

12.4.4 a) Western Australian Electoral Commission - Cost Estimate



WESTERN AUSTRALIAN
Electoral Commission

Mr Martin Cuthbert
Chief Executive Officer
Shire of Jerramungup
PO Box 92
JERRAMUNGUP WA 6337

Dear Mr Cuthbert,

Cost Estimate Letter: 2026 Local Government Extraordinary Election

The Western Australian Electoral Commission (WAEC) is pleased to provide you with the cost estimate for the delivery of your local government extraordinary election to be held on 26 March 2026. This is providing you make a declaration under the *Local Government Act 1995* for the WA Electoral Commission to deliver your election.

Cost estimate

The WAEC has estimated the cost to conduct your Council's extraordinary election in 2026 at approximately \$12,500 (ex GST).

This cost has been based on the following assumptions:

- The method of election will be postal
- 1 Councillor vacancy
- 910 electors
- response rate of approximately 55%
- appointment of a local Returning Officer
- count to be conducted at your office using CountWA.

Cost methodology

The WA Electoral Commission estimates the costs of running the election under four categories:

- Envelopes, printing and postage
- Returning Officer costs
- Processing and results
- WAEC costs

For individual local governments the exact division of costs may differ slightly, as the cost categories are determined by applying the following variables:

- Envelopes, printing and postage, and WAEC costs are determined by the number of electors in your local government
- Processing and results is determined by the expected response rate for your election
- Returning Officer costs are determined by the complexity of the election for the Returning Officer.

Variations to the final costs for your Council

The WA Electoral Commission conducts elections on the basis of full accrual cost recovery, in accordance with the *Local Government (Elections) Regulations 1997*. This means if the actual costs to conduct the election are less or greater than what we have estimated, the final cost may differ from the estimate we have provided.

We aim to keep additional costs at a minimum, however examples of where cost increases may arise include:

- A Returning Officer is selected that is not local to your area
- You select Australia Post Priority Service for the lodgement of your election package
- Casual staff are required for the issuing of Replacement Election Packages;
- Casual staff are required to assist the Returning Officer on election day or with the count.
- Unanticipated cost increases from our suppliers

Service commitment

The WA Electoral Commission is committed to conducting elections impartially, effectively, efficiently and professionally.

Following each election event, we review our performance and identify ways to improve our service delivery. If you have any suggestions for improvements we can make to deliver your election, your feedback is welcome at all times.

Next steps

If you wish to accept this cost estimate and proceed with the WA Electoral Commission delivering this election, please follow the specific steps that must be taken under the *Local Government Act 1995*, which are summarised in the attached flow chart (Attachment A).

As outlined in the flow chart, please advise us in writing as soon as practicable that you accept the cost estimate so I can provide you with my written agreement to conduct the election in a separate letter. Both the Cost Estimate letter, and the Written Agreement letter then need to be taken to Council for a decision.

Please reach out to Phil Richards, Manager Election Events, if you have any queries, at lgelections@waec.wa.gov.au.

Yours sincerely,



Dennis O'Reilly
ACTING ELECTORAL COMMISSIONER

3 November 2025