

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.

2. ESTIMATING

Refer to Estimating Document - Issued Separately

3 ADVERTISING

3.1 Recruitment

3.1.1 All Review Officer positions must be advertised. National advertisements will be developed and co-ordinated by Information Section Canberra. Recruitment advertisements will be placed by the Information Officer in Head Office. Advertising will be through the major daily/dailies for Metropolitan Divisions as well as selected regional newspapers for other areas

3.1.2 If insufficient applications are received or a DRO is aware of areas, particularly country, where it is difficult to attract staff, the DRO should after seeking approval, place advertisements in Local/community newspapers. DRO's should also contact the local CES Manager to recruit suitable staff. Provide CES with copies of the Information Sheet 'What is an Electoral Roll Review Officer' and Application Forms. A sample Information Sheet is at Appendix A in Part 1 of the manual "Recruitment and Training".

3.2 Field Work

3.2.1 If sufficient funds are available, notice of Review advertisements should be placed by the Information Officer in regional newspapers for all Divisions coinciding with the start of field work.

3.2.2 Where a newspaper's distribution covers a number of Divisions, the Information Officer should co-ordinate the placement of advertisements so that only one advertisement appears in each newspaper.

3.2.3 Advantage should be taken of "free" advertising through the use of media releases direct to local newspapers at the same time as Notice of Review advertisements are placed. The Information Officer should co-ordinate the placement of these media releases so that each newspaper receives only one joint media release if the newspaper covers more than one Division.

3.3 Notify Police and O.I.C Neighbourhood Watch

3.3.1 You should notify the O.I.C Neighbourhood watch through the Police districts Headquarters of the areas, hours and period during which Review Officers will be working. A copy of this advice should be placed on file. Suggested wording for a letter informing local authorities is included at Appendix A.

3.4 Notify Members of Parliament

3.4.1 You should notify your Federal/State/Local Government Members of the areas, hours and period during which Review Officers will be working. These letters are available as Uniplex standard letters. A letter similar to that notifying the local police can be used. A copy of this advice should be placed on file.

Note: It may be useful to also advise Local Government Authorities.

4. ALIGNING STREET FILE

- 4.1 Following approval for a new Walk or adjustment to the boundaries of an existing Walk, you must take action to update the computer produced Street File.

5. ADP OUTPUT

5.1 Requesting Walk Listings

- 5.1.1 In accordance with your State/Territory timetable, you should forward to Computer Services, Walk Listing Request Forms containing sufficient Walks to cover the number of Review Officers to be engaged.
- 5.1.2 Divisional offices should retain a reserve of one weeks supply of Walk Listings to cater for production, printing and despatch problems which could threaten continuous supply. For continuing weeks, Walk Listing Request Forms are to be forwarded in accordance with your State/Territory timetable.

5.2 Walk Listings

- 5.2.1 The Walk Listing is set out as follows:
- 5.2.2 Cover - FORM RR008(e) - Containing a Processing check-list for Divisional Office use.
- 5.2.3 Plastic Sleeve - for insertion of Walk Map.
- 5.2.4 Review Officer Notations - FORM RROO8(a) An easy reference for Review officers of each type of notation required.
- 5.2.5 Streets Listings within Walk in alphabetical order, within Suburb in alphabetical order.

Note: A new page will be started with each new street. Odd and Even numbers appear on separate pages.
- 5.2.6 Summary By Street - FORM RR008 (b) Electors and Residences Review Activity. Provisions for the inclusion of estimated residences is made on this form.
- 5.2.7 Review Officer Walk Summary - FORM RROO8(c) for Review officer use for notation totals and calculations and the Review Officer's Certification and the entry of AECPAY details.
- 5.2.8 Prepayment Check List - FORM RR008(d) Used in the Divisional Office for a detailed check when the Walk Listing is returned.
- 5.2.9 Payment - Divisional Office Worksheet FORM RR008. Used in the Divisional Office to provide information for AECPAY input.

6. ELECTORAL ROLL REVIEW

6.1 Action on Receipt of Listings in Divisional Offices

- 6.1.1 Insert the Walk map into the plastic sleeve provided. Add any local instructions/advice.
- 6.1.2 Addresses where silent electors are enrolled will not show any ordinary electors enrolled for that address and the words "THIS RESIDENCE IS NOT TO BE VISITED" will be printed instead.
- 6.1.3 Residences for Silent Electors are reviewed by mail from the Divisional Office at the direction of the Electoral Commissioner and this will include the checking of ordinary electors enrolled' at that address.
- 6.1.4 Any non-private dwelling you don't wish the Review Officer to visit eg Large Nursing Homes caravan parks and retirement villages, should be notated "THIS RESIDENCE IS NOT TO BE VISITED". Procedures for the review of these dwellings are provided at section 13.
- 6.1.5 Special Category Electors will have the category noted above their name on the Walk Listing. Categories: A,E,I and K electors are not shown on the listing as they cannot be removed on the grounds of non-residence, only after they fail to vote at an election.

6.2 Issue of Walk Listings

- 6.2.1 As each Walk Listing is issued enter the Review Officer's name and date of issue on the Walk Listing Control Sheet (if used) or in the ERR database.

6.3 Material for Review Officers

- 6.3.1 The Review Officer is to receive the following material, in addition to a Walk Listing and any DRO's special instructions.

Electoral Roll Review Officer's Manual.

An Identity Card and clip

Enrolment forms

Business Reply Paid envelopes

Call Back Pamphlets

Non-Attendance Cards

Blue or black biros

Electoral Roll Review Officer satchel.

Note: The satchel, identity card and security alarm (if issued) are to be returned to the Divisional Office on completion of review duties.

6.4 **Action on Return of Completed Walk Listings**

- 6.4.1 Enter Date returned on Walk Listing Control Sheet (if used) or in the ERR database.
- 6.4.2 ALL Divisional processing must be done using RED pen.

6.5 **Detailed Checking of First Walk Returned by Review Officer**

- 6.5.1 The Walk Summary and Certification is divided into two parts. One side for the Review Officer's count and certification and the other for the Divisional Office to enter their check count figures. This overcomes the need to amend Review Officer's totals.
- 6.5.2 Where Review Officers return the Walk in person, the first completed Walk must be checked in their presence for the following :

- . that the Walk Listing has been notated in accordance with the Electoral Roll Review Officers Manual
- . that the Review Officer has reviewed every residence on the Listing
- . that the NACs and Enrolment Forms are in street order
- . that where there are gaps in number sequence (Street/flat numbers) these have been notated on Listing
- . satisfy himself/herself that all residences in the Walk have been reviewed (i.e. additional residences have been found)
- . that certification of performance has been signed and satisfactorily completed
- . that statistics have been correctly recorded

A brief explanation of the statistics to be kept in the page and Walk Summaries are;

- | | |
|----------------------|---|
| . Additions | New electors on roll for an address including change of name by marriage or Deed Poll or British Subject now naturalised |
| . Gones | Electors who have permanently left the address. |
| . Deaths | Electors notated as deceased |
| . Other Notations | Incorrect spelling of names,
Incorrect order of surnames and given names,
Incorrect street/flat numbers or changed street/flat numbers,
Unnumbered residence now numbered,
Non-Citizens whose names are listed,
Duplicates,
Postal address altered.
Refusals
Temporarily Absent (T/A) |

Note: All of the above entries are counted as one for each elector entry.

The following are not counted as other notations: VAC, DEM, SAB EFC, HOL, N/CIT (where not listed).

that notations/NAC's etc are within acceptable tolerances (see summary sheet)

that where 2 Part NAC's have been used, one part has been returned for every NAC left at a residence

that numbers of enrolment forms collected are realistic and the quality of completion is satisfactory

Note: If the Certification has not been signed, and the review officer is not present, have the review officer sign on their next visit. In country areas, photocopy the page and return for signature. This does not prevent processing for payment if all is in order.

6.6 Ongoing Monitoring and Action on Return of Walk Listings.

6.6.1 As each Walk is returned the checks detailed on the Prepayment Check List MUST be done as part of the normal Walk checking process. Whilst the Review Officer will not normally be present during these checks, shortcomings detected should immediately be drawn to their attention.

6.6.2 In addition, compare the number of residences found against the previous review figures.

A satisfactory explanation is required for any variations (eg, growth area, stable area, high mobility area etc.,).

Check that the number of residences visited on each page of the Walk Listing agrees with the total shown by the Review Officer at the bottom of the page.

Check that the aggregate total of residences visited for each street on the Listing agrees with the total shown for that street on the Walk summary. Flats and units are counted as separate residences. In Caravan parks each van is counted as a residence.

6.6.3 This is the total number of residences for which the Review Officer will be paid.

6.6.4 As a general performance indicator compare like Walks/previous review Walk to determine consistent notation rates. Look at other indicators that may highlight anomalies:

pages where electors at residences have been ticked with minimal notations

incidence of 'gones' far outweigh 'ons'

incidence of NACs above 15%

a high call back rate

- 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.

6.6.13 Deal immediately with “other” actions from notations made on Listings by the Review Officer:

- . deceased
- . house/flat number amendments
- . duplicate deletions
- . corrections of misspellings
- . Highlight gones and new names in different colours to assist in further processing
- . Follow up all refusals
- . If copies of all NAC’s left are not returned a duplicate must be prepared

6.7 **Enrolment Form Collection Requirements and Standard.**

6.7.1 A most important element of the review officers work is the completion and collection of enrolment forms.

6.7.2 The introduction of a payment for the collection of enrolment forms is to reduce follow up work in the Divisional Office, minimise the preparation of ER13’s and reduce the number of objections to be prepared. The AEC, on average, would expect a collection rate of 70%, subject to the nature of the area under review.

6.7.3 If particular review officers are not prepared to undertake the full duties of the position including completion and collection of enrolment forms, then the DRO should look to replace them with people who are prepared to do the full duties of the position.

6.8 **Accounting and Payment for Enrolment Forms Collected (EFC)**

6.8.1 Upon receipt of enrolment forms returned with the Walk Listing you must check each form against the Walk Listing to confirm that each is a new enrolment. These include transfers of any kind or change of name, eg. by marriage or deed poll.

6.8.2 Draw a single line through the new entry on the Walk Listing in red to show that the enrolment form has been received and no further follow-up action is necessary. In the case of an amendment eg misspellings or street number corrections the EFC notation should be crossed to show that it is not counted for payment.

As each page is completed check the page total against the number of enrolment forms where payment will be made. Amend the total if enrolment forms have been completed for amendments.

NOTE: Payment must not be made for any amendments.

6.8.3 Check the totals and record on the office use side of the Walk summary.

6.8.4 Transfer the total of residences visited and total of enrolment forms collected to the payment document RR008. The enrolment forms should now be processed in the normal manner.

6.9 Preparation of Form ER13.

6.9.1 Unless computerised, Form ER13 is produced on multipart stationery

Part 1 - Original - The ER13 First Notice

Part 2 - Copy - Final Notice for action under Section 101(4) or 101(5)

Part 3 - Record of Action Card

6.9.2 Progressively prepare ER13's from the Walk Listings after they have been processed for payment. Include the Walk number, and subdivision code if applicable and sort them into alphabetical order.

6.9.3 Where ER13's are prepared for 17 year olds retain the original and destroy the remaining copies. Compulsory enrolment action cannot be instituted.

6.9.4 Separate instructions are available for the ER13 Database in RMANS.

6.10 Notation of Security Access Building.

6.10.1 Where the Review Officer has notated in the RESIDENCE field SAB, follow the procedures outlined in section IO.

6.11 Payment of Vehicle Allowance to Review Officers.

6.11.1 A Review Officer may be paid for travel at the Reg. 90 rate if requested to travel to a remote location to conduct a review. This expenditure must be approved by your Area Manager before commencement. This should only be done in circumstances where suitable local staff are unavailable and a door knock is seen as the most effective method of Review.

7. Processing Non-Attendance Cards

7.1 Return of NAB

7.1.1 Copies of NAC's left should be filed in Walk, Street and Number order.

7.1.2 As NACs are returned they are date stamped, sorted to Walk, street and number (odds and evens) order so that they may be matched to the copy returned by the Review Officer" This may be done daily or weekly depending on work load.

7.1.3 The number of cards returned and resultant notations are recorded on the monitoring document.

7.1.4 If enrolment forms are received with the NAC, make the notation EFR (Enrolment Form Received) beside the appropriate name on the card. This will save unnecessary checking or follow-up at a later date.

7.2 Where the NAC has no change

7.2.1 . destroy the office copy of the notice.

7.2.2 Parcel these cards in Walk order until completion of all review activity and retain until the next review or after the next election, whichever is the sooner.

7.3 Where the NAC has names crossed off

. destroy the office copy of the notice.

. notate OBJ in RED beside the relevant entry on the NAC to show that objection action is being taken.

Note: When marking "Gones" into the System, if a Special Category Elector Indicator E , A, I or K appears, the entry should NOT be marked for objection.

7.3.1 File these cards separately in walk then street name and number order (odds and evens).

7.4 Where the NAC has New Names added

. destroy the office copy of the notice

. highlight new names to aid in preparation of ER13

. prepare Form ER13, including "N" before the Walk Number to indicate source, and amalgamate with other ER13's from that Walk if not already posted, otherwise include enrolment form, BRP envelope and post

. notate ER13 beside the relevant entry on the NAC to show the action taken

. amalgamate these NAC's in street name and number order with the NAC's from Section 7.3

. enter date and number on monitoring document.

. If using ER13 Database, letter A should be sent before first ER13 for NAC and mail review responses.

7.5 **Miscellaneous action**

7.5.1 Deal with the following notations made on NAC's by preparing amendment cards or deletion forms as applicable.

deceased
house number amendments
duplicate deletions
corrections of misspellings

7.5.2 Amalgamate these NAC's in street name and number order with the NAC's from Sections 7.3 and 7.4.

count the notations, one for each roll entry, and record on monitoring document

7.6 **NAC Follow up**

7.6.1 One month after the completion of the Walk check the originals for which a reply has not been returned.

7.6.2 Prepare a NAC follow-up letter (RR025) addressed to the resident using the address file in Uniplex for each outstanding notice. Despatch a copy of the NAC with this letter and include a Business Reply Paid envelope.

7.6.3 Count and record the numbers on the monitoring document.

7.6.4 It is not necessary to mark NAC follow-ups off the Walk list.

7.6.5 NAC follow-ups requiring action (see 7.1)

8. **Follow up of Unenrolled Residents**

8.1 **General**

8.1.1 The follow up of unenrolled residents should commence one month after the completion of a Walk, in accordance with part 1, Subpart 11 of the General Enrolment Manual (GEM).

8.2 **Prosecution Policy**

8.2.1 When an unenrolled resident fails to complete an enrolment form, after all reasonable efforts have failed, prosecution action should commence in accordance with Part 1, Subpart 12 of the GENERAL ENROLMENT MANUAL (GEM).

9. PROCESSING GONES

- 9.1 Gone notations should be progressively input into the RMANS objection system.

10. REVIEW OF SECURITY ACCESS BUILDINGS (SABs) AND HIGH RISK AREAS

10.1 General

These procedures are intended for use in areas where there are numbers of Security Access Buildings (SABs) and areas of high risk for door to door visitation by Electoral Roll Review Officers.

10.2 System Outline

- 10.2.1 The procedures are based on CCD aligned Walks and they may be a mix of Mail and Electoral Roll Review.
- 10.2.2 Where Walks are known to contain high numbers of SAB's or areas of high risk, order both Mail Review and Walk Listings.
- 10.2.3 It may be necessary to reclassify Walks to low density to compensate Review Officers for non-payment of SAB's.
- 10.2.4 The Walk is to be reviewed in the first instance by a Review Officer in the normal manner, noting on the Listing SAB's and the number range of the units.
- 10.2.5 If a high number of SAB's are detected it may be necessary to reorder the Walk as Mail Review.
- 10.2.6 Section 92 (2)(a) of the CEA requires that all habitations are visited, where it is practicable to do so.
- 10.2.7 When Mail Review Listings are requested, letters will be produced for the eldest elector of each surname at each unique address. Other electors for that address will be listed on the letter in date of birth order. Where the elector is enrolled for an address different to the postal address, this will be shown. The address box will also show the Walk and page number.
- 10.2.8 Follow up letters to non-respondents will be prepared manually.
- 10.2.9 The listings will be in a similar format to Review Officer Walk Listings. Processing of responses will be the same as for normal Review Officer Walk Listings.
- 10.2.10 If RMANS programs are available for the review of SABs, letters will be extracted in a similar manner to Mail Review.

10.3 **Receipt of Material**

10.3.1 The following material will be received:

Requested listing with an (L) to identify which elector the letter is addressed to;
and

Sealed letters addressed to identified electors with BRP envelope enclosed.
Enveloped material will be in house number order by street within the Walk.

10.4 **Action on Receipt of Material**

10.4.1 Checking Deletions Against Listings

If a reasonable time has elapsed since the date of production and date of receipt it may be necessary to check the weekly deletions against the listing to extract letters to electors who have transferred.

If this action is taken the following steps will need to be undertaken:

Check deletions against listing for any electors marked with an 'L';

Delete name on listing for any detected and extract letter;

If other electors are enrolled at the address mark the next eldest elector with an 'L' and prepare new letter; and

If no other electors are enrolled prepare letter (ER006) to Resident and enter words "no-one currently enrolled" in the enrolled electors section.

10.4.2 Check Against Walk Already Reviewed

When the Review Officer returns the Walk Listing take the following action:

Rule through entries on the Mail Listing of residences visited;

Remove these letters for destruction, after extracting BRP envelope;

Where SAB's are detected note number range on listing;

Enter missing flat/unit numbers on blank record on the facing page of the listing;

For missing flat/unit numbers, prepare letter (ER006) addressed to the Resident showing "no-one currently enrolled" in the enrolled electors section;
and

Count and record total of both letters on the Monitoring Document with date of posting.

10.5 Processing Replies

10.5.1 Responses to mailings are to be marked to the Mail Review Listing and not the Review Officer Listing.

10.5.2 Date stamp all replies.

10.5.3 Processing is to be done using RED pen.

10.5.4 Sort replies into Walk order and process as follows:

- . NO CHANGE
- . Tick matching details on Walk Listing and rule through response letter; and
- . Set letters aside until the next ERR or election whichever is sooner.
- . DETAILS CHANGED
- . Mark “genes” to the Walk Listing as per RO instructions, then enter onto the RMANS Objection System.
- . Prepare amendment cards to correct errors and notate letter to indicate action taken;
- . Highlight new names to assist in preparation of ER013; and
- . Parcel responses in Walk, street number and street order.

10.6 Return of Undelivered Letters

10.6.1 Check the “reason for return” stamp and follow up if other than “left address”

10.6.2 For those marked “left address”:

- . Mark RU on Listing for person at the address to whom letter was addressed;
- . Enter details on the RMANS objection system.
- . prepare letter ER006 addressed to the Resident at the address, listing the other electors enrolled at that address in the enrolled electors section; and
- . Notate the listing ER006 and date of posting.

11. AECPAY PAYMENT PROCEDURES

11.1 **AECPAY payments will be done by direct input of forms to the AECPAY system.**

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