

General Manager's Roll

Important date: Applications must be received by Council before 6:00 pm on Thursday 10 September 2026.

Purpose of this FAQ: This guide explains what practical support Glenorchy City Council can provide, what assistance may be provided by family members or community representatives, and what remains the applicant's responsibility.

Council can provide and receive forms, but Council staff cannot complete a form for an applicant, interpret questions or answers for them, provide legal advice, or decide what the applicant should write.

1. What's the General Manager's Roll?

The General Manager's Roll is maintained by each council for people who may be eligible to vote in a municipal area but are not already entitled to vote there through the state and federal electoral roll. This may include an owner or occupier of land, or an eligible nominated representative of a corporate body.

2. Do I need to apply if I am already on the State electoral roll for an address in Glenorchy?

No. If you are enrolled on the state and federal electoral roll for an address in the Glenorchy municipal area, you are automatically enrolled for the Glenorchy local government election. The General Manager's Roll application is for eligible people who are not already enrolled at a Glenorchy address as part of their state and federal election enrolment. A local government election does not require a separate enrolment unless a person is enrolled at an address outside the Glenorchy local government area but is eligible to vote in the Glenorchy Council election.

3. Where can I get a form?

Council can provide a printed copy of the appropriate form at its Customer Service Centre at 374 Main Road, Glenorchy. Forms can also be downloaded from the Tasmanian Electoral Commission website. If you are unsure which form applies, Council can identify the available individual and corporate nominee forms, but cannot advise you which eligibility category to select.

4. I do not have a printer. Can Council print the form for me?

Yes. Council can print and provide the relevant blank form free of charge. You may take the form away to complete or complete it at Council.

5. Can Council staff fill in the form for me?

No. Council staff cannot complete any part of the application on an applicant's behalf. This protects the applicant's independence, privacy and the integrity of the enrolment process.

6. Can Council staff explain or interpret the questions for me?

Council staff can provide general process information, such as where to obtain and lodge a form and the closing date. They cannot interpret the form for an applicant, translate answers, decide whether a person is eligible, advise what should be written, or provide legal advice. Questions about the meaning of eligibility requirements should be directed to the Tasmanian Electoral Commission on 1800 801 701.

7. Can another person help me complete the form?

Yes. An applicant may choose a trusted family member, friend, interpreter, advocate or community representative to assist with reading, translation, writing or using email. The assistant must accurately record the information provided by the applicant and must not pressure, coach or misrepresent the applicant. The applicant remains responsible for checking the information and signing the form.

8. Can a community organisation hold an information or form-completion session?

Yes. Community organisations may provide practical assistance, including printing forms, explaining the lodgment process, arranging independent language assistance and helping applicants record their own information. They should use the current official forms and clearly distinguish practical assistance from eligibility or legal advice.

9. Who must sign the application?

The person making the application must sign it. A helper must not sign for the applicant unless the form and applicable law expressly permit this. Council cannot accept responsibility for determining whether another form of execution is valid. Anyone who is unable to sign the form themselves should contact the Tasmanian Electoral Commission on 1800 801 701 for advice before lodging.

10. Can a representative deliver completed forms to Council?

Yes. A representative may physically deliver one or more completed forms to Council on behalf of applicants. Each form should be complete, signed and placed in a separate envelope where possible to protect personal information. Council's receipt of a form does not mean that the application has been accepted or that the applicant is eligible.

11. Can several completed forms be lodged together?

Yes, completed paper forms may be delivered together. Each application is assessed separately. Community representatives should keep forms secure, avoid retaining copies unless the applicant has agreed, and deliver them promptly so they are received before the deadline.

12. Can completed forms be emailed?

A clear, complete and signed scan may be emailed to gccmail@gcc.tas.gov.au. Use one PDF per applicant where possible. Suggested subject: "General Manager's Roll application – [applicant name]". Suggested message: "Please find attached my completed General Manager's Roll application for Glenorchy City Council." Applicants should retain the original form and confirm receipt if lodging close to the deadline.

13. Can multiple applications be sent in one email?

To reduce privacy and processing risks, separate emails are preferred. If a community representative sends multiple applications together, each application should be a separate, clearly named PDF and the representative should have the applicants' permission to transmit their personal information. Council will assess each application separately.

14. Is there an online form that can be completed and signed?

The official process currently uses the approved enrolment forms. Applicants may complete a downloaded form electronically if the document allows it, but a valid signature and all required information must still be provided. Council does not provide an online form-completion or electronic-signature service for applicants.

15. What will Council check when a form is lodged?

Council will receive and assess the application against the relevant requirements. Council may contact the applicant if information is missing or clarification is required. Lodgement alone does not guarantee enrolment, and Council cannot pre-approve an application at the counter.

16. Will Council confirm that my application has been reviewed or accepted?

Council may acknowledge receipt and will advise the applicant of the outcome after assessment. Applicants should provide accurate contact details. If someone else lodges the form, Council will generally communicate with the applicant unless authorised otherwise.

17. What happens to the personal information in my application?

The application contains personal information and will be handled securely. Electoral rolls may be made available for public inspection and may be provided for election purposes as permitted by law. The public version generally only displays the elector's name and the relevant address the enrolment relates to.

18. Is enrolling on the General Manager's Roll the same as nominating the candidate?

No. Enrolment to vote and nomination as a candidate are separate processes with different forms, requirements and deadlines. Candidate information is available from the Tasmanian Electoral Commission.

19. What if I need language or literacy support?

You may bring your own trusted support person or arrange an independent interpreter or community service to assist you. Council can provide the blank form and receive the completed form, but Council staff cannot act as the applicant's interpreter or complete the form for them.

20. Where can I get more information?

For forms, lodgment and Council process information, contact Glenorchy City Council on (03) 6216 6800, email gccmail@gcc.tas.gov.au, or visit 374 Main Road, Glenorchy. For electoral eligibility and interpretation of electoral requirements, contact the Tasmanian Electoral Commission on 1800 801 701.

Before lodging your application:

- Use the correct current form.
- Complete all required fields.
- Check that the information is accurate.
- Ensure the required person has signed the form.
- Attach any information requested by the form.
- Keep a copy if you wish.
- Make sure Council receives the application before the closing time.

Official information and forms:

- Tasmanian Electoral Commission: 2026 local government elections ([link](#))
- Tasmanian Electoral Commission: local government enrolment ([link](#))
- *This FAQ is general process information only. It does not replace the Local Government Act 1993, the official forms, or advice from the Tasmanian Electoral Commission.*

Find out more at

GCC.TAS.GOV.AU

 (03) 6216 6800  gccmail@gcc.tas.gov.au

Who Can Do What?

Role	Can do	Cannot do
Council staff	Print and provide blank forms; explain lodgement methods and deadlines; receive applications; assess lodged applications.	Complete or sign a form for an applicant; interpret questions or answers; translate; select an eligibility category; provide legal advice or pre-approve an application.
Applicant	Choose a helper; provide and check their own information; sign and lodge the form; ask TEC about eligibility requirements.	Ask another person to provide false information or sign improperly.
Helper or community representative	Read, translate, write information dictated by the applicant, assist with scanning/email, and deliver completed forms with permission.	Pressure or coach an applicant; decide answers; alter information; sign unless lawfully authorised; retain or share personal information without permission.

Find out more at

GCC.TAS.GOV.AU

(03) 6216 6800 gccmail@gcc.tas.gov.au