



## Approval of collective agreement

### How and when

Your employer must set out below details of **how and when** they will seek the approval of you and your workmates to the collective agreement.

Your employer must allow you a reasonable opportunity to decide whether you want to approve the collective agreement.

On this date, 23 / 03 / 07 the employer Department of Immigration and Citizenship will:  
DD MM YY EMPLOYER

*If approval is to be by vote, please write how the vote will be conducted in the blue box.*

Hold a vote to approve the collective agreement by:

All eligible employees will be provided with a unique Personal Identification Number and voting instruction by e-mail to their work e-mail address or a letter to their home address if on approved leave and no private e-mail address or a letter to their home address if on approved leave and no private e-mail address has been provided to the CA Team. All eligible employees can lodge their vote by telephone or internet in accordance with the instructions provided.

The company managing the voting process is SecureVote and the Returning Officer is Richard Kidd

All eligible employees will be able to cast a vote from 4:00 pm. Eastern Standard Daylight Saving Time on Friday 23 March 2007 until the ballot closes at 5:00 pm. Eastern Standard Daylight Saving Time, Wednesday 28 March 2007. The services will be available 24 hours per day between those times.

For further information contact the CA Helpdesk on [ca.team@immi.gov.au](mailto:ca.team@immi.gov.au)

If a majority of employees who are to be covered by the collective agreement and who cast a valid vote decide that they want to approve the collective agreement, the agreement will be approved.

OR

*If another approval method is used, please write the description of the method being used in the blue box.*

Use the following method to approve the collective agreement:

If a majority of all employees who are to be covered by the collective agreement decide that they want to approve the agreement, then the agreement will be approved.

**Instructions for employers:** Every employee covered by the agreement must be given a copy of this Information Statement with the 'How and when' completed. You can download a copy of this page (ISE-CAAHW-201206) at [www.oea.gov.au](http://www.oea.gov.au) by selecting 'Finding out about workplace agreements' under the Employers menu, then select the type of agreement this is. The downloaded version can be edited, printed and attached to the Information Statement. Please do not remove this page.