

Australian Electoral Commission

**ELECTORAL ROLL REVIEW MANUAL
DIVISIONAL ACTIVITIES**

PART 2

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1. CREATION AND APPROVAL OF WALKS

1.1 Walks

1.1.1 Each Division is divided into a number of Walks based on Bureau of Statistics Census Collector Districts. It is your responsibility to ensure that all residences in your division and the electors enrolled for those residences, are allocated to the correct Walk within your division.

1.1.2 In planning for an Electoral Roll Review you have the responsibility of deciding the most efficient method of updating the roll in your Division. Methods of review include:

- visits to residences by Electoral Roll Review Officers (Section 92) Schedule Review
- mail review
- use of Electoral Agents in sparsely populated areas.

1.1.3 Where it is intended to review Walks by Review Officers you should make recommendations through your Area Manager on the "classification" of each Walk (see 1.4).

1.1.4 Review Officers are required to visit all private residences within the Walk, with the exception of addresses where Silent electors are enrolled within the Walk. Caravan parks, boarding houses, small hotels and small institutions may be visited or reviewed by schedule RR017 (see section 13). Any non-private dwelling you don't wish the Review Officer to visit should be notated 'DO NOT VISIT THIS RESIDENCE'.

1.2 Splitting Large Walks

1.2.1 Where through rapid development a Walk has become too large (over 400 residences) it may be split into more manageable sizes. You should use the current Walk number and then number the other parts with spare Walk numbers allocated to your division. You must seek Head Office approval for splitting Walks resulting from rapid development.

NOTE: Walk splits based on C.C.D. information from the Australian Bureau of Statistics will be passed onto Divisions for appropriate action when they are received by State Head Offices.

1.3 Workloads

1.3.1 A Review Officer may be allocated sufficient Walks to review in approximately seven to ten working days. This combination of Walks is called a workload. In most areas a single Walk will be issued as a workload.

1.4 Classification of Walks.

1.4.1 When assessing Walks for classification the following guidelines should be followed. While all Walks may not fall wholly within a category common sense should prevail and whatever is the greater percentage, should be the classification. These guidelines in conjunction with the local knowledge of the DRO should be the basis of the recommendation.

1.5 **Urban Walk**

- 1.5.1 An urban density Walk should generally consist of;
formed roads, gutters and footpaths
medium land elevation
standard housing development including unit/town house
development in the metropolitan area and country towns

1.6 **Low Density Walk**

- 1.6.1 A low density Walk should generally consist of;
no kerbs, gutters and footpaths
steep land elevation
scattered housing development (eg. outer urban areas, outskirts of country
towns, acreage development)
high incidence of security access buildings
high incidence of commercial and industrial properties
high Non-English speaking population in single dwellings (not flats and units)

- 1.6.2 The performance norms for a Review Officer are:

Urban Density	17 dwellings per hour
Low Density	10 dwellings per hour

1.7 **Walk Approvals**

- 1.7.1 If new Walks have been created or if the density requires change, prepare a Form RR004. The form should contain in the remarks column sufficient detail about the nature of each Walk to enable the Area Manager to satisfy himself that the area has been appropriately classified as urban or low density.
- 1.7.2 Prepare a map showing the total area covered by the Review and the individual Walks, marked with unique Walk numbers for each division.
- 1.7.3 Send the original and one copy of the Form RR004 together with the map showing the Walk details to the State Head Office (Attention: Area Manager).

1.8 **Approved Walks**

- 1.8.1 When the classification of an area has been approved by the Head Office Director of Operations, the map and the copy of Form RR004 will be endorsed "Approved" and returned to the Divisional Office.
- New walks created as a result of splits resulting from rapid growth (1.2.1) should have the new areas approved at the appropriate rate.
- 1.8.2 These must be retained indefinitely as confirmation of the classification at which the Review Officers are to be paid. These documents should not be submitted at each Review unless changes have been made which would require a fresh approval.

- 6.6.5 Unsatisfactory Review Procedures Detected - If during processing you suspect that the field work has not been carried out in the manner required, random checks should be made with electors located within the Walk to confirm that visits have been made. This can be best achieved in a street where there are say 5 residences in a row notated as contacted by the Review Officer. Form RR014 is to be used for this purpose and the check may be conducted by telephone or mail. If this fails to satisfy your suspicions there may be justification to have the area reviewed by another review officer.
- 6.6.6 Where statistics and further investigation reveals that a Walk has not been reviewed correctly, the following action must be taken, after consultation with the Area Manager or Director Operations.
- 6.6.7 The Review Officer must be advised in the first instance, that payment will not be made pending a further review of the Walk involved. If another Walk has been issued, this may occur where multiple Walks are issued or Walks are despatched by mail, the Review Officer must be directed not to review any further residences until further advised.
- 6.6.8 Another Review Officer should be given the Walk to review again using a GREEN pen to make notations. The original Walk list must be used. Advise the Review Officer to tell residence that it is a quality control check of the information gathered on the first visit.
- 6.6.9 Where the location is remote and no other Review Officers are available, advise the Review Officer that their services are terminated and to return all material that was issued to them. Payment is to be made in the normal manner as there is no immediate effective way of verifying the information. Any remaining areas should be reviewed by mail.
- 6.6.10 Where it is established that the original Review Officer has reviewed some residences in the correct manner, payment is to be made for those residences only. The original Walk number is to be used on the payment documentation but add 'A' and 'B' to the Walk number to identify that a double payment was made for the Walk involved. The second Review Officer is to be paid for the full Walk, with the exception of enrolment forms collected by the original Review Officer.
- 6.6.11 Additional funds will have to be requested from the Area Manager or Director Operations to cover the additional payment.
- 6.6.12 Record pay details for the Review Officer in accordance with the AECPAY procedures.

12 ACCIDENT REPORTING

- 12.1** All accident and incidents involving electoral Roll Review staff must be reported. See Comcare Reporting Guidelines booklet.

13 REVIEWING INSTITUTIONS, RETIREMENT VILLAGES/CARAVAN PARKS

- 13.1** As the RMANS system cannot identify these locations and give a separate report, it will be necessary to photocopy any details in the Walk listing showing details of electors at these addresses. The pages are then sent to the Institution using the 'Institution Review Letter' (RR017)

The Walk Listing should be endorsed 'This address not to be visited' to alert Review Officers.

Form of words for a letter to notify Police, Neighbourhood Watch and Local Government that an Electoral Roll Review is to take place in the local area.

Dear Sir/Madam,

The Australian Electoral Commission will be conducting an Electoral Roll Review in the area/s of _____ between the hours of 8am - 8pm during the period _____ to _____.

Employees of the Commission will be calling at all residences in the area to check enrolment information. They will be wearing Identity/Authority Cards displaying their photographs and carrying a distinctive satchel displaying the Commissions name and logo.

Thank you for your cooperation.

Yours sincerely,

Divisional Returning Officer