

Service delivery model for Prisons	Project Number: ED 25
Delivery Team: <ul style="list-style-type: none"> • State Manager • Operations Managers • DOMs 	
Scope: <p>This document sets out the procedures for providing voting services to prisoners for the 2016 Federal Election.</p> <p>Prisons will be serviced through a combination of postal voting services.</p> <p>In the lead up to the election prisons will be provided with enrolment forms to encourage prisoners to enrol to vote and/or keep their enrolment details up to date. They will also be provided with information regarding postal voting and in particular how to register to become a General Postal Voter (GPV)</p> <p>At the issue of the writ prisons will be provided with Postal Vote application forms and information about the online postal vote application system and other relevant material such as "How to voter" guides etc.</p>	
References: <ul style="list-style-type: none"> • http://www.corrections.vic.gov.au/home/prison/ • Postal Voting Policy • EPM 	

<p>Related Projects:</p> <ul style="list-style-type: none"> PVAs 		
<p>Pre-election</p> <p>How</p> <p>Activity 1 -</p> <p>Contact with Dept of Justice/Corrections Victoria to discuss/consult on preferred service delivery model.</p>	<p>When</p> <p>February 2016</p>	<p>Who</p> <p>State Manager</p>
<p>Activity 2</p> <ul style="list-style-type: none"> Contact with representative from Corrections Victoria/Dept of Justice and the VEC to discuss procedures and process to facilitate prisoner postal voting. <p>Contact person: Lisa Homatopoulos – 8684 6512.</p> <p>Meeting with Lisa and VEC held in mid April and decision made that AEC would need to put info out to prisons in the form of an information letter on enrolment and postal voting option asap and a more long term strategy would be developed in conjunction with the VEC for future elections.</p>	<p>End March 2016</p> <p>April 18 2016</p>	<p>Margaret Hinkley</p> <p>As above</p>

<p>Activity 3</p> <ul style="list-style-type: none"> Letter to prisons finalised and signed off by SO. Letter sent to Commissioner Corrections Vic for sign off. List of prisons provided by corrections Vic and letter posted to all facilities listed on 21/4/16 Copy of letter emailed to relevant Divisions for information <p><u>Barwon Prison</u> Corio</p> <p><u>Beechworth Correctional Centre</u> Indi</p> <p><u>Dame Phyllis Frost Centre (Women only)</u> Braybrook</p> <p><u>Dhurringile Prison</u> Murray</p> <p><u>Fulham Correctional Centre</u> Gippsland</p> <p><u>Hopkins Correctional Centre</u> Wannon</p> <p><u>Judy Lazarus Transition Centre</u> Melbourne Metro</p> <p><u>Langi Kal Kal Prison</u> Wannon</p> <p><u>Loddon Prison Precinct (Middleton)</u> Bendigo</p> <p><u>Marngoneet Correctional Centre</u> Corio</p> <p><u>Melbourne Assessment Prison</u> Melbourne Metro</p> <p><u>Metropolitan Remand Centre</u> Braybrook</p> <p><u>Port Phillip Prison</u> Lalor</p> <p><u>Tarrendower Prison (Women only)</u> Bendigo</p>	<p>21/4/16</p>	<p>Margaret Hinkley/SO</p>
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On Announcement

How –	When	Who
<p>Activity 1 - Follow up letter containing 50 PVAs and 50 Fact sheets on changes to senate voting sent to all prisons for distribution to eligible prisoners.</p>	16/5/16	Margaret Hinkley

Post Election

Risk

Risk description	Current controls
<ul style="list-style-type: none"> Prisoners refuse to fill in PVAs – become non voters 	nil
<ul style="list-style-type: none"> Service delivery model not accepted by Dept of Justice 	nil
<ul style="list-style-type: none"> PVAs do not get distributed to prisoners 	nil
<ul style="list-style-type: none"> Mail failure 	nil

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