

<b>Circular Details</b>	17-13 / 14 June 2017 / A547255
<b>Previous Circular</b>	16-19
<b>Who should read this</b>	General Managers and staff dealing with council elections for the 46 councils with elections on 9 September 2017
<b>Contact</b>	Council Governance Team – 4428 4100 – <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	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.
- Forty 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 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.



**Tim Hurst**  
**Acting Chief Executive**