



Elections - Using Anglican Halls and Rooms as Polling Places for government elections.

The [Electoral Commission NSW](#) is the body responsible for the conduct of all local government elections in NSW. The Anglican Church Property Trust Diocese of Sydney ("ACPT") standard licence agreement has been approved by the Electoral Commissioner of NSW for signature by Returning Officers.

I am writing to remind you about the ACPT standard licence agreement for the use of an Anglican church hall or rooms as a polling place that Wardens are authorised to sign.

If you are approached by a Returning Officer on behalf of the Electoral Commission NSW for the use of your parish hall or rooms for an election, the *approved* form of licence agreement can be accessed from the Sydney Diocesan Secretariat website www.sds.asn.au ("For Wardens and Parish Councillors" → "Property" → "Leasing and Licensing of Church Property" → "[Licence Agreement for Use of an Anglican Hall or Rooms \(excluding Church Building\) as a Polling Place](#)").

There is no prescribed fee for the hire of Anglican Halls or Rooms for use as a polling place. Rather, the cost of hiring premises is subject to negotiation between the Wardens and the Returning Officer. However, an ACPT survey of Anglican Parishes indicated a wide range of licence fees. So, based on those survey results, the recommendation from the ACPT is that a polling place licence fee be negotiated that is no less than –

- \$2,200 (for the Sydney Metropolitan Area); and
- \$1,100 (for all other areas).

The ACPT polling place licence agreement includes a clause which allows the Wardens to issue directions to the Returning Officer about the use of the premises for the election. For example, the distribution of political information and "how-to-vote" cards on church property can be prohibited. Similarly, access to areas of the parish grounds can be restricted. Such directions should be given to the Returning Officer in writing by the Wardens.

A final note of caution: Returning Officers may propose the use of a government prepared agreement for hire of premises as a polling place. However, Wardens should not sign such an agreement as it is not approved by the ACPT and does not provide adequate protection from legal liability.

To ask a question about Polling Place licence agreements or other ACPT matters, please contact the Manager with responsibility for ACPT matters in your region –

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Yours sincerely

[Greg Ellem](#)
Head of ACPT