

MEMBER REQUEST FOR REPRESENTATION FORM

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.



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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.

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

VOUR WORKPLACE ISSUES

Dismissal dd / mm / yy Grievar	nce matter	Wages matter	Coronial matter
Professional indemnity insurance	nary matter	OHO and/or AHPRA ma	atter Other
Workplace health & safety/workers' compense	ation	Upcoming meeting with	employer on dd / mm / y
Please provide a brief summary of your issue			

PLEASE NOTE ANY DEADLINE FOR YOUR MATTER

dd / mm / yy

■ 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

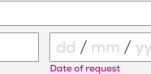
SIGN HERE

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





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

representations@qnmu.org.au

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

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

OFFICE USE ONLY		
Date joined:		
dd / mm / yy		
Financial to:		
Date received:		
File No:		
Document No:		
Action Officer:		
Referred on:		