrolment issues. Any queries that could not be readily answered by call centre operators were escalated to Commission staff, which freed resources within the call centre and kept telephone traffic moving, as well as giving staff time to research the more complex issues.

The tender was let in September 2004 and staff training and system tests took place in November and December. Refresher training was held in January 2005 prior to the election announcement. While the intention was for the call centre to be operational within five hours of the election announcement, a Sunday announcement meant that the call centre began operations on Monday 24 January 2005.

The call centre achieved its targets in terms of budget, percentage of calls answered and satisfaction feedback from call centre operators and members of the public. Thorough planning and preparation, particularly for anticipated questions, ensured queries could be answered accurately and efficiently.

Political Party Registration

At the beginning of this reporting period, eight political parties were registered with the Commission. Following a review in the previous financial year, all but one of these parties, the Australian Democrats, had their entitlements to remain on the register confirmed. As the Australian Democrats was no longer a parliamentary party, it was required to confirm that it continued to have the requisite 500 members who were on the State electoral roll. The Australian Democrats satisfied this requirement in August 2004.

In the five months leading up to the issue of the writ for the 2005 State general election, a further six parties applied for registration and were successful:

Table 7: Registered Political Parties

Name	Date of Registration	Abbreviated Name
Citizens Electoral Council of Australia	18/8/04	CITIZENS ELECTORAL COUNCIL
Community 1 st (Inc.)	29/9/04	COMMUNITY 1 ST
New Country Party	30/11/04	New Country Party
Fremantle Hospital Support Group	6/12/04	Fremantle Hospital Support Group
Public Hospital Support Group	30/12/04	Public Hospital Support Group
Family First Party WA Inc.	14/1/05	FAMILY FIRST



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Two other parties applied for registration but were unable to be considered in time for the election. They were the Daylight Saving Party and Nurses for Health. Their applications were received by the Commission on 20 December 2004 and 22 December 2004 respectively, but the process was suspended when the writs for the State general election were issued. Consideration of applications was suspended from 23 January 2005 until 15 April 2005, the last day for the return of the writ, as no action could be taken on the registration of political parties during an election period under the *Electoral Act 1907*. Consideration of applications for the parties followed and both were registered on 29 April 2005.

During this period, two parties changed their registration details. An application to change the party name of 'Pauline Hanson's One Nation' to 'One Nation Western Australia' was received in the previous financial year. This change was subsequently registered on 21 September 2004. The National Party applied to change its abbreviated name from National Party to THE NATIONALS. This application was finalised on 30 December 2004.

Political Finance

Annual political finance returns for the 2003–2004 financial period were submitted by 13 political parties and three associated entities in accordance with the political finance requirements of the *Electoral Act 1907*. An audit was undertaken by an independent auditing firm of a selection of these returns. The remainder of the returns, submitted by entities on a federal basis, were audited by the Australian Electoral Commission (AEC). These federal returns were also accepted by the Western Australian Electoral Commission in compliance with the *Electoral Act 1907*.

Commonwealth returns lodged by political parties in accordance with the *Electoral Act 1907* were audited by staff members from the AEC. Returns lodged directly with the Commission were audited by an independent auditing firm.

A selection of data from these annual returns will be included in the *2003–2004 Political Finance Annual Report*, which will be tabled in the parliament early in the next reporting year.

Following the 2005 State general election held on 26 February 2005, candidates, Legislative Council groups, and other persons were required to lodge disclosure returns setting out all election-related gifts received and expenditure incurred during the disclosure period. Political parties were also required to lodge election-related returns setting out details of electoral expenditure. Returns were required to be lodged by 13 June 2005, 15 weeks after polling day. These returns were made available for public inspection on 13 July 2005, with a summary of the details to be included in the *2004–2005 Political Finance Annual Report*.

As at 30 June 2005, 91 of the 375 Legislative Assembly candidate returns and 117 of the 185 Legislative Council candidate returns remained outstanding. Follow-up procedures are continuing.

Web Site

The development of the web site continued during the year and in the lead-up to the election and was a source of information for electors, candidates and other interested groups. The contract for its re-development was awarded to a new provider. By the end of October 2004, it became evident that the new web site would not be ready in time for the upcoming election. Planning then commenced with the existing web site service provider to enhance the existing site to cater for the election.



The corporate content of the web site was reviewed and updated and a separate site, electionswa.com, was used for the State general election and referendum results. Election results were posted on the web site as they became available after the close of polling.

Policy Framework

With the creation of a dedicated Communications and Corporate Strategy branch in 2003, a new policy framework was developed to form the basis of a complete review of corporate policy documents. With progress interrupted by the conduct of State and local government elections, a large portion of this review remains to be completed in the coming financial year. The process will result in improvements in the way the Commission meets its longer-term objectives and satisfies government policy initiatives.

Strategic Plan

The Commission's Strategic Plan was the subject of review in late 2004 and early 2005 to better reflect its direction following the restructure. A plan outlining the direction of the Commission over the next five years is due for publication in late 2005.

Legislation and Regulations

Distribution of Electoral Boundaries

The Commission provided Ministerial advice in relation to the government's review of the legislation regarding the distribution of electoral boundaries resulting in the *Electoral and Amendment Repeal Act 2005* being passed in May 2005. The consequence of the changes is that the next distribution of electoral boundaries is due to commence in early 2007 (instead of early 2010), with succeeding distributions held after each general election for the Legislative Assembly. The amendments will result in significant changes to all district boundaries that will apply for the 2009 State general election. The numbers of members in both the Legislative Council and Legislative Assembly were increased by two, the latter as part of the *Constitution and Electoral Amendment Act 2005* also passed in May 2005.

Retail Trading Hours Referendum

In order to comply with amendments to the *Retail Trading Hours Act 1987* to conduct a referendum on retail trading hours in the metropolitan area of Western Australia, the Commission initiated amendments to the *Referendums Regulations 1984* to specify the design of the referendum ballot paper and make a small number of administrative amendments.

Electoral Education Centre

The Electoral Education Centre (EEC) continues to provide quality educational and community awareness programs to primary and high schools, as well as tertiary and community groups throughout Western Australia.



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With a focus on State government matters, the Electoral Education Centre also provides comprehensive information about local and federal government processes. Services include:

- presentations at the centre;
- school and TAFE visits;
- conduct of school elections;
- participation in a Joint Civics Education program (JCE), in conjunction with the Parliament of Western Australia and the Constitutional Centre of Western Australia; and
- a youth enrolment program.

The JCE program continues to receive strong support from both country and metropolitan schools. As well as continuing to service the south west area of Western Australia, the JCE program is also being expanded to include Broome, Merredin and Geraldton.

This expansion of services to these areas has been made possible by the casual employment of local presenters.

The JCE program will be further adapted for use in the north west of Western Australia and remote communities in the forthcoming financial year.

The Commission, in conjunction with the Australian Electoral Commission, has embarked on a joint project to increase enrolment and elector participation within remote Indigenous communities.

The program will involve the use of information conveyed as a 'story board' to encourage eligible Indigenous electors in these communities to become more involved in the electoral processes.

The year 12 enrolment program 'birthday card' initiative continued in the 2004–2005 financial year. Some 22,868 enrolment forms were mailed to all year 12 students in Western Australia in August 2004.

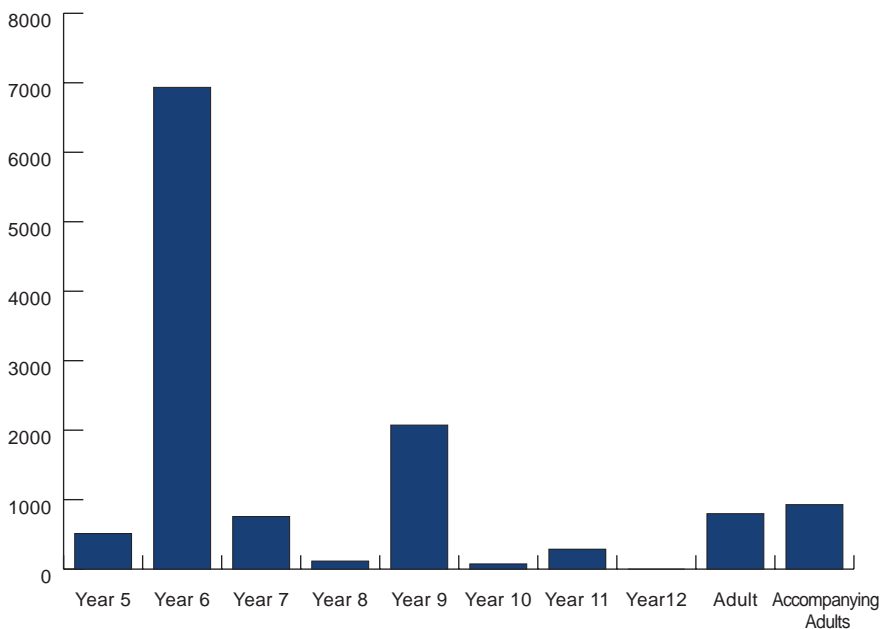
In conjunction with the mail out, staff from the EEC spoke to year 12 students at schools in order to make the enrolment and voting process more clear and relevant to them.



2004–2005 Highlights

Presentations to 12,480 school students and adults at the centre with the breakdown by category as follows:

Figure 2: Breakdown for Electoral Education Centre Visitors



- coordination of 48 school elections involving 9,816 students;
- presentations at primary and secondary schools within the metropolitan area, which involved 1,422 students;
- participation by 4,077 students in the Joint Civics Education program; and
- presentations to 411 TAFE and adult migrant education students.



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An accurate electoral roll is essential for 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. The *Local Government Act 1995* requires that electoral rolls be maintained for local governments and for any wards that exist for that local government. The *Juries Act 1957* requires that rolls be maintained for jury districts.

There is a continual need to ensure that the roll is accurate and up-to-date for any elections which may occur. The federal, State and local government elections held in 2004–2005 resulted in a significant increase in enrolment-related activities, which is reflected in the statistics contained in this report.

Joint Enrolment Arrangement

The completion of a single 'Application for Electoral Enrolment' form is all that is required for electors to be enrolled for federal, State and local government elections. The Commission has a joint enrolment arrangement with the Australian Electoral Commission (AEC), whereby the Commission receives a weekly data file on new enrolments and changes to enrolment for existing electors received by the AEC through this arrangement. This is the principal source of amendments to the State roll.

The existing Joint Enrolment Arrangement (JRA) comprises two documents, the first of which was signed on 20 October 1983 and the second, dealing with silent enrolment, which was signed on 30 July 1985. During the reporting year, negotiations proceeded with the AEC on a new joint enrolment arrangement which reflects the current situation and better defines responsibilities and performance criteria. It is expected that the new arrangement will be finalised in the first half of the coming financial year. The level of payment required by the AEC for services provided under the JRA has increased substantially in recent years to recover a higher proportion of their operating costs and is now linked to changes in the Consumer Price Index (CPI). In return however, the Commission expects improvements in accountability for funds, reporting, evaluation, and a commitment to continuous improvement in roll maintenance.

One of the major initiatives of the JRA is a process called Continuous Roll Update (CRU), which uses change of address information from other State and federal agencies to send enrolment claim forms to electors and potential electors. The focus of CRU is on areas of the State which have a mail delivery service and therefore remote areas of the State are not included in CRU. The CRU process is continually being improved and it is expected that negotiations with the Department of Land Information to obtain access to sale of property data will be concluded in the coming financial year.



The summary of State enrolment from 1998 to 2005 is shown below.

Table 8: State Enrolment Statistics 1998–2005

Year	Total Enrolments	% increase	Electoral Event
1998–99	1,157,415		Federal election 3 October 1998 Local government elections 1 May 1999
1999–00	1,169,672	1.06	Federal referendum 6 November 1999
2000–01	1,206,736	3.17	State general election 10 February 2001 Local government elections 5 May 2001
2001–02	1,206,725	0	Federal election 10 November 2001
2002–03	1,209,933	0.27	Local government elections 3 May 2003
2003–04	1,220,362	0.86	
2004–05	1,266,817	3.67	Federal election 9 October 2004 State general election 26 February 2005 Local government election 7 May 2005

The cyclical pattern of enrolment statistics suggests that many electors are not complying with their obligations to re-enrol one month after changing address and/or not responding to correspondence from the AEC. Typically, as a result of non-voter and multiple voter investigations in the six months following a federal or State general election, a significant number of electors are removed from the roll. Electors' names are also removed from the roll as a result of regular monthly objection processing that is triggered by unclaimed mail from local government postal elections, CRU activities, members of parliament and political parties. In the six months before an election enrolment levels tend to increase in anticipation of the forthcoming election.

A new joint 'Application for Electoral Enrolment' form was introduced on 1 April 2005. The new larger A4 format was designed to be read by optical character recognition (OCR) equipment which is being trialled by the AEC in the eastern states.

A recent report of the federal parliament's Joint Standing Committee on Electoral Matters (JSCEM) recommended more stringent requirements for proof of identity to accompany electoral enrolment or re-enrolment. The federal government supported this recommendation and legislation was passed by the federal parliament in June 2004 to require new enrolees to quote their driver's licence number on the enrolment claim form as proof of identity and address. If the applicant does not have a driver's licence, then details of two witnesses are required to be included on the enrolment claim form. The driver's licence number will be



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checked against drivers' licence records held by the Department of Planning and Infrastructure (DPI). The legislation is not expected to become operational until regulations have been drafted, as there are a number of technical and organisational issues to be managed. The first meeting between the AEC and DPI was held in June 2005 and it is not clear when the federal legislation will become operational. The State government has advised the federal government that it has no plans to make similar changes to State legislation because it is not convinced that this measure will improve electoral integrity sufficiently to outweigh its potential to work against the full franchise of all eligible Western Australians. When the federal legislation becomes operational, the process for handling enrolment claim forms under the JRA will need to be modified to allow for the enrolment of electors, who do not meet the requirements of federal legislation, for State purposes.

Commission Enrolment Activities

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

LifeEvents

The Commission continues its participation in the LifeEvents component of the OnlineWA web site. This site enables the registration of a 'life event' once only and having this advice automatically directed to a number of government agencies. On receipt of this information, the Commission then mails an enrolment claim form to electors who submitted change of address details over the Internet.

In the 2004–2005 year, the statistics included:

Table 9: Life Events Statistics

Activity	Statistic
Total number of transactions	14,221
Number of letters sent	11,585
Total number of enrolment claim forms returned	6,028
Response rate	52.03%

The transaction volume has decreased from 16,463 reported in 2003–2004. This decrease has been attributed to the high enrolment activity triggered by the October 2004 Federal election, the February 2005 State general election and the 2005 local government elections.



Online Enrolment Check

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 and privacy purposes. Details provided include the elector's State electoral district and region, local government district and ward. The postal address is also displayed if it has been provided by an elector.

Electors can download an 'Application for Electoral Enrolment' form, make the relevant changes and return the form to the Commission. The total number of 'hits' (web site visits) on the enrolment claim form was 26,212 for the year, with an average of 2,184 per month.

The transaction volume has increased from 9,963 reported in 2003–2004.

Year 12 Enrolment Program

In August 2004 the Commission sent enrolment claim forms to year 12 students using a list that had been obtained from the Curriculum Council. The results of this exercise were encouraging and it is proposed to repeat the exercise in the coming financial year. The statistics for 2004–2005 are as follows:

Table 10: Year 12 Enrolment Program Statistics

Activity	Statistic
Number of enrolment claim forms distributed	22,868
Number of enrolment claim forms returned	5,520
Number of enrolment claim forms returned to sender	448
Number of enrolment claim forms received from people not on the data base	478
% of enrolment claim forms returned	24.14%

Ensuring Roll Accuracy

To ensure ongoing accuracy, the roll is continuously updated electronically and manually, using a range of strategies, including:

- continuous electronic audit of census collector districts (CCDs) within local governments and State electoral districts, and local governments within State electoral districts, at point of entry to the electoral roll management system (ERMS);
- local government and State electoral district boundary checks to ensure electors are correctly allocated;
- 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-annual complete audit of silent electors and general early voters;



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- fortnightly audit reports including reporting on duplicate electors, adds/changes/deletes to general early voters and British subjects who are entitled to remain on the roll;
- 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 using information sourced from a monthly report provided by the Registrar of Births, Deaths and Marriages; and
- removal of prisoners with a sentence of 12 months or more using information sourced from a report provided monthly by the Department of Justice.

Landgate

In an effort to improve accuracy in the allocation of electors to the correct electorates, Commission staff have access to the Department of Land Information (DLI) web site, Landgate, which allows up-to-date maps to be displayed electronically. There are some issues with changes to local government ward boundaries that are not updated on Landgate until the local government polling day. This causes problems for the Commission, which is required to prepare rolls in advance of polling day based on the new boundaries.

Quality Assurance

The Commission is seeking certification of the management of the electoral roll processes in compliance with the ISO 9001:2000 standard for quality assurance. This certification process, which commenced in May 2004 but was delayed because of preparations for the State election, is expected to be finalised in the coming financial year. The Commission will then have achieved quality certification for both election and electoral roll management processes confirming the quality of performance to existing and potential customers.

Production of Electoral Rolls

Policy on the Supply of Confidential Elector Information

A review of the Commission's policy concerning the supply of confidential elector information in compliance with privacy principles was completed in May 2004. The review recommended a range of short, medium and longer-term strategies to address privacy compliance issues. The implementation of the short-term recommendations is substantially completed; however some residual issues remain to be addressed over the coming financial year. Legislative amendments to the *Electoral Act 1907* and the *Local Government Act 1995* need to be progressed in the longer term to provide legislative support for information currently provided to members of parliament, political parties and for medical research.

One immediate outcome of the review is the inclusion in this Annual Report of a list of third parties who have received elector information over the past year and the purpose for which that information was provided.



All requests for enrolment information are made by application and accompanied by a signed confidentiality agreement. These are assessed in terms of the Commission policy on the supply of confidential information and either approved or rejected. Details of the enrolment information provided to other organisations (together with the purpose for which that information was provided) are recorded in a register. An extract of the register has been included in Appendix 4 for public information.

Jury Lists

Under the *Juries Act 1957*, the Commission has an obligation to provide the Sheriff with lists of prospective jurors for each of the State's 15 Jury Districts. Elector names are randomly selected from the electoral roll. In 2004–2005, lists were prepared in April which included 117,636 prospective jurors.

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 and parliamentary parties with the electoral roll. This is achieved through updates to service providers Magenta Linas or Consultech who receive either monthly updates or roll dumps to provide this information to politicians.

The Commission also responds to one-off requests from these members of parliament for electoral information.

Distribution of Electoral Districts and Regions

As a result of recent amendments to the *Electoral Act 1907*, the State electoral district and region boundaries are to be redistributed by the Electoral Distribution Commissioners as soon as practicable after 26 February 2007 and approximately every four years thereafter (previously every eight years).

The distribution has been changed to generally reflect the principles of 'one vote, one value'. It is anticipated that more electors initially will be impacted by a change of district than in the previous distribution with metropolitan electorates having around 5,000 less electors and country electorates having around 8,000 more electors than previously. The number of State electoral districts has increased by two to 59. The number of members of the Legislative Council will also increase by two, with six members in each of the six regions.

The development of strategies to inform the public about the new boundaries in the lead-up to the next State general election will be a priority over the coming financial year.



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Local Government Redistributions

The following table summarises local government redistributions in 2004–2005 :

Table 11: Local Government Redistribution Statistics

Type of Change	Voting by Post Election	Voting in Person Election	Total
Abolition of wards	2	9	11
Amalgamation of wards	0	3	3
Change of district & ward boundaries	1	0	1
Change of district boundaries ¹	5	6	9
Change of ward boundaries	9	10	19
Change of ward name	0	1	1

¹ Two changes involved an exchange of territory between a postal and a voting in person customer and therefore have been counted twice.

The Commission has experienced difficulties in the past with local government boundary changes and local government ward boundary changes being gazetted close to the roll close date for the biennial local government elections. This left insufficient time for the changes to be implemented in an orderly and quality-assured fashion. This problem was often compounded by the poor quality of maps and other information provided.

To address this issue, the Commission funded the adoption by DLI of local government ward boundaries into the electronic mapping system called SmartPlan. Prior to this, no agency was able to provide ward boundary maps.

In addition to this initiative, the Commission met with the Local Government Advisory Board, the Department of Local Government and Regional Development and DLI with the aim of setting up a Memorandum of Understanding (MOU) under which these agencies will work together to improve the process to achieve benefits for all parties.

The MOU was finalised in 2005 and the working group established under the MOU is expected to commence its activities in the coming financial year.

In the past financial year, the number of local government changes gazetted close to the roll close did not improve over 2003, although the communication with the Department of Local Government and Regional Development improved, as did the quality of maps. Several errors that resulted from the last minute rush were not detected by the local governments until after the roll had closed and required significant effort to rectify. Legislative change would be required to prevent local government boundary changes occurring in the six months prior to polling day.



Changes to ERMS

The Electoral Roll Maintenance System (ERMS) was developed in 1988 and is due for redevelopment. The Commission has been notified by the suppliers of the hardware and the software used by ERMS that support will cease early in 2006. As redevelopment of ERMS will take several years to complete and could not possibly be ready for use when support ends for the current system, it has been decided to migrate the system to the latest release of the software and the hardware in the coming financial year as a risk management strategy.

Future Directions

- improved management of the joint enrolment arrangement with the AEC;
- improved management of local government district and ward boundary changes;
- the migration of ERMS to the latest software and hardware;
- preparation for the redevelopment of ERMS commencing in 2005–2006; and
- continued development of procedures to protect the privacy of confidential elector information.



CORPORATE Governance

The Commission has continued to increase its focus on corporate governance matters, achieving a high level of compliance with public sector standards and in response to government policy directives. Furthermore, the Commission is committed to continuously improving its corporate governance functions in line with community and government expectations.

Compliance with Section 31(1) of the *Public Sector Management Act 1994*

Existing controls and checks are considered sufficient to provide a reasonable assurance of compliance with the standards and ethical codes. Auditing is conducted on a regular basis as part of the internal audit program. Application was made for a breach of standards review and the corresponding outcomes for the reporting period are:

Number lodged	0
Breaches found	0
Multiple breaches	0
Applications under review	0
Material breaches	0
Breaches withdrawn	0

The Electoral Commissioner is subject to the provisions of the *Parliamentary Commissioner Act 1971*, but only to the extent of the Electoral Commissioner's functions as Chief Executive Officer of the Western Australian Electoral Commission.



Legislation impacts all administrative and operational activities and the Commission complied with the following legislation in the performance of its function:

Administrative	Operational
<i>Criminal Code</i>	<i>Constitution Act 1889</i>
<i>Disability Discrimination Act 1992 (Cth)</i>	<i>Constitution Acts Amendment Act 1899</i>
<i>Disability Services Act 1993</i>	<i>Election of Senators Act 1903</i>
<i>Equal Opportunity Act 1984</i>	<i>Electoral (Ballot Paper Forms) Regulations 1990</i>
<i>Electronic Transactions Act 2003</i>	<i>Electoral (Political Finance) Regulations 1996</i>
<i>Evidence Act 1906</i>	<i>Electoral Regulations 1996</i>
<i>Financial Administration and Audit Act 1985</i>	<i>Fines, Penalties and Infringement Notices Enforcement Acts 1994</i>
<i>Freedom of Information Act 1992</i>	<i>Franchise Act 1916</i>
<i>Government Employees Superannuation Act 1987</i>	<i>Guardianship and Administration Act 1990</i>
<i>Industrial Relations Act 1979</i>	<i>Industrial Arbitration (Union Elections) Regulations 1980</i>
<i>Occupational Safety and Health Act 1984</i>	<i>Juries Act 1957</i>
<i>Public and Bank Holidays Act 1972</i>	<i>Local Government Act 1995</i>
<i>Public Sector Management Act 1994</i>	<i>Local Government (Elections) Regulations 1996</i>
<i>Public Interest Disclosure Act 2003</i>	<i>Referendums Regulations 1984</i>
<i>Salaries and Allowances Act 1975</i>	
<i>State Records Act 2000</i>	
<i>State Supply Commission Acts 1991</i>	
<i>Workers Compensation and Injury Management Act 1981</i>	

Sustainability

A Sustainability Action Plan was produced in December 2004 in accordance with the government's State Sustainability Strategy. This plan identified and confirmed the Commission's commitment to perform its activities in a sustainable manner having regard for the environmental, social and economic impacts of the outcomes of those activities.



Sustainability principles will be incorporated in the revised strategic and business planning processes and will consider the principles in the preparation of budget statements for the coming year. A number of sustainability activities are referred to in the operational sections of this report. Due to a focus on State and local government election activities during the financial year a number of actions under the plan were deferred for completion until the latter half of 2005 and early 2006. The Commission is committed to further internal and external consultation for the coming financial year to assist with the achievement of the actions identified under the plan.

Some of these include:

- developing a 'proof of concept' for e-voting and conducting preliminary research into feasibility;
- undertaking environmental audits to ensure efficient use of resources; and
- improving communication with staff members to increase awareness of sustainability issues.

Public Interest Disclosure

The Commission did not receive any public interest disclosures during the year.

The Commission's Public Interest Disclosure Officer is Lyn McKay, Manager, Communications and Corporate Strategy. The Commission has information on its web site explaining how to make a public interest disclosure, including the internal procedures outlining the agency's obligations under the *Public Interest Disclosure Act 2003*. The Commission will take all reasonable steps to provide protection to people who make such disclosures from any detrimental action in reprisal for the making of a public interest disclosure.

Freedom of Information (FOI) Applications

The Commission received two Freedom of Information applications during the year. One of these applications was still being processed at the end of the financial year.

Freedom of Information applications or general enquiries are managed by Natalie Stillitano, Information and Publications Coordinator. Branch managers who have responsibility for the information being sought are able to make decisions regarding applications.

Complaints and Other Feedback

The Commission finalised a review of its Complaint Management Policy during the year, ahead of the State and local government elections in early 2005. Outside of these elections the Commission received one complaint about alleged misuse of roll information by a third party. Following investigation it was found that the information had been obtained from another source and there had been no misuse of Commission roll information.

During the State general election, more than 170 complaints were received. However, the majority of these complaints related to election processes rather than service delivery. A number of suggestions and compliments were received relating to services provided during the election.



The main complaints were between, or about, candidates and related to campaign material. A number of complainants were concerned that the content of material was of a misleading or deceptive nature. The High Court of Australia has applied a very narrow definition to what constitutes misleading or deceptive matter. This left the Commission with little discretion to prosecute or otherwise seek to rectify material that could have been confusing to electors. The Commission will explore options to reword the legislation to broaden the interpretation applying to such material to better meet community expectations. A number of similar complaints related to a failure by candidates or political parties to properly authorise their election material. Where evidence of a breach was clear, the Commission sought removal of the offending material unless or until it was properly authorised.

A number of other concerns were raised by electors in remote and regional areas seeking to identify polling locations or options. The Commission offers early voting (by post), remote polling and early voting (in person) in a number of remote and regional locations. However, there are still some electors who are unable to vote via these means. To this end, opportunities are being explored for the future, including the possibility of e-voting to remove some of the continuing difficulties associated with distances in these areas.

Some electors were unaware of changes to electoral boundaries. Information about the changes was published in *The West Australian* and on the Commission's web site at the time of the last distribution in 2003. During the election the new boundaries were also promoted in *Election News*, the Commission's updated election guide. Given the continued concern expressed by some electors, further options will be considered to explain future boundary changes. Legislation has since been changed to require a distribution of boundaries after each election (instead of every second election), which, in the longer term, should encourage electors to consider boundary changes each time there is an election.

Some complaints focused on delays at polling places. This was attributed to the addition of a referendum to election materials (the first time in 70 years that a referendum had been held in conjunction with a State general election) and flow-on effects of the changes to electoral boundaries. This also led to complaints about the behaviour and attitude of polling place staff who were trying to manage these delays. Election planning is being revised in light of this information to ensure improved resourcing for future elections.

The approximate 80 complaints in relation to the local government elections, similarly related more to election processes than service delivery. Likewise, a majority of the complaints related to the concerns about campaign material. The Commission faced similar difficulties with the legislation as it did for the State general election, as referred to above.

The *Local Government Act 1995* also provides for matters to be referred to the Electoral Commissioner for investigation, whether or not the Commission was responsible for the conduct of the election concerned. While many investigations were able to be resolved summarily, a small number of matters are subject to further scrutiny. These matters are expected to be finalised in the latter half of 2005.



Recordkeeping

The Commission had its first full year of implementing its records management plan. Employees' roles and responsibilities in relation to the plan are included in the induction training program with continuous ongoing compliance review by the Commission's record manager. The current plan will be subject to a comprehensive review within the next four years. The retention and disposal schedule is being revised and is due for completion in the latter part of 2005.

Disability Services Plan

Delivering services for people with disabilities continues to be a priority. There has been greater scope for new initiatives in relation to elections that are conducted in person, such as the State general election and some non-parliamentary elections where there is more direct interaction with our customers. To the extent that initiatives have also been relevant to postal ballots, such as for local government elections, they were applied to those elections.

The Commission's Disability Service Plan will be revised this financial year to provide further direction for disability initiatives in the years ahead.

Existing Services are Adapted to Ensure they Meet the Needs of People with Disabilities

A range of new election initiatives were implemented to improve access, voting options and information on enrolment and voting.

Redesign of the voting screens

Following consultation with Tony Clark of Vision Australia, a redesign of voting screens was undertaken to make them more accessible for people with vision impairment. A mock-up voting screen was constructed after investigation and advice from Vision Australia and other Australian electoral authorities.

The voting screen was displayed at the Association for the Blind of WA. Feedback was provided by consumers and staff members — particularly specialist staff who work with consumers in the professional disciplines of Occupational Therapy and Orientation and Mobility. The amendments resulted in an enhanced voting screen design that improved use of, and access to, voting screens in polling places.

The rear vertical surface of the each voting booth was enhanced by having a black border around the *'Here's how you mark your ballot papers!'* form to make the instructions easier to notice and to read.

Magnifying sheets

Magnifying sheets were provided to each polling place to increase the image size of the ballot paper so that it could be easily read and completed without further assistance.

Voting folders for mobile polling

Previously the top portions of voting screens were supplied by mobile polling staff for electors to use to provide privacy when voting. This election the voting screen was replaced with voting folders. They provided a significantly smaller screen for electors to vote with privacy and ease.



Existing Initiatives that were Continued During this Election

A number of initiatives previously tested continued to be used to improve services for those with disabilities and included:

- desktop voting screens to assist electors in wheelchairs and those who had difficulty standing while completing their ballot papers;
- provision of 'Hard of Hearing' cards at each polling place and instructions to issuing staff about how to better assist electors with hearing difficulties;
- assistance to electors outside the polling place for those electors who had difficulty entering and voting within a polling place;
- designated parking areas for people with disabilities — parking bays close to the entrance to the polling place were specifically designated for people with ACROD permits;
- triangular pencils in polling places provided significantly improved grip for electors who may have had difficulty handling the standard shape black lead pencils used for completing ballot papers;
- video magnifiers/closed circuit television (CCTV) screens were provided at 12 locations to enlarge print for people with visual impairments;
- drive-in polling facilities allowed electors with limited mobility to vote without having to leave their vehicle; and
- Telephone Typewriter (TTY) service to allow customers with speech or hearing impairments to more easily contact the Commission.

Access to Buildings and Facilities is Improved

Collaboration with the building management continues to ensure appropriate levels of access to head office for people with disabilities. The Disability Services Commission was contacted for advice regarding access to buildings used as polling places to ensure that a range of appropriate facilities were identified for use by people with disabilities across the State. Suitable locations were promoted on the web site and in newspaper advertisements.

Information about Services is Provided in Formats which meet the Communication requirements of People with Disabilities

All election material was made available in large print, Braille and audio cassette format, upon request. A request was made for the Candidates Guide for the State election in audio, which was provided on cassette.

Questions and arguments for the retail trading hours referendum were made available in audio format without waiting for a direct request, after the question was raised during a radio interview with the Acting Electoral Commissioner.



CORPORATE Governance

Advice and Services are Delivered by Staff who are aware of and understand the Needs of People with Disabilities

A dedicated staff member was assigned the task of coordinating disability initiatives in relation to the two major electoral events conducted in the year under review. This provided a focus on activities for both the Commission and disability service organisations and an increased awareness and understanding of the needs of people with disabilities in relation to electoral matters.

Training and information was also provided to a range of permanent and casual staff members in relation to the various initiatives.

Opportunities are Provided for People with Disabilities to Participate in Public Consultations, Grievance Mechanisms and Decision-Making Processes

During the year, consultation was held with the Disabilities Service Commission, Association for the Blind of WA, Office for Seniors Interests & Volunteering, WA Deaf Society Inc and staff from the Commission's Communications and Corporate Strategy branch regarding possible initiatives to be applied during the 2005 State and local government elections.

Quality Assurance

As previously highlighted, certification of the management of the Commission's electoral roll process is being undertaken. Preliminary work commenced in mid-2004 and recommenced in early 2005. With a large proportion of the work required to achieve certification now complete, the final audit to achieve certification is expected to be completed in the second half of 2005, after which it is anticipated that the Commission will be certified to the ISO 9001:2004 standard for its election and electoral roll management processes.



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:

1. Total expenditure for 2004–2005 was \$2,494,050.
2. Expenditure was incurred in the following areas:

Advertising agencies	\$669,572	303 Advertising	\$669,572
Market research organisations	\$48,625	Market Equity	\$48,625
Polling organisations	\$22,748	Asset Research	\$22,748
Media advertising organisations	\$907,757	Media Decisions	\$907,757
Direct mail organisations	\$845,348	Zipform	\$412,684
		Hermes Precisa Ltd	\$432,664

Warwick Gately AM
ACTING ELECTORAL COMMISSIONER

30 August 2005



The Business Services branch supports the key functional areas within the Commission by providing human resource, financial and administrative services. During major election activity, this support extends to providing direct project responsibilities for related areas within election management.

Human Resource Management

Human resource requirements increased significantly during the year to cater for the impending State and local government elections. The Commission normally operates with a permanent staffing level of 43 full-time equivalent staff members (FTEs), however this was supplemented during the year by the appointment of fixed-term and casual staff, with numbers growing to 68 FTEs.

Much of the focus centred on developing a system for the appointment and payment of polling place staff. This initially involved the adaptation of the Internet system, administered by the Department of Premier and Cabinet in the Recruitment Advertising Management System (RAMS), to cater for applications and appointments. Development of an interface between this system and the payroll system was then completed.

The development of the database for this type of process involved four distinct phases. Phase 1 focused on the creation of a database (BigRedSky) to store the data, while Phase 2 focused on the development of processes to allow data to be transferred from BigRedSky to Concept payroll. Phase 3 reviewed the output of the data, including the payroll process, costing and operational reporting such as taxation and superannuation. Phase 4 involved the recording of returning officer and polling place staff assessments. Electoral boundary changes and the conduct of a referendum resulted in polling place staff working more hours than initially expected. This had the effect of requiring considerable manual input by Commission staff before payroll processing could commence.

The introduction of this new system was met with mixed reaction from the returning officers, whose duty it was to appoint their own polling place officials. Whilst the functionality of the system was viewed positively, there were problems with the speed of Internet access which was of particular concern to country staff. These concerns have been included in planning for the next election but the end result saw the successful appointment and payment of over 6,500 polling officials.

In addition to the polling staff mentioned above, a further 1,100 casual staff were provided under contract by an employment agency, to assist in the major project areas. These included early voting (by post) and early voting (in person), stores, tally room operations, declaration vote counting, the Legislative Council count and non-voter processing.

In order to assist in the reduction of illness, the policy of meeting the cost of influenza injections for staff members wishing to participate was continued.

Training

A total of \$37,223 was spent on training courses, with the bulk of this being directed towards training State and 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 rates	0
• Estimated cost of claims incurred per \$100 wage roll	0.11
• Premium rate	0.78%
• Rehabilitation success rate	n/a

Financial Management

A revision of the Commission's chart of accounts, undertaken during 2003–2004, provided for the collation of expenditure at project level. This information will assist greatly in future planning, financial accountability by branch managers and budgeting associated with election expenditure in particular.

The conduct of the State general election and local government postal elections resulted in an increase of about \$12 million in the Commission's annual expenditure, with a consequential increase in the workload of the Accounts section.

Internal Audit

A limited number of internal audits were carried out during the year, owing to the appointment of new auditors and the general concentration on election matters. Audits were carried out on:

- the overhead charging policy associated with cost recovery elections;
- the interface between the polling staff appointment and payroll systems;
- payroll management; and
- asset management.

Procurement

The branch was heavily involved with procurement activity during the year, including the coordination of a number of election related tendered processes, and with the purchase, packing and delivery of all stores and stationery associated with the conduct of the election.

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 an 8% reduction targeted for 2004–2005 compared to the base year, 2001–2002.



Table 12: Energy Smart Government Program Results

Energy Smart Government Program	Baseline Data 2001–02	2004–05 Actuals	Variation %
Energy consumption (MJ)	487	646	+33%
Energy cost (\$)	\$21,961	\$30,958	+41%
Greenhouse gas emissions (tonnes of CO2)	125	163	+30%
Performance indicators			
MJ/m ²	276	219	-21%
MJ/FTE	13,555	9,360	-31%

For the elections conducted during the year under review, there was a requirement to employ additional contract staff and acquire additional accommodation for the full year.

Energy use was increased as a direct result of this requirement, plus there was the need to undertake considerable periods of work outside standard hours, with consequential increases in lighting and air-conditioning charges.

While operational requirements have significantly changed the Commission’s energy use, there has been a marked decrease in the amount of energy used per square metre of accommodation and per full-time equivalent staff member.

Waste Paper Recycling

Waste paper is collected within the office for recycling in accordance with government policy. In addition, following the State and local government elections, considerable quantities of paper waste plus cardboard ballot boxes and voting screens, were collected and delivered to a paper recycling company.



The Information Systems and Technology branch began the year with a new structure and some new staff members. The structure and new team expertise allowed the branch to successfully support all areas of the Commission through the State and local government elections and normal day-to-day operations.

The branch's areas of focus have included:

- successfully supporting all other branches through the major elections and to ensure systems required for the users were available;
- providing a hardware infrastructure that was stable and robust, ensuring maximum availability and security of data within the budgetary constraints;
- pro-actively working with users to achieve a good understanding of their tasks and to assist them with the creation of tools to run efficient and successful elections; and
- ensuring the Commission maintained at least the minimum Government standards in all areas of e-Government and security.

During 2003–2004 the Commission conducted the planning and design phases for a new Election Management System WA (EMSWA), resources system and results system.

A major development focus for the past year was the creation of a system for the recording and dissemination of results for the State general election. A new results system was required, as the system used in 2001 was no longer viable due to changes in technology.

Another major focus was the establishment of a Disaster Recovery Plan (DRP) to be operational during non-core business times and which would provide maximum availability for all systems and communications during peak election periods.

Election Outcomes

For the 2005 elections, a new results module was added to EMSWA for the collection and the dissemination of the results data to the web site, for reports and political parties, media and other commentators on election night and in the weeks following.

Media and political parties were offered a number of options to receive data and were trained in the use of the various options. These data options were updated every two to five minutes on election night.

The data displays for the tally room were set up using four projectors displaying onto four large screens. These displayed the results for the Legislative Assembly, Legislative Council, referendum and notional distribution and were updated every 20 seconds. This new results system was also developed to allow for the collection of data for one or more referendums.

A major benefit was that it allowed returning officers to directly enter results into the system using an Internet connection, rather than by the traditional method of telephoning and faxing the data to a centralised results collection area.



The development of a new web site will ultimately include the automatic display of results once they have been received by the EMSWA system. As this web site was not ready in time for the election, the EMSWA results module was updated to include creation of all of the new web site pages. This worked well but will be streamlined for the future.

The Election Management System (EMS) used by the Commission for the 2001 State general election was used again to run the 2005 State general election. This system enabled the Commission to maintain a central database containing most of the administrative data for an election. The data included returning officer details, candidates, polling place information and various statistical data regarding numbers and gender analysis of the electorate.

Since 2001, EMS has received minor modifications to streamline its processing capabilities. These have been mainly in the areas of polling place resources and staffing and also in the introduction of XML (eXtensible Markup Language) to supply data to external sources.

EMS has provided information for various requirements including advertising, the *Government Gazette*, results system, production of roll books, the Commission's web site, the call centre, ballot paper production and election delivery schedules. By having a central system the possibility of errors resulting from data inconsistencies has been reduced, and processes such as nominations handled more efficiently.

A challenge to the branch in the lead-up to the State general election was that special arrangements had to be made for setting up the processes over five sites, as one large election site was not available. These included:

- Claremont Showgrounds (Silver Jubilee Pavilion) for the declaration processing and results collections;
- Welshpool for the election stores;
- new ABC Studios in East Perth for the tally room;
- Level 5, 111 St Georges Terrace for the six Legislative Council region counts; and
- Level 11, 111 St Georges Terrace for early voting (by post) and issuing of early votes (in person) within the city centre.

These sites were interconnected with the Commission's head office situated at Level 2, 111 St Georges Terrace Perth.

The Commission has virtualised most of its program and system servers, as well as its data array servers using VMWare GSX. Arrangements have been made so that replication of the important system servers and data arrays takes place in real time to an off-site data centre using the SANMelody solution.

The branch also determined that the best plan for communications was to connect all remote sites used for the 2005 State general election directly into the off-site data centre, which was linked by a 200Mb/s link to head office.

Most of these sites were interconnected with fibre optics for the main communications that were backed up by ISDN lines with automatic switchover in the case of fibre failure and automatic reversion to the main fibre connection after its return to service. This feature was used several times during the 2005 election period with no noticeable performance degradation.



The branch played a central role in establishing the call centre operations and communications systems, so that the centre could meet its objectives and respond efficiently to public enquiries.

The postal voting system used successfully in 2001 received minor modifications and improvements and was used again in 2005. An online link was provided to the call centre.

The Absent Voter Recording System was again established in polling places where the issue of higher volumes of absent votes has been common. The system accelerated the issuing process in the polling places, as well as the central checking process.

The branch supported many other projects, in the provision of computerised systems, data or other technical advice and assistance.

In May, the branch again played a vital part in the setup and running of the local government elections. A high speed fibre link was implemented to the Tom Wilding Pavilion at Claremont Showgrounds and hardware, technical infrastructure and other helpdesk support was provided to the centralised scanning centre.

In addition, the branch worked with the Commission's 50 local government returning officers and local councils in order that they could access the EMSWA system over Internet connections for the nominations process, the issue of replacement and provisional packages, the scanning or marking of returned packages off the roll, as well as entering results or making general enquiries.

Disaster Recovery

Overall risk has been reduced significantly with a system design employing redundancy, server virtualisation and off-site replication of data based on SANMelody and VMWare. All but the most catastrophic of circumstances would result in downtime of just 15 to 60 minutes at most, with the switchover of core systems taking place without interruption to services or loss of data.

Workstation Deployment

After evaluating the responses to the tender process for new workstations for all Commission staff, the tender was awarded in July 2004. New standard operating environments (SOE) were established for each machine and groups of users and the workstations were released to staff in August 2004.

Other Projects

Security processes and the integrity of computer systems continue to be of paramount importance. New methods of monitoring, assessing and checking security are continually being tested and there is a constant need to ensure security is as tight as possible as we increase external access to our network.

Branch staff will continue to undertake research and development to ensure that they keep up-to-date with technology so that more efficient services are offered to customers.



AUDITOR GENERAL

INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

**WESTERN AUSTRALIAN ELECTORAL COMMISSION
PERFORMANCE INDICATORS FOR THE YEAR ENDED 30 JUNE 2005**

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 30 June 2005.

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 effectiveness and efficiency.

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.

A handwritten signature in black ink, appearing to read 'D D R Pearson'.

D D R PEARSON
AUDITOR GENERAL
30 September 2005



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 Western Australian Electoral Commission, and fairly represent the performance of the Commission for the year ended 30 June 2005.

Warwick Gately AM
ACTING ELECTORAL COMMISSIONER

30 August 2005



PERFORMANCE INDICATORS 2004–2005

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

Effectiveness Indicator	Source/ Method	Performance				
		2000–01	2001–02	2002–03	2003–04	2004–05
1. Average participation rate of eligible electors:	Statistics					
• State general election		92.25%	n/a	n/a	n/a	89.84%
• Local government elections (ordinary postal)		38.23%		34.9%		37.34%
• Local government elections (extraordinary postal)			51.6%		44.79%	39.30%

Note: Details of this effectiveness indicator can only be provided every four years for State general elections, and every two years for local government ordinary elections. The rates provide a key indicator of the Commission's effectiveness in enabling electors to participate in the electoral process, and also provide an indication of the advantages of postal elections in facilitating participation in voluntary elections. It should be noted that participation rates for local government ordinary elections, as in 2000–01, 2002–03 and 2004–05, will often be lower than the extraordinary elections due to the influence of the larger local authorities on average turnout. The average participation rate in extraordinary elections can vary markedly due to the size of the election and the importance of local issues.



Efficiency Indicators

Service: Electoral Services

Description: Provision of an impartial, independent and efficient electoral service to parliamentary and non-parliamentary electoral customers.

Efficiency Indicator	Source/ Method	Performance	
		2003–04 Comparative	2004–05
• Cost/elector of providing electoral services	Financial and statistical data	\$4.97	\$4.69
• Cost/elector to conduct State general election		n/a	\$8.36
• Average cost/elector to conduct local government elections	Financial and statistical data	\$5.63	\$2.04

Note: The indicator for the cost/elector of providing electoral services has been amended this year to reflect the consolidation of four programs into one. This now provides a direct link to the budget estimates. The comparative figure for 2003–04 only has been included for transitional purposes.

These indicators reflect the fixed cost of maintaining readiness for a State general election, plus the cost of conducting a State general election every four years, and local government postal elections. Local government ordinary elections are conducted every two years, and extraordinary elections are conducted on an as-needs basis.



AUDITOR GENERAL

INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

**WESTERN AUSTRALIAN ELECTORAL COMMISSION
FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2005**

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, 2005 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, 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.

A handwritten signature in black ink, appearing to read 'D D R Pearson'.

**D D R PEARSON
AUDITOR GENERAL**



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 ended 30 June 2005, and the financial position as at 30 June 2005.

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.

Warwick Gately AM

ACTING ELECTORAL COMMISSIONER

15 August 2005

Gary Harrington

PRINCIPAL ACCOUNTING OFFICER

15 August 2005

STATEMENT OF FINANCIAL PERFORMANCE for the year ended 30 June 2005



	Note	2004–05 (\$'000)	2003–04 (\$'000)
Cost of Services			
Expenses from Ordinary Activities			
Employee expenses	4	9,478	2,878
Depreciation expense	5	156	137
Supply and services	6	7,642	2,629
Accommodation expenses	7	848	559
Capital user charge	8	44	132
Cost of disposal of non-current assets	10	3	0
Charges to provision	13	0	36
Total Costs of Services		18,171	6,371
Revenues from Ordinary Activities			
Recoup of services	9	2,551	184
Proceeds from disposal of assets	10	0	0
Net Cost Of Services		15,620	6,187
Revenues from State Government			
Service appropriations	11	17,951	3,411
Resources received free of charge	11	50	20
Liabilities assumed by the Treasurer	11,16	89	89
Total Revenues from State Government		18,090	3,520
Change In Net Assets		2,470	(2,667)
Total changes in equity other than those resulting from transactions with WA State Government as owners		2,470	(2,667)

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



STATEMENT OF FINANCIAL POSITION as at 30 June 2005

	Note	2004–05 (\$'000)	2003–04 (\$'000)
Current Assets			
Cash assets	22	2,324	718
Restricted cash assets	12,22	0	82
Receivables	13	990	144
Amounts receivable for services	14	163	163
Other assets	15	55	52
Total Current Assets		3,532	1,159
Non-Current Assets			
Amounts receivable for services	14	163	0
Equipment and hardware	17	262	224
		425	224
Total Assets		3,957	1,383
Current Liabilities			
Payables	18	126	70
Other liabilities	20	0	88
Provisions	19	286	159
Total Current Liabilities		412	317
Non-Current Liabilities			
Provisions	19	287	279
Total Liabilities		699	596
Equity			
Contributed equity	21	568	568
Accumulated surplus (deficiency)	21	2,690	219
Total Equity		3,258	787
Total Liabilities and Equity		3,957	1,383

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

STATEMENT OF CASH FLOWS

for the year ended 30 June 2005



	Note	2004–05 (\$'000)	2003–04 (\$'000)
Cash Flows From State Government			
Service appropriations		17,788	3,248
Capital contributions		0	371
Holding account drawdowns		0	129
Net cash provided by State Government		17,788	3,748
Utilised as follows:			
Cash Flows From Operating Activities			
Payments			
Employee costs		(9,342)	(2,771)
Supply and services		(7,576)	(3,025)
Accommodation		(848)	(531)
Capital user charge		(44)	(132)
GST payment on purchase		(50)	(329)
Receipts			
Revenues from services		1,792	2,375
GST Receipts on sales		0	237
GST Receipts from taxation authority		0	208
Net cash used in operating activities	22	(16,068)	(3,968)
Cash Flows From Investing Activities			
Purchase of non-current physical assets		(196)	(22)
Net cash used in investing activities		(196)	(22)
Net Increase/(Decrease) in Cash Held		1,524	(242)
Cash assets at the beginning of the financial year		800	1,042
Cash Assets At The End Of The Financial Year		2,324	800

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



SUMMARY OF CONSOLIDATED FUND
APPROPRIATIONS AND REVENUE ESTIMATES
for the year ended 30 June 2005

	2004-05 Estimates \$'000	2004-05 Actual \$'000	Variation \$'000	2004-05 Actual \$'000	2003-04 Actual \$'000	Variation \$'000
Delivery Of Services						
Item 66. Net amount appropriated to deliver services	15,939	17,607	1,668	17,607	2,589	15,018
Amounts authorised by other Statutes						
<i>Electoral Act 1907</i>	220	288	68	288	215	73
<i>Industrial Relations Act 1979</i>	56	56	0	56	56	0
<i>Electoral Distribution Act 1947</i>	0	0	0	0	551	(551)
Total appropriations provided to deliver services	16,215	17,951	1,736	17,951	3,411	14,540
Capital						
Item 142. Capital contribution	0	0	0	0	371	(371)
Grand Total Of Appropriations	16,215	17,951	1,736	17,951	3,782	(3,306)
Details of Expenses by Services						
Elections services	16,345	18,171	1,826	18,171	6,371	11,800
Total cost of services	16,345	18,171	1,826	18,171	6,371	11,800
Less total revenue from ordinary activities	(2,543)	(2,551)	(8)	(2,551)	(184)	(2,367)
Net cost of services	13,802	15,620	1,818	15,620	6,187	9,433
Adjustments (1)	2,413	2,331	(82)	2,331	(2,776)	5,107
Total Appropriations Provided to Deliver Services	16,215	17,951	1,736	17,951	3,411	14,540
Capital Expenditure						
Purchase of non-current physical assets	0	195	(195)	195	22	173
Adjustment for other funding sources		(195)	195	(195)	349	(544)
Capital Contributions (Appropriation)	0	0	0	0	371	(371)
Details Of Revenue Estimates						
Revenues disclosed as Administered Revenue		254	(254)	254	2	252

SUMMARY OF CONSOLIDATED FUND
APPROPRIATIONS AND REVENUE ESTIMATES
for the year ended 30 June 2005



(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 25.



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.

(a) Service Appropriations

Service 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 1985*, 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; and
- other departmental revenue.

In accordance with the determination, the Commission retained \$1,702,091 in 2004–05 (\$2,560,044 in 2003–04).

Retained revenues may only be applied to the services specified in the 2004–05 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.

Assets costing less than \$1,000 are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

(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 5 years to 3 years during the 2002–03 financial year.

(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 the Office Building 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 (refer note 12) consists of amounts paid annually into a suspense account over a period of 10 financial years to largely meet the additional cash outflow in each eleventh year when 27 pay days occur in that year instead of the normal 26. No interest is received on this account.

Accrued salaries (refer note 20) 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.



(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. The Commission contributes to this accumulation fund in compliance 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; and
- (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 Government Employees Superannuation Board makes the benefit payment and is recouped by the Treasurer.

NOTES TO THE FINANCIAL STATEMENTS for the year ended 30 June 2005



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 19).

(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 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.



NOTES TO THE FINANCIAL STATEMENTS for the year ended 30 June 2005

3. Services of the Commission

Information about the Commission's service is set out in the Schedule of Expenses and Revenue by Service. Information about the Commission administered expenses, revenues, assets and liabilities is set out in Notes 33 and 34.

The key service of the Commission is

Election Services

Provision of an impartial, independent and efficient electoral service to parliamentary and non-parliamentary electoral customers.

	2004-05 (\$'000)	2003-04 (\$'000)
4. Employee Expenses		
Salaries	8,667	2,544
Change in annual and long service leave entitlements	135	3
Superannuation	676	331
	<hr/>	<hr/>
	9,478	2,878

5. Depreciation Expenses

Equipment	33	32
Computer hardware	123	105
	<hr/>	<hr/>
	156	137

Refer to note 2(f)

6. Supply and Services

Communications	1,061	235
Consultants and contracts	4,716	1,865
Consumables	1,647	414
Repairs and maintenance	119	80
Travel	49	15
Resources received free of charge	50	20
	<hr/>	<hr/>
	7,642	2,629

7. Accommodation Expenses

Expenses incurred during the year	848	559
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8. Capital User Charge

	44	132
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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 services. 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.

NOTES TO THE FINANCIAL STATEMENTS for the year ended 30 June 2005



	2004–05 (\$'000)	2003–04 (\$'000)
9. Revenue from Ordinary Activities		
This consists of:	2,551	184
Recoup of services		
10. Net Gain/(Loss) of Disposal of Non-Current Assets		
Hardware and equipment		
Gross proceeds	0	0
Written down value	3	0
Net loss on disposal of hardware and equipment	3	0
Net loss on disposal of current assets	3	0
11. Revenues from State Government		
Appropriation revenue received during the year		
service appropriations (i)	17,951	3,411
	17,951	3,411
The following liabilities have been assumed by the Treasurer during the financial year:		
Superannuation (ii)	89	89
	89	89
Resources received free of charge (iii)		
Determined on the basis of the following estimates provided by agencies:		
Department of Land Information	0	3
Department of Justice	50	17
	50	20
	18,090	3,520

(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.



NOTES TO THE FINANCIAL STATEMENTS for the year ended 30 June 2005

(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.

	2004–05 (\$'000)	2003–04 (\$'000)
12. Restricted Cash Assets		
Non-current		
Accrued salaries suspense account	0	82
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		
13. Receivables		
Current		
Receivables for goods and services supplied	893	133
Provision for doubtful debts	0	(36)
GST receivable	97	47
	<u>990</u>	<u>144</u>
14. Amounts Receivable for Services		
Current (asset holding account)	163	163
Non-current (asset holding account)	163	0
15. Other Assets		
Prepayments	55	52
16. Liabilities assumed by the Treasurer		
Superannuation	89	89
17. Equipment and Hardware		
Equipment		
At cost	269	327
Accumulated depreciation	(159)	(183)
	<u>110</u>	<u>144</u>
Computer hardware		
At cost	1,279	1,260
Accumulated depreciation	(1,127)	(1,180)
	<u>152</u>	<u>80</u>
Total		
At cost	1,548	1,587
Accumulated depreciation	(1,286)	(1,363)
	<u>262</u>	<u>224</u>

NOTES TO THE FINANCIAL STATEMENTS for the year ended 30 June 2005



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

	2004-05 (\$'000)	2003-04 (\$'000)
Equipment and hardware		
Equipment		
Carrying amount at start of year	144	154
Additions	1	22
Disposals	(60)	0
Depreciation	28	(32)
Carrying amount at end of year	113	144
Computer hardware		
Carrying amount at start of year	80	185
Additions	195	0
Disposals	(176)	0
Depreciation	53	(105)
Carrying amount at end of year	152	80
Total		
Carrying amount at start of year	224	339
Additions	197	22
Disposals	(236)	0
Depreciation	80	(137)
Carrying amount at end of year	265	224
18. Payables		
Amounts payable for goods and services received	126	70
19. Provisions		
Current		
Annual leave	153	69
Long service leave	133	90
	286	159
Non-current		
Long service leave	287	279

Employee benefits liabilities

The aggregate employee entitlement liability recognised and included in the financial statements is as follows:



NOTES TO THE FINANCIAL STATEMENTS for the year ended 30 June 2005

	2004–05 (\$'000)	2003–04 (\$'000)
Provision for employee benefits		
Current	286	159
Non-current	287	279
	<hr/> 573	<hr/> 438

20. Other Liabilities

Accrued salaries	0	88
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21. Equity

Contributed equity		
Opening balance	568	197
Capital contributions	0	371
Closing balance	<hr/> 568	<hr/> 568
Accumulated surplus		
Opening balance	219	2,886
Change in net assets	2,471	(2,667)
Closing balance	<hr/> 2,690	<hr/> 219

22. Notes to the Statement of Cash Flows

(a) Reconciliation of cash

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

Cash assets	2,324	718
Restricted cash assets (refer to note 12)	0	82
	<hr/> 2,324	<hr/> 800

(b) Reconciliation of net cost of services to net cash flow provided by operating activities.

Net cost of services	(15,620)	(6,187)
Non-cash items:		
Depreciation	156	137
Liabilities assumed by the Treasurer (superannuation)	89	89
Resources received free of charge	50	20
Net loss on disposal of non-current assets	3	0
(Increase)/decrease in assets:		
Other current assets (prepayments)	(3)	1
Current receivables (iii)	(846)	2,214

NOTES TO THE FINANCIAL STATEMENTS for the year ended 30 June 2005



	2004–05 (\$'000)	2003–04 (\$'000)
Increase/(decrease) liabilities:		
Current payables	56	(57)
Other current liabilities (accrued salaries)	(88)	25
Current provisions	127	(57)
Non-current provisions	8	61
Net GST receipts/(payments) (i)	50	(116)
Change in GST in receivables/payables (ii)	(50)	(98)
Net cash used in operating activities	(16,068)	(3,968)

(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.

23. Lease Commitments

Motor vehicles

Not later than one year	31	28
Later than one year and not later than two years	31	33

Accommodation

Not later than one year	386	485
Later than one year and not later than two years	401	500
Later than two year and not later than three years	416	500

24. Contingent Obligations

No known contingent liabilities existed at balance date.

25. 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.



NOTES TO THE FINANCIAL STATEMENTS for the year ended 30 June 2005

(1) Significant variations between estimates and actual – Total appropriation to deliver services:

	2004–05 Estimates \$'000	2004–05 Actual \$'000	Variation \$'000
Total appropriations provided to purchase services	16,215	17,951	1,736

Supplementary funding approval was sought to fund un-budgeted items in respect of the State general election (\$1,000,000) and referendum (\$750,000), offset by minor adjustments.

Service expenditure

	2004–05 Estimates \$'000	2004–05 Actual \$'000	Variation \$'000
Election services	16,345	18,171	1,826

Election services

This variation was due mainly to the additional expenditure required for the State general election, the referendum and Commissioners' salaries (\$1,818,000). Some of this additional expense was funded from a cash carryover at 30 June 2004.

Total revenue

No significant variation.

(2) Significant variations between actual and prior year actual – Total appropriation to deliver services.

	2004–05 Actual \$'000	2003–04 Actual \$'000	Variation \$'000
Total appropriations provided to deliver services	17,951	3,411	14,540

The increase in funding was due mainly to the non-recurring costs of the State general election (\$10,000,000), referendum (\$750,000) and biennial local government postal elections held in 2005 (\$2,500,000), and the effect of net appropriated revenue of \$2,000,000 in 2003–04 for local government elections. These amounts were offset by the \$551,000 allocations for the *Electoral Distribution Act 1947* in 2003–04.

Service expenditure

	2004–05 Actual \$'000	2003–04 Actual \$'000	Variation \$'000
Elections services	18,171	6,371	11,800

Election services

This increase was due mainly to non-recurring costs associated with the State general election, referendum and local government postal elections held in 2005.

NOTES TO THE FINANCIAL STATEMENTS for the year ended 30 June 2005



Total revenue

	2004–05 Actual \$'000	2003–04 Actual \$'000	Variation \$'000
Retained revenue	(2,551)	(184)	(2,367)

This increase was due mainly to the conduct of local government postal elections which were conducted on a cost recovery basis, nomination fees from the State general election, and an increase in the proceeds from the sale of roll products.

(3) Significant variations between estimate and actual – Capital contribution:

No significant variation.

(4) Significant variations between actual and prior year actual – Capital contribution:

	2004–05 Actual \$'000	2003–04 Actual \$'000	Variation \$'000
Capital contribution	0	371	(371)

This variation was due to no capital contribution appropriated in the 2004–05 financial year.

(5) Significant variations between estimate and actual, and actual and prior year actual – Administered revenue:

	2004–05 Actual \$'000	2003–04 Actual \$'000	Variation \$'000
Administered revenue	254	2	252

This increase was due to the receipt of non-voter penalties from the 2005 State general election.

26. Carryover

The Commission received approval from the Department of Treasury and Finance for the carryover of unexpended funds of \$2,324,000 from the Commission's 2004–05 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 22 Notes to the Statement of Cash Flows.

27. Financial Instruments

(a) Interest rate risk exposure

	2004–05 (\$'000)	2003–04 (\$'000)
The following table details the Commission exposure to interest rate risk as at the reporting date:		
Financial assets		
Cash resources	2,324	800
Accounts receivable	990	144
	3,314	944



NOTES TO THE FINANCIAL STATEMENTS for the year ended 30 June 2005

	2004-05 (\$'000)	2003-04 (\$'000)
Financial liabilities		
Accounts payable	126	70
Accrued salaries	0	88
Employee benefits	573	438
	<hr/>	<hr/>
	699	596

(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.

28. 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:

\$	2004-05	2003-04
10,001-20,000	0	1
60,001-70,000	0	1
80,001-90,000	0	1
90,001-100,000	2	2
100,001-110,000	2	1
120,001-130,000	2	1
130,001-140,000	0	0
150,001-160,000	1	0
160,001-170,000	0	1
210,001-220,000	1	0
The total remuneration of senior officers is	<hr/>	<hr/>
	\$1,028,000	\$753,000

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.

29. Related Bodies

No related bodies

30. Affiliated Bodies

No affiliated bodies

NOTES TO THE FINANCIAL STATEMENTS for the year ended 30 June 2005



31. 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 1907*.

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.

	2004–05	2003–04
	\$	\$
Balance July 1	0	0
Receipts		
Election candidates nomination deposits	140,000	0
Payments		
Expenses		
Refund to candidates	54,750	0
Forfeited deposits paid to Consolidated Fund	85,250	0
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 \$47,107

	2004–05	2003–04
	\$	\$
Balance July 1	33,552	30,417
Receipts		
Australian Electoral Commission funds	15,000	15,000
Payments		
Expenses	(1,445)	(11,865)
Balance June 30	47,107	33,552



NOTES TO THE FINANCIAL STATEMENTS for the year ended 30 June 2005

32. Administered Expenses and Revenues

	2004-05 (\$'000)	2003-04 (\$'000)
Trust Account - Deposits <i>Electoral Act</i>		
Expenses		
Forfeited deposits credited to Consolidated Fund	85	
Refunds to candidates	55	0
Total administered expenses	140	0
Revenues		
Election candidate nomination deposits	140	0
Total administered revenues	140	0
Trust Account – Electoral Education Program		
Expenses		
Expenses	1	12
Total administered expenses	1	12
Revenues		
AEC funding	15	15
Total administered revenues	15	15

33. Administered Assets and Liabilities

	2004-05 (\$'000)	2003-04 (\$'000)
Trust Account - Deposits <i>Electoral Act</i>		
Administered current assets		
Deposits <i>Electoral Act</i> Trust Account	0	0
Total administered current assets	0	0
Administered current liabilities		
Accounts payable	0	0
Refunds to candidates	0	0
Forfeited deposits credited to Consolidated Fund	0	0
Total administered current liabilities	0	0
Trust Account - Electoral Education Program		
Administered current assets		
Electoral Education Program Trust Account	47	33
Total administered current assets	47	33

NOTES TO THE FINANCIAL STATEMENTS for the year ended 30 June 2005



	2004–05 (\$'000)	2003–04 (\$'000)
Administered current liabilities		
Accounts payable	0	0
Total administered current liabilities	0	0

Note:

Collection of penalties, for failure to vote.

254	2
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These are not classified as operating revenue and are credited to the Consolidated Fund.

254	2
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34. Supplementary Financial Information

Write-offs

During the financial year \$55,493 was written off the Commission's accounts receivables under the authority of: Executive Council

55	0
55	0

35. The Impact of Adopting International Accounting Standards

After consulting and completing a questionnaire with the Department of Treasury and Finance, there will be minimal impact to the Western Australian Electoral Commission's financial statements with the adoption of the International Accounting Standards.

Appendices



Enrolment and Elector Turnout

District	Enrolment ¹	Elector Turnout ²	Percentage Turnout
City of Albany	22,310	13,109	58.76%
City of Armadale	19,406	6,942	35.77%
Shire of Ashburton	1,915	769	40.16%
Shire of Augusta-Margaret River	7,017	3,950	56.29%
Town of Bassendean	6,676	2,719	40.73%
City of Belmont	20,258	7,709	38.05%
City of Bunbury	21,314	9,216	43.24%
Shire of Busselton	17,583	7,256	41.27%
Town of Cambridge	17,021	7,399	43.47%
City of Canning	49,561	16,466	33.22%
Shire of Capel	5,932	2,524	42.55%
Shire of Carnarvon	2,774	1,022	36.84%
Shire of Chittering	2,242	1,060	47.28%
Town of Claremont	6,371	3,140	49.29%
City of Cockburn	47,662	17,740	37.22%
Shire of Collie	6,047	2,630	43.49%
Town of Cottesloe	5,316	2,947	55.44%
Shire of Dardanup	6,557	2,341	35.70%
Shire of Denmark	2,414	1,554	64.37%
Shire of Donnybrook-Balingup	3,305	1,620	49.02%
Shire of East Pilbara	217	69	31.80%
Shire of Exmouth		No election	
City of Fremantle	18,637	9,329	50.06%
City of Geraldton	12,663	4,785	37.79%
Shire of Gingin	2,143	1,306	60.94%
City of Gosnells	56,492	17,188	30.43%
Shire of Greenough	6,262	2,496	39.86%
Shire of Kalamunda	24,805	9,470	38.18%
City of Kalgoorlie-Boulder	16,534	5,469	33.08%

Enrolment and Elector Turnout



District	Enrolment ¹	Elector Turnout ²	Percentage Turnout
Town of Kwinana	11,811	3,617	30.62%
Shire of Lake Grace	591	389	65.82%
City of Mandurah	37,653	14,367	38.16%
City of Melville	33,859	12,271	36.24%
Shire of Merredin		No election	
Shire of Mount Marshall	62	48	77.42%
Shire of Mundaring	18,091	6,767	37.41%
Shire of Murray	4,184	1,843	44.05%
City of Nedlands	14,397	5,711	39.67%
City of Perth	9,293	3,970	42.72%
Shire of Plantagenet		No election	
City of Rockingham	24,029	7,979	33.21%
Shire of Serpentine-Jarrahdale	5,917	2,390	40.39%
City of South Perth	4,169	1,476	35.40%
City of Stirling	122,790	39,942	32.53%
City of Subiaco	11,452	5,126	44.76%
City of Swan	45,702	15,922	34.84%
Town of Victoria Park	18,105	6,298	34.79%
Town of Vincent	18,803	6,458	34.35%
City of Wanneroo	33,151	10,637	32.09%
Shire of Waroona	489	264	53.99%
Total	823,982	307,700	37.34%

¹ Enrolment - Elector figures for contested elections

² The elector turnout consists of the number of returned voting packages that were scanned (accepted and rejected).



Non-Parliamentary Election Statistics

APPENDIX 2

(a) Elections Conducted Under the Industrial Relations Act 1979 during 2004–05

Organisation	Vacancies	Contested Vacancies	Unopposed Vacancies	Unfilled Vacancies	Electors	Voters	Participation Rate	Average Participation Rate
Construction, Forestry, Mining and Energy Union of Workers	17	0	17	0	No election	n/a	n/a	
Federated Brick, Tile and Pottery Industrial Union of Australia (Union of Workers) Western Australian Branch	9	0	4	5	No election	n/a	n/a	
Health Services Union of Western Australia (Union of Workers)	4	0	4	0	No election	n/a	n/a	
Independent Schools Salaried Officers' Association of Western Australia, Industrial Union of Workers	10	0	10	0	No election	n/a	n/a	
Master Builders Association of Western Australia	10	0	8	2	No election	n/a	n/a	
Master Painters, Decorators and Signwriters' Association of Western Australia (Union of Employers)	9	0	8	1	No election	n/a	n/a	
Master Plumbers and Gasfitters Association of Western Australia (Union of Employers)	11	0	9	2	No election	n/a	n/a	
Media, Entertainment and Arts Alliance of Western Australia (Union of Employers)	30	0	22	8	No election	n/a	n/a	
Murdoch University Academic Staff Association	10	0	10	0	No election	n/a	n/a	
Prison Officers' Union of Workers	22	4	10	8	1,379	545	39.52%	
Shop, Distributive and Allied Employees' Association of Western Australia	11	0	11	0	No election	n/a	n/a	
Union of College Academics, Western Australian Branch, Industrial Union of Workers	14	0	10	4	No election	n/a	n/a	
University of Western Australia Academic Staff Association	1	0	1	0	No election	n/a	n/a	
University of Western Australia Academic Staff Association	10	0	9	1	No election	n/a	n/a	
Western Australian Hotels and Hospitality Association Incorporated (Union of Employers)	10	2	7	1	128	50	39.06%	
Western Australian Municipal, Road Boards, Parks and Racecourse Employees' Union of Workers, Perth	17	0	17	0	No election	n/a	n/a	
Western Australian Police Union of Workers	1	1	0	0	5,004	1,563	31.24%	
Totals	196	7	157	32				36.61%

Non-Parliamentary Election Statistics

(b) Other Elections 2004–05 (includes University Guild elections and Certified Agreement ballots)

Elections Conducted in Accordance with Section 5F(1)(ea) of the Electoral Act 1907 ¹		Vacancies	Contested Vacancies	Unopposed Vacancies	Unfilled Vacancies	Electors	Voters	Participation Rate	Average Participation Rate
Organisation									
(i) University Guild Elections (voting in person elections)									
	Curtin University Student Guild	27	25	2	0	24,042	1,122	4.66%	
	University of Western Australia Student Guild	29	29	0	0	17,087	2,693	15.76%	
	SUB TOTAL	56	54	2	0				10.21%
(ii) Other Elections									
	Edith Cowan University Alumni	1	1	0	0	1,285	297	23.11%	
	Fire and Emergency Services Superannuation Board	4	425	0	0	1,407	653	46.41%	
	Western Australian Egg Marketing Board	1	1	0	0	74	56	75.68%	
	SUB TOTAL	6	6	0	0				48.4%
	Elections conducted in accordance with section 5F(1)(ea) of the Electoral Act 1907	62	60	2	0				33.12%
¹ Elections which the Electoral Commissioner is authorised to conduct under legislation and section 5F(1)(ea) of the Electoral Act 1907.									
Elections Conducted in Accordance with Section 5F(1)(eb) of the Electoral Act 1907 ²									
(i) Certified Agreement Ballots									
	Department of Consumer and Employment Protection	Ballot	1	0	0	15,146	5,553	36.66%	
	Department of Education and Training	Ballot	1	0	0	3,701	1,527	41.26%	
	Department of Health	Ballot	1	0	0	11,091	5,007	45.14%	
	LHMU-Department of Health Support Workers	Ballot	1	0	0	5,093	1,453	28.53%	
	McMahon Holdings Pty Ltd (voting in person election)	Ballot	1	0	0	54	54	100%	
	SUB TOTAL	5	5	0	0				50.32%
(ii) Other Elections									
	AISWA Capital Grant Association (Inc.)	3	0	3	0	No election	n/a	n/a	
	Department of Industry and Resources	1	0	1	0	No election	n/a	n/a	
	Fremantle Football Club	1	1	0	0	18,932	5,691	30.06%	
	Greening Australia (WA) Inc.	9	5	3	1	377	134	35.54%	
	National Trust of Australia (WA)	6	0	3	3	No election	n/a	n/a	
	Potato Marketing Corporation of Western Australia	1	1	0	0	205	109	53.17%	
	StateWest Credit Society	3	3	0	0	52,425	6,009	11.45%	
	Taxi Council of Western Australia Inc.	3	1	2	0	734	273	37.19%	
	SUB TOTAL	27	11	12	4				32.56%
	Elections conducted in accordance with section 5F(1)(eb) of the Electoral Act 1907	32	16	12	4				42.42%
² Elections conducted at the discretion of the Electoral Commissioner on request from an organisation under section 5F(1)(eb) of the Electoral Act 1907.									
ALL OTHER ELECTIONS		94	76	14	4				39.1%



Elector Enrolment Activity 2004–2005

Activity	Statistic
Total enrolment 30 June 2004	1,220,362
Additions +	
New elector enrolments	61,147
Reinstatements	49,333
Deletions -	
Removals	
By objection action	51,783
Death of elector	8,658
Moved to another State	25
Mental health	19
Mental/physical incapacity	485
Imprisonment	363
Duplicates	1,369
Guardianship orders	67
Failed to vote at last election	0
Overseas objections	1,256
Net increase	46,455
Total enrolment 30 June 2005	1,266,817
Transfers	
Transfers from another district	118,800
Transfers within the district	230,048

APPENDIX 3

Enrolment Statistics



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. Under State law, a silent elector may also have their name suppressed from publicly available printed rolls.

The table below shows the increased trend for electors opting to have their name suppressed on the State roll from 30 June 2004 to 30 June 2005:

Date	Address Suppression	Name Suppression
30 June 2004	7,001	5,093
30 June 2005	8,414	6,242

General Early Voters

Enrolled electors meeting the requirements of section 93 of the *Electoral Act 1907* may apply to be registered as a general early voter. These electors are automatically sent a postal vote for any election relating to their enrolment. The numbers of these electors has also increased in the year.

Date	Number Registered
30 June 2004	11,059
30 June 2005	14,270



Enrolment Products for Other Organisations

The following agency was provided with an electronic data file containing details of elector name, residential address, postal address, gender and date of birth for all electors. Silent elector address details were also provided.

Agency Name	Branch	Purpose for Which the Information was Provided
Western Australian Police Service	State Intelligence Services	To assist with investigations into crime and law enforcement purposes

The following agencies were provided with an electronic data file containing details of elector name, residential address, postal address, gender and date of birth for all electors. Silent elector address details were not provided.

Agency Name	Branch	Purpose for Which the Information was Provided
Department of Treasury and Finance	Office of State Revenue	To assist in the administration of revenue laws and grants and subsidy schemes in a fair and equitable manner for the community
Department of Health	Data Linkage Unit	To support medical research projects

The following agencies were provided with an electronic data file containing details of elector name, residential address, postal address and gender for all electors. Silent elector address details were not provided.

Agency Name	Branch	Purpose for Which the Information was Provided
Consultech		For the State Member of Parliament electorate management system as provided for in section 25A of the <i>Electoral Act 1907</i>
Magenta Linas		For the State Member of Parliament electorate management system as provided for in section 25A of the <i>Electoral Act 1907</i>

The following agencies were provided with an electronic read only PDF file containing a State A–Z list of electors showing details of elector name, residential address, postal address, gender and date of birth for all electors. Silent elector address details were not provided.

Agency Name	Branch	Purpose for Which the Information was Provided
Corruption and Crime Commission of Western Australia		To assist the CCC to fulfil its purposes as stated in section 7A of the <i>Corruption and Crime Commission Act 2003</i>
Department for Community Development	Adoption Services	As defined in sections 79(1), 80 and 109 of the <i>Adoption Act 1994</i> and regulation 55 of the <i>Adoption Regulations 1995</i>
Department of Health	Communicable Diseases Control Directorate	To assist with follow-up public health action



Agency Name	Branch	Purpose for Which the Information was Provided
Department of Health	Pharmaceutical Services	To assist in the validation process to verify the identity of a patient when issuing an authorisation for a medical practitioner to prescribe a drug of addiction and then to monitor the drugs of addiction prescribed in Western Australia
Department of Health	Western Australian Centre for Pathology & Medical Research	Correct matching of patient details, on doctors' requests for analysis forms, with a database of over 1.3 million patient records.
Department of Justice	Justices of the Peace Branch	To confirm applicants eligibility to become Justices of the Peace and Commissioners of Declaration in accordance with Legislation and Departmental Policy
Department of Justice	Registry of Births, Deaths & Marriages	To assist the Registry to comply with its legislative responsibilities
Royal Perth Hospital	Sexual Health Clinic	Contact tracing sexually transmitted infections notifiable to the Health Department of WA

The following agencies were provided with an electronic read-only PDF file containing a State A–Z list of electors showing details of elector name, residential address and gender for all electors. Silent elector address details were not provided.

Agency Name	Branch	Purpose for Which the Information was Provided
Adoption Jigsaw WA Inc		To reunite families separated by adoption, fostering or similar
Department of Fisheries	Serious Offenders Unit	Investigations pursuant to the <i>Fish Resources Management Act 1994</i>
Department of Justice	Victim-Offender Mediation Unit	To obtain addresses of victims of crime to be able to write to them and offer the services of the unit
Department of Justice	Public Trustee	To locate beneficiaries, witnesses, potential beneficiaries and minor beneficiaries for cases where the Public Trustee has been appointed
Department of Justice	Office of the Public Advocate	To assist Office of the Public Advocate Investigations and Guardians locate West Australian citizens in the process of investigations pursuant to s97 of the <i>Guardian and Administration Act 1990</i>
Department of Justice	Fines Enforcement Register	To trace fine defaulters to recover monies owed to the State thereby ensuring the integrity of the Justice System
Government Employees Superannuation Board	Superannuation Services	Locating the whereabouts of members with unclaimed benefits



Enrolment Products for Other Organisations

Agency Name	Branch	Purpose for Which the Information was Provided
MacBeth Genealogical Services Pty Ltd		To locate the beneficiaries of deceased estates under contract for the Department of Justice Public Trustee
The Salvation Army	Family Tracing Service	Research for the purpose of reuniting families who for many reasons have lost contact with one another
Western Power Corporation	Contributory Extension Scheme	To locate customers to enable Western Power to provide Contributory Extension Scheme (CES) capital contribution refunds relating to monies that have been held 'in trust' over 30 years
Workcover WA	Senior Compliance Branch	To track down individuals as part of Workcover's compliance section's activities

The following agencies were provided with an electronic data file containing an extract of the electoral roll based on certain age and/or geographical selection criteria.

Agency Name	Date of Request	Purpose for Which the Information was Provided
Department for Planning and Infrastructure	30 August 2004	Extract of 1,000 electors to invite participation in a dialogue about the future of Newman
Town of Bassendean	9 September 2004	Extract of 1,000 electors to invite participation in a community workshop relating to facilities and services
Department for Planning and Infrastructure	18 January 2005	Extract of 31,950 electors to invite participation in a TravelSmart project in the City of Gosnells
Department of Planning and Infrastructure	1 March 2005	Extract of 45,307 electors to invite participation in the dialogue with Bunbury baseline survey
Department of Planning and Infrastructure	30 March 2005	Extract of 4,000 electors to invite participation in the dialogue with Cockburn Coastal Community
Environment Protection Agency	5 April 2005	Extract of 1,200 electors to invite participation in six Environmental Protection Authority forums
Department for Planning and Infrastructure	21 April 2005	Extract of 10,385 electors to invite participation in a TravelSmart project in the City of Wanneroo
Office of Road Safety	17 May 2005	Extract of 12,000 electors to invite participation in a community attitudes survey

APPENDIX 5 Publications



Publication	Cost
Rolls	POA (Varies according to number of electors)
State Electoral Rolls	
2003 Distribution Maps (Publication)	\$11.00
Western Australia's Electoral Region and District Maps	
Election Results	
Election Statistics 1890–1996	\$22.00
State General Election Results and Reports 1993, 1996	POA
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
Local Government Postal Elections 2003 Report*	\$11.00
Other Publications	
Citizens Initiated Referendums Report	\$11.00
Compulsory Voting in Australia Report	\$11.00
Determining the Result: Transferring Surplus Votes in the Legislative Council	\$11.00
2004 Streets, Towns and Places Directory*	\$11.00
Publications available free of charge	
Boundary Maps*	
By-election Reports	
Enrolment Statistics*	
Legislative Council Re-count Results	
Past Annual Reports*	
Political Finance Annual Reports*	

* available on the Commission's web site: www.waec.wa.gov.au free of charge



The Electoral Council of Australia (ECA) is a consultative forum with membership comprising Commonwealth, State and Territory Electoral Commissioners, Chief Electoral Officers and certain other senior electoral officers. The Council meets approximately every three months and if possible, prior to general elections to consider the maintenance of the electoral rolls, the implementation of new electoral legislation and issues of common interest and best practice in the management of elections.

This year the Council met twice and closely examined the result of the Continuous Roll Update program and the integrity of roll information. While satisfied that performance targets for enrolment were exceeded, participation rates for young people have not improved and stimulation strategies are needed.

The Council also endorsed a redesign of the joint enrolment form and examined the potential impact of the Commonwealth Government's changes to proof of identity provisions on enrolment.

Western Australian Electoral Commission Contacts

If you require copies of the 2004–2005 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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For bookings or information on education programs, please contact the Electoral Education Centre:

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