



Special Council Meeting (12 November 2025)

ATTACHMENTS

Number	Title
8.2.1(1)	Cost Estimate – Postal
8.2.1(2)	Written Agreement - Postal



WESTERN AUSTRALIAN
Electoral Commission

Mr Nicholas O'Connor
Chief Executive Officer
Shire of Donnybrook Balingup
PO Box 94
DONNYBROOK WA 6239

Dear Mr O'Connor,

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 \$38,250 (ex GST).

This cost has been based on the following assumptions:

- The method of election will be postal
- 1 Councillor vacancy
- 5,000 electors
- response rate of approximately 45%
- 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



WESTERN AUSTRALIAN
Electoral Commission

Mr Nicholas O'Connor
Chief Executive Officer
Shire of Donnybrook Balingup
PO Box 94
DONNYBROOK WA 6239

Dear Mr O'Connor,

Written Agreement: 2026 Local Government Extraordinary Election

Thank you for an email from Loren Clifford dated 5 November 2025 in which you accepted the Western Australian Electoral Commission's cost estimate for your 2026 local government extraordinary election.

I am pleased to provide this letter as my written agreement to be responsible for the conduct of your local government extraordinary election. In order to finalise this agreement, please submit the following motions to Council for a postal election as required under the *Local Government Act 1995*:

1. declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2026 extraordinary election, together with any other elections or polls which may be required;
2. decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

Please note:

- the above motions must be presented to Council as drafted and cannot be amended in any way
- both the Cost Estimate letter, and this Written Agreement letter should be attached to the item for Council's consideration
- the above motions must be passed by an absolute majority

Once the Council passes the above mentioned motions, please forward confirmation to us via the email address below. We will then proceed with arrangements for your ordinary election.

The WA Electoral Commission is available to you to provide any further advice or support. For any queries, please contact please contact Phil Richards, Manager Election Events via email at lgelections@waec.wa.gov.au.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'D O'Reilly'.

Dennis O'Reilly
ACTING ELECTORAL COMMISSIONER

5 November 2025