

# Torres Strait Regional Authority Election

## Undertaking to be made by Australian Electoral Commission Officers and Employees

I,    
(Surname) (Given names)

of   
(AEC workplace address)

Undertake, for the purposes of rule 30 of the *Torres Strait Regional Authority Election Rules 2017*:

- i. Not to, either directly or indirectly, divulge or communicate any information with respect to the vote of a voter acquired by me in the performance of my duties or functions in a manner that is likely to enable the identification of a voter, except for the purposes of Part 4 of the *Torres Strait Regional Authority Election Rules 2017*; and
- ii. Not to attempt to influence the vote of another person; and
- iii. Not to communicate with any voter in a polling booth or pre-poll voting office except so far as is necessary in the discharge of my duties or performance of my functions; and
- iv. To inform myself of my obligations under the *Torres Strait Regional Authority Election Rules 2017* and/or the *Aboriginal and Torres Strait Islander Act 2005* whichever is relevant and the relevant offence provisions under those instruments; and
- v. To carry out my duties and functions in accordance with the requirements of the *Torres Strait Regional Authority Election Rules 2017* and the *Aboriginal and Torres Strait Islander Act 2005*.

### Acceptance declaration

- Initial each declaration
- I have read and understood the above undertakings.
  - I acknowledge that, in recognition of the requirement for political neutrality by the Australian Electoral Commission (AEC), a condition of my engagement is to maintain political neutrality during the period of my engagement with the AEC.
  - I understand that I am required to take reasonable care for my own health and safety and to take reasonable care to ensure my own acts or omissions do not adversely affect other persons. I also understand that I am required to follow the AEC's reasonable instructions, policies and procedures on Workplace Health and Safety.
  - I understand my obligation to perform my duties in a manner that ensures the security, integrity and accountability of all ballot papers that are in my possession or with which I may come into contact (refer over).

Name  Signature  Date //

This undertaking form must be signed by you and returned to the Returning Officer upon commencing duty, or you can return the signed form by hand, mail, or scanned and emailed to [tsra@aec.gov.au](mailto:tsra@aec.gov.au)

# Torres Strait Regional Authority Election

## AEC Ballot Paper Principles

The AEC upholds the sanctity of the ballot paper in all its forms and at all times.

**1 All ballot papers remain ‘live’ from printing through to statutorily authorised destruction.**

**2 The security, integrity and accountability of ballot papers must be preserved at all times - including transit and storage by the AEC, contractors, or other third parties.**

These two maxims of ballot paper handling must never be breached and must underpin AEC operations, culture and standards.

### Expected behaviours to uphold the Ballot Paper Principles

	Acceptable	Not acceptable
SECURITY	✓ Placing the ballot papers in the ballot paper secure zone (BPSZ) when leaving your issuing point	✗ Leaving ballot papers unattended at a polling place issuing point
	✓ BPSZs are only accessible to authorised persons	✗ Accessing BPSZs when not authorised to do so
	✓ Ensuring there is a ballot box guard in polling places at all times	✗ Not appointing a ballot box guard
	✓ The ballot boxes are in sight of and within 1 metre of the ballot box guard at all times	✗ Ballot box guard not keeping an eye on the ballot papers
	✓ Ballot paper parcels, packages and ballot boxes secured with tamper-evident tape or security seals	✗ Not using tamper-evident tape or security seals to secure ballot paper parcels, packages and ballot boxes
	✓ Ballot papers are transported in a fully enclosed vehicle	✗ Not using a fully enclosed vehicle to transport ballot papers – note it is not acceptable to transport ballot papers on the back of a ute.
	✓ Using current AEC-issued materials for ballot paper handling	✗ Using obsolete or non-AEC materials for ballot paper handling
INTEGRITY	✓ Putting your initials in the circle on the ballot paper just before it is issued to the voter	✗ Ensuring all tracking / chain of custody documentation is completed fully and accurately
	✓ Parcelling and packaging ballot papers according to instructions	✗ Haphazardly packaging ballot papers
	✓ When issuing declaration votes ensure you have signed the declaration envelope and it is completed correctly	✗ Not signing the declaration envelope
	✓ Ballot boxes only being opened in accordance with the TSRA Election Rules.	✗ Opening ballot boxes pre-maturely i.e. ballot boxes held in polling places being opened prior to 6pm on polling day
	✓ Checking and ensuring that the security seals of ballot boxes and ballot paper transport containers are the same as on the seal record prior to opening	✗ Not checking the security seals of ballot boxes and ballot paper transport containers against the seal record prior to opening
✓ Ensuring all tracking / chain of custody documentation is completed fully and accurately	✗ Not signing a tracking form when handing over or receiving ballot papers	
ACCOUNTABILITY	✓ Doing a check count of the ballot papers given to you and ensuring it is accurately recorded	✗ Not doing a check count of ballot papers
	✓ Completing the ‘certified list cover sheet’ correctly	✗ Not filling out the certified list cover sheet properly
	✓ Completing all ballot paper worksheets in the Returns correctly	✗ Not maintaining and filling out the ballot paper worksheets correctly
	✓ Ensuring all tracking documentation, labels and other election records are completed correctly and retained as an official record	✗ Disposing of material without authorisation, or including material for disposal that should be retained
	✓ Addressing and escalating issues relating to ballot papers and other election material to a supervisor immediately	✗ Ignoring possible issues with ballot papers or other secure election material, or assuming that the issue is someone else’s problem.
✓ Addressing and escalating issues relating to ballot papers and other election material to a supervisor immediately	✗ Identification is not shown when collecting ballot material prior to polling day, or a third party is sent to collect the material.	