

## **James Cook University Enterprise Agreement 2013**

### **Staff Information Sheet - How to vote on the James Cook University Enterprise Agreement 2013**

#### **Who can vote?**

All JCU staff (excluding the JCU Halls of Residence Catering Staff) are covered by the James Cook University Enterprise Agreement 2013 are eligible to cast a vote.

This includes:

- Academic staff A-E;
- All staff levels up to and including HEW - 10B; and
- Senior Staff.

JCU will provide a list of eligible staff members to the ballot agent.

#### **Who will conduct the ballot?**

JCU has engaged Elections Australia to co-ordinate and oversee the voting process. They are a professional provider who will ensure that the voting is anonymous and accurate.

#### **When will the ballot be held?**

The ballot process will open on **Wednesday 16 October 2013 at 9:00am** and will close on **Friday 18 October 2013 at 5:00pm**.

#### **How will the ballot be held?**

The vote will be conducted by electronic ballot.

Prior to the vote opening you will be emailed a link to the electronic ballot along with a discrete ID Number and Password that you will need to log in.

The ballot is anonymous, your personal information is only used to confirm that you are eligible to vote and/or that you have not already voted.

JCU will not be provided with any information as to who or how people voted.

#### **How do I vote?**

Open the internet and using your web browser (not through a search engine such as Google) go to [www.myvote.com.au/jcu](http://www.myvote.com.au/jcu)

You will be required to log into the ballot by entering your log-in details.

Once you have logged in you will be asked the following question:

**Do you approve the proposed the James Cook University Enterprise Agreement 2013-2016?**

**Yes - I approve the Agreement**

**No - I do not approve the Agreement**

To vote, please check the relevant box and click the 'submit ballot' button.

**When will we know the result?**

The result of the ballot process will be announced to all staff as soon as possible after the ballot closes.

**Valid majority required**

A valid majority is required for the Enterprise Agreement to be made. This means the majority (50% + 1) of eligible staff who return a valid ballot must vote to approve the Enterprise Agreement.