



LGE 028

Mr Anthony Vuleta  
Chief Executive Officer  
Town of Victoria Park  
Locked Bag 437  
VICTORIA PARK WA 6979

Dear Mr Vuleta

### Extraordinary Election

I refer to your letter dated 19 October 2019 advising that a vacancy now exists in the Banksia Ward after the election of a sitting councillor as Mayor and the need to conduct an extraordinary election to fill the vacancy. To assist the Town of Victoria Park in preparing for the extraordinary election I have provided a cost estimate to conduct an extraordinary election as a postal election.

The estimated cost to conduct the extraordinary election would be \$35,000 including GST which has been based on the following assumptions:

- 10,800 electors;
- Use of Australia Post's priority mail service;
- response rate of approximately 28%;
- appointment of a local Returning Officer; and
- count to be conducted in Victoria Park.

Costs not incorporated in this estimate include:

- non-statutory advertising (i.e. additional advertisements in community newspapers and promotional advertising); and
- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns.

The Commission is required by the *Local Government Act 1995* to conduct local government elections on a full cost recovery basis. Please 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 our charges is all materials at cost and a margin on staff time only.

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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 extraordinary election.

If the Town of Victoria Park wishes to have the election conducted as a postal election, Council will now need to pass the following two motions by absolute majority:

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 extraordinary election.
2. decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the extraordinary election will be as a postal election.

Realising the impact the Christmas/ New Year break would have during an election period prior to 19 February 2020, in accordance with section 4.9(2), I agree that that a date no later than 14 March 2020 can be set as the day for holding the extraordinary election to fill the vacancy. I have enclosed an election schedule for a suggested election date of Friday 28 February 2020.

If you have any further queries please contact Phil Richards, Manager Election Events, on 9214 0443.

Yours sincerely



Chris Avent  
**ACTING ELECTORAL COMMISSIONER**

23 October 2019

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## ELECTION TIMETABLE Victoria Park Extraordinary Election

Days to Polling Day	Local Government Act	References to Act/Regs	Day	Date
80	Last day for agreement of Electoral Commissioner to conduct postal election.	LGA 4.20 (2)(3)(4)	Tue	10/12/2019
80	A decision made to conduct the election as a postal election cannot be rescinded after the 80th day.	LGA 4.61(5)	Tue	10/12/2019
70	Electoral Commissioner to appoint a person to be the Returning Officer of the Local Government for the election.	LGA 4.20 (4)	Fri	20/12/2019
70 to 56	Between the 70th/56th day the CEO is to give Statewide public notice of the time and date of close of enrolments. <b>Preferred date Wednesday 25 December 2019</b>	LGA 4.39(2)	Fri to Fri	20/12/2019 to 3/01/2020
56	Last day for for the CEO to advise the Electoral Commissioner of the need to prepare a residents roll.	LGA 4.40(1)		3/01/2020
56	Advertising may begin for nominations from 56 days and no later than 45 days before election day. <b>Preferred date Wednesday 8 January 2020</b>	LGA 4.47(1)	Fri	3/01/2020
50	Close roll 5.00 pm	LGA 4.39(1)	Thu	9/01/2020
45	Last day for advertisement to be placed calling for nominations.	LGA 4.47(1)	Tue	14/01/2020
44	<b>Nominations Open</b> First day for candidates to lodge completed nomination paper, in the prescribed form, with the Returning Officer. Nominations period is open for 8 days.	LGA 4.49(a)	Wed	15/01/2020
38	If a candidate's nomination is withdrawn not later than 4.00 pm on the 38th day before election day, the candidate's deposit is to be refunded.	Reg. 27(5)	Tue	21/01/2020
37	<b>Close of Nominations</b> 4.00 pm on the 37th day before election day.	LGA 4.49(a)	Wed	22/01/2020
36	Last day for the CEO to prepare & certify an owners & occupiers roll for the election. Last day for the Electoral Commissioner to prepare & certify a residents roll.	LGA 4.41(1) LGA 4.40(2)	Thu	23/01/2020
29	Lodgement of election packages with Australia Post. Week Commencing	Approx	Thu	30/01/2020
22	The preparation of any consolidated roll under subregulation (1) be completed on or before 22nd day before election day.	Reg. 18(2)	Thu	6/02/2020
19	Last day for the Returning Officer to give Statewide public notice of the election. <b>Preferred date Wednesday 29 January 2020</b>	LGA 4.64(1)	Sun	9/02/2020
4	Commence processing returned election packages	Approx	Mon	24/02/2020
0	<b>Election Day</b> Close of poll 6.00 pm	LGA 4.7	Fri	28/02/2020

  

Post Election Day	Post Declaration	References to Act/Regs		Date
5	Election result advertisement.	LGA 4.77	Wed	4/03/2020
14	Report to Minister. The report relating to an election under section 4.79 is to be provided to the Minister within 14 days after the declaration of the result of the election.	Reg.81	Fri	13/03/2020
28	An invalidity complaint is to be made to a Court of Disputed Returns, constituted by a magistrate, but can only be made within 28 days after notice is given of the result of the election.	LGA 4.81(1)	Fri	27/03/2020

