

## Your Opportunity to Vote

### TAFE Commission of NSW Administrative, Support and Related Employees Enterprise Agreement 2015

Please find below instructions on how to participate in the TAFE Commission of NSW Administrative, Support and Related Employees Enterprise Agreement 2015 ballot.

CorpVote Pty Ltd is independently conducting this ballot process to protect your privacy and ensure a fair and equitable ballot result. All votes are anonymous and the method by which you cast your vote is secure.

#### VOTING PERIOD – 6 DAYS

- Voting Opens at 12:01AM AEST Wednesday, 16th September 2015
- Voting Closes at 11:59PM AEST on Monday, 21st September 2015.

#### VOTING INSTRUCTIONS

To lodge your vote you will require your **Voter Access Code** and your **Employee ID Number** (refer to your payslip). **Your Voter Access Code will be sent to you by email or by post (if you have notified that you are on leave) at the time the vote opens.**



#### VOTE BY INTERNET

To lodge your vote by Internet, please follow these steps:

1. Go to: [www.netvote.com.au/548](http://www.netvote.com.au/548)
2. Input your **Voter Access Code** and your **Employee ID Number** where indicated and press the 'Enter' button.
3. Follow the on screen instructions to make your preference and submit your vote.



#### VOTE BY TELEPHONE

To lodge your vote by telephone, please follow these steps:

1. To prepare to lodge your vote by telephone, ensure you have:
  - a. Your **Voter Access Code** and your **Employee ID Number** and a piece of paper and a pen to record your receipt number.
2. Dial **1300 830 747** and follow the audio prompts.

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**Only votes successfully lodged before 11:59PM AEST on Monday, 21st September 2015 will be counted.  
You are only able to vote once and all votes are registered anonymously.**

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#### HELP & SUPPORT INFORMATION

- For support contact: [support@corpvote.com.au](mailto:support@corpvote.com.au) OR call 1300 147 797 to speak to an operator.
- If you wish to check that your vote has been recorded correctly, you can check your vote at <https://verify.netvote.com.au>.
- For information about the agreement contact your Institute Human Resources Unit.

#### RETURNING OFFICER

The Returning Officer for this process is Tim Jones of CorpVote Pty Ltd. To contact the Returning Officer please direct your emails to [tjones@corpvote.com.au](mailto:tjones@corpvote.com.au) or call the support line on 1300 147 797