

# Senate Scanning Solution

## Statement of Requirements

Version 1.2 23<sup>rd</sup> January, 2018

# Document Control

## Version Control

Version	Date	Author	Distribution	Change Description
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[illegible]

# 1 Glossary

Term	Definition
Acceptance	Formal acceptance of solution.
AEC Staff	An employee or contractor of the AEC that is authorised to make decisions and oversee processes within the Scanning Centre.
AEO	The Australian Electoral Officer (AEO) is responsible for the Senate election in each state or territory. Adjudications on scrutineer challenges made by the AEO cannot be challenged unless the validity of the election is disputed, in which case, the Court of Disputed Returns may consider any Ballot Papers which were reserved for the decision of the AEO.
ASD	Australian Signals Directorate (ASD, formerly DSD) is an intelligence agency in the Australian Government Department of Defence, with its headquarters in Canberra.
Batch	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
Ballot Paper	The paper issued to a voter which can be used by a voter to cast their vote in a Senate or House of Representatives election. Unless otherwise specified in this document, Ballot Paper refers to Senate Ballot Paper. Ballot Papers shall be in accordance with Forms E and F in Schedule 1 to the Electoral Act.
Ballot Paper Secure Storage Zone	A segregated location within a facility that has been specifically designed for the storage of Ballot Papers, with associated controls including limited access.
Ballot Paper Secure Work Zone	A segregated location within a facility that has been specifically designed for the handling of Ballot Papers, with associated controls including limited access.
Ballot Paper Transport Container	A bespoke container used by the AEC to transport and store Ballot Papers. They can be sealed for security and carry information regarding contents.
Build Phase	[REDACTED] [REDACTED] [REDACTED]

Critical Service Period	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
Division	A Division (or electorate) has approximately 100,000 electors in it who will elect a single member to represent them in the House of Representatives.
[REDACTED]	[REDACTED]
Electoral Act	<i>Commonwealth Electoral Act 1918 (Cth).</i>
Electoral Event	A period nominated by the AEC around a federal election, Senate only election, double dissolution federal election, by-election, or federal referendum or plebiscite. (The period will span from several weeks before to several weeks after Polling Day).
Election Management System (ELMS)	ELMS is the computer system the AEC uses to plan and manage an Electoral Event.
Equipment	The electronic equipment and infrastructure making up the Senate Scanning Solution.
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
House of Representatives (HoR)	The Australian House of Representatives is one of the two Houses of the Parliament of Australia. It is referred to as the lower house and currently has 150 members, one elected for each Division.
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
ISM	Australian Government Information Security Manual. The ISM is the standard which governs the security of

	government ICT systems. It complements the Protective Security Policy Framework.
Jurisdiction	A state or territory that a Senate election is being run for.
Microsoft Productivity Suite	The Microsoft productivity Suite includes Word, Excel, PowerPoint, Outlook, Lync and SharePoint.
OPC	An Out-posted Centre (OPC) is the centre that all polling places in a division send the Ballot Papers to after they are finished with their count. One OPC may receive the Ballot Papers from multiple Divisions but all Ballot Papers for a division will go to a single OPC.
Polling Day	The Saturday in which Australian electors vote in a federal election.
Polling Place	A place that an elector can cast their vote on or before Polling Day as appointed under section 80 of the Electoral Act.
Project Schedule	The defined schedule the project must follow.
Project Services	Work associated with projects, including project management, coordination, resource management, and implementation.
PSPF	The Protective Security Policy Framework, which provides the appropriate controls for the Australian Government to protect its people, information and assets.



\_\_\_\_\_

Software	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
Senate Scanning Solution (Solution)	An accurate, secure, high performance, highly available and cost efficient scanning solution to facilitate the count of Senate Ballot Papers for an Electoral Event in compliance with the Electoral Act.
Senator	A person that is elected to represent a state or territory in the Senate.
Service Provider	The entity responsible for the provision of the Services, [REDACTED]
Service Request	A general request for information or work relating to the Services that is not undertaken as a Project, Change, or Incident.
Services	The Services, as described in this Statement of Work, [REDACTED] [REDACTED]
Statement of Work	This document. It describes the requirements [REDACTED] must provide under the contract or work order.
Support Services	Operation and implementation of the solution. This will include providing all Personnel, hardware, software, facilities etc. required to implement the Senate Scanning Solution for an Electoral Event.
[REDACTED]	[REDACTED] [REDACTED] [REDACTED]
[REDACTED]	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
[REDACTED] [REDACTED]	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
Unclassified	In the context of the Senate Scanning Solution is all

Information	information that is processed, stored or transmitted by the Senate Counting Software that has not been assigned an Australian Government security classification.
Vote Collection Point (VCP)	A polling place or declaration count that receives Ballot Papers. These Ballot Papers will be grouped into one or more Batches.

## 2 Overview of Work

### 2.1 Purpose and key outcomes

- a. The AEC is engaging [REDACTED] to deliver an accurate, secure, high performance, highly available and cost efficient Senate Scanning Solution to digitally capture the hand written preferences from [REDACTED]. This must facilitate the count of Senate Ballot Papers for an Electoral Event in compliance with the Electoral Act.
- b. The success of the Senate Scanning Solution is critically important to the Australian democratic process, the Australian public and the AEC.
- c. [REDACTED] and the AEC will work collaboratively to deliver the best possible quality outcomes for the AEC in the timeframes available. For the avoidance of doubt, notwithstanding any input from the AEC, full responsibility for designing and delivering a solution that is fit for purpose and fully compliant with the Electoral Act resides with [REDACTED].
- d. [REDACTED] must handle Ballot Papers in accordance with the AEC Ballot Paper Handling Principles which state:
  - i. The AEC upholds the sanctity of the Ballot Paper in all its forms and at all times. This is given effect through two principles:
    - a. all Ballot Papers remain “live” from printing through to statutorily authorised destruction; and
    - b. the security, integrity and accountability of Ballot Papers must be preserved at all times – including transit and storage by the AEC, contractors and other third parties.
  - ii. These two maxims of Ballot Paper handling must never be breached and must underpin AEC operations, culture and standards.
  - iii. [REDACTED]  
[REDACTED]



## 2.2 Project Schedule

- a. Timeliness in provision of the Solution and the Services is critical for this engagement.
- b. [REDACTED] and the AEC must comply with the following Project Schedule to ensure that the Solution is delivered in readiness for the conduct of an Electoral Event.

- [REDACTED]  
[REDACTED]
- [REDACTED] [REDACTED]  
[REDACTED]

Date	Milestone
[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED] [REDACTED] [REDACTED]
[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
[REDACTED]	[REDACTED] [REDACTED] [REDACTED]
[REDACTED]	[REDACTED] [REDACTED]
[REDACTED] [REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED] [REDACTED] [REDACTED]
[REDACTED]	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]



## 2.3 Summary of requirements

- a. [REDACTED] must design, develop, test, build and support an accurate, secure, high performance, highly available and cost efficient Senate Scanning Solution for the AEC to facilitate the count of Senate Ballot Papers for an Electoral Event in compliance with the Electoral Act. The Senate Scanning Solution must be able to scan, process and export the data from at least 15 million Ballot Papers within 27 days from Polling Day. This includes a process that gives the AEC stakeholders confidence that all preferences have been captured accurately.
- b. All systems must be fully auditable (secure logs and complete data).
- c. [REDACTED] must ensure that the Senate Scanning Solution remains fully compliant with the Electoral Act during the engagement period, and [REDACTED] must implement any amendments to the Electoral Act as specified by the AEC. Should this occur, changes, timing and cost will be agreed with the AEC.
- d. [REDACTED]  
[REDACTED] [REDACTED]
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  - [REDACTED]  
[REDACTED]
  - [REDACTED];

■ [REDACTED]

■ [REDACTED]

Each of which are described in further detail in this Statement of Work.

e. The Senate Scanning Solution must be designed and developed having regard to:

- i. the functional and non-functional requirements as outlined in this Statement of Work; and
- ii. any additional requirements discovered or notified during the Design Phase of the engagement.

f. [REDACTED] must deliver to the AEC a viable Senate Scanning Solution in readiness for conduct of the next Electoral Event by the time agreed in the agreed project schedule.

g. [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

h. [REDACTED]  
[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

i. [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

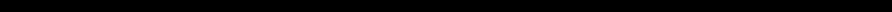


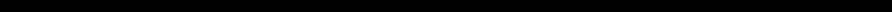



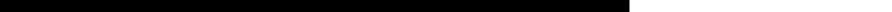



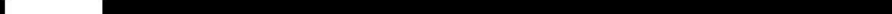
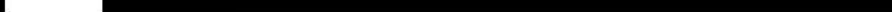

























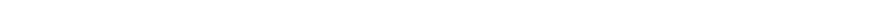
j. [REDACTED]  
[REDACTED]  
[REDACTED]

a. The table below shows the division of key responsibilities [REDACTED]

Category	Value
Category 1	Value 1
Category 2	Value 2
Category 3	Value 3
Category 4	Value 4
Category 5	Value 5
Category 6	Value 6
Category 7	Value 7
Category 8	Value 8
Category 9	Value 9
Category 10	Value 10
Category 11	Value 11
Category 12	Value 12
Category 13	Value 13
Category 14	Value 14
Category 15	Value 15
Category 16	Value 16
Category 17	Value 17
Category 18	Value 18
Category 19	Value 19
Category 20	Value 20
Category 21	Value 21
Category 22	Value 22
Category 23	Value 23
Category 24	Value 24
Category 25	Value 25
Category 26	Value 26
Category 27	Value 27
Category 28	Value 28
Category 29	Value 29
Category 30	Value 30
Category 31	Value 31
Category 32	Value 32
Category 33	Value 33
Category 34	Value 34
Category 35	Value 35
Category 36	Value 36
Category 37	Value 37
Category 38	Value 38
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Category 40	Value 40
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Category 89	Value 89
Category 90	Value 90
Category 91	Value 91
Category 92	Value 92
Category 93	Value 93
Category 94	Value 94
Category 95	Value 95
Category 96	Value 96
Category 97	Value 97
Category 98	Value 98
Category 99	Value 99
Category 100	Value 100

### Division of key responsibilities

a. Each role must be given no additional access or authority other than that which is required to complete their role.

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- ii. [REDACTED]  
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- iii. [REDACTED]  
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- v. [REDACTED]  
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### 3 Collaboration platform

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## 5 Solution design Services

- [REDACTED]
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[REDACTED]
- [REDACTED]
- [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]



- g. [REDACTED]

## 5.5 Policies and laws

- b. Both parties acknowledge that the AEC will verify that the solution meets the legal requirements of the Electoral Act [REDACTED]

## 5.6 Release Management

- [REDACTED]
  - [REDACTED]
  - [REDACTED]  
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[REDACTED]  
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[REDACTED]





[REDACTED]

## 7 Scanning Centres

- [REDACTED]
- [REDACTED] must supply one Scanning Centre in each state and territory at the [REDACTED]
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
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- [REDACTED]
- [REDACTED]
- [REDACTED]

## 8 Testing Services

- a. [REDACTED] must facilitate solution assurance activities for the Senate Scanning Solution, including:

-

## 8.3 System testing

- [illegible]

## 8.4 System integration testing

- **1. 2019年12月31日**  
 ■ **2020年12月31日**

## 8.5 User Acceptance testing

- 
- | Age Group | Should Take Action | Should Not Take Action |
|-----------|--------------------|------------------------|
| 18-29     | 85%                | 15%                    |
| 30-49     | 85%                | 15%                    |
| 50-69     | 85%                | 15%                    |
| 70+       | 85%                | 15%                    |

- [REDACTED]

## 8.6 Capacity testing

- [REDACTED]

- [REDACTED]

## 8.7 Security and penetration testing

- [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

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## 8.8 Production Verification Testing (PVT)

- [REDACTED]  
[REDACTED]  
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## 8.9 Intellectual Property Rights

- [REDACTED]
  - [REDACTED]  
[REDACTED]  
[REDACTED]
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[REDACTED]
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[REDACTED]  
[REDACTED]

## 8.10 Hosting platform to facilitate testing activities

- [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]



[REDACTED]

## 9 Security

### 9.1 Australian Government security policy

- a. The Senate Scanning Solution must protect all AEC data when it is at rest and when it is in transit in accordance with the requirements agreed with the AEC, informed by the Australian Government security policy, as defined in the Protective Security Policy Framework (PSPF) and the Information Security Manual (ISM). [REDACTED]

[REDACTED]

- [REDACTED]
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## 9.2 User authentication

- a. The Senate Scanning Solution must prevent unauthenticated and unauthorised entities from accessing Senate Scanning Solution functions and data.

- [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

- [REDACTED]  
[REDACTED]

### 9.3 User authorisation

- [REDACTED]  
[REDACTED]
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[REDACTED]
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[REDACTED]
- [REDACTED]  
[REDACTED]
- f. Personnel and AEC Staff are not to share their log in credentials or access with any other person■

### 9.4 Internet security

- a. The Senate Scanning Solution must be secured against internet-borne threats to AEC data and system confidentiality, integrity and availability.
- [REDACTED]  
[REDACTED]  
[REDACTED]
  - [REDACTED]  
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## 9.5 Security logging and audit

- a. The Senate Scanning Solution must log all security events, as defined in the Information Security Manual.

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9.6 Personnel security

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  - [REDACTED]
  - [REDACTED]
- [REDACTED]  
[REDACTED]

Role	Clearance level	Status
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
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[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

- c. All employees, contractors, Personnel and labour hire staff working with [REDACTED] must have a satisfactory criminal history clearance check prior to commencing work [REDACTED]
- d. All permanent [REDACTED]  
[REDACTED] courses:
  - i. Information Security Policy;
  - ii. Acceptable Use Policy;

- iii. Privacy Policy;
- iv. Anti-Fraud Policy;
- v. Social Media Policy;
- vi. Work Health Safety Policy;
- vii. [REDACTED] Policies & Procedures; and
- viii. [REDACTED] Code of Conduct.

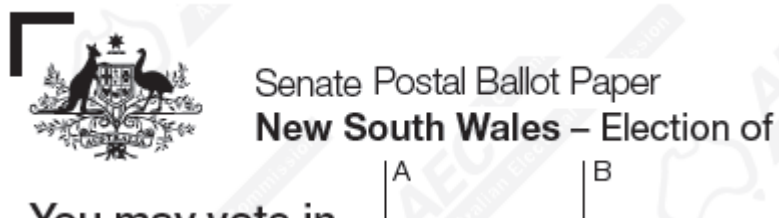
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

## 10 Ballot Papers

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[REDACTED]  
[REDACTED]



- c. Some Ballot Papers may be printed on multiple pieces of paper and taped together or hand written.

## 11 Ballot Paper handling

### 11.1 Election material details

- [REDACTED] must use the following election material details in relation to Ballot Paper handling:
  - i. All Ballot Papers received at an individual polling place, or processed during a declaration vote count at an out-posted centre will be grouped

- together. This grouping of Ballot Papers will be referred to as a Vote Collection Point;
- ii. A Vote Collection Point may contain as few as a handful or as many as thirty thousand Ballot Papers;
  - iii. The Ballot Papers within a Vote Collection Point will be Batched (the method of physically Batching is yet to be finalised, however possible alternatives may include bulldog clips or plastic document clips) into subgroups of 50 to facilitate efficient handling, counting and scanning. This subgrouping of Ballot Papers will be referred to as a Batch. Each Batch will have a unique batch cover sheet that will contain identification data for that Batch;
  - iv. A Vote Collection Point will be transported and stored in one or more Ballot Paper Transport Containers (BPTC) which will be constructed of corflute or cardboard;
  - v. A BPTC will only contain Ballot Papers/Batches from a single Vote Collection Point;
  - vi. A BPTC will hold up to 10 Batches (i.e. approximately 500 Ballot Papers) and will weigh up to approximately 12kg when fully loaded;
  - vii. All BPTC within a Vote Collection Point will be dispatched together;
  - viii. AEC Staff will conduct an initial sort of the Ballot Papers prior to transport, which will ensure:
    - a. each Ballot Paper is unfolded;
    - b. each Ballot Paper is flattened as much as possible;
    - c. each Ballot Paper has the correct side facing up;
    - d. each Ballot Paper is oriented so the text is left-aligned;

As such the AEC does not expect [REDACTED] to undertake specialised document sorting activities prior to scanning;
  - ix. Ballot Papers do not contain staples;
  - x. Ripped or torn Ballot Papers will be repaired by AEC Staff prior to transport using transparent sticky tape. Excess tape will be trimmed where possible to reduce the risk of jamming within the scanning equipment;
  - xi. where possible, torn/repaired Ballot Papers and manually printed Ballot Papers (i.e. Ballot Papers printed on A4 and manually joined) will be Batched together so special arrangements for scanning can be undertaken if required;



- xii. The outside of every BPTC will be labelled with identification metadata and a scannable identifier (e.g. a bar code);
- xiii. Inside every BPTC will be a manifest that lists the same information as is on the outside of the BPTC; and
- xiv. Every Batch within a BPTC will have a coversheet with identification metadata and a scannable identifier (e.g. a bar code).

## 11.2 Ballot Paper handling principles

- a. [REDACTED] agrees and acknowledges to handle Ballot Papers in accordance with the AEC Ballot Paper Handling Principles, as described in Section 2.1 (d).
- b. [REDACTED] must ensure that the proposed business process minimises the movement and handling of physical Ballot Papers.
- c. [REDACTED] must ensure that only authorised personnel have access to Ballot Papers and their assigned BPTC
- d. [REDACTED] must ensure that Ballot Papers are always stored in their assigned, sealed, BPTC within a designated Ballot Paper Secure Storage Zone when not being processed.
- e. [REDACTED] must ensure that a BPTC is only unsealed/opened within a designated Ballot Paper Secure Work Zone.
- f. [REDACTED] must ensure that all BPTCs are never unsealed/opened when only a single member of staff is present, when the AEC is not onsite or outside of authorised work hours.
- g. [REDACTED] must ensure that all the Ballot Papers within a Ballot Paper Transport Container are scanned as a single unit of work (except in the case of a rescan of a batch).
- h. [REDACTED] must ensure that during processing only one BPTC is unsealed/opened within the Ballot Paper Secure Work Zone around an individual scanner at any one point in time.
- i. [REDACTED] must ensure that the Ballot Papers from one Vote Collection Point, BPTC or Batch are not mixed with another at any time or under any circumstances.
- j. During processing [REDACTED] must reconcile the number of Ballot Papers in each Batch, BPTC and Vote Collection Point and report the outcomes and variations to the AEC.
- k. [REDACTED] must ensure that their Personnel do not mark or modify a Ballot Paper.
- l. [REDACTED] must ensure that no Ballot Papers are damaged or destroyed under any circumstance by any Personnel or associated person/entity.

### 11.3 Ballot Paper Secure Zones

- a. Ballot Paper Secure Zones are AEC defined segregated locations within a facility that have been specifically designed for the handling and/or storage of Ballot Papers, and may be either a Ballot Paper Secure Work Zone or a Ballot Paper Secure Storage Zone. It must have sufficient security measures in place, as approved by the AEC, to ensure no Ballot Papers will be tampered with, destroyed or removed.
- b. Ballot Papers must only be outside a Ballot Paper Secure Storage Zone or Ballot Paper Secure Work Zone in a sealed BPTC. [REDACTED] must ensure that any time Ballot Papers are not in a Ballot Paper Secure Zone, there are sufficient security measures in place, as approved by the AEC, to ensure no Ballot Papers will be tampered with, destroyed or removed.
- c. The workflow of Ballot papers from receipt to processing to temporary storage to long term storage must ensure that BPTCs are always under secure conditions either via CCTV or security guard/s

### 11.4 Ballot Paper Secure Storage Zones

- a. [REDACTED] must ensure that Ballot Papers are always stored in their BPTC within a designated Ballot Paper Secure Storage Zone under the following conditions:
  - i. storage of Ballot Papers not in use; and
  - ii. overnight storage of Ballot Papers (this may be achieved by turning a Ballot Paper Secure Work Zone into a Ballot Paper Secure Storage Zone overnight, there will no requirement to change the signs as long as all other characteristics of the Ballot Paper Secure Storage Zone are met).
- b. [REDACTED] must ensure that the Ballot Paper Secure Storage Zone is physically separated from zones that store non-AEC materials.
- c. [REDACTED] must establish Ballot Paper Secure Storage Zones that must have an agreed combination of the following security controls:
  - i. lockable internal room within lockable premises to hold the Ballot Paper Transport Containers. If that is not available, containers that are sturdy, fully enclosed and fitted with a high security lock may be used. Examples include B and C class cabinets, site safes and shipping containers;
  - ii. security guards must be used to supplement an inadequate Ballot Paper Secure Storage Zone (as approved by the AEC in writing);
  - iii. a mandated sign must be visible at all points of entry, these will be supplied by AEC;

- iv. 24 hour CCTV monitoring;
  - v. physical security controls that can identify the ingress and egress of an individual using smart card, biometric reader or similar; and
  - vi. back-to-base alarm system coverage when the Ballot Paper Secure Storage Zone is unattended.
- d. [REDACTED] must facilitate the following access and supervision requirements:
- i. [REDACTED] must ensure that only authorised personnel have access to the Ballot Paper Secure Storage Zone;
  - ii. [REDACTED] Personnel and AEC personnel accessing the Ballot Paper Secure Storage Zone must display the appropriate visual identification which indicates they are authorised to access the zone (refer to the Election Personnel Identification in Section 11.11); and
  - iii. the contents of the Ballot Paper Secure Storage Zone must not be visible to unauthorised personnel.

## 11.5 Ballot Paper Secure Work Zones

- a. [REDACTED] must define one or more Ballot Paper Secure Work Zone for the interim placement of Ballot Papers while they are in use and where it is not practicable to undertake the work in a Storage Zone (e.g. the scanning of Ballot Papers).
- b. [REDACTED] must ensure that a Ballot Paper Secure Work Zone is a clearly designated and segregated area using any of the following techniques:
- i. bollards and tape;
  - ii. temporary partitions and/or dividers;
  - iii. floor marking and/or lines;
  - iv. any other suitable technique proposed by [REDACTED] and approved by the AEC.
- c. A mandated sign must be visible in the Ballot Paper Secure Work Zone, [REDACTED]  
[REDACTED]
- d. [REDACTED] must ensure that the Ballot Paper Secure Work Zone is separated from zones processing non-AEC materials.
- e. [REDACTED] must facilitate the following access and supervision requirements:
- i. the Ballot Paper Secure Work Zone must be supervised by an AEC staff member at all times whilst it is in operation;

- ii. [REDACTED] must ensure that only authorised personnel have access to the Ballot Paper Secure Work Zone;
- iii. [REDACTED] must provide visitor access to observe a Ballot Paper Secure Work Zone for stakeholders, including but not limited to:
  - a. scrutineers;
  - b. media; and
  - c. other interested stakeholders as permitted to enter under the authorisation of the AEC.
- iv. [REDACTED] must ensure that all visitors complete the appropriate site entry documentation and/or safety induction and wear appropriate visual identification (refer to Section 11.11 Election Personnel Identification).
- v. [REDACTED] and AEC personnel accessing the Ballot Paper Secure Work Zone must display appropriate visual identification which indicates they are authorised to access the zone (refer to Section 11.11 Election Personnel Identification).
- vi. [REDACTED] must ensure scrutineers can view all work done in a Ballot Paper Secure Work Zone.
- vii. [REDACTED] and the AEC must ensure that authorised visitors do not touch Ballot Papers and/or associated technical equipment such as scanners and/or computer terminals.
- viii. [REDACTED] must ensure that at no time will individuals be left unattended within secure zones without supervision. Supervision will be provided by an authorised [REDACTED] staff member (as defined by the AEC) or an AEC Official..

## 11.6 Receipt of Ballot Papers

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- ## 11.7 Storage of Ballot Papers

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- ## 11.8 Scanning of Ballot Papers

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- [REDACTED]  
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## 11.9 Rescans of Ballot Papers

- a. An automated process must be created to facilitate rescanning, data capture, and re-export of a Batch of Ballot Papers.
- b. [REDACTED] must supply an online tool to monitor the pending, in progress, and outstanding rescan requests for a state or territory that is accessible onsite at the Scanning Centre and offsite and by multiple concurrent users.

## 11.10 Waste management policy

- a. The Electoral Act sets out the strict requirements for the preservation and destruction of electoral documents including Ballot Papers. [REDACTED] must ensure no Ballot Papers are destroyed. All test Ballot Papers must be returned to the AEC and all Ballot Papers from an Electoral Event must be accounted for, packaged and sent to AEC's storage facility.
- c. [REDACTED] a clear policy and set of associated procedures in relation to the disposal of rubbish and recycling in order to avoid the loss or unauthorised destruction of Ballot Papers, electoral documents and other sensitive electoral material such as enrolment forms, certified lists or material containing personal details.
- d. [REDACTED] staff and authorised visitors are trained and/or briefed on the waste management policy and associated procedures before entering a Ballot Paper Secure Zone.
- e. [REDACTED] segregate waste from Ballot Papers, electoral documents and other sensitive material. All waste bins must be checked during each shift by the team leader to ensure compliance. Due to the volume of Ballot Papers to be

handled in the Scanning Centres, the strict protocols on the segregation, placement and processing of waste must be adhered to at all times.

- f. Segregated rubbish bins and/or rubbish bays must be established as far as practicable away from the Ballot Paper Secure Storage Zone.
- g. [REDACTED] that personal items, food or drinks (with the exception of bottled water with a lid) and rubbish bins or rubbish bays are not permitted inside any type of Ballot Paper Secure Zone.



[REDACTED]

- [REDACTED]
- [REDACTED]

## 12 Scrutineers

- [REDACTED]
- i. A scrutineer has certain rights under the Electoral Act. Candidates standing for election may appoint scrutineers to represent them during the conduct of polling and throughout the various stages of counting ballot papers.
- ii. Each candidate is entitled to be represented at the scrutiny at a particular counting centre by a number of scrutineers that is less than or equal to the number of officers who are engaged in a scrutiny or counting of ballot papers at that centre (see Subsection 264(2) of the Electoral Act.).
- iii. A scrutineer may come and go during the scrutiny, in accordance with the undertaking signed by scrutineers.

- iv. A scrutineer must NOT handle Ballot Papers at any time.
- v. A scrutineer must not unreasonably delay or interfere with the counting of votes.

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

## 13 Data capture and workflow software.

### 13.1 Accuracy

- a. The accuracy of the data capture provided by the Senate Scanning Solution is critically important to the Australian democratic process, the Australian public and the AEC.
- b. [REDACTED] must develop and implement a data capture strategy in line with AEC requirements that has the following objectives:
  - i. the preferences captured from a Ballot Paper exactly matches the preferences recorded by the voter for every Ballot Paper processed within an Electoral Event;
  - ii. all Ballot Papers are electronically checked for authenticity and formality;
  - iii. every Ballot Paper deemed to be informal or non-standard must have its image visually checked as part of the data capture process;

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## 13.4 Data capture requirements

### 13.4.1 Legislative compliance

- a. The information in this section has been incorporated to provide additional clarity on the different aspects of Ballot Paper formality checking. However to be accepted the Senate Scanning Solution must comply with all relevant sections of the Electoral Act irrespective of the information provided below. The AEC will ensure this as part of the UAT process.

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#### 13.4.8 Above the Line and Below the Line preferences

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- h. Any Ballot Paper that has ATL and BTL preference must be sent to an authorised AEC operator to make the final adjudication on informality.



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Category	Sub-category	Item	Value	Unit	Notes
Category 1	Sub-category 1	Item 1.1	100	kg	Weight
		Item 1.2	200	kg	Weight
		Item 1.3	300	kg	Weight
		Item 1.4	400	kg	Weight
Category 2	Sub-category 2	Item 2.1	500	kg	Weight
		Item 2.2	600	kg	Weight
		Item 2.3	700	kg	Weight
		Item 2.4	800	kg	Weight
Category 3	Sub-category 3	Item 3.1	900	kg	Weight
		Item 3.2	1000	kg	Weight
		Item 3.3	1100	kg	Weight
		Item 3.4	1200	kg	Weight

Category	Sub-category	Item 1	Item 2	Item 3	Item 4	Item 5
Category 1	Sub-category 1	Item 1.1	Item 1.2	Item 1.3	Item 1.4	Item 1.5
Category 2	Sub-category 2	Item 2.1	Item 2.2	Item 2.3	Item 2.4	Item 2.5
Category 3	Sub-category 3	Item 3.1	Item 3.2	Item 3.3	Item 3.4	Item 3.5
Category 4	Sub-category 4	Item 4.1	Item 4.2	Item 4.3	Item 4.4	Item 4.5
Category 5	Sub-category 5	Item 5.1	Item 5.2	Item 5.3	Item 5.4	Item 5.5
Category 6	Sub-category 6	Item 6.1	Item 6.2	Item 6.3	Item 6.4	Item 6.5

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Australian Electoral Commission

[REDACTED]

### 13.11 Reports and data imports and exports

a. The Senate Scanning Solution must facilitate the delivery of a number of reports, however please note:

i. the number of reports is expected to change during the term of the engagement as the operational needs of the AEC become apparent during the analysis and build development phase;

[REDACTED]

[REDACTED]

[REDACTED]

#### Report

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[REDACTED]

[REDACTED]

[REDACTED]

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Category	Group	Percentage
U.S. should take action	All respondents	63%
	U.S.-born respondents	68%
	Foreign-born respondents	57%
U.S. should not take action	All respondents	36%
	U.S.-born respondents	32%
	Foreign-born respondents	43%


- d. The training must cover the AEC's Ballot Paper Handling Policy, site specific facilities and details of each specific role.

- [REDACTED]

## 14.2 Electronic training

- [REDACTED]

- [REDACTED]

- [REDACTED]

## 14.3 Training platform

- [REDACTED]

## 14.4 Training

- a. [REDACTED] completed training before starting work on production data/Ballot Papers.

- [REDACTED]

# 15 Documentation and Deliverables

- [REDACTED]

- b. The Senate Scanning Solution includes of all Deliverables in the following table that are required to be delivered to the AEC on the date in the agreed project schedule [REDACTED]

No.	Deliverable	Delivery date	Form of Deliverable
■	[REDACTED]	[REDACTED]	[REDACTED]
■	[REDACTED]	[REDACTED]	[REDACTED]
■	[REDACTED]	[REDACTED]	[REDACTED]

No.	Deliverable	Delivery date	Form of Deliverable
[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]	[REDACTED] [REDACTED] [REDACTED]
[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
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## 16 Post-event Services

## 17 Service delivery and management

a. The AEC expects its relationship [REDACTED] to be positive, action oriented and focused on meeting critical timeframes [REDACTED]. There must be a clear emphasis on agreed actions being followed through to completion.

## 17.2 FX DMS team

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## 17.3 Contract management meetings

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- [REDACTED]  
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## 17.4 Executive review meetings

- [REDACTED]  
[REDACTED]

## 17.5 Administrative responsibilities

- [REDACTED]  
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## 17.6 Service Level Specification

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## 18 Electoral Event Support

### 18.1 Electoral Event Support

- a. The AEC maintains election readiness at all times, and requires a Senate Scanning Solution that is capable of supporting an Electoral Event at short notice [REDACTED] Once the AEC defines an election ready date [REDACTED] must be ready to run an election [REDACTED] as of this date and maintain that readiness until an election is called.

### 18.2 Federal Election Support

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## 18.4 Electoral Event Planning and Support

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## 19 Appendix A: Deliverables

The specific content of the following deliverables will be agreed between the Parties.

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## 19.20 Procedures Manual

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## 20 Appendix B: Australian Government Enterprise Architecture Principles



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## General

1. Anything that is not specifically included in the Statement of Requirements is considered an exclusion.

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Category	Believe current administration is responsible	Do not believe current administration is responsible
U.S. President	85%	15%
U.S. Secretary of State	85%	15%

A horizontal bar chart with 10 rows of data. Each row is represented by a black square marker on the left, followed by four horizontal bars of varying lengths. The bars are all black, and their lengths vary significantly between rows and within each row. The first row has the longest bars, while the last row has the shortest.

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