



**AUSTRALIAN ELECTORAL COMMISSION**

*Aboriginal and Torres Strait Islander Act 2005*  
Section 143G  
*Torres Strait Regional Authority Election Rules 1996*  
Rule 134A

**APPROVED FORMS FOR THE PURPOSES OF THE TORRES STRAIT  
REGIONAL AUTHORITY ELECTIONS**

I, TOM ROGERS, Electoral Commissioner, referred to in section 18 of the *Commonwealth Electoral Act 1918* exercising of the power under Rule 134A of the *Torres Strait Regional Authority Election Rules 1996* (TSRA Election Rules), do hereby:

(a) **APPROVE** the forms that appear in the Schedule to this instrument to be approved forms for the purposes of:

- I. Rule 22(1) Undertaking by Scrutineers form (TSRA 023);
- II. Rule 22(1) Undertaking by Officers and Employees form (TSRA 021);
- III. Rule 77 (2)(a) Liaison officer objection form (TSRA 006);

of the TSRA Election Rules for the 2016 Torres Strait Regional Authority election.

(b) **DECLARE** that this instrument takes effect upon execution.

Tom Rogers  
Electoral Commissioner

11 July 2016



## Torres Strait Regional Authority Election

## Undertaking by Scrutineers

To the Returning Officer/Presiding Officer

## Section A – Appointment by Candidate

I hereby appoint the person named in Section B below as a scrutineer to represent me at the scrutiny at:

Polling Place/Counting Centre

Name of Candidate *(as it appears on the ballot paper)*


Signature of Candidate

Date

/
/

## Section B – Scrutineer's Details

Surname or family name

Given name(s)

Address

State

Postcode

## Section C – Undertaking by Scrutineer

I undertake for the purposes of rule 22 of the Torres Strait Regional Authority Election Rules 1996:

- (i) Not to, either directly or indirectly, divulge or communicate any information with respect to the vote of an elector acquired by me in the performance of my duties or functions, in a manner that is likely to enable the identification of an elector; and
- (ii) Not to attempt to influence the vote of another person; and
- (iii) Not to communicate with any person 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.

I have read and understood the above undertakings.

Scrutineer name

Signature

Date

/
/

## Section D – Office use only

Date

/
/

Time received (24 hour)

:



## Torres Strait Regional Authority Election

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

I,    
(Surname or family name) (Given names)  
of   
(AEC workplace address)

Undertake, for the purposes of rule 22 of the Torres Strait Regional Authority Election Rules 1996:

- i. Not to, either directly or indirectly, divulge or communicate any information with respect to the vote of an elector acquired by me in the performance of my duties or functions, in a manner that is likely to enable the identification of an elector; and
- ii. Not to attempt to influence the vote of another person; and
- iii. Not to communicate with any person 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 and/or the Aboriginal and Torres Strait Islander Act 2005 whichever is relevant and the relevant offence provisions under those rules; and
- v. To carry out my duties and functions in accordance with the requirements of the Torres Strait Regional Authority Election Rules 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 rule 22 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
ACCOUNTABILITY	✓ Ensuring all tracking / chain of custody documentation is completed fully and accurately	✗ Not signing a tracking form when handing over or receiving ballot papers
	✓ 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.



Torres Strait Regional Authority Election

Record of Liaison Officer's objection and  
voter's request for review

Voter card number	Ward	Polling Place
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 1: Objection to voter's eligibility

I believe that the voter whose details appear below is not a Torres Strait Islander or an Aboriginal person.

Liaison Officer name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Voter's details

Family name	Given name(s)	
<input type="text"/>	<input type="text"/>	
Address	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 2: Voter's appeal and request for review by Regional Panel

I appeal against the Liaison Officer's Objection and indicate, by my signature below, that I seek a review of the Liaison Officer's Objection by the Regional Panel. I understand that I may, within 7 days, provide further information to the Regional Panel to support my claim to be a Torres Strait Islander or an Aboriginal person.

Voter's name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Record of Liaison Officer's Objection and Voter's Request for Review Form (TSRA 006),  
pg 2



Section 3: Regional Panel review activities

Date	Details of activities and investigations
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
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<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>

Section 4: Regional Panel Determination

I have determined that, on the balance of probability, this person:

☐ is a Torres Strait Islander or an Aboriginal person

☐ is not a Torres Strait Islander or an Aboriginal person

Representative of the Regional Panel name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

NOTE: Copies of all correspondence received and sent must be attached to this report

Australian Electoral Commission TSRA006 2008 06 05 01/07