

Service Plan

2026 Secret Harbour State By-election

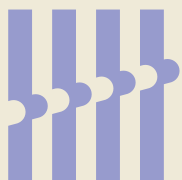


WESTERN AUSTRALIAN
Electoral Commission

Our Purpose and Values

The WA Electoral Commission's purpose is to provide all Western Australians with accessible, efficient and high quality electoral and enrolment services.

The Commission is guided by its four core Values:



Make It Count

We strive for excellence in everything we do, because the work we do matters. We're curious, always looking for opportunities to learn, grow and be open to new ideas and ways of working.



Check Every Box

We are accountable and take responsibility for our choices and actions. We are empowered to succeed and take pride in delivering quality outcomes.



Focus On Fairness

We are committed to doing what is right, not what is easy. We act with integrity and sound judgement, fostering trust through fair, impartial, and transparent decision-making.



Achieve Together

We're united in our shared purpose. Strengthened by diversity, we collaborate through open and respectful communication, welcoming every voice.

The Western Australian Electoral Commission acknowledges the Traditional Owners of the lands on which our electoral activities take place. We pay our respects to Elders past, present and emerging.

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1. Introduction

1.1 About this by-election service plan

The Western Australian Electoral Commission has produced this Service Plan to outline how we will conduct the upcoming 2026 Secret Harbour By-election.

It provides information about the measures in place to achieve a trusted by-election outcome and positive experience for our employees, appointees, candidates, registered political parties, service providers and, most importantly, for every voter.

The plan also provides information about changes we have made to our electoral operations in response to the Special Inquiry Report into the planning and delivery of the 2025 WA State Election.

State Government elections and by-elections in Western Australia are governed by the *Electoral Act 1907* (*Electoral Act*) and subsidiary legislation. By-elections are held in Western Australia when a vacancy becomes available in the Legislative Assembly, and this plan provides key information and explains stages of the electoral process before, during and after a by-election.

A glossary of key terms is provided at Appendix 2.

Please note these terms are used interchangeably throughout this Service Plan:

- 'voters' and 'electors'
- 'election day' and 'polling day'

For more information, please call us: (08) 9214 0400 / 13 63 06 or visit our website at elections.wa.gov.au.

1.2 About us - the Western Australian Electoral Commission

We are an independent government agency that

- maintains the State Electoral Roll
- conducts State elections, by-elections and referenda
- conducts local government elections
- delivers other statutory and non-statutory elections when required
- provides information to help people understand and participate in elections.

Our goal is to ensure elections are fair, accessible, secure and trusted by the community. We work impartially and independently, treating all candidates, political parties and voters equally.

Our services support:

- voters and future voters
- candidates and political parties
- local and State Government agencies
- Members of Parliament
- community organisations
- schools, teachers and students
- academic researchers, psephologists and special interest groups
- other electoral commissions and authorities.

1.3 Legal framework

Our election operations are governed by the following Acts, regulations and frameworks, which shape our work programs, policies, procedures and processes:

- *Electoral Act 1907*
- *Electoral Regulations 1996*
- *Electoral (Political Finance) Regulations 1996*
- *Constitution Act Stat*
- *Constitution Acts Amendment Act 1899*
- *Fines, Penalties and Infringement Notices Enforcement Acts 1994*
- *Privacy and Responsible Information Sharing Act 2024*
- *Occupational Safety and Health Act 1984*
- Australian Signals Directorate 'Essential Eight' (ASD8) cybersecurity framework
- eSafety - Australia's independent regulator for online safety

All procedures and processes we implemented during a by-election consider the above and implement the prescribed rules accordingly.

1.4 Expected behaviours during WA elections

Elections often involve passionate debate and strong community engagement, which are important elements of a healthy democracy.

We are committed to fostering a voting environment that is safe, respectful and welcoming for voters, election staff, candidates, electoral campaign workers and scrutineers.

We have a zero-tolerance approach to abusive, aggressive or threatening behaviour. People engaged in such behaviour may be directed to leave the area, and police assistance may be sought if necessary.

The *Electoral Act* gives us certain powers to help everyone involved in an election participate fairly and make informed decisions. For example, *the Electoral Act* specifies that we supervise conduct inside polling places and within six metres of the entrance (refer 7.3), which means candidates and campaign workers cannot place promotional material or engage with voters within this area.

Promoting a respectful voting environment is a shared responsibility, and all political participants are expected to always engage with voters and election staff in a courteous and respectful manner.

For further details on expected behaviours of by-election candidates, campaign workers and scrutineers please refer to:

- [2026 Secret Harbour By-election Candidates Guide](#)
- [2026 Secret Harbour By-election Campaign Workers and Scrutineers Guide](#)

1.5 Privacy

We are bound by the *Privacy and Responsible Information Sharing Act 2024*, as well as other laws that impose obligations on the handling of personal information.

For all privacy enquiries and concerns please call us on (08) 9214 0400 / 13 63 06 or email feedback@waec.wa.gov.au.

For more information about our Privacy Policy visit elections.wa.gov.au/privacy-policy

1.6 eSafety

The eSafety Commissioner (eSafety) is Australia's independent regulator for online safety.

eSafety can help people experiencing online bullying or abuse to take action or make a complaint, and offers online safety training, presentations and workshops, research insights and other relevant information.

Adult cyber abuse is when someone sends seriously harmful content to a person who is 18 or older, or posts or shares harmful content about them, using an online or electronic service or platform. It can include posts, comments, emails, messages, chats, livestreams, memes, images and videos.

If someone is being rude, annoying or upsetting or you do not like their opinions, you can use simple strategies such as changing the settings on your device or online account to limit contact with them.

However, if the content is seriously harmful you should send a complaint to the service or platform that was used to send, post or share it.

You can find reporting links for common services and platforms in the eSafety Guide. Also, you can follow eSafety's tips about how to manage the impacts of adult cyber abuse. For more information go to the eSafety website: www.esafety.gov.au

1.7 Complaints, questions and feedback

1.7.1 Candidate complaints and disputes

Candidate complaints or queries should be directed to the by-election Returning Officer (RO) in the first instance. Refer to the [2026 Secret Harbour By-election Candidates Guide](#).

Candidates may seek a review of a matter by putting concerns in writing addressed to the Electoral Commissioner or via the online complaints and feedback webform under the 'Contact Us' section on our website. If the concern relates to electoral material, original examples of those documents should be supplied with your complaint.

Complaints lodged will be responded to or acknowledged within 24 hours or by the next business day.

1.7.2 Voters and general information – call centre

Our call centre is operational after the writ is issued to assist voters with questions relating to the by-election including on polling day. The opening hours are available on our website elections.wa.gov.au

- Call Centre contact: 13 63 06 or (08) 9214 0400

Note: political parties and candidates should first raise concerns with the Returning Officer before contacting the call centre (refer above Section 1.7.1).

1.7.3 Feedback

Following an election, we complete a review of the conduct of the election. If you would like to provide any comments or feedback to inform the review, please email us on feedback@waec.wa.gov.au or use the feedback webform at elections.wa.gov.au/complaints. Complaints alleging a breach of the law should include any available evidence.

Our customer feedback policy and customer service charter are available on our website at elections.wa.gov.au/about-us/customer-service

1.8 Electoral compliance

A 'constructive compliance' approach is in place and focuses on providing electoral participants with resources to understand and comply with their obligations. Where necessary and appropriate, enforcement tools may be used to assist compliance.

We may institute proceedings against any person committing an offence against the *Electoral Act*.

1.9 Disputing the results of a by-election

The validity of a by-election may only be disputed by petition to the Supreme Court sitting as the Court of Disputed Returns after the determination of the poll by the Returning Officer and within 40 days after the return of the writ.

A petition disputing an election or return shall:

- set out the facts relied on to invalidate the election or return
- be in the format required by the *Electoral Rules 190*
- be signed by a candidate at the election in dispute
- be attested by two witnesses whose occupations and addresses are stated
- be filed in the Central Office of the Supreme Court within 40 days after the return of the writ, and
- include a deposit of \$100 lodged with the Principal Registrar of the Supreme Court as a security for costs.

Any candidates wishing to apply to the Court of Disputed Returns should consult their own legal advisers.

1.10 Report to Parliament

We will provide a report to the Minister for Electoral Affairs to table in Parliament on the conduct of the 2026 Secret Harbour By-election. While this is not required under the *Electoral Act*, the information will be published on our website at elections.wa.gov.au/elections/state/reports

2. Special Inquiry

A Special Inquiry was conducted into concerns raised by voters, candidates and Members of both the WA and Australian Parliaments about the staffing and management of polling places for the 2025 WA State Election which was held on Saturday 8 March 2025.

The Special Inquiry report was tabled in the Parliament of Western Australia in August 2025, and included 24 recommendations concerning planning, management and resourcing of polling places, ballot paper management, processing and counting of votes and the response on election day as issues arose. You can find more information on our website at elections.wa.gov.au/about-us/special-inquiry

The Secret Harbour by-election provides an important opportunity for us to implement some of the recommendations we have developed at this stage, which will help us to rebuild community confidence by delivering a positive, respectful and well-supported experience for everyone involved.

Below are the recommendations we are implementing during this by-election.

2.1 Improving public education (Recommendations 3, 4 and 5)

We have implemented a new online “voter gateway”, available through our existing website, that brings the most relevant information for electors together in one easy-to-find location. It includes:

- a ‘Find Your Polling Place’ interactive map that returns results based on the voter’s address, confirms whether they are in the Secret Harbour electorate, and shows their closest polling place. This replaces the previous manual lookup process, where voters needed to check a static address list to confirm which electorate they were in, with no map to show the location of their nearest polling place
- simplified and streamlined navigation that allows visitors to identify whether they are a voter or candidate and then directs them to the most relevant information on a single landing page.

There is also a new, simple one-page brochure explaining the voting process which will be available online and at all polling places.

Soon after the writ is issued, we will be directly mailing all enrolled electors in Secret Harbour to provide important information about key dates and voting options. And as we get closer to election day, for those who haven’t already voted early, we will email and use SMS text reminders to vote (if we have the mobile telephone numbers and email addresses on the enrolment record).

2.2 Targeted recruitment and training of temporary election workers (Recommendations 10, 11 and 12)

The Returning Officer (RO) will select all temporary election workers (TEW) recruited for the by-election.

Informed by feedback from Returning Officers appointed for the 2025 State General Election, we are reviewing our training materials and delivery methods. We are also exploring options for professional training support to strengthen training for polling place staff.

We are drawing on previous, experienced staff by establishing a Returning Officer Subject Matter Expert (SME) Group. This group will provide guidance on training materials for polling place staff for this election. In the longer term they will provide valuable input into our planning and preparation for elections.

2.3 Electronic roll mark-off (Recommendation 20)

Electronic roll mark-off has been implemented at each recent by-election and will be implemented again for this event. This will provide an opportunity for us to test how electronic roll mark-off impacts queue management at polling places.

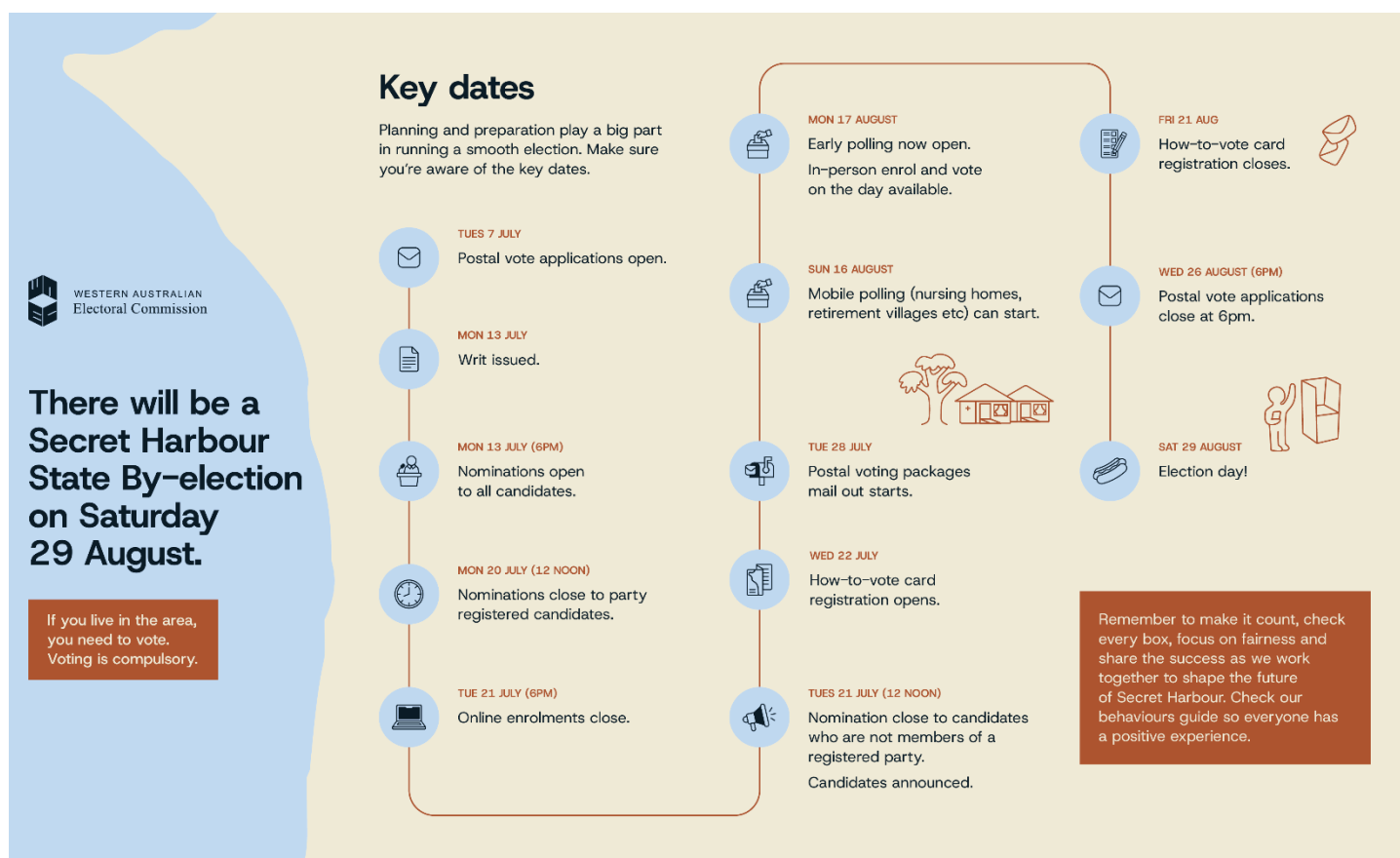
3. Election timeline

The 2026 Secret Harbour by-election timeline is determined by dates set in the writ issued by the Speaker for:

- the close of nominations
- the polling day, and
- the last day for the return of the writ appointed in the writ issued by the Speaker.

The rest of the timeline is determined by the *Electoral Act* based on the dates in the writ.

The timeline for the 2026 Secret Harbour by-election, based on the writ being issued on Monday 13 July 2026, is included in Appendix 1 and below.



4. Enrolment and close of rolls

4.1 Overview

Electors only need to register once to be enrolled for Federal, State and local government elections. We work with the Australian Electoral Commission (AEC) to assist people to enrol and update their enrolment details.

4.2 Enrolment eligibility checks for candidate nominations

Candidate nominations open from 6pm on the day of the issue of the writ. On their nomination form candidates declare that they are enrolled and not otherwise disqualified from nominating as a candidate.

This includes signing a Candidate Statement and Declaration.

4.3 Close of roll

The roll for the by-election closes at 6pm on 21 July 2026 (8 days after the issue of the writ).

Voters can still update their details or enrol to vote after this date by attending a polling place and completing Form *PP025 – Declaration Vote Envelope*, which is available from polling staff. Voters must also provide proof of identity, such as an Australian driver's licence, Australian passport, Medicare card number, or have their identity confirmed by a person who is enrolled on the Commonwealth Electoral Roll.

4.4 Election roll products

Candidates may request electronic lists of electors enrolled for the districts in the electorate. Candidates who belong to a registered political party will typically obtain a copy of the rolls directly from their party administration. The data included on the electoral rolls is to be used for electoral purposes only.

To receive the electronic rolls for the districts within the electorate, candidates must first complete an application form/confidentiality agreement *RM27C – Candidate/Registered Party Application for the Supply of Election Rolls*. Candidates will receive the final roll within eight days of the close of enrolments.

If candidates receive roll information via their political party administrators, the same confidentiality agreement conditions apply *RM27C – Candidate/Registered Party Application for the Supply of Election Rolls*.

Form *RM27C – Candidate/Registered Party Application for the Supply of Election Rolls* can be downloaded from our website at elections.wa.gov.au/candidates-and-parties/forms-and-guides. It should be lodged directly with us using the email enrolment@waec.wa.gov.au

Once a request has been processed, the electronic rolls are provided for download through a secure internet site.

Candidates can find more information about material available to them in the [2026 Secret Harbour By-election Candidates Guide](#) at our website.

5. Communication and engagement

5.1 Information services

Public enquiry service

A call centre will be established as soon as possible after the issuing of the Writ.

The operation period for the call centre will be open Monday to Friday 8.30am – 5pm except for longer opening hours on close of rolls and by-election day. The call centre will close when results are announced.

Date	Operating Hours
Monday – Friday (excl. public holidays and weekends)	8.30am to 4.30pm
Except for close of rolls and by-election day when we will have extended hours	
21 July (close of roll)	8.30am to 6pm
Saturday 29 August (by-election day)	8am to 6pm

Outside our hours of operation, a recorded service will provide information on enrolment and voting.

Multi-language telephone interpreting service

The Translating and Interpreting Service (TIS) is available, which enables voters to request an interpreter if required via 13 14 50 and then ask for (08) 9214 0400.

People who prefer to talk to us online can complete a Complaints and Feedback form located <https://www.elections.wa.gov.au/complaints> or via email on feedback@waec.wa.gov.au.

Election reminder notifications

We will send election reminder notifications to enrolled electors who have provided an email address or mobile phone number on their enrolment record, or who have registered with us on the election reminder service. These notifications will provide important information about enrolment and voting requirements for the Secret Harbour by-election and will only be used for election-related voter information.

Website

Our website has a new “voter gateway” that provides comprehensive information about the Secret Harbour by-election and will be updated at each stage of the election cycle. Information includes:

- how to enrol, check or update enrolment details, and find out if you are in Secret Harbour district by using a range of options including: using our new interactive map, looking up your district in a street directory, or using the online check my enrolment process
- information for candidates, including nominations, campaigning and political donations
- how-to-vote cards
- early, postal, telephone-assisted, interstate and overseas voting options
- details of how, when and where to vote on polling day
- information on vote counting
- election results.

After polls close at 6pm on election day, counting commences and provisional results information will become available on our website. Results will continue to be updated after election night as postal votes continue to arrive before the close of the postal vote receipt period (2 September 2026 9am), and other declaration votes are processed.

A full preference distribution will be conducted for this election.

Polling place locations

We will publish the locations of early polling places and polling day polling places on our website, and advertise them in local newspapers.

Voters will be able to find polling places in several ways, including through the new interactive map. Voters can enter their street address to see their closest polling place marked on the map.

Polling places will also be listed on our website, along with information about accessibility, including wheelchair access, and available facilities such as parking.

5.2 Advertising

We will be using print, outdoor, digital and targeted sponsored social media advertisements through the election period to share important electoral information to electors and other key stakeholders.

5.3 Media, social media and community education

Media releases

Media releases will be provided to journalists and media outlets during the by-election outlining information including enrolment, nomination and voting information, key dates, and results.

Social media

We will use paid and organic social media posts to provide key election updates and promote clear, accurate information about the by-election.

We will also respond to social media enquiries in a timely manner and monitor emerging issues raised through these channels.

Education and inclusion services

We provide education and inclusion services year-round to support the diverse needs of the community.

Outreach sessions for priority communities in Secret Harbour are currently being considered. Requests for community information sessions should contact our Electoral Education Centre on elections.wa.gov.au/electoral-education.

5.4 Inclusion of people with disabilities

Our services for people with disability include telephone-assisted voting, wheelchair-accessible polling places, and accessibility aids and tools at polling places.

People who are deaf, hard of hearing, or have a speech or communication difficulty can contact us through

their preferred National Relay Service channel and provide our phone number: (08) 9214 0400.

5.5 Post by-election evaluation

An independent survey will be conducted after the by-election to understand communication and campaign effectiveness and identify improvements for future elections events. The results will be published on our website as part of the report to Parliament (refer Section 12 in this Service Plan).

6. Election staffing and support

6.1 Returning Officer (RO)

We will appoint a Returning Officer (RO) for the Secret Harbour by-election, and one Deputy Returning Officer to support the RO in delivering the election.

The RO will appoint and train staff to ensure the efficient conduct of the election. This will include staff working in the early polling place(s) and in by-election day polling places.

The RO will also arrange the collection of materials and equipment from the polling places once all election services have been successfully delivered.

6.2 Support for the RO

The RO will work with us to appoint staff to support the delivery of the Secret Harbour by-election. This includes, but is not limited to, presiding officers and other election officers responsible for polling day operations.

These officers will inform the RO of any instances where voting locations require additional resources and, where appropriate, facilitate their deployment. They will also assist in ensuring that electoral procedures are applied consistently across all voting locations.

Help desk

We will establish a help desk to respond to support requests from the RO. The help desk will triage support calls so they can be efficiently resolved or forwarded to the appropriate specialist depending on the support needed.

The help desk will provide direct support for:

- use of the election management system
- refer ICT infrastructure queries to our ICT support team, and
- direct questions regarding election procedures or operations, or election staffing, to the election support officers.

The help desk also undertakes quality assurance checks of the election office's ICT infrastructure provided by us prior to polling day.

6.3 Temporary election workers HR and training support

Personnel engaged via the temporary election workforce (TEW) contract are encouraged to contact the TEW Coordinator for assistance.

This includes, but is not limited to, support with:

- completing online registration for appointment (for prospective new staff)
- understanding political disclosure requirements
- updating contact details and entering banking, tax and superannuation information
- resolving queries relating to the online training platform
- completing/submitting timesheets resolving payroll and other pay-related queries

7. Candidates and parties

7.1 Nominations

Nominations will open following the issue of the writ. We produce information for prospective candidates including candidate and scrutineer handbooks and all forms required for nominating at the election. Candidate information is available on our website elections.wa.gov.au/candidates-and-parties and from the RO.

There are two ways to nominate:

- With the Electoral Commission:
 - Candidates endorsed by a registered political party may complete a *RO30 Centralised Nomination Form – Legislative Assembly*. The secretary of the party must complete and sign a *HO002 – Party Nominations Lodgement Form and Receipt – Legislative Assembly* endorsing the candidate and authorising the use of the party name (or abbreviation) on the ballot paper. These forms are submitted centrally to the WAEC by the party secretary.
- With the Returning Officer:
 - Candidates who are not endorsed by registered political parties can nominate themselves, using form *RO17 – Nomination Form and Receipt – Legislative Assembly*, with the Returning Officer by noon on the day that nominations close.
 - Candidates who are endorsed by a registered political party may alternatively lodge their nomination with the Returning Officer but must include an *RO18 – Application for Registered Political Party Name to be Printed on the Ballot Papers – Legislative Assembly* signed by the party secretary.

These forms can be obtained by contacting the Returning Officer or via our website elections.wa.gov.au. Nominations must be lodged within the timeframes specified in the by-election timetable (refer Appendix 1).

7.2 Draw for position on ballot paper

A draw to determine the order of candidates on the ballot paper is conducted by the RO at the designated place of declaration of nominations as soon as practicable after the close of nominations.

At the draw, the RO:

- places a slip bearing the name of each candidate in separate hollow opaque spheres, places all spheres in a ballot box and closes it
- shakes and rotates the ballot box and permits any other person present to do likewise upon request
- opens the ballot box
- takes out and opens one of the spheres to remove the slip enclosed, announces the name and records it
- repeats the procedure until all spheres have been removed and ballot paper position have been determined for all candidates.

The order of names derived from this process becomes the order in which they appear on the ballot paper, with the first name drawn being the first listed candidate on the ballot paper. Candidates and other interested persons are entitled to observe this process. Candidate details will be published in ballot paper order on our website elections.wa.gov.au/candidates-and-parties

7.3 How-to-vote cards

A how-to-vote card (HTVC) is any electoral material that:

- is provided to an elector for the purpose of instructing them on how to vote for a particular candidate, party or group in the election, and
- lists the names of one or more candidates, along with an indication of the order of voting preference for those candidates.

A HTVC may include a representation of a ballot paper, which may be a partial representation of the ballot paper.

A person commits a crime if the person distributes, or causes, permits or authorises the distribution of a HTVC within 100 metres from a place to vote on a day on which voting occurs at the place unless it has been registered by us.

Additionally, a person commits a crime if the person publishes, or causes, permits or authorises the publication of a HTVC unless it is registered by the us.

The penalty for both these crimes is imprisonment for 2 years and a fine of \$24,000.

A separate guide for HTVC registration is available from our website.

7.4 Photographers and media access

Photographers and members of the media or their equipment must not hinder, inconvenience or delay any polling staff or voters. No photographs or videos may be taken of a person at a polling place or a counting place without the permission of the person in charge.

Members of the media or photographers must have the permission of the Returning Officer and institution concerned before visiting any place where mobile polling is being conducted.

Anyone arranging for photography or media to visit polling places should contact the Returning Officer in sufficient time to enable arrangements to be made.

7.5 Candidate enquiries

The RO will manage all enquiries from candidates to ensure that timely, accurate and consistent information is provided. Registered political parties should contact our dedicated team on fad@waec.wa.gov.au or attend head office by appointment only.

7.6 Return of nomination deposits

Candidates who are eligible will have their nomination deposit returned as soon as practicable after the declaration of the election.

Nomination deposits for candidates endorsed by a registered political party will be returned directly to the relevant party. All other eligible candidates will have the deposit returned to them directly. Returns will be made by direct credit into a nominated bank account where requested.

The nomination deposit for any candidate that is not eligible to be refunded will be forfeited.

Further detailed information on all candidate and party requirements is outlined in the [2026 Secret Harbour By-election Candidates Guide](#), which is available on our website elections.wa.gov.au/candidates-and-parties/forms-and-guides

8. Funding and disclosure

8.1 Reimbursement of electoral expenditure (public funding)

Public funding is provided for electoral expenditure in relation to a by-election. To be eligible for public funding, the candidate must achieve at least 4% of first preference votes or be elected, and the candidate or party must lodge an audited statement or a certified bank statement detailing their expenditure for the by-election within 20 weeks after polling day.

After the election results are declared, we will calculate the maximum entitlement amount based on the number of first preference votes received and reconcile this against candidates' application for reimbursement to determine any public funding to be paid to the parties and candidates that contested the election. The timing of payments depends on when candidates and parties provide us with their claims.

Public funding amounts are adjusted for inflation each year. For the 2026-27 financial year, the reimbursement rates are either \$2.43866 or \$4.74783 depending on whether political entities have opted for the higher reimbursement amount.

The amount paid will be the lesser of the declared electoral expenditure or of the entitled amount. The entitled amount is the number of formal first preference votes multiplied by the above reimbursement rate.

We will communicate entitlement obligations and amounts to eligible candidates and relevant registered political parties after the by-election.

Disclosure of political contributions

All political entities are required to disclose political contributions they receive that are more than the specified amount, which is currently \$2,900 for the 2026-27 financial year. Political contributions from the same donor are amalgamated. Once the combined value of a donor's contributions in a financial year is more than the specified amount, the agent of the political entity is required to disclose the contributions.

Once political contributions from a donor have exceeded the specified amount, any subsequent contributions from the donor in the same financial year are also to be disclosed, regardless of the amount or value.

Political contributions must be disclosed within the following periods:

- Non-election period: within seven days of being received.
- Election period (also called the capped expenditure period): by the end of the next business day after being received.

It is an offence to receive an anonymous political contribution and political contributions from a foreign donor are banned.

We monitor and process disclosures using our online disclosure system (ODS), available at disclosures.elections.wa.gov.au.

8.2 Electoral expenditure

State campaign account

Each political party, candidate and third-party needs to establish a State campaign account. Details of the account will need to be provided to us.

Electoral expenditure can only be paid for from this dedicated account. Party endorsed candidates can use the

account of a registered political party that has endorsed them. In these cases, the party agent will notify our team that the State campaign account has been created. Only certain types of funds can be paid into a State campaign account.

If a State campaign account for electoral expenditure is established, a return concerning the account needs to be lodged with us by 30 November each year.

Electoral expenditure caps

There is a limit on how much a candidate can spend on their election campaign. If a candidate is endorsed by a political party, their expenditure is included in the cap for the political party.

The expenditure caps for elections held in the 2026-27 financial year are as follows:

Political Entity	Electoral Expenditure Cap
Political party	\$420,900
Independent candidate	\$420,900
Third-party campaigner	\$42,100

Election returns

After the election, the agents of all political entities are required to submit a return to us summarising gifts received during the relevant disclosure period, and any electoral expenditure incurred for the election. Even if no gifts are received or no expenditure made, there is a requirement to indicate this to us after the election by lodging a 'NIL' return. The return is due within 12 weeks after polling day.

Compliance

We monitor and ensure compliance with Western Australian's donation disclosure and reporting laws. This includes analysis and reconciliation of election and annual returns provided by reporting entities and ongoing monitoring of disclosure activity within our disclosures system.

Further information

Further information regarding Western Australian funding and disclosure laws is available on our website at elections.wa.gov.au/funding-and-disclosure

9. Early Polling

9.1 Early Polling

Electors can vote before polling day at an early polling place (EPP) in Secret Harbour or in Perth at our head office. Early polling will be available from Monday 17 August and opening times are listed on our website.

We work to ensure that the EPP(s) are well located within the district and provide ease of access, while at the same time ensuring early voter queuing times are kept to a minimum as much as possible.

Hours of operation for early voting in the Secret Harbour district will be as follows:

Date	Operating Hours
Monday 17 August to Saturday 22 August	8am to 6pm
Monday 24 August to Friday 28 August	8am to 6pm

Staff at early polling places will be provided with electronic roll mark-off facilities.

9.2 Mobile voting

The Electoral Commissioner will appoint aged care facilities in the Secret Harbour district as mobile polling places at the by-election.

Mobile voting teams will visit these facilities during the early voting period to enable electors that are unable to attend an early or polling day polling place to place a vote. To reduce risk, we will encourage postal vote applications from these venues.

Candidates and registered political parties will be advised of mobile polling itineraries by the RO with information available on our website.

9.3 Postal voting

A postal vote is a vote cast by an elector by post after applying for and receiving a postal vote.

Electors can apply for a postal vote from July 7 until 6pm on the Wednesday prior to polling day. Postal votes must be sent before 6pm on polling day and received by us no later than 9am on the Thursday after polling day.

Candidates can apply to us for a list of the names and electoral addresses of electors whose postal vote applications have been approved (see 6.4.19). The request form, *RM27C – Candidate or Registered Party Application for the Supply of Electoral Rolls*, is available from our website.

Electors may apply online for a postal vote with no requirement to specify a reason. The postal vote application does not need to be signed or witnessed, although the elector will be required to successfully answer a verification question when completing their postal vote application.

Hardcopy application forms are available from our call centre, which commences operations after the Writ has been issued.

Electors registered as “general postal voters” for State elections will have their ballot material posted to them as soon as it becomes available, following the close of nominations.

Postal votes will be returned to us for processing and counting.

9.4 Interstate voting

We will identify the volume of eligible electors for the Secret Harbour by-election outside of Western Australia during the election period.

For the Secret Harbour by-election, ballot papers will be available to eligible electors who are outside Western Australia during the election period through interstate and territory electoral commissions. This service will be available from 17 August 2026, when early polling commences. Details of participating electoral commissions and locations will be published on our website closer to that date.

Electors applying from outside Western Australia will be offered an express post delivery option for both dispatch and return of their completed ballot paper.

10. Election day polling places

10.1 Operation of polling places

A polling place Presiding Officer will be appointed to manage each polling place operating on polling day. Presiding Officers will be trained in the legal requirements and procedures for operation of the polling place. This includes the requirements around the display of signage outside polling place and ballot paper security.

10.2 Polling place staff

The RO will appoint the optimum number of staff for each polling place to provide a smooth flow of electors on polling day and will ensure polling places are resourced and that election tasks are completed as required.

Polling day staff will be provided with training tools that outline polling place procedures, with special emphasis on integrity, accuracy, and quality customer service.

Election officials in certain roles will be required to complete a suite of online training modules prior to polling day, allowing the RO to monitor the progress and proficiency of all staff. The online training is to complement the face-to-face training sessions for polling place managers and election liaison officers.

10.3 Queue management

Queues both inside and outside of the polling place will be managed to ensure electors move as quickly as possible through the polling place to cast their vote.

A queue controller will also ensure that any elector in the queue at the close of voting is able to vote and will ensure that no further persons join the queue after 6pm.

If a disturbance occurs either within the polling place or outside the premises, polling place managers are trained in the steps to be taken to diffuse and resolve the situation as required.

10.4 Additional polling place services

The following will be provided at each early and polling day polling place and where practicable also at mobile polling places:

10.4.1 Multi-language instructions and accessibility

Voting instructions will be provided in Spanish and Italian plus English and will be pre-printed on voting compartments at polling places. If further assistance is required in another language, the Translating and Interpreting Service (TIS) is available, which enables voters to request an interpreter if required via 13 14 50 and then ask for (08) 9214 0400 (refer Section 5.1 in this document).

10.4.2 Accessibility aids and tools

A number of tools and aids are provided to assist electors to vote in the Secret Harbour district. These include:

- large magnifying sheets at each polling place
- pencils with triangular grips to allow certain electors to more easily grip the pencil
- assisted hearing devices at early polling places and polling places
- wheelchair or desktop voting compartments.

We aim to provide an accessible experience for as many electors as possible.

10.5 Enrolment on the day

If you are an Australian citizen aged 18 or older who has lived in WA for at least a month but missed the initial voter enrolment deadline, you can still enrol and cast your vote at a polling place on election day.

You will need to:

- go to a polling place on election day and inform the staff that you are not on the roll
- bring acceptable identification, such as your Driver's Licence, Learner's Permit, Australian Passport, or a recent utility bill/council rates notice showing your current name and address.
- fill out an enrolment form and sign a declaration to receive a "provisional vote". Your enrolment details are then processed and verified before your ballot is counted.

11. Counting the votes

An overview of the counting processes for the Secret Harbour by-election is provided below. Counting of votes is undertaken over a number of stages including the initial indicative count at polling places, the check of declaration and postal votes at the processing centre, further scrutiny of ballot papers, and the final distribution of preferences count.

11.1 Counting methods

The counting method that applies for the Secret Harbour by-election is preferential counting. All counting will be conducted manually.

11.2 Counting before polling day

Early extraction and sort

Legislation allows for the early scrutiny and processing of postal votes from 8am on the Wednesday before polling day. This activity must take place within a restricted area with tight controls in place.

Scrutineers and staff will not be able to take recording devices into the restricted area. Check-in facilities will be made available at the venue. Further information will be provided to candidates prior to the activities commencing.

The RO will let all candidates know in advance the details of when and where activities will take place.

11.3 Counting on polling day

Counting of ordinary votes commences soon after the poll closes at 6pm on polling day and the last electors present have cast their vote.

11.3.1 First preference count

Legislative Assembly ballot papers are removed from the ballot box(es) and then sorted into the order of first preference for each candidate (i.e. ballot papers are sorted and then counted based on which candidate has the number 1 vote). Ballot papers which are possibly informal are put to one side for checking by the Returning Officer.

11.3.2 Two candidate preferred count

An indicative two candidate preferred count (2CP) is completed in each polling location. This involves the distribution of preferences from candidates who will probably be excluded under the preferential system. Before polling day, the Electoral Commissioner selects the two candidates in the district that he believes may be the final two candidates in the count. The preferences of the other candidates are distributed to the two selected candidates. When the results of all the polling places in the district are aggregated, it provides an indicative and unofficial, but typically fairly accurate, means of predicting the likely result on by-election night.

In the unlikely event that it is unclear who the two final candidates may be, the Electoral Commissioner may choose to instruct the Presiding Officer to conduct a three candidate preferred count.

After each of the two counts described above, the results are recorded and telephoned through to the Returning Officer. The Returning Officer enters the figures into our computer systems for posting to the results section our website at elections.wa.gov.au

11.4 Counting after polling day

Provisional declaration envelopes are counted and packaged, then sent to our processing centre as soon as practicable after election night, to be checked and if accepted, the votes within them counted in the days following polling day.

11.4.1 Processing centre

The following activities will be undertaken at the processing centre:

- checking of declaration certificates from postal votes from 8am on the Wednesday before polling day
- preliminary counting of all declaration votes into first preferences and indicative two candidate preferred from 6pm on election night.

After the close of polling at 6pm on polling day, verified Legislative Assembly postal votes received up to that point will be counted at the processing centre.

11.4.2 Provisional vote checking

Checking the enrolment entitlement for voters completing a declaration vote will take place during the week after polling day.

Enrolment entitlement must be checked before any of these votes can be admitted to the count.

A thorough check of enrolment entitlement will be conducted for each provisional vote. This will include a search of the enrolment register to check that the elector had not previously been removed from the register of electors on the grounds that they were no longer eligible.

A check will also be made to determine if citizenship or British subject status has previously been confirmed for the voter, and that the address for which enrolment is claimed is a valid address for enrolment purposes.

As a result of these checks, a decision will be made to either admit the vote to the count or exclude it. The enrolment register will also be updated from provisional votes where required.

12. Results

12.1 On polling night – progressive results

As results become available, they will be progressively published online at elections.wa.gov.au and will include:

- first preference result
- indicative two candidate preferred (2CP) result
- rechecked result adjustments
- preference distribution result
- two candidate-preferred (2CP) result
- the name of the elected member.

It should be noted that the count on polling day provides an indicative result only, as all ballot papers are rechecked and re-counted by the Returning Officer after the close off for the receipt of postal votes on the Thursday morning after polling day.

Results will be available at polling place level. Results and party summaries will be updated every few minutes up to the close of counting on election night at 10.30pm. Updates will also be available progressively as the counting of declaration votes proceeds after polling day.

12.2 Fresh scrutiny

In the 72 hours after polling day, Returning Officers may conduct a fresh scrutiny of ballot papers to ensure that no gross errors have been made at the polling place. Additionally, all ballot papers considered informal by Assistant Returning Officers will be verified. The fresh scrutiny is a quality assurance exercise that will help the Returning Officer prepare for the full distribution of preferences count.

12.3 Determination of the poll

Returning Officers will contact all candidates in their district to notify them of the time and place for the full distribution of preferences count. Returning Officers will be able to commence the full count after the processing of all declaration ballot papers for the district has been completed. This is likely to be on the Saturday following polling day.

After the count for the full distribution of preferences has occurred the Returning Officer declares the results and returns a statement, endorsed with the name of the elected Member of the Legislative Assembly, to the Electoral Commissioner.

Candidates and interested parties are welcome to attend the declaration of the election results.

12.4 Count checking and re-counts

At a polling place, Assistant Returning Officers may need to re-count some or all of the ballots papers from their polling place when the number of first preference votes plus informal and discarded ballot papers does not equal the number of ballot papers issued (and the discrepancy is more than just a few).

If after the full count for the distribution of preferences for a Legislative Assembly seat, the margin between the two highest polling candidates is approximately 100 votes or fewer, the Returning Officer will be advised to automatically offer the candidates another full count for the distribution of preferences before declaring the

result.

Where the margin after the full count for the distribution of preferences is greater than 100 votes, the Returning Officer will only consider a full recount where a candidate provides sufficient reasons in writing that in the Returning Officer's opinion calls into question the accuracy of the count figures.

A Returning Officer may also, at the written request of a candidate (setting out the reasons why) or scrutineer or of their own volition, recount a particular bundle or group of ballot papers at any time prior to the poll being declared.

If after a full recount of all votes there is a tied election, the Returning Officer will notify the Electoral Commissioner, who will petition the Court of Disputed Returns. If unable to declare a candidate elected, the Court may order that a new election take place.

Corrected two candidate-preferred counts

We monitor the results of the 2CP count on election night. Where the selected candidates are incorrect, a corrected 2CP may take place during that evening.

On election night., minor variations may be observed between the statistical 2CP results, and the official recheck and preference distribution results.

12.5 Declaration of the Result

The RO is required to publicly declare the election and to announce the name of the candidate elected.

The election will be declared as soon as possible once the result has been determined. Candidates will be advised of the date, time and location of the declaration.

The election must be declared before the return of the writ.

13. Compulsory voting enforcement

Electors identified as having apparently failed to vote are issued with a penalty notice. Electors may respond by:

- providing evidence that they voted
- submitting a valid and sufficient reason for not voting
- or by paying the prescribed penalty within the specified timeframe.

Internally we will prepare a list of non-voters in accordance with the section 156(2) of the *Electoral Act 1907*. This includes the exclusion of any non-voters who are automatically exempt from compulsory voting.

Elector information reports completed at voting centres, together with reasons provided by electors through the call centre or via email explaining why they could not vote, will be processed before the first notice is issued.

As required under the *Electoral Act 1907*, we will prepare and issue Apparent Failure to Vote notices to all remaining electors who appear not to have voted in the Secret Harbour by-election and who are not otherwise exempt.

Three notices are issued during the non-voter process:

- *Form 33 – Penalty Notice*
- *Form 34 – Infringement Notice*
- *Final Demand* (issued pursuant to the *Fines, Penalties and Infringement Notices Enforcement Act 1994*).

If the matter remains unresolved after these notices have been issued, it may be referred to the Fines Enforcement Registry (FER). This may result in enforcement action, including the suspension of your driver's licence.

The FER may issue a *Notice of Intention to Enforce*, which can result in substantial additional costs being added to the original penalty amount. These enforcement fees are imposed by FER and are payable in addition to the fine itself.

It is important to note that once a matter has been referred to FER, we are no longer authorised to accept payment or manage the debt. From that point onwards, all enquiries and payments must be directed to the FER, and payment must be made using the specific FER payment reference number provided in their correspondence.

If an elector has not responded to any of the previous notices but believes they have a valid and sufficient reason for not voting, they may still submit an explanation for assessment by emailing nonvoter@waec.wa.gov.au.

Electors also have the option of having the matter heard by a court at the Final Demand stage or after the matter has been referred to FER.

14. Appendices

Appendix 1: Election timeline

2026 State By-Election Timeline – Secret Harbour

Milestone events	Days from polling day	Date	Day
Postal vote applications commence	55	JUL 7	Tues
DAY OF ISSUE OF WRIT 6pm (nominations may commence after 6 pm)	48	JUL 13	Mon
Nominations commence	47	JUL 14	Tues
	46	JUL 15	Wed
	45	JUL 16	Thurs
	44	JUL 17	Fri
	43	JUL 18	Sat
	42	JUL 19	Sun
Close of party nominations (12pm)	41	JUL 20	Mon
CLOSE OF NOMINATIONS (12pm). Draw for ballot paper positions may commence	40	JUL 21	Tues
Close of rolls (6pm)			
How-to-vote card registration commences (8am)	39	JUL 22	Wed
	38	JUL 23	Thurs
	37	JUL 24	Fri
	36	JUL 25	Sat
	35	JUL 26	Sun
	34	JUL 27	Mon
Postal voting mail out commences	33	JUL 28	Tues
	32	JUL 29	Wed
	31	JUL 30	Thurs
	30	JUL 31	Fri
	29	AUG 1	Sat
	28	AUG 2	Sun
	27	AUG 3	Mon
	26	AUG 4	Tues
	25	AUG 5	Wed
	24	AUG 6	Thurs
	23	AUG 7	Fri
	22	AUG 8	Sat
	21	AUG 9	Sun
	20	AUG 10	Mon
	19	AUG 11	Tues
	18	AUG 12	Wed
	17	AUG 13	Thurs
	16	AUG 14	Fri
	15	AUG 15	Sat
Mobile voting for institutions, hospitals and remote areas may commence	14	AUG 16	Sun
Early polling commences	13	AUG 17	Mon
	12	AUG 18	Tues
	11	AUG 19	Wed
	10	AUG 20	Thurs
Close of how-to-vote card registration (5pm)	9	AUG 21	Fri
	8	AUG 22	Sat
	7	AUG 23	Sun
	6	AUG 24	Mon
	5	AUG 25	Tues
Scrutiny of postal votes may commence (8am)			
Close of written applications for postal votes (6pm)	4	AUG 26	Wed
	3	AUG 27	Thu
	2	AUG 28	Fri
POLLING DAY (8am to 6pm)	1	AUG 29	Sat
	2	AUG 30	Sun
	3	AUG 31	Mon
	4	SEP 1	Tue
	5	SEP 2	Wed
Close for receipt of postal votes (9am)	6	SEP 3	Thu
Last possible date for return of Writ	42	OCT 10	Sat

The 2026 State By-election timeline illustrated above is in accordance with the provisions of the *Electoral Act 1907* that came into force on 1st July 2024. The abovementioned dates could change subject to sections 70(b), 71 or 76 of the Act.

As at 8 July 2026

Appendix 2: Glossary

Term	Definition
6-Metre Rule	Electoral material must not be distributed within 6 metres of the designated entrance at any place to vote during the hours of voting. Election campaign workers must not cross this line when speaking to electors. A \$1,000 fine is applicable in offences convicted by a court.
Absolute Majority	The number of votes exceeding half of the total formal votes cast in an election.
Accessible Polling Place	A polling place that has been assessed by the Returning Officer as having easy access for people with a disability. Refer to the <i>RO8 – Polling Place Information</i> form for the guidelines in assessing venues. Approval as an accessible polling place does not follow the same standard used by disability groups to assess a venue as “accessible”.
Assistant Presiding Officer	A person who is appointed to assist the Presiding Officer as required.
Assistant Returning Officer	Appointed by a Returning Officer to open ballot boxes, count and tally votes at an appointed counting place or other polling places. Assistant Returning Officers can act in an official capacity to direct an Election Campaign Worker or Scrutineer to do, or refrain from doing, something in order to ensure the election campaign worker complies with s92H(1) of the Electoral Act. At the majority of polling places, the Presiding Officer and Assistant Returning Officer will be the same person.
Australian Electoral Commission (AEC)	The Electoral Commission responsible for conducting federal elections and referenda and maintaining the Commonwealth electoral roll.
Ballot Box	A sealed box in which ballot papers are placed by electors after voting.
Ballot Box Guard	Responsible for the security of the ballot box and ensures all electors place their ballot papers in the correct ballot box before leaving the polling place. May also perform other roles such as an Issuing Officer and a Queue Controller during the course of a shift. These positions are referred to in the Electoral Act as an Officer.
Ballot Draw	Random allocation of candidate names to a position on the ballot paper. It is a public event conducted by the Returning Officer and held as soon as practicable after the close of nominations, which will occur at 12 noon on Tuesday 21 July 2026.
Ballot Paper	A paper printed for an election showing candidate names, party affiliation (if any) which voters mark to record their vote choices. It also contains voting instructions.
Boundary Distribution	The review and redrawing of electoral boundaries. For State elections in Western Australia, it is conducted every four years by the Electoral Distribution Commissioners in accordance with the provisions of the <i>Electoral Act 1907</i> .
Business Day	Means a day other than a Saturday, a Sunday or a public holiday.
By-election	In cases where a Member of the Legislative Assembly (MLA) dies, resigns, or is disqualified during their period of office, a by-election may be held to fill the casual vacancy. In such cases, a person is elected for the remainder of the term of the former MLA.

Candidate	For the purposes of certain electoral offences, a person is defined as a candidate who, within three months before polling day in an election, publicly announces that they will be a candidate for the election. Otherwise, a person is defined as a candidate in an election once their nomination has been formally accepted and the period of nominations closes.
Casual Vacancy	A vacancy that arises for reasons other than the Parliament's expiration or dissolution, such as the resignation, retirement, disqualification, or death of the current member.
Central Vote Processing	Postal, Provisional, and out of state early polling votes are returned to a large metropolitan location to be processed. This will include sorting, checking and preliminary counting.
Close of Nominations	The close of nominations for a by-election is 12 noon on the day mentioned in the Writ for the election. Party nominations close at 12 noon on the preceding day
Close of Enrolments	Enrolments close at 6 pm on the day, eight days after the date of the writ. To be eligible to become a candidate, an elector must be enrolled. Refer to our website for more information on enrolment.
Count Card	A count card is prepared for each candidate or group and one for informal votes to help counting staff to sort first preference votes
Counting Place	Each polling place in a district is a counting place unless declared otherwise by the Returning Officer. The Returning Officer may appoint other places as counting places that are not polling places. These appointed places must be published on the Commission's website and in another manner approved by the Electoral Commissioner.
Court of Disputed Returns	The Court of Disputed Returns has jurisdiction to hear petitions in which the validity of any election or return is disputed. A single Supreme Court Judge exercises this jurisdiction for parliamentary elections
Declaration of the Poll	After the result of an election is determined, the Returning Officer is to formally declare the result of the election and the successful candidate(s).
Declaration Vote	Votes that require a written declaration or claim to vote by the voter. There are several types of declaration votes: postal vote and provisional vote.
Declaration Vote Envelope	The envelope electors complete to be issued with a ballot paper for a Declaration vote. Also referred to as a PP25 or PP90.
Designated Entrance	An entrance to a polling place that has been signed to designate it is an entrance for use by electors to enter the polling place.
Discarded Ballot Paper	A ballot paper left by an elector without placing it in a ballot box.
District	The State of Western Australia is divided into 59 electoral districts. For each of these districts, one member is elected to the Legislative Assembly.
Donkey Vote	A ballot paper that has been marked from top to bottom, 1, 2, 3, etc where an elector has not given any consideration to their candidate preferences. A reverse donkey vote is marked in the same way, but from bottom to top (eg 3, 2, 1).
Early Issuing Officer	A person appointed to issue ballot papers to electors at an early polling place. May also rotate as a Ballot Box Guard and a Queue Controller.

Early Polling Place	A polling place at which a person may vote in an election on an early voting day for that election.
Early Voting Days	The early voting days for the election which will be a maximum of 11 days before polling day. They may include a Saturday but not a Sunday.
Elected Member	A member of the Legislative Assembly.
Election Campaign Worker	A person who works or volunteers for a candidate, group, or political party at a place to vote or a counting place; and includes a scrutineer for a candidate, group, or political party. Their responsibilities are defined in section 92H of the <i>Electoral Act</i> .
Election Night	After 6pm on Polling Day.
Elector	A person whose name appears on a roll as eligible to vote for State, Federal or local government elections.
<i>Electoral Act 1907</i>	The Act of Parliament which stipulates statutory requirements for the conduct of State elections, by-elections or filling vacancies in the Legislative Council.
Electoral Commissioner	A person appointed by the <i>Electoral Act 1907</i> to be responsible for the impartial administration of electoral laws in Western Australia.
Electorate	A State electoral district for the Legislative Assembly or whole of State electorate for the Legislative Council.
Endorsed Candidate	A candidate in an election who has been endorsed by a political party.
Enrol and Vote on the Day	Electors who are not enrolled, or who are enrolled for a different district, may now complete a provisional vote declaration to become eligible to vote in the current election. (Note: if an elector still lives in the same district, they should be issued an ordinary vote).
Enrolment	The act of adding or updating a person's name and other enrolment details on the register of electors.
Enrolment Officer	An officer who the Electoral Commissioner directs to enrol persons on the register of electors and performs the other functions of an enrolment officer.
Exhausted Ballot Paper	A ballot paper which has reached the stage where, when distributing preferences, no further preferences can be distributed to a continuing candidate.
Formal Vote	A ballot paper which has been correctly marked and counts towards the result of an election.
Fresh Scrutiny	Procedure undertaken within 72 hours of polling day where ballot papers are re-examined to ensure correct sorting of ballot paper bundles occurred at the polling place and a check of ballot papers classed as informal.
Full Distribution of Preferences	The process of excluding the candidate with the fewest votes then distributing those votes according to the next preferred candidate
General Postal Voter (GPV)	An elector may apply to be a general postal voter. If they meet specified criteria under the legislation, this means that ballot papers are automatically mailed to the elector after an election has been announced and the ballot papers have been printed.
Homeless Polling	Refer to Mobile Polling.
How-to-vote Card (HTVC)	A card distributed by candidates, political parties and election campaign workers indicating to electors how they may record

	their preferences when voting. These are to be approved by the Electoral Commissioner prior to being used in an election.
Independent Candidate	A candidate or elected Member of Parliament who is not endorsed by a political party.
Informal Vote	A ballot paper that is either left blank or does not show preferences in accordance with the law. In a State election a ballot paper will also be informal if the voter can be identified through some markings which has been made on it. These ballot papers do not contribute to the election of a candidates nor are they included in calculating the quota/absolute majority required to be successful.
Informal Ballot Paper Report	A report which categorises and counts the various types of informal votes cast. These may include blank ballot paper or ballot papers where the elector has just scribbled or made a comment on them.
Information and Communication Technology (ICT)	Our technical team is responsible for supplying and supporting laptops, mobile phones and other computer related equipment and software systems used in the election.
Issue of the Writ	The writ is a legal document issued by the Governor directing the Electoral Commissioner to conduct an election for the Legislative Assembly and the Legislative Council.
Issuing Officer	An officer who issues ordinary votes to electors who are on the district roll. Also rotates as a Ballot Box Guard and a Queue Controller. This position is known in the Electoral Act as an Officer.
Issuing Point	The table in a polling place staffed by an Issuing Officer who issues ballot papers.
Legislative Assembly	In Western Australia, this is the Lower House of Parliament, and it is comprised of 59 members. The party or coalition of parties that achieves a majority of seats in this House forms the government.
Manual Count	A manual sort and count of ballot papers conducted at polling places on Election night.
Member of the Legislative Assembly (MLA)	A person elected by voters of a district to represent them in the Legislative Assembly.
Mobile Issuing Officer	An officer who travels to mobile voting places to issue ordinary votes, absent votes and provisional votes. Assists the Mobile Presiding Officer as required.
Mobile Polling	Polling which is carried out by officers who travel to institutions, i.e. aged care facilities, hospitals, prisons, homeless shelters or remote areas within a 14-day period prior to or on polling day, to allow eligible electors who would not be able to attend a polling place to vote.
Mobile Presiding Officer	A Mobile Presiding Officer manages the operation of mobile polling. This includes ensuring electoral procedures are adhered to and supervising staff.
Mobile Voting Place	A place appointed as a mobile voting place, located in aged care facilities, hospitals, homeless shelters, prisons or remote areas.
Mobile Voting Team	The Presiding Officer and other Issuing Officers appointed for the mobile voting place.
Multi-Voter	A person who appears to have voted more than once in an election.
Nomination	The formal process by which a person becomes a candidate in an election.

Nomination Period	The period between the opening of nominations and the close of nominations. Nominations are open for the period referred to in the timeline for the election.
Non-Party Candidate	A candidate in an election who is not endorsed by a political party.
Non-Voter	A person who appears to have failed to vote in an election.
Notional Distribution of Preferences	Refer to Two-Candidate Preferred (2CP) Count.
Officer	All persons appointed to any office by the Returning Officer or Electoral Commissioner.
Ordinary Vote	A vote cast by an elector at a polling place for the elector's own district during the days set aside for polling.
Parliamentary Party	A political party of which at least one member is a member of the Council or the Assembly.
Party Worker	Refer to Election Campaign Worker.
Political Entity	A member of the Legislative Council, a political party, an associated entity, a candidate, a group or a third-party campaigner.
Political Party	A political party is a body or organisation with a constitution or set of rules and stated political objectives. It may or may not be an incorporated body.
Polling Day	The date specified in the Writ for the elections to be held. Ordinarily, this is the second Saturday in March every four years. Polling is conducted from 8 am to 6 pm on that day.
Polling Place	A designated location, appointed by the Electoral Commissioner, where electors can vote.
Postal Vote	Electors may apply for a postal vote. When the application has been received by us ballot papers will be posted to the elector. The completed ballot papers must be posted or delivered to us at any time up to 6 pm on polling day. A postal vote eliminates the need to physically vote at a polling place.
Preferential Voting System	Candidates are elected to the Legislative Assembly through full preferential voting. The term "preferential voting" means voters indicate an order of preferences for candidates on the ballot paper, i.e. who they want as their 1st choice, 2nd choice and so on. The elector must show a preference for all candidates listed on the Legislative Assembly ballot paper. In Western Australia, preferential voting systems are majority systems where candidates must poll an absolute majority of the total formal votes (in excess of 50% in order to be elected).
Presiding Officer	The person appointed by the Returning Officer to preside over and manage the staff and operations of a polling place. This includes ensuring electoral procedures are adhered to and supervising staff at mobile voting places. The polling place may be open on polling day or on an early voting day or a mobile voting day
Primary Vote	The primary vote for a candidate is the number of first preferences received on formal ballot papers in a count.
Processing Centre	A location where Central Vote Processing takes place, polling materials are returned and where Full Distribution of Preferences counts can take place.

Provisional Vote	Where an elector, at a polling place, is unable to vote but believes they are entitled to do so, the elector is issued a provisional vote. The elector signs a declaration, and provides other details, which are used to determine their eligibility to vote prior to the ballot paper being included in the count. Reasons for an elector not being able to vote include not being identified on the roll, having been incorrectly marked off the roll as having already voted, or being subject to objection by a scrutineer. A person entitled to be enrolled may also be issued with a provisional vote if the person makes a claim for enrolment on the day on which they intend to vote.
Queue Controller	An officer who ensures a smooth flow of electors to issuing points as they become available, responds to elector's enquiries and helps to identify an elector's district (if required). Also rotates as an Issuing Officer and Ballot Box Guard. This position is known in the Electoral Act as an Officer
Re-count	A further re-examination and count of votes in an election, conducted at the discretion of the Returning Officer.
Register of Electors	The database containing a list of every person currently enrolled under the <i>Electoral Act 1907</i> .
Registered How-to-Vote Card (HTVC)	HTVC that has complied with the requirements of Division 2A of the <i>Electoral Act 1907</i> and has been published on our website by the Electoral Commissioner.
Registered Political Party	A political party that is registered in the register of political parties.
Remote Issuing Officer	An officer who issues ordinary votes, absent votes and provisional votes to electors who reside in a remote area. Assists the Remote Presiding Officer as required
Remote Polling	Polling which is carried out by officers who travel to remote locations within a 14-day period prior to and/or on polling day, to allow eligible electors who would not be able to attend a polling place to vote. The hours of advertised attendance varies depending on the community population.
Remote Voting Place	A place appointed as a mobile voting place located in Remote area, including Aboriginal communities and pastoral stations.
Remote Polling Team	The Presiding Officer and Issuing Officer(s) appointed for the remote voting place.
Remote Presiding Officer	A Remote Presiding Officer manages the operation of mobile polling at remote locations.
Responsible Person	The agent for a member of the Assembly, the agent for a political party, the financial controller of an associated entity, the agent of a candidate, the agent of a group, the agent of the third-party campaigner if an unincorporated body or the third-party campaigner.
Return of the Writ	The formal document where the Electoral Commissioner certifies the names of successful candidates at the state election and is returned to the Governor.
Returning Officer (RO)	An electoral officer who is appointed by the Electoral Commissioner to be responsible for the conduct of an election for a Legislative Assembly district or for the whole of State electorate for the Legislative Council.
Returning Officer Assistant (ROA)	Assists the Returning Officer with higher level duties, including receipt and entry of results on polling night, the conduct of mobile counts

	and assistance with the return of materials (RoM) from Presiding Officers. ROAs also assist the Returning Officer with the Fresh Scrutiny in the 72 hours after polling day.
Returning Officer Liaison Officer (ROLO)	A person employed by us to provide support and assistance to Returning Officers. Each ROLO must liaise with Returning Officers on a regular basis to provide advice, information, monitor their progress and to answer any queries or concerns. They will also assist with training Returning Officers and sharing information from us.
Roll	The roll is an extract from the register of electors as at the date of close of rolls. It is a list of names and addresses of electors entitled to vote in a State election or referendum. The roll may be electronic or paper copy and is used to record that an elector has attended and been issued a ballot paper(s).
Scrutineer	A person appointed by a candidate to observe the polling process and the scrutiny and count of ballot papers, and to ensure that election processes are conducted strictly in accordance with the legislation.
Scrutiny	The process following the close of polling to determine the formality of ballot papers and processes in accordance with the legislation.
Silent Elector	A person whose address is omitted from the roll for security reasons, as permitted in section 51B of the <i>Electoral Act 1907</i> .
Spoilt Ballot Paper	A ballot paper incorrectly numbered or damaged by a voter. The voter is entitled to a replacement ballot paper after handing back the original.
Student Electoral Officer	Year 11 or 12 student engaged to assist in polling place duties performed by Officers. As they are generally under the age of 18 heightened duty of care is required by their supervisor.
Table Supervisor	A Table Supervisor is appointed for each counting table in a manual count. The Table Supervisor manages the count and count staff and reports to the Returning Officer.
Two-Candidate Preferred Count (2CP)	An indicative sort and count of votes following the first preference count of Legislative Assembly ballot papers at polling places on election night. It anticipates the flow of preferences to the two candidates selected as the likely highest first preference vote getters. The ballot papers of other candidates are examined, and each ballot paper is allocated to whichever of the two selected candidates has the lowest preference number opposite their name. The 2CP count has no impact on the final result.
Vote	An elector's indication of their preferred choice of candidates as indicated by the completion of a ballot paper.
Voting at a Polling Place on an Early Voting Day	Previously called Early Voting. Voting at a polling place on an early voting day gives electors the option of voting early. These services will be available for up to 11 days prior to polling day and will be managed by the Returning Officer in each district.
Western Australian Electoral Commission (the Commission)	The independent body established to facilitate the active participation of all eligible Western Australians in state elections, local government elections, and other elections. The Commission was established by the proclamation of the Acts Amendments (Electoral Reform) Act 1987.
Writ	The formal orders, issued by the Governor or Speaker of the House, requiring that an election (or by-election) be held. The writ contains the key dates for the election.

Western Australian Electoral Commission

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13 14 50 and then ask for (08) 9214 0400

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SMS Relay 0423 677 767



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