

[Redaction Reason No. 1]



4. Premises

[Redaction Reason No. 1]



4.2 Security


- 4.2.1 A high level of security must be provided at the CSS. Issues such as security for ballot papers, computers and equipment, as well as access to the building (includes after hours access) need to be considered. The physical security of the Batch Control PCs and the backup data is critical. Backups are to be made in accordance with instructions (twice daily). One copy of the data must be held off-site. It is

strongly recommended a security company be employed to secure premises overnight when the premises are unstaffed.

- 4.2.2 If a security company is to be employed, you will need to engage one in accordance with AEC procurement guidelines.

5. Equipment & Materials

[Redaction Reason No. 1]



5.2 Computer Equipment – Allocation & Installation

- 5.2.1 The PCs/laptops to be used for the CSS will be confirmed by NO and are outlined in the IT Senate Scrutiny Statement of Work prepared by IT branch. Up to two batch control PCs and adequate numbers of data entry laptops will be provided. The process to load the EasyCount (Senate) program onto the data entry machines will be advised by IT once the arrangements to source relevant equipment has been finalised.
- 5.2.2 EasyCount(Senate) will be loaded onto batch control PCs by NO prior to their dispatch to each state.
- 5.2.3 After the computer equipment has been delivered from NO, the installation procedures should be followed in accordance with the directions in the EasyCount (Senate) - User Guide. These include:
- Acknowledge delivery of laptops and other equipment
 - Arrange installation
 - Load EasyCount onto data entry laptops, label and name each laptop and test
 - Set up Batch Control PCs, printer and backup unit and test
 - Create User IDs on batch control PC and install on data entry laptops
 - Assign at least 2 USB sticks for each data entry laptop. The name of the laptop and USB number must be recorded on the USB stick, and
- 5.2.4 Guidance on the use of laptops for data entry is set out in attachment F.

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REDACTION REASONS

Redaction reason 1

Irrelevant material has been redacted in accordance with subparagraph 22(1)(a)(ii) of the FOI Act.