

ELECTORAL ROLL REVIEW OFFICER'S MANUAL

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1. INTRODUCTION

1.1 These instructions are for your use as an Electoral Roll Review Officer. They are based on the provisions of the Commonwealth Electoral Act and the Privacy Act.

1.2 You should study this manual carefully to ensure you fully understand the requirements of an Electoral Roll Review Officer.

NOTE: Do not assume if you have worked previously, that you know the procedures, as parts of this manual may have been rewritten.

1.3 If you cannot attend a training session you will have been given a set of home exercises to complete in conjunction with the studying of this manual. These must be completed in accordance with the instructions issued by the Divisional Returning Officer (DRO).

1.4 If you are unsure of any of the procedures or if you have any queries, contact the DRO or divisional staff.

2. SAFETY

2.1 Your safety is of paramount importance and you should not enter a property that you feel may endanger your personal safety.

2.2 It is recommended that you do not accept any invitations to enter households for the purpose of obtaining information.

2.3 All incidences should be reported to your DRO on your next visit to the Divisional Office.

2.4 Dog attacks are a major concern and you should not take any unnecessary risks in this area.

2.5 Where there is a "Beware of the Dog" sign, or where dogs prevent your contacting the householder, leave a Non-attendance card (NAC) in the letter box and notate this fact in the COMMENTS SECTION (see 9.3.2).

2.6 Where dogs are evident and appear friendly, use common sense, exercise extreme caution as your physical safety may be at risk.

2.7 If you have an accident, are injured or are unfortunate enough to be bitten, you must report the incident to your DRO as soon as possible.

2.8 A personal security alarm will be provided by the DRO.

2.9 The nature of an Electoral Roll Review Officer's duties necessitates extensive walking. A pair of walking shoes which are comfortable should be worn. When choosing a walking shoe look for:

moderate height heel (2.5cm or less)

adequate width and depth in toe

flexibility across the ball of the foot

shoes that "breathe"

cushion support to prevent jarring

ankle support may also be appropriate.

- 2.10 In addition, any socks and stockings which cramp your toes should be avoided. Wear socks made of cotton or wool - these absorb moisture and allow air to circulate, thus helping to prevent foot problems
- 2.11 For the purposes of this guide a shoe is defined as one which hold the foot firmly over the length of the foot (eg: lace or buckle-up shoe or sandal) but would not include a thong, slip-on or similar which allows the heel to separate from the shoe. An enclosed toe area is also recommended.
- 2.12 Suitable clothing , hats and sunscreens, should also be considered depending on the climate.
- 2.13 You should not pack too much material into your satchel as injuries may result from too much weight. This will also restrict your mobility. Excess material should be left in your vehicle.

3. DEFINITIONS

3.1 What is an Electoral Roll Review?

3.1 .1 An Electoral Roll Review is an enrolment check of the residents of every residence in a specific area. Each area given to an officer is called a, 'Walk'. The Review Officer visits each residence in a walk with the exception of residences where a "Do Not Visit This Residence" notation appears, to check that the enrolment details shown on the computer listing of persons enrolled are still correct. This involves checking enrolment details with a responsible member of the household.

3.2 Divisions

3.2.1 Each State is divided into a number of Commonwealth Electoral Divisions.

3.3 Divisional Returning Officer (DRO)

3.3.1 Divisional Returning Officers are appointed for each Division and have the responsibility for maintaining the Commonwealth Electoral Roll for their Division. To help with this task Electoral Roll Reviews are undertaken and, from information and enrolment forms obtained, the Commonwealth Electoral Roll is updated.

3.4 Electoral Roll Review Officers

3.4.1 Electoral Roll Review Officers are employed to carry out a check of the electoral roll in areas assigned to them by the Divisional Returning Officer and before starting duty must:

Sign "Offer of Employment" [RR21 (r)]

Sign an Agreement for Use of a Private Vehicle where applicable

Complete appropriate taxation documents

Fully understand the duties and responsibilities of the position

3.5 Hours of Review

- 3.5.1 The hours during which you may call at residences are between 8am and 8pm Monday to Saturday and 10am to 6pm on Sundays. However, the preferred hours to make best contact are after 4pm on weekdays and on Saturdays and Sundays.
- 3.5.2 The Divisional Returning Officer will direct you as to the most suitable hours for the area you are to review.

3.6 Non-enrolment questions

- 3.6.1 Don't attempt to answer any questions on other electoral matters. The person asking such questions should be told to contact the Divisional Office in order to get an answer to any such enquiries.

3.7 Workload

- 3.7.1 You should be able to visit between 300 and 500 residences in one week in an urban area and between 200 and 350 in a low density area.

3.8 Home exercises (if you cannot attend training)

- 3.8.1 Home exercises are provided for you to complete once you have studied the review procedures.
- 3.8.2 If you are unable to answer the questions please reread the appropriate section.
- 3.8.3 The home training exercises, must be completed, and returned to the Divisional Returning Officer. You will be advised when and how to return them. You cannot start review work before you return these home exercises.

4. ENROLMENT

4.1 Who should enrol?

4.1.1 Enrolling on the Commonwealth Electoral Roll and voting at Commonwealth Elections and Referendums are compulsory for people who:

- . are aged 18 years or over.
- . are Australian Citizens (or British subjects who were enrolled on a Commonwealth of Australia Electoral Roll on 25 January 1984) and,
- . have lived at their present address or elsewhere within the Division continuously for one month.

NOTE: 1 - It is compulsory for Aboriginals and Torres Strait Islanders to enrol and vote.

NOTE: 2 - Persons unsure of their citizenship status should be told to contact the Department of Immigration, and Ethnic Affairs

4.2 Special enrolment categories

4.2.1 The Special Enrolment provisions are provided for the following categories of electors and are noted on the Walk Listing with the words "Special Category" above the name:

General Postal Voters

A special enrolment category available for electors who cannot attend a polling place. Some examples are the seriously ill who are unable to travel, physically incapacitated, and those who live more than 20 km from a polling place.

Provisional Enrolment

Persons 17 years of age and who, if they were 18 years of age, would be entitled to enrol may apply for provisional enrolment. Provisional enrolment is not compulsory. However it allows an elector who turns 18 between the Close of Roll and Polling Day to vote in that election/referendum.

Physically Incapacitated Elector

Where persons are so physically incapacitated that they cannot sign an enrolment form, another person may fill out and sign a special registration form (available from the Divisional Office) on behalf of that person. It must then be sent, together with a certificate from a registered medical practitioner, to any Divisional Returning Officer.

4.3 Enrolment or registration for special categories

4.3.1 Provisional (17 year old) enrolment is obtained by completing the standard enrolment form. Other categories of special enrolment require a special form which is available from any Divisional Office.

4.3.2 If residents are concerned that having their address placed on the public roll will put their personal safety at risk, they can apply to the Divisional Returning Officer for Silent Enrolment. You can advise that part of the process entails the completion of a Statutory Declaration regarding their circumstances.

4.4 Penalties

failure to enrol or notify a change of address : a fine not exceeding \$50;
(costs may also be awarded)

witnessing an enrolment form without having seen the claimant sign it, or without satisfying oneself that the statements contained within the enrolment form are true : \$1000.

NOTE: The Electoral Commission will not prosecute eligible electors for not being enrolled previously, or not changing their enrolment, if a completed enrolment form is received within a reasonable period of your visit to the household. You should try and have all eligible person/s complete the enrolment form during your visit or collected during call backs.

4.5 Persons not entitled to Commonwealth enrolment

any person who is not an Australian citizen or a British Subject who was not on a Commonwealth of Australia electoral roll on 25 January 1984.

any person who is a prohibited immigrant;

any person who holds a temporary entry permit;

any person of unsound mind and incapable of understanding the nature and significance of enrolment and voting (advice on these **MUST** be sought from the Divisional Office);

any person convicted and sentenced to imprisonment for five years or longer;

NOTE: You should not attempt to answer enquiries regarding the above disqualifications. The resident should be advised to contact the Divisional Office for further information regarding enrolment.

4.6 When to enrol

4.6.1 The Commonwealth Electoral Act requires that when persons become qualified for enrolment after 1 month's permanent residence at their current address they must enrol within twenty-one days from this date.

NOTE: Electors must notify change of address even if they move next door or down the street or to another flat within the block.

4.7 To enrol

4.7.1 An eligible person needs to complete an enrolment form available from you. These may also be obtained from any Australian Electoral Commission Office or Post Office.

4.7.2 Full name details should be completed on the enrolment form. This should include former name(s) in the case of electors who have changed their names since they last enrolled.

4.7.3 Details of former address should be obtained where possible.

4.7.4 These details are required to enable the proper processing of enrolment forms in the divisional office and to ensure that electors only appear once on the roll under their current name and address.

4.7.5 On completion of an enrolment form the Review Officer must detach the enrolment card from the end of the form and leave the instruction and information section with the resident. Details printed on the form are needed to be provided to comply with the Privacy Act.

4.8 Witnessing enrolment forms

4.8.1 The completed enrolment form must be witnessed by a person entitled to be enrolled. A husband and wife, if both are qualified for enrolment, may witness each other's enrolment form. You may witness an enrolment form.

4.9 Enrolment for State and Territory elections

4.9.1 In all States and Territories electors need to complete only one enrolment form for Commonwealth and State or Territory enrolment. In many cases Local Government enrolment is also included. However, some differences exist between Commonwealth and State or Territory enrolment qualifications, so they should read the enrolment form carefully to make sure they qualify for enrolment on both rolls.

4.10 Temporary absence of elector

4.10.1 An elector's enrolment may be retained even though an absence from the enrolled address may be long term, provided the elector has a fixed intention of returning to live at the address for which he/she is enrolled.

4.10.2 Electors temporarily absent do not have to notify changes of address, but should give advice in writing of any extended absences (e.g. Overseas trips) to the DRO.

4.10.3 If the householder advises that particular elector/s are overseas for an extended period you should ask for details of the period of absence and notate the walk listing beside each of the electors. This will ensure that names are not incorrectly removed from the roll.

5. RECEIPT OF MATERIAL.

5.1 Receive material

5.1 .1 You will receive the following material as a Review Officer:

Walk Listing is a computer produced listing of all electors by residence within a walk.

Enrolment forms are to be used by electors and provisional (17 year old) electors to advise new enrolments and changes in enrolment details such as change of address, change of name.

Call Back Pamphlets provide information to electors about the review and are left on the first visit when no one is in attendance.

Non-attendance cards are to be completed and left at all residences where you are unable to make contact with the resident after the second call, or because of dogs.

Business reply paid envelopes are provided for the return of enrolment forms and non-attendance cards.

Identity Card is to be worn at all times when in the field.

Map of Walk, Satchel, Ball Point Pens, Rubber Bands and a Security alarm.

5.2 Advice of discrepancies

5.2.1 Advise the Divisional Office of any discrepancies in material before you begin your

5.3 Security of Materials

All review materials including walk lists and completed enrolment forms are to be kept in a secure place - see Part 11.

6. METHOD OF REVIEWING.

6.1 Walk Listings

6.1.1 Your Walk Listing shows all enrolled electors, by residence for each street (or part street) within a specific area.

6.1.2 The pages for each street will show the electors' names sorted into street number order - odd numbers first, then evens.

6.1.3 At the beginning of each street there may be other pages containing names of electors who are either enrolled without a number, or with lot numbers, portion numbers or flat numbers with alpha letters (eg. A/25).

NOTE: The walk listing you will be using will have been produced before the start of the walk (see made-up-to-date at top). It is possible that electors who have recently sent in enrolment forms will not have their names listed. However, those names must still be recorded on the walk listing as additions. (see paragraph 8.3).

6.2 Covering every street (or part street)

6.2.1 Check that you can easily identify and follow your Walk boundaries. Plan in advance each day's work and plot it on your map. Do not review residences outside your Walk map. Walk boundaries run down the middle of the road unless otherwise advised.

6.2.2 You must visit every street (or part street) within your walk map, including those streets for which you may not have a page in the walk listing. Spare pages are provided for this purpose. The Electoral Roll Review Officer's Summary by Street - lists those known streets (or part streets) you are to visit.

6.2.3 If it appears that part of a listing is missing (ie. numerous houses not listed) or you have residences listed that are not within your walk map, contact the DRO Immediately.

6.3 Calling at every residence

6.3.1 You must visit every residence in your walk including those not shown in the walk listing providing there is no danger to your personal safety (eg. menacing dog see 9.3.2). A flat or house number will not be shown on the walk listing if no one is enrolled for that residence.

6.3.2 You must not visit those residences which have been notated "DO NOT VISIT THIS RESIDENCE".

6.4 Non-private residences

6.4.1 Large institutions are usually reviewed direct from the Divisional Office. If you are to review any of these establishments, appropriate entries will be included in your walk listing.

6.4.2 Caravan parks are to be visited, however, only visit permanent sites. Details may be obtained from the park manager.

6.5 Non-residences

6.5.1 Factories, shops etc., should only be visited if there is evidence of a connecting residence eg. a factory with a residence at the back for a caretaker. The Divisional Returning Officer will advise you if you are not to visit any group/area of factories, shops etc.

6.5.2 Payment will not be made for any residence not visited.

6.6 Postal addresses

6.6.1 Where an elector has a Postal Address this will be shown above the name. These details MUST be checked and notated.

7. WHEN A RESIDENT IS AT HOME

7.1 Introduction: Authority to Carry Out Review

7.1.1 As a Review Officer you **MUST** give a courteous introduction to the resident eg. You are required to say “My name is” (give your Christian/Given name and Surname). “I am from the Australian Electoral Commission and I am visiting all residences in this area to check and update the electoral roll”.

7.1.2 Legal Authority

Review Officers are legally entitled under Section 92 of the Commonwealth Electoral Act to request information from residents needed for the preparation, maintenance or revision of the electoral roll (this is detailed on the back of your ID card). Irrespective of their legal entitlement, Review Officers must exercise their authority to collect elector information in a reasonable manner.

Review Officers must, but only on request, provide residents with information regarding the legal basis of the Review (section 92 of the Commonwealth Electoral Act) and the reason for the collection of elector details (update the electoral roll).

Also, if requested, the householder should also be advised of the usual disclosures of elector details by the AEC to other organisations (see statement on enrolment form). It is a requirement of the Privacy Act that information be available to electors of which organisations are provided with enrolment information.

7.1.3 Entry onto Private Property

As part of their duties, Review Officers are required to enter private property so that they can make enquiries of householders. Entry onto private property must be by the normal route ie by entering a gate or by following the path to the front door or by entry onto the public areas within a block of flats (see subsection 9.6 for procedures on reviewing Security Access Buildings). Review Officers must not go inside any dwelling (enquiries must be made at the door), take ‘short cuts’ across private land, seek out entrances other than the front door or generally walk around on the private land. They must observe any warning signs such as “Beware of the Dog” and not enter onto any property where their personal safety could be in danger.

Householders or occupiers of private property may have a duty of care towards persons entering their property for reasonable purposes. The possible existence of any such right to enter property must not be interpreted as grounds to stay on property if asked to leave by the householder.

It should be stressed, however, that if you are abused or threatened you should leave the premises immediately and mark the Walk Listing accordingly with details of the incident.

7.2 Identity card.

7.2.1 Wear the identity card in a prominent position. As the duly authorised officer you are the only person permitted to request information of the householder.

7.3 Interviewing the resident

7.3.1 You must ask a responsible member of the household the following prescribed question.

Could you please tell me the full name of each person permanently living here who:

- is 18 or over,
is not a visitor
- is an Australian citizen (or a British subject who was enrolled on a Commonwealth electoral roll on 25 January 1984);
- is normally a permanent resident but is temporarily absent.

NOTE: It is not necessary that you ask this question verbatim. However, it is essential that each of these points be covered with each householder. The wording and technique used can vary depending upon the environment in which you are reviewing.

7.3.2 Ask the householder if there are any eligible 17 year olds who wish to enrol. (See Special Enrolment Categories paragraph 4.3).

7.3.3 Check this advice with the details shown on the Walk Listing - see Section 8.

If there are names on the listing which do not match the details supplied by the resident, ask if those people are still residing there.

7.3.4 Satisfy yourself by inquiry whether there might be a flat, attached dwelling or caravan at the back of the house in which other people live.

7.3.5 Obtain completed enrolment forms or leave sufficient forms for unenrolled electors not present. Arrange a suitable time to collect these during callbacks.

7.3.6 Thank the householder for his/her co-operation.

7.4 Don'ts:

7.4.1 Don't disclose information on the Walk Listing to any person except:

a responsible member of the household

electoral officials who will be known to you or identified by official identification.

Don't discuss politics.

Don't get involved in an argument or dispute with the householder.

Don't enter the household (only door knock front door unless directed otherwise).

Don't persist if you are subjected to abuse or threatened in any way. You should leave the property immediately. Notate the Walk Listing accordingly.

7.5 Resident refuses to disclose information

7.5.1 If a householder refuses to disclose any details, advise them that the Electoral Act requires them to provide this information and that it is needed to ensure that the resident can vote at elections. If they still refuse do not persist. Notate the Walk List accordingly.

8. RECORDING INFORMATION ON THE WALK LISTING

Study the sample listings in conjunction with the following instructions to familiarise yourself with the Walk List format.

8.1 No change

8.1 .1 Where a visit to a residence reveals that no changes are needed to the Walk Listing, tick each entry in the ELECT NOTN field.

8.2 Changes

8.2.1 If you are advised of any change you must notate the Walk Listing in the following manner using **BLOCK** letters (in blue/black ballpoint pen).

8.2.2 Where the elector has a Postal Address this will be shown above the name. These details **MUST** be checked and notated as follows:

- . Information correct - tick **AFTER** the entry.
- . Information changed - enter new details and delete the old entry.
- . Information no longer applicable - rule a line through the entry.

8.2.3 Electors are **NOT** required to supply a phone number and it should only be asked for as a matter of convenience in circumstances that cannot be resolved by a call back.

8.3 Eligible persons whose names are not listed

8.3.1 If a name given does not appear on the walk listing, print the new name (surname first, then all given names) for the residence concerned in the **NEW NAMES** section.

If there is insufficient room on the page for the residence concerned or there is no residence listed entry, use the formatted facing page page and complete all details.

The fact that you have entered a person's name on a Walk Listing does not enrol that person.

8.3.2 An enrolment form and business reply paid envelope must be left for any person you are unable to obtain a completed enrolment form from at that time. Arrange to collect completed enrolment forms during your callback in the area.

8.3.3 If a 17 year old wishes to enrol, take steps as set out in 8.3.1 but print 17 year old in brackets after the name and the date of birth.

8.4 Electors who have gone

8.4.1 If you are told that a person has left permanently, print **GONE** in the **ELECT NOTN** field and rule through the elector's Surname. Attempt to obtain the new address to which the person has gone and record the information to the **RIGHT** of the name under **ADDRESS GONE TO**.

8.4.2 Before printing **GONE** next to any name you must ask the person providing the information to confirm the absence is permanent. If there are identical names on the listing ask whether the elector gone is junior or senior and notate this after the entry marked gone.

8.4.3 Temporarily absent

If enquiries reveal that the elector is temporarily absent, print **T.A.** in the **ELECT NOTN** field and enter location and date of return if known, after the persons name.

8.5 Deceased electors

8.5.1 If advised of an elector's death, print **DEC** in the **ELECT NOTN** field and rule through the elector's Surname. Note the date of death if offered but do not specifically ask for this date.

8.6 Duplicated names

8.6.1 Where you confirm that a name has been duplicated on the Walk Listing notate **DUP** in the **ELECT NOTN** field for the incorrect entry and rule through the elector's Surname. Note which name is the correct one.

8.7 British Subjects

8.7.1 The notation "Special Category B" above an elector's name on the walk listing indicates that the elector was not an Australian citizen when they enrolled but that they were eligible British Subjects (see subsection 4.1 .I).

8.7.2 You should ask electors with this "Special Category B" notation if they have since become Australian Citizens. If they have you should ask them to complete a new enrolment form listing their citizenship details if known.

8.7.3 If an enrolment form is collected, rule through the "Special Category B" notation, write "Now Aust/Cit" after their name and print **EFC** in the **ELECT NOTN** field.

8.8 Non-citizens

8.8.1 If you are told that a person whose name appears on the walk listing is not an Australian citizen or eligible British Subject print **N/CIT** in the **ELECT NOTN** field and rule through the Surname.

8.9 Change of name

8.9.1 Where a person whose name appears on the Walk Listing has changed name by marriage or Deed Poll and that person is still living at the residence being reviewed, print **NOW** and **NEW** full name **AFTER** the existing entry and rule through the old name.

NOTE: A NEW ENROLMENT FORM IS REQUIRED.

8.9.2 You should advise a recently married woman that she has the option of changing her surname to that of her husband or remaining on the roll under her former surname.

8.9.3 Any person who wishes to change their name on the electoral roll must complete a NEW enrolment form.

8.10 Incorrect spelling or surname and given name in wrong order

8.10.1 If an elector's name has been spelt incorrectly or the Surname and Given names are in the wrong order on the Walk Listing, print SHOULD BE and the correct spelling after the elector's name and rule through the incorrect details Always print the surname first.

NOTE: DO NOT OBTAIN AN ENROLMENT FORM.

8.10.2 Make further enquiries where an elector's family name is not in the same format as other members of the family eg. capitals and spellings or word order, hyphens, spaces, apostrophe.

8.11 Further Information

8.11.1 If your DRO has given approval and you consider that the information you have collected may need to be followed up (it may be complicated or was provided by a visitor to the residence) ask for a contact name and phone number. Electors are NOT required to supply a phone number and it should only to be asked for as a matter of convenience in circumstances that cannot be resolved by a call back.

8.12 Refused information

8.12.1 Where an elector refuses to supply information, advise them that the Electoral Act requires them to provide this information, but do not persist if they refuse to co-operate. Print REF in RESIDENCE field.
Note circumstances/particulars in COMMENTS. DO NOT LEAVE AN NAC.

8.13 Land Use Description

8.13.1 Above the 'Comments' section for each entry in the walk there will be an Address Register code and an abbreviated description of the land use as known to the AEC. In most cases it will be 'Std House/Semi' to indicate a standard detached or semi-detached house. If this is correct tick this description. If it is not correct rule a line through it and enter a description of the land use in the comments section eg flat, townhouse, shop, vacant land etc.

8.14 House demolished

8.14.1 Print DEM in RESIDENCE field and notate comments "Now Service Station" etc.

If any electors are shown on the listing, print GONE in ELECT NOTN field.

8.15 Vacant house

8.15.1 Print VAC in RESIDENCE field. Leave Call Back pamphlet, 2 enrolment forms, and a business reply paid envelope. If no entry exists for the residence enter details in blank record on facing page.

If any electors are shown on the listing make enquiries with neighbours. Before making notations see 9.1.

8.16 House and street number alterations

8.16.1 The standard notations for the following circumstances should be printed in the RESIDENCE field

Circumstances	Notation
---------------	----------

Holiday Home/Unit	HOL
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8.16.2 The following notations are to be made in the Flat No/St No field.

Circumstances.	Notation.
----------------	-----------

House number not listed	Print the house number on the formatted facing page. Don't forget to make relevant notations.
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House renumbered	Enter the NEW number and rule a line through the existing number.
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House not numbered or now numbered (where electors names appear on a separate page at the front of the Habitation printout for each street you are to attempt to obtain street numbers)	Where no number is available for electors print codes such as R1, R2, R3, etc. beside the entry for electors at the same address. (This will help in determining the number of residences visited).
---	---

Unnumbered house now numbered	Print the street number to the left of each elector's name.
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8.17 Corner numbers.

8.17.1 Where a residence is located on the corner of a street notate comments "Corner ofSt" in COMMENTS.

8.18 Insufficient space for notations

8.18.1 Where there is not enough space on the Walk Listing for your notations they should be printed on the formatted facing page provided. A notation drawing attention to this is to be placed on the walk listing against the residences concerned.

8.19 Collecting enrolment forms

8.19.1 One of your duties as a review officer is to collect completed enrolment forms from electors and deliver them to the Divisional office. You will be paid a fee for enrolment forms collected. You will only be paid for enrolment forms which result in a new enrolment.

YOU WILL NOT BE PAID FOR ENROLMENT FORMS COLLECTED OUTSIDE OF THE CURRENT WALK AS THE DRO MAY NOT BE ABLE TO VERIFY IT AS A VALID NEW ENROLMENT.

Examples of new enrolments:

an eligible elector who is not enrolled for his/her current address

an elector who has changed his/her name by marriage or Deed Poll.

8.19.2 Where enrolment forms are collected (EFC) you must notate the walk listing with the abbreviation EFC in the ELECT NOTN field beside the new entry.

8.19.3 On receipt of a completed enrolment form you must check it for completeness and correctness and return the unused end of the form to the elector as it contains privacy and other information. If requested, provide the elector an envelope for inclusion of the completed enrolment form.

8.19.4 You are not required to obtain/complete new enrolment forms in instances where there are mistakes in the spelling of Christian names, surnames, and address details. You must make appropriate notations on the walk listing.

Note: Under no circumstances will the fee be paid for enrolment forms completed for this purpose.

8.19.5 Divisional Returning Officers will be closely monitoring enrolment forms returned as well as the corresponding Walk Listings. If you leave enrolment forms with electors, arrange to collect them when you are doing your "call-backs" in the area.

8.20 Witnessing an enrolment form

8.20.1 Before you witness an enrolment form you must satisfy yourself that the statements in the form are true. To achieve this ask the elector "are all statements included in this form correct?" If the elector answers in the negative or refuses to answer don't witness the enrolment form.

8.21 Completion of page summary and explanation of statistics

8.21 .1 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

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.
New residences.
Temporarily Absent (T/A).
Refusals.

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).

9. INABILITY TO CONTACT THE RESIDENT

9.1 Canvassing information from neighbours

9.1.1 You must not actively seek information from neighbours when the householder is not in attendance, or about other neighbours in the street. However, if a neighbour volunteers information about the residents at the house at which you are making enquiries and there is no change, then you should accept with reservations eg. the walk list should be notated to show "IFN at No. 6" (that information was from neighbour at No. 6) on the lines under INFO FROM heading, or you may enquire what time would be the best to call back to catch the people at home. If this is your first visit to the address you are still required to do a call back.

9.2 Call back pamphlet

9.2.1 If there is no one in attendance or you are unable to contact a responsible member of the household when you call at a residence, a call back pamphlet should be left advising the householder that you will call again. If the house is obviously vacant, leave the CBP and include 2 enrolment forms and a BRP envelope, there is no need to call back to vacant dwellings. Leave the call back pamphlet in the letter box. If there is no letter box place the material under the front door OUT OF SIGHT.

9.2.2 Print the day of the month (eg. 25) beside CBP on the Walk Listing. You should make your call back between 4 pm and 8 pm week days or on weekends.

9.3 Non-attendance card (NAC)

9.3.1 If you are unable to make contact with a resident on your second visit, a non-attendance card is to be left. Transcribe the full name of each elector at the address on the Walk Listing onto the Occupier side of the NAC. Also add the street number (including flat number, if applicable), name of Street, Suburb/Locality, Walk number and name of Division/Subdivision if applicable. If no one is currently enrolled for the address, endorse NAC "No one currently enrolled".

9.3.2 In the event of a menacing dog where there is a threat to your personal safety a NAC should be left, and the walk list notated in COMMENTS. For the benefit of the resident endorse the NAC "Dog prevented contact"

9.3.3 Write the date on the front of the NAC. Print the day of the month (eg. 28) in the NAC field on the Walk Listing.

9.3.4 Leave the non-attendance card and a business reply envelope in the letter box or if there is no letter box under the front door OUT OF SIGHT.

9.3.5 If using two part NAC's keep one copy and return it to the Divisional Office with the Walk Listing.

- 9.4 Newly constructed house (ready for occupancy) where no one is enrolled.
- 9.4.1 Notate street number on facing page and VAC in residence field. Leave a CBP, 2 enrolment forms and a BRP envelope. Do not leave non-attendance cards at these residences. Do not make a second visit.
- 9.4.2 Dwellings under construction (not yet ready for occupation) and derelict dwellings (clearly uninhabitable) should not be visited, and no payment will be made. A note should be made of any new blocks of flats or housing developments for the DRO's information.
- 9.5 Vacant dwellings - Where electors are enrolled.
- 9.5.1 Where a dwelling appears to be vacant and electors are shown on the Walk Listing, attempt to confirm that the dwelling is vacant before notating "GONE" against the electors' names. Notate "VAC" in the RESIDENCE field. Leave CBP, two enrolment forms and a business reply paid envelope. **DO NOT LEAVE NAC.** Do not make a second visit to obviously vacant dwellings.
- 9.6 Security access buildings.
- 9.6.1 If you are unable to gain access to a block of flats or residence because of security access facilities;
- notate Walk Listing under RESIDENCE field "SAB"
 - where the residence is a single household leave NAC
 - where there is a block of flats or units ascertain the number range (eg. 1-60) and enter in COMMENTS.
 - Count as ONE residence visited.
 - on summary sheet under comments notate "Security Premises" to draw DRO's attention
- 9.7 Not in walk
- 9.7.1 If a residence appears on your listing that is located outside the walk map do not review this unless the DRO advises you to do so. Notate Walk Listing in COMMENTS "Not in this walk", and contact DRO.

10. PROGRESS REPORTING AND EMERGENCY CONTACT

10.1 Reporting to the Divisional Office

10.1 .1 You must telephone the Divisional Office with details of your progress at times arranged with your DRO or if it appears that you will not complete the walk in the prescribed time.

10.2 Emergency contact

10.2.1 Questions and general reporting should be directed to the Divisional Office during normal office hours.

10.2.2 If an emergency number is provided by the DRO it should only be used after hours when you require immediate assistance. Where possible you should contact the Divisional Office on the next working day.

11. PRIVACY AND SECURITY OF REVIEW MATERIAL

11.1 On employment as a Review Officer you are requested to read and be familiar with the relevant provisions of the Law covering the security of materials and the need to maintain the confidentiality of electoral data including electors name and address - See Information Sheet -RR023

11.2 You must not disclose (except to AEC divisional staff), information contained in Walk Lists, Enrolment Forms, NAC's and other official documents Note penalties listed on Information Sheet RR023 for unauthorised disclosure.

11.3 You must not solicit elector information from, or provide it to, persons other than at the dwelling under Review (this includes neighbours). Refer to 9.1 .1.

11.4 Residents must not be allowed to view enrolment details shown on Walk Lists for electors at other addresses.

11.5 Completed enrolment forms (which contain electors confidential information) must be held securely eg: locked in vehicle, stored at your residence in a manner as to prevent access by others until delivery to the Divisional Office.

11.6 Care should be taken to guard against the loss or theft of review material, especially the Walk Listing and Identity Card. Walk Listings should always be kept in the satchel when not in use. Any lost item should be reported to the Divisional Returning Officer and a written report detailing the location, time and circumstances of the loss promptly provided.

11.7 If a resident requests information regarding the confidentiality of roll data you should refer them to the provisions shown on the Electoral Enrolment Form (ER16) or ask them to contact the Divisional Office.

12. COMPLETION OF WALK

12.1 Preparation of street summary

12.1.1 At the completion of a page or as a full street is completed, enter the totals of the notation types at the bottom of each page.

12.1.2 Add the totals of the various notation types at the bottom of each page by street and transfer to the summary by street

12.2 Preparing Review Officer Walk Summary

12.2.1 At the completion of a Walk, enter the following details on the Review Officer Walk Summary. Transfer the totals of the various notations from the summary by street.

The total number of residences visited in the Walk.

The total number of call backs made.

The total number of NACs left.

The total number of gones noted on the Walk Listing.

The total number of deaths

The total number of additions noted on the Walk Listing.

The total number of other notations noted on the Walk Listing

The total number of Enrolment Forms collected.

Complete the percentage analysis.

Starting and finishing dates.

Sign and date the summary.

12.3 Return of completed walk.

12.3.1 Before return of this material, sort and bundle separately Enrolment Forms collected and NAC copies (if supplied) into Street Number order by Walk ie. the same order in which they appear on the walk listing and securely bundle them in a rubber band for return to the Divisional Office.

12.3.2 The Divisional Returning Officer will usually nominate a suitable time by which the Walk should be completed and returned.

12.3.3 At the completion of your last Walk, all material provided must be returned to the Divisional Returning Officer. In country areas, unused Electoral Enrolment Forms and Business Reply Paid envelopes may be left at the local Post Office.