



Mr Paul Martin  
Chief Executive Officer  
Shire of Serpentine-Jarrahdale  
6 Paterson Street  
MUNDIJONG WA 6123

Dear Mr Martin

### **Cost Estimate Letter: 2025 Local Government Ordinary Election In Person**

As you are aware, the next local government ordinary election will be held on 18 October 2025. This letter is in response to your query on 16 December 2024 for a cost estimate for the Western Australian Electoral Commission to conduct your election as an in person election rather than a postal election, should you proceed with making a declaration under the *Local Government Act 1995* for us to do so.

#### Cost Estimate

The Commission has estimated the cost to conduct your Council's election in 2025 as an in person election at approximately \$80,867 (ex GST).

This cost has been based on the following assumptions:

- The method of election will be in person;
- 24,100 electors;
- response rate of approximately 15%;
- appointment of a local Returning Officer; and
- count to be conducted at your office using CountWA.

If any of these assumptions are not correct, please contact us and we can provide a new cost estimate.

#### Variations to the final costs for your Council

In accordance with the *Local Government (Elections) Regulations 1997*, the Commission conducts elections on the basis of full accrual cost recovery. This means that should the actual costs incurred to conduct the election be less or greater than what we have estimated, the final cost may differ from the cost estimate you have been provided.

Whilst we aim to keep additional costs at a minimum wherever possible, the following are examples of where cost increases may arise:

- If a Returning Officer is selected that is not local to your area;
- If you elect for Australia Post Priority Service for the lodgement of your postal votes;
- If casual staff are required for the issuing of Early Votes;
- If casual staff are required to assist the Returning Officer on election day or night; or
- Unanticipated cost increases from our suppliers.

We will endeavour to keep you informed of any unanticipated cost increases as they are incurred during the election.

#### Service Commitment

The 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.

The Commission acknowledges that during the 2023 Local Government Ordinary Elections, the results for many Local Governments were delayed. Since this time we have improved our Count Processes, and as demonstrated through extraordinary elections conducted in 2024, we are now able to finalise our results more quickly whilst still retaining accuracy and integrity.

If you have any suggestions for improvements we can make to deliver your election, your feedback is welcome at all times.

#### Next Steps

Should you wish to accept this cost estimate and proceed with the Electoral Commission undertaking this election, there are specific steps that must be taken under the *Local Government Act 1995*. These steps are summarised in the attached flow chart (Attachment A).

As outlined in the flow chart, if you accept this Cost Estimate then please advise of us this in writing, so that we can issue a Written Agreement letter. Both the Cost Estimate letter, and the Written Agreement letter then need to be taken to Council for a decision.

If you have any queries, please contact [lgelections@waec.wa.gov.au](mailto:lgelections@waec.wa.gov.au) .

Yours sincerely,



Robert Kennedy  
**ELECTORAL COMMISSIONER**

21 January 2025