



Australian Government
Department of Finance

Contact: FOI Team
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Mr James Smith
Right to Know

via email: foi+request-3095-a6504225@righttoknow.org.au

Dear Mr Smith

Request for Information

Thank you for your email to the Department of Finance (Finance) requesting access to the following:

I request the document(s) which describe the data provided to the external organisation(s) responsible for conducting the ballot(s) for all Enterprise Agreements put to staff for a vote.

The scope of this request is limited only to those ballots undertaken for enterprise agreements which were proposed to take effect after 30 June 2014.

The document shall describe the data given to the ballot agent. For example, employee name, employee identification number, employee email address, etc. I exclude the data for specific employees here; I am only after the 'meta-data'.

On 8 March 2017 Finance advised that a response to your request would be provided to you administratively, outside the provisions of the *Freedom of Information Act 1982*.

The Assistant Secretary of People Branch and the Workplace Relations Team, in consultation with interested parties, was responsible for the coordination of Finance's Enterprise Agreement 2015-2018 vote. ORIMA Research Pty Ltd (ORIMA) was the independent body responsible for conducting the vote between 24 November 2015 and 27 November 2015.

ORIMA was engaged by Finance for the sole purpose of conducting the voting ballot for the Finance Enterprise Agreement 2015-2018. In the lead-up to the voting period, Finance held information sessions with its staff, during which staff were made aware that ORIMA would conduct the ballot and see completed ballots, with only aggregate results provided to Finance.

Finance confirms that the following information about employees was provided to ORIMA for the purpose of conducting the ballot:

- name;
- email address – this was provided to enable ORIMA to send voting instructions (including an employee's unique voting PIN for online voting) to each employee. If an employee was intending to take leave over the voting period, they could provide a personal email address where they could be sent voting details;
- employee (AGS) number – for security reasons, this information was provided to ORIMA for the sole purpose of verifying the identity of employees when they cast their vote; and
- home or postal address – this was provided to give employees on leave an equal opportunity to cast a vote.

The voting instructions email sent to Finance employees by ORIMA also included a privacy notice confirming that only ORIMA would see completed ballots, and that AGS numbers would only be used for security purposes and would be automatically removed from the voting data base once the employee cast their vote (either online or by telephone).

Further Assistance

Please contact the FOI Team, on the above contact details, if you wish to discuss further.

Yours sincerely



FOI Coordinator (A/g)
Legal Services Branch
21 March 2017