

PLEASE READ CAREFULLY BEFORE COMPLETING FORM

■ WHAT IS THE MEMBER REQUEST FOR REPRESENTATION FORM?

The *Member Request for Representation* form is to be completed if you need assistance with a workplace issue when your own efforts and those of your QNMU workplace representatives have not been successful.

The form ensures the right person in the QNMU receives all the relevant information at the earliest opportunity and can therefore give you the best advice.

If your request for representation is urgent or if you are unsure what to do, you should call your local QNMU office or QNMU Connect on 3099 3210 or from outside Brisbane 1800 177 273.

■ HOW TO GET MORE INFORMATION OR ACCESS QNMU SERVICES

To obtain more copies of the *Member Request for Representation* form visit your QNMU website at www.qnmU.org.au/rfr, or contact your local QNMU regional office, local QNMU Workplace Representatives, your workplace or regional QNMU Branch Executive members, or QNMU Connect.

If you require additional information about an existing case, contact the official you have been dealing with.

For general information, please call QNMU Connect on 07 3099 3210 or from outside Brisbane on 1800 177 273 during business hours (8.30am to 5pm).

■ DON'T COMPLETE THIS FORM IF YOU'RE AFTER GENERAL INFORMATION

Visit the QNMU website (www.qnmU.org.au) where you can:

- find your wage sheets, leave entitlements, award or agreement conditions (www.qnmU.org.au/wages_conditions)
- update your membership details: workplace, phone, email and residential address details (log in at www.qnmU.org.au and go to 'My Stuff')
- securely pay your QNMU membership fees online. Simply click on "pay online" at the top of the QNMU website. You will need your reference number from your renewal statement when you use this service
- download information or policy sheets (www.qnmU.org.au/infosheets or www.qnmU.org.au/policysheets)
- search the QNMU library for titles online at www.qnmU.org.au/library. Email exchanges to the librarians can be arranged by initially using the library@qnmU.org.au address.

■ TRY YOUR EMPLOYER'S WEBSITE TOO

If your employer has a website, important information such as policy sheets, proper processes to follow, guidelines, or specific protocols may all be available to you as an employee. Unfortunately, QNMU officials can only access publicly available information.

QNMU officials can request additional information when representing your interests, however your employer needs your written authorisation to release information to the QNMU that is private and confidential between you and your employer. This form may be used as this authority.

■ AND ALWAYS REMEMBER ...

QNMU Organisers and other officials are frequently away from the office at workplace visits or meetings, so call the relevant office before you visit. If you are put through to a voicemail message bank, please leave a message with your name and number, and the person you have called will get back to you as quickly as possible.

MEMBER REQUEST FOR REPRESENTATION FORM



If you have joined/rejoined the QNMU within the last three months, please read our **Member Representation** policy, particularly the section on *new members and pre-existing matters*.

After completing and signing this form, please return to the nearest QNMU office:

Email: representations@qnmu.org.au

PERSONAL DETAILS

Name Membership number

Nursing position

Contact details (please tick your preferred contact method)

Phone (H) Phone (W) Phone (M)

Fax Email

Postal address

Postcode

Workplace

Employer Employer contact name and phone number

BRISBANE
GPO Box 1289
Brisbane Q 4001
P: (07) 3840 1444
F: (07) 3844 9387

BUNDABERG
PO Box 2949
Bundaberg Q 4670
P: (07) 4199 6101
F: (07) 4151 6066

CAIRNS
PO Box 846N
Cairns North Q 4870
P: (07) 4031 4466
F: (07) 4051 6222

ROCKHAMPTON
PO Box 49
Rockhampton Q 4700
P: (07) 4922 5390
F: (07) 4922 3406

TOOWOOMBA
PO Box 3598
Village Fair Q 4350
P: (07) 4659 7200
F: (07) 4639 5052

TOWNSVILLE
PO Box 4553
Kirwan Q 4817
P: (07) 4772 5411
F: (07) 4721 1820

www.qnmu.org.au

YOUR WORKPLACE ISSUES

Dismissal Grievance matter Wages matter Coronial matter

Professional indemnity insurance Disciplinary matter OHO and/or AHPRA matter Other

Workplace health & safety/workers' compensation Upcoming meeting with employer on

Please provide a brief summary of your issue

A REPRESENTATIVE FROM THE QNMU OFFICE WILL CALL YOU TO DISCUSS YOUR ISSUE.

PLEASE NOTE ANY DEADLINE FOR YOUR MATTER

PLEASE ATTACH HARD COPIES OF THE FOLLOWING:

- A timeline of events. Please include where possible:
 - dates of any incidents
 - any actions you have taken so far
 - an outline of your outstanding issues.
- Any relevant documentation eg your letter of appointment/contract, correspondence, payslips, rosters, performance documents, workers' compensation documents, AHPRA notifications etc.

NOTE: PLEASE SEND COPIES ONLY—KEEP ORIGINALS FOR YOUR OWN RECORDS

OUTCOME SOUGHT:

What achievable result do you want for this issue?

I request that a representative of the Queensland Nurses and Midwives' Union of Employees represents me in the matter outlined above



Signature

SIGN HERE

Date of request

OFFICE USE ONLY

Date joined:

Financial to:

Date received:

File No:

Document No:

Action Officer:

Referred on: