

Timeframes & Required Material

We are able to be fully flexible in meeting the Department's requirements, and understand that Enterprise Agreement timetables are often dependent on external factors (e.g. Ministerial approval of the proposed Agreement).

We recommend having an inception meeting to clarify the requirements and agreed process. Following this, the online ballot forms and associated documents (e.g. email and postal invitations) will be prepared and provided to the Department for testing and consideration. Finalisation of the website and documentation can occur as the final timeframe and ballot details solidify, even as late as the commencement of the seven day consideration period.

To develop the electoral roll of eligible voters, and prepare the email and postal mail-out lists, we would require a staff list with names, email addresses and (where required) postal address in spreadsheet format within one week of the commencement of the ballot (the seven day consideration period is a suitable trigger for this).

We will be happy to work with the Department to ensure that the staff list is as up-to-date and inclusive as possible, for example through the inclusion of additional names at any stage during the voting period or the resending of invitation details to alternative email addresses. Names can also be removed from the electoral roll if required, such that their passwords will no longer be valid or included in the voting tally. For security of the ballot process, all such requests will need to come through the Department's EA team.