

Circular Details	Circular No 16-19/ 27 June 2016 / A489192
Previous Circular	12-22
Who should read this	General Managers / Staff dealing with council elections
Contact	Council Governance Team - 4428 4100 – olg@olg.nsw.gov.au
Action required	Information / Council to Implement

Preparation of non-residential rolls

What's new or changing

- The *Local Government Act 1993* (the Act) requires council general managers to prepare and confirm the rolls of non-resident owners, occupiers and ratepaying lessees of rateable land in the council's area (the non-residential rolls).
- The non-residential rolls are to include the names of the persons who:
 - have applied, **at any time**, for the inclusion of their name in any such roll; and
 - on the closing date (40 days prior to the election) are, in the opinion of the general manager, qualified for inclusion in that roll.

What this will mean for your council

- The Act provides that all non-resident owners, occupiers and ratepaying lessees of rateable land in an area are eligible to vote in local government elections.
- In preparing the non-residential rolls, the general manager must:
 - include the names of all persons who have previously applied for enrolment; and
 - check that those persons continue to be eligible to be enrolled.
- 40 days prior to election day, councils' general managers are required to finalise the non-residential rolls:
 - For councils administering their own elections, the general manager is to confirm the non-residential rolls; and
 - For elections administered by the Electoral Commissioner, the Commissioner is to confirm the roll after being certified by the general manager.

Key points

- Councils need to ensure that everyone eligible to vote in the upcoming local government elections has the opportunity to do so.
- Councils should include relevant information, including eligibility criteria and the process for making a claim for inclusion on the non-residential rolls on their websites.
- Customer services staff must be made aware of this issue in order for them to assist any person wishing to make a claim for inclusion on the rolls.

Where to go for further information

- For further information, contact the Office's Council Governance Team on 4428 4100.



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Acting Chief Executive