

25 August 2023

Close of Rolls Checklist

State/Territory Office: (insert name)

State/Territory Office: (Insert Name)

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State/Territory Office: (Insert Name)

How to use the checklist

The close of rolls checklist is designed to support State/Territory Offices with monitoring network workload and enrolment tasks. For federal events these tasks are outlined in respective [State/Territory Office Delivery Plan \(SODP\) Electoral Roll Management](#). The checklist is intended to be used throughout the 7 days leading up to close of rolls, days prior to certification and once 'normal' enrolment processing can recommence.

This checklist is intended as a support document and is to supplement already existing state-based practices. This checklist links to key resources and outlines baseline National Office requirements and it is intended for state/territory offices to add local relevant fields and information. The checklist is not required to be returned completed to National Office following a close of rolls.

This checklist has been designed with awareness of other key election documentation. Its contents have been cross referenced against election activities outlined in the [pre-announcement activity list](#), [event diary](#) and the [front office guide](#). Between these four sources, all known election related activities have been accounted for and detailed. Any unforeseen election activities that require State/Territory and Divisional Office action will be released as a NOC item.

Points to note

Although this checklist orders tasks sequentially, some tasks may be completed at an earlier date or time.

State/Territory Office is encouraged to monitor death and prisoner data load dates and communicate to Divisions as soon as it is received. State/Territory Office may move or add in rows should it be required.

DAY: ONE			DAY ONE	
Serial	Task	Resource Link	Allocated To	Actioned
Section 22(1)				
3	RMANS			
3a	Monitor the processing of Prisoner Data, Death Deletions. Outstanding records are listed on the GENESIS homepage, and after first logging in to RMANS. <i>Note: Dependent on when the issue of writ is, there may be residual standard monthly data to continue processing as well as a new load for CoR.</i>	Roll-How		☐

Section 22(1)

DAY: ONE			DAY ONE	
Serial	Task	Resource Link	Allocated To	Actioned
Section 22(1)				

DAYS: TWO - FOUR			DAY TWO		DAY THREE		DAY FOUR	
Serial	Task	Resource Link	Allocated To	Actioned	Allocated To	Actioned	Allocated To	Actioned
3	RMANS							
3a	Monitor the processing of Prisoner Data, Death Deletions. Outstanding records are listed on the GENESIS homepage, and after first logging in to RMANS. <i>Note: Dependent on when the issue of writ is, there may be residual standard monthly data to continue processing as well as a new load for CoR.</i>	Roll-How		☐		☐		☐

Section 22(1)

State/Territory Office: (Insert Name)

DAYS: TWO - FOUR			DAY TWO		DAY THREE		DAY FOUR	
Serial	Task	Resource Link	Allocated To	Actioned	Allocated To	Actioned	Allocated To	Actioned
Section 22(1)								

DAYS: FIVE - SIX			DAY FIVE		DAY SIX	
Serial	Task	Resource Link	Allocated To	Actioned	Allocated To	Actioned
Section 22(1)						
3	RMANS					
3a	Monitor the processing of Prisoner Data, Death Deletions. Outstanding records are listed on the GENESIS homepage, and after first logging in to RMANS. <i>Note: Dependent on when the issue of writ is, there may be residual standard monthly data to continue processing as well as a new load for CoR.</i>	Roll-How		☐		☐

Section 22(1)

State/Territory Office: (Insert Name)

DAYS: FIVE - SIX			DAY FIVE		DAY SIX	
Serial	Task	Resource Link	Allocated To	Actioned	Allocated To	Actioned
Section 22(1)						

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RW

Roll Why

☆ Not following

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Published 5/24/2023



Deletion Transactions

On this page...

- ▼ [Reasons for deletions](#)
- ▼ [Deletions at the close of rolls](#)

See Also...

- ✱ [Cancellation of Enrolment](#)
- 📄 [Death Deletions](#)
- 👤 [Duplicate Records](#)
- 🗑️ [Removing False Enrolment](#)

Reasons for deletions

Deletions from the roll can occur for a limited number of reasons. Specifically, an enrolment can be deleted when:

Situation	GEM Page	Deletion Transaction description
A new enrolment (or amendment) for the elector is processed. These deletions occur automatically	n/a	Various
Existing records are merged	Duplicate Records	D
The elector has died	Death Deletions	M
The enrolment has been cancelled	Cancellation of Enrolment	G
The enrolment is false	Removing False Enrolment	Y

Deletions at the close of rolls

With two exceptions, deletions cannot be processed between the close of rolls and polling day when there is a federal election (general or by-election) in that division.

- Duplicate records and deceased elector records may be removed from the roll at any time s.105(3) CEA and
- A false enrolment record may be removed from the roll between the date of the issue of writ and the close of polling upon receipt of a certificate from the AEC. s.106 CEA



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Published 16/12/2022

 Edit

Elector Deletion between Close of Rolls and Polling Day

Removal of electors' names after the close of rolls until close of polling is not permitted under s118(5) of the *Commonwealth Electoral Act 1918* (CEA). A warning is provided to the user in RMANS when an objection record is entered in the Elector Deletion screen.

Elector removal with the following codes is unavailable after close of rolls until polling has closed:

(C) Imprisonment	(Z) Miscellaneous
(X) Non resident elector moved	(G) Non resident elector advice
(R) Non resident error official	(J) Non resident federal election
(L) Non-resident local government	(M) Non-resident mail review
(Q) Non-resident MP R/U mail	(P) Non-resident private objection
(U) Non-resident R/U mail	(O) Non-resident reinstated
(V) Non-resident scheduled review	(W) Non-resident ST/LGA RU mail
(S) Non-resident State	(D) Non-voter eligible overseas elector
(E) Non-voter itinerant	(A) Not naturalised
(F) Treason/treachery	(B) Unsound mind

The only exception to this ruling under s106 of the CEA is the removal of electors on the grounds of [Fraudulent Enrolment](#). Elector deletions for fraudulent enrolment can be entered into the Elector Deletion screen for immediate removal. The user is to enter the deletion code **O-Y** (Deleted Fraud Enrol) against the elector's name.

Further information on elector deletion is in Roll How here: [Elector Deletion](#)

After the close of roll RMANS is placed into Roll Production phase and at this time no enrolment processing including deletions can be processed. The following message is displayed if a deletion is attempted.



***The enrolment you are trying to delete is in a Division which has a Roll Status of Roll Production
The entry of Enrolments and deletions is not permitted.***

Contact your ADP Manager.

F3 - Return

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Rtrn

Menu

After the Roll Production phase has completed a warning appears if a deletion reason other than **O-Y** for Fraudulent Enrolment is entered into the objection processing screen by the RMANS user.

The following screen demonstrates the RMANS message appearing when an invalid objection reason is entered.

In this example code **O** has been entered for objection and the reason **G** for non-resident elector advice. When F1 is pressed the message appears and the RMANS user will not be able to continue to process deletion of this elector.

Section 47F

An example of deletion processing for Fraudulent Enrolment is displayed as follows:

To process an elector on the grounds of Fraudulent Enrolment an **O** is entered for objection and code **Y** is entered in the reason field. F1 is pressed. The message Press F1 to delete elector from the roll appears.

Section 47F

Return to [Processing During Close of Rolls - Home](#).

Policy	Procedures	Learning
------------------------	----------------------------	--------------------------

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RW

Roll Why

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Published 8/25/2023



Death Deletions

On this page...

- ✓ [Source Documents for Death Deletions](#)
- ✓ [Deaths Reported by Phone or Over the Counter](#)

Source Documents for Death Deletions

Information about deaths typically comes from:

- Registrar of Births, Deaths and Marriages
- Electoral events
- Roll review activities
- State electoral authorities
- Local government authorities,
- Public Trustees, and
- Members of the general public, including via email from the AEC website.

Note: Newspapers are **not** to be used as a source for death deletions.

Deaths Reported by Phone or Over the Counter

Deaths may also be reported by phone or over the counter. The person reporting the death will need to provide:

- The deceased elector's:
 - surname/family name
 - given/first name
 - last enrolled address
 - date of birth
 - date of death.
- Their name, relationship to the deceased and contact number.



If there is doubt about the validity of the information, seek written advice from the person making the report. The written advice must state:

- The deceased's full name
- Address
- Date of birth
- Date of death, and
- The name and contact phone number of the person making the report and their relationship to the deceased elector.

If there is no doubt about the validity of the information, use a [Record of Telephone Advice of Enrolment Change](#) form.

See: [Reinstatements](#)

Policy	Procedures	AEC Learning
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RH

Roll How

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Published 4/8/2022

 [Edit](#)Deletion Transactions **Death Deletions**

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1.0 Retaining Source Documents

1.1 Source documents that result in a deletion are to be retained for 3 years and then destroyed in accordance with the Record Disposal Authority class 11920. Ideally, a source document is kept until after the next Federal Election is finalised in case there are issues surrounding the information provided eg. an elector deleted due to death records and votes at the election.

1.2 If the death is not confirmed or matched, the source documents can be destroyed.

2.0 Handling Death Deletions

2.1 A deceased elector's record should be actioned as per [Point of Receipt Processing](#)

2.2 Confirm the deceased's identity by checking name, address and age details using the systems. As information is sometimes limited, take care to ensure that the correct name is deleted.

2.3 If the information comes from CRU fieldwork activity, the details needed for the deletion are on the GDB listing.

2.4 The application number should be noted on the source document, and If necessary, adjust the name on the source document so it matches the system's entry exactly. Process a deletion as described in [Deletion Transactions](#).

2.5 If an enrolment record is selected for death deletion action and that record is one of a pair with current federal and state enrolment records (dual enrolment), both the federal and state enrolment records will be deleted. If a current enrolment record (either federal or state) is paired with a non-current record, RMANS will automatically add a DD notation to the non-current record.

3.0 Reinstating electors incorrectly removed as deceased

3.1 New information received regarding electors removed incorrectly as deceased and items to consider before reinstating the elector is included in the reinstatements section.



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Date: 25 August 2023 V4.0

Close of Rolls Checklist

Divisional Office: (Insert Office Name)

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How to use the checklist

The close of rolls checklist is designed to enable divisional staff to monitor workload and enrolment tasks as part of close of roll activities. The checklist is intended to be used throughout the 7 days leading up to close of rolls, the days prior to certification and once 'normal' enrolment processing can recommence.

This checklist has been designed with awareness of other key event documentation. Its contents have been cross referenced against event activities outlined in the [pre-announcement activity list](#), [election diary](#) and the [front office guide](#). Between these four sources, all known event related activities have been accounted for and detailed. Any unforeseen election activities that require State/Territory and Divisional Office action will be released as a NOC item.

This checklist is intended as a support document and is to supplement state-based communications and directions. The checklist can also be used as a quick reference guide to locate key resources that may support enrolment processing during close of rolls period.

The checklist is not required to be returned completed to National Office following a close of rolls.

Points to note

Although this checklist orders tasks sequentially, some tasks may be completed at an earlier date or time.

In particular, divisions are encouraged to process death and prisoner data as soon as it is received. Divisions may move or add in rows should it be required.

Section 22(1)

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DAY: SEVEN – CLOSE OF ROLLS (Morning/AM)			DAY SEVEN	
Serial	Task	Resource Link	Allocated To	Actioned
Section 22(1)				
3d	Death Deletions Ensure that all deaths identified from Fact of Death File have been processed	Roll-How		☐
Section 22(1)				

Section 22(1)

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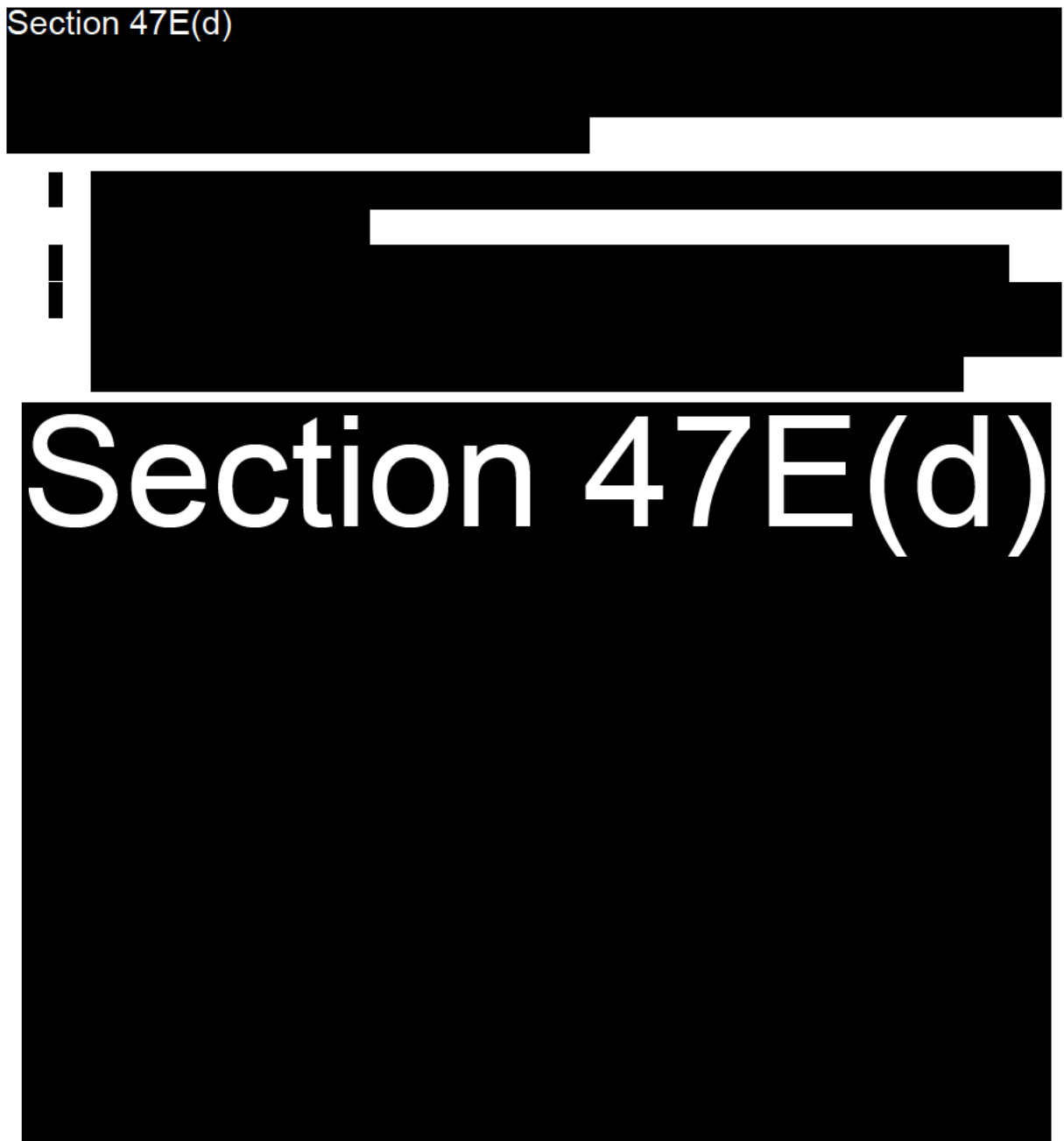
Fact of Death (FOD) Data Load

The national fact of death (FOD) file is sent to the AEC at the beginning of every month by the nominated Australian Coordinating Registry **Section 47E(d)**. The data is loaded into RMANS and is used to process death deletions where the data can be matched to a current elector record.

WARNING: Do not load FOD data into RMANS if a mail review load or extraction is running at the same time. If the FOD load would conflict with a mail review process, the data may be downloaded and prepared, but should be loaded the following day once the mail review process has completed.

DOWNLOAD AND PREPARE DATA

Section 47E(d)



Section 47E(d)

- The data is provided as a CSV file containing details of all confirmed deaths since the last dataset was provided. Open the file in Excel to check and prepare the data.
- Check that the data format appears to be consistent. In particular, check the dates of birth and death for each record to make sure they are in DD/MM/YYYY format; if they are not, use number formatting or Text to Columns to change the format.
- Use Find and Replace (Ctrl + H) to remove any commas in the data (replace them with a space).
- Make a note of the names of the first and last records in the file, as well as the total number of records (excluding the header). This will be used to check the input once the data has been loaded.
- Open the previous month's FOD data file and check that the data is not the same as the current file. If it is the same, double-check that the correct file was downloaded from the SFTP server.
- Save changes to the current file, then open it in Notepad to ensure that there are no extra commas on the end of the data.

SFTP First-Time Setup



Section 47E(d)

Section 47E(d)

LOAD DATA

Once the data has been downloaded and prepared, it must first be manually uploaded into a TSO dataset, then loaded into RMANS.

Section 47E(d)

Section 47E(d)

Load Data into RMANS

- Section 47E(d)

Section 47E(d)

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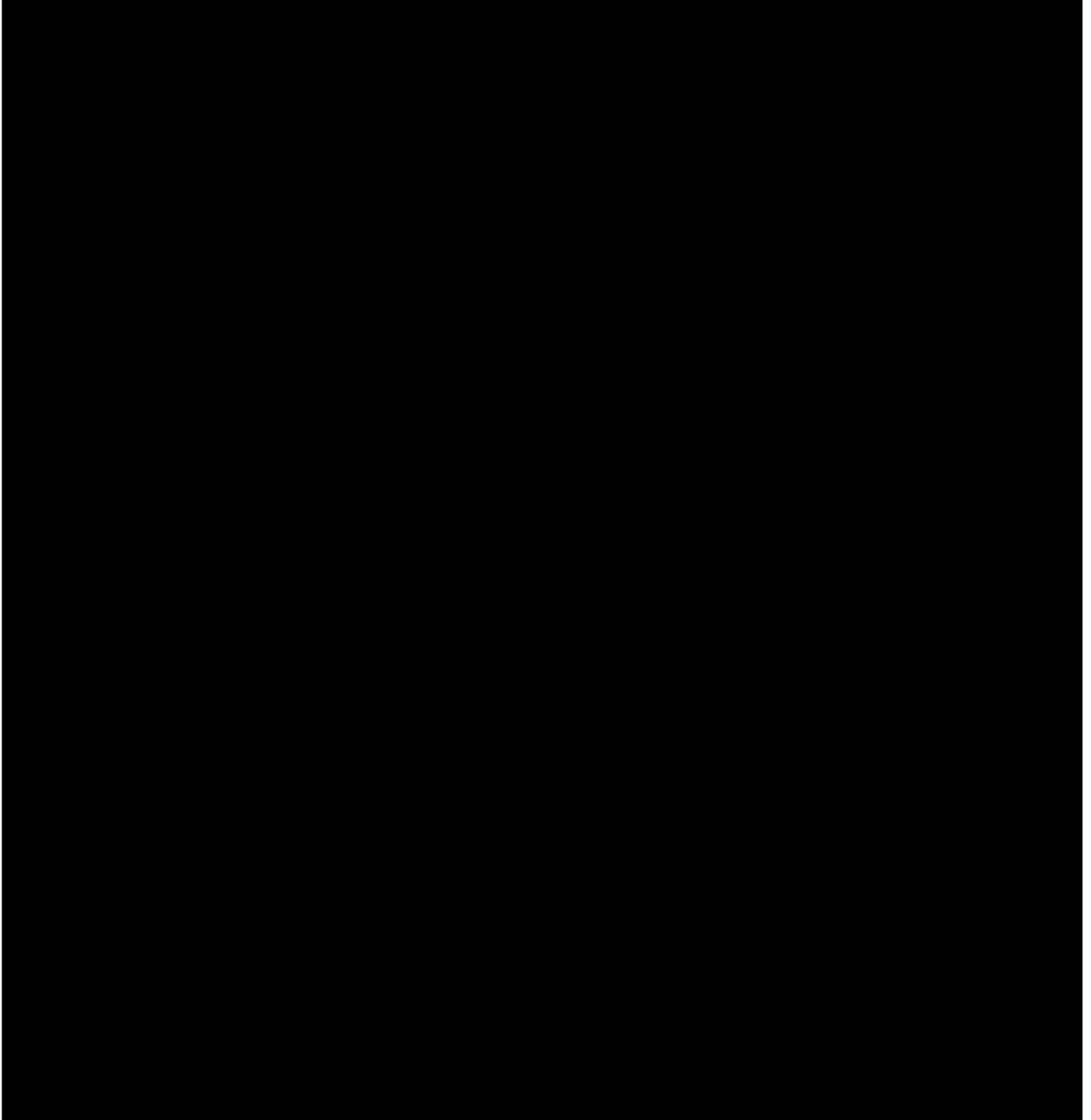
GRANT ACCESS TO LOAD

Once the data has been loaded, it must be checked before being released to divisional staff for processing.

Section 47E(d)

[Redacted content]

Section 47E(d)



RE-RUNNING A FAILED LOAD

If a death load fails or produces unexpected results, it will need to be re-run. Section 47E(d)

Section 47E(d)

Section 47E(d)