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## **A BRIEF OUTLINE OF ONLINE VOTING FOR AGREEMENT BALLOTS**

The most efficient, flexible and economical way of having an Agreement ballot conducted is by online voting. Elections Australia's online voting system is well established and has been operating now for over ten years and is used for over 300 elections and ballots every year.

To see a sample online Agreement ballot go to [www.myvote.com.au/sample](http://www.myvote.com.au/sample) ... for the name field enter the word *voter* and for the number field enter the number *1*. Please note that this is only a demonstration site. Access to our online voting sites should be available from just about anywhere with internet access ... always navigate to the site through your web browser and not through a search engine such as Google.

For your ballot we set up a specially created website that is tailored to your requirements. Generally the website consists of two pages, the first being a log-in page and the second being the voting page. At the log-in page the voter enters his personal details that are matched with the information provided by you in a database ... this information is only used to establish the voter's eligibility and ensure that he cannot multiple vote. When the voter submits his vote at the second page all the data is double encrypted and uploaded to a secure third party server that is password protected. The way a person votes remains secret.

You determine how long you want the ballot to remain open taking into account factors such as shifts, rosters, etc. To satisfy legislative requirements you need to allow at least seven days consideration period prior to the voting starting. Most clients generally find that one week is plenty of time for the ballot period but some clients are happy with as little as one day. Ballots usually run from midnight to midnight and the results are in most cases emailed to you the next morning.

The information that voters log-in to the system with is generally created from information already existing on your databases. Most clients choose to use two or three pieces of data such as surname, staff number, date of birth, etc. (you just need to be satisfied that this information provides a sufficient level of security). This information needs to be provided to us in Excel format with a separate column for each field of data.

In addition to the Excel file we also need the following information :- your company name and ABN or ACN; the exact title of the Agreement ; the dates that you want the ballot to operate ; the names of the log-in fields to be used ; all relevant contact details (name, phone, email, etc). Once we set up the site we email you a link so that you can advise voters how they can access the site. We like to have as much notice as possible prior to the ballot starting however we can usually get your ballot up and running in as little as three days.



Phil Lewis

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