



LGF 028

Mr Paul Martin  
Chief Executive Officer  
Shire of York  
PO Box 22  
YORK WA 6302

Attention: Ms Natasha Brennan

Dear Mr Martin

**Local Government Ordinary Election: 2017**

I refer to your phone call of 6 April 2017 requesting a cost estimate on a voting in person election to be conducted by the Western Australian Electoral Commission for the Shire of York.

The estimated cost for a 2017 voting in person election is \$20,000 inc GST. This is based on elections being required to fill three council vacancies, a total of approximately 2,600 electors and the count being conducted at the premises of the Shire of York.

This estimate includes the following items:

- all Statutory advertising
- a proportion of the total cost of West Australian Electoral Commission staff time and corporate overheads
- the appointment of a local Returning Officer
- six staff employed at polling places
- count to be conducted at the offices of the Shire of York

Costs not incorporated in this estimate include:

- non-statutory advertising (i.e. additional advertisements in community newspapers and promotional advertising)
- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns
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The Commission is required by the *Local Government Act 1995* to conduct local government elections on a full cost recovery basis. Of note the prices quoted are estimates only and may vary depending on a range of factors including the cost of materials or number of replies received.

The basis for charges is all materials at cost and a margin on staff time only. Should a significant change in this figure become evident prior to or during the election you will be advised as early as possible.

The current procedure required by the *Local Government Act 1995* is that my written agreement has to be obtained before the vote is taken. To facilitate the process, you can take this letter as my agreement to be responsible for the conduct of the ordinary elections in 2017 for the Shire of York in accordance with section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required.

In order to have the 2017 voting in person election, your council will now need to pass the following motion by absolute majority:

- 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 2017 ordinary election together with any other elections or polls which may also be required.

I look forward to conducting this election for the Shire of York and if you have any further queries please contact Phil Richards Manager, Local Government Elections on 9214 0443.

Yours sincerely



David Kerslake  
**ELECTORAL COMMISSIONER**

7 April 2017

# Postal Ballot



LGE 028

WESTERN AUSTRALIAN Electoral Commission

Mr Paul Martin  
Chief Executive Officer  
Shire of York  
PO Box 22  
YORK WA 6302

SHIRE OF YORK	
FILE	DR. ELN. 3.5
OFFICER	INITIALS
PAUL T	
29 NOV 2016	
115 78 23	
REFERRED TO COUNCIL	
DATE	INITIALS

Dear Mr Martin

## Local Government Ordinary Election: 2017

The next local government ordinary elections are being held on 21 October 2017. While this is still some distance in the future, I have enclosed an estimate for your next ordinary election to assist in your 2017/2018 budget preparations.

The estimated cost for the 2017 election if conducted as a postal ballot is \$20,000 inc GST, which has been based on the following assumptions:

- 2,600 electors
- response rate of approximately 45%
- 3 vacancies
- count to be conducted at the offices of the Shire of York
- appointment of a local Returning Officer
- regular Australia Post delivery service to apply.

This cost estimate includes a proposed increase in the postage rate by Australia Post effective from 4 January 2017. An additional amount of \$420 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages. Recent experiences with Australia Post indicate that Councils should seriously consider using the regular mail delivery service for the lodgement of the election packages. The additional cost of priority mail does not significantly speed up the delivery of the election packages.

Since the October 2015 Local Government Ordinary Elections were conducted, Australia Post has implemented the following percentage cost increases for its various mail services:

Regular Mail Delivery - 42%  
Priority Mail Delivery – 60.5%  
Priority Reply Paid – 80.5%

Costs not incorporated in this estimate include:

- non-statutory advertising (ie any additional advertisements in community newspapers and promotional advertising)
- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns
- one local government staff member to work in the polling place on election day

The Commission is required by the Local Government Act to conduct local government elections on a full cost recovery basis and you should note that this is an estimate only and may vary depending on a range of factors including the cost of materials or number of replies received. The basis for charges is all materials at cost and a margin on staff time only

The current procedure required by the Act is that my written agreement has to be obtained before the vote by Council is taken. To facilitate the process, you can take this letter as my agreement to be responsible for the conduct of the ordinary elections in 2017 for the Shire of York in accordance with section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required. My agreement is subject to the proviso that the Shire of York also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

In order to achieve this, your council would need to pass the following two motions by absolute majority:

- 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 2017 ordinary elections together with any other elections or polls which may be required
- 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.

I look forward to conducting this election for the Shire of York in anticipation of an affirmative vote by Council.

Yours sincerely



David Kerslake  
**ELECTORAL COMMISSIONER**

24 November 2016