



16 November 2016

Ms Elizabeth Mohle  
QLD Branch Secretary  
QNU Branch  
Australian Nursing and Midwifery Federation  
qnu@qnu.org.au

Dear Ms Mohle,

### **Reminder of actions required when persons elected to office**

The Australian Electoral Commission has provided the Fair Work Commission (the Commission) a declaration of results for the election of offices/positions for the QNU Branch of the Australian Nursing and Midwifery Federation [E2016/176]. This letter is a reminder of certain obligations imposed on organisations and on persons elected to office.

#### **A notice must be published on the organisation's website**

The organisation or branch must publish on its website a notice that a copy of the report is available from the organisation, branch or the AEC on request. The notice must be kept on the website for a period of at least 3 months (see regulation 141 of the Fair Work (Registered Organisations) Regulations 2009).

#### **Holders of office required to undertake approved training**

Section 154D(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires the rules of organisations (and branches of organisations) to require each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. Please ensure that relevant officers undertake approved training within the required timeframe. A list of approved training providers is attached.

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which should be provided for in your organisation's rules.

#### **Organisation must notify the Commission of changes**

Also, section 233(2) of the RO Act requires that an organisation must notify the Commission **within 35 days of any changes** to the holders of office in the organisation. **If there are no changes a notification is not required.** If the election has resulted in **any changes** to the holders of office, the Australian Nursing and Midwifery Federation-QNU Branch must notify the Commission of these changes. In particular, please advise:

1. Person(s) who have ceased to hold office:
  - the name of the office vacated;
  - the date of the change of office holder; and
  - the name of the person vacating the office.

2. Person(s) who have commenced to hold office:
- the name of the office now held;
  - the date of the change of office holder;
  - the name of the person now holding the office;
  - the postal address of the person (generally the postal address of the organisation); and
  - the occupation of the person now holding the office.

The notification must include a declaration by the Secretary (or other prescribed officer) that the information is a correct statement of the changes made. A template notification of changes, which may assist you, is attached. If any change does not apply until a date in the future, you do not need to notify until then (e.g. AGM, 1 January, 2nd Monday in March). If you have already lodged this information, please disregard this reminder.

Regards

James Hall  
Regulatory Compliance Branch

# List of approved governance training packages

Approved training material	Provider	Contact person	Contact details
AHAWA Governance and Financial Training	Australian Hotels Association (WA Branch)	Mr Bradley Woods	(08) 9321 7701 <a href="mailto:ceo@ahawa.asn.au">ceo@ahawa.asn.au</a>
APTIA Governance and Financial Training Package	Australian Public Transport Industrial Association	Mr Ian MacDonald	(02) 6247 5900 <a href="mailto:imacdonald@bic.asn.au">imacdonald@bic.asn.au</a>
Handbook for Councillors of the Australian Industry Group	Australian Industry Group (for provision to Ai Group Councillors only. Not for external parties)	Ms Jenifer Leuba	(03) 9867 0174 <a href="mailto:jenifer.leuba@aigroup.asn.au">jenifer.leuba@aigroup.asn.au</a>
The Australian Workers' Union Professional Training Program Financial Duties of Officers	Australian Workers' Union	General enquiries	(02) 8005 3333 <a href="mailto:members@nat.awu.net.au">members@nat.awu.net.au</a>
In-Boardroom: Governance and Finance for Registered Organisations	Australian Institute of Company Directors	Various	<a href="#">AICD state-based contacts</a>
ACTU s.154C Training— Union Governance	Australian Council of Trade Unions (ACTU)	Organising Centre Enquiries	(03) 9664 7360 <a href="mailto:orgcentre@actu.org.au">orgcentre@actu.org.au</a>
Governance of Registered Organisations	Weston Woodley & Robertson Chartered Accountants	Mr Dennis Robertson	(02) 9264 9144 <a href="mailto:dennisr@wwr.com.au">dennisr@wwr.com.au</a>
Governance and Financial Accountability for Registered Organisations	Local Government New South Wales	Ms Sarah Artist	(02) 9242 4182 <a href="mailto:learning@lgnsw.org.au">learning@lgnsw.org.au</a>
Australian Hotels Association Financial Management Training	Australian Hotels Association (for provision to AHA officers only. Not for external parties)	Mr Stephen Ferguson	(02) 6273 4007 <a href="mailto:ceo@aha.org.au">ceo@aha.org.au</a>
Governance and Finance Training for Registered Organisations	Dickson Wohlsen Pty Ltd, trading as CTA Training	Mr Tom Streater	(07) 3878 9355 <a href="mailto:tom@dws.net.au">tom@dws.net.au</a>
The Registered Organisation Training Act for Organisations and Boards	Vibe Public Relations Consultancy	Ms Anne Andrews	0400 021 679 <a href="mailto:vibeprctraining@bigpond.com">vibeprctraining@bigpond.com</a>
Training Course for Registered Organisations - Governance and Finance	Western Australian Shire Councils, Municipal Road Boards, Health Boards, Parks, Cemeteries and Racecourse, Public Authorities, Water Boards Union	Mr Andrew Johnson	<a href="mailto:andrew.johnson@lgrceu.org">andrew.johnson@lgrceu.org</a>
MTAQ Registered Organisation Governance Course	Motor Trades Association of Queensland Industrial Organisation of Employers	Mr Paul Murray	<a href="mailto:paulm@mtaq.com.au">paulm@mtaq.com.au</a>

**NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009***

I, [NAME], being the [OFFICER] of the [ORGANISATION NAME], declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:

*[delete all that do not apply]*

- On [DATE] the address of the organisation changed to [STREET ADDRESS].<sup>1</sup>
- On [DATE] the name and/or address of a branch[es] of the organisation changed to:<sup>2</sup>
  1. *[include OLD name and address and NEW name and address of every branch that has changed]*
  2. ...
- A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.
- On [DATE] the following branch[es]:<sup>3</sup>
  - COMMENCED operation:
    1. *[include name of each new branch]*
    2. ...
  - CEASED operation:
    1. *[include name of each closed branch]*
    2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

*[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).]*

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<sup>1</sup> s.230(1)(d); reg.147(d)

<sup>2</sup> s.230(1)(d); reg.147(a) & (d)

<sup>3</sup> s.230(1)(d); reg.147(b) & (c)

## ANNEXURE A

- Changes to Offices and Office Holders in the Organisation and its Branches [*insert as many pages as required*]:  
Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
National	1.1.2014	Secretary	Full Name	Full Name	c/- the Registered Organisation, postal address of Registered Organisation	Paid official
	25.12.2013	President	vacant	Full Name	As above	mechanic
...						
NSW	1.1.2014 (resigned) 7.1.2014 (appointed)	President	Full Name	Full Name	c/- the Branch, postal address of the Branch	mechanic
		Committee of Management Member	Full Name	Full Name	As above	mechanic
		Treasurer	Full Name	vacant	vacant	vacant
...						

**From:** [Lee Jones](#)  
**To:** ["jgett@gnu.org.au"](mailto:jgett@gnu.org.au)  
**Cc:** [Orgs](#)  
**Subject:** JH - E2016/176 - Declaration of Results [SEC=UNCLASSIFIED]  
**Date:** Tuesday, 15 November 2016 2:38:14 PM  
**Attachments:** [image003.png](#)  
[image006.png](#)  
[Declaration of Results E2016-176.pdf](#)  
[Letter to Sec.re declaration of results E2016-176.pdf](#)

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UNCLASSIFIED

Hi Jenny

Please find attached letter and Declaration. The election is now completed.

Regards. Lee.

**Lee Jones | Project Officer**  
Industrial & Commercial Elections | NSW State Office  
Australian Electoral Commission  
T: (02) 9375 6395 | M: 0427 422 829 | F: (02) 6215 9910

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UNCLASSIFIED

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Reference: N16/266

Ms Beth Mohle  
Branch Secretary  
QNU Branch  
Australian Nursing and Midwifery Federation

Attention: Jenny Gett, Office Manager

Via email: [jgett@gnu.org.au](mailto:jgett@gnu.org.au)

Dear Ms Mohle

**Australian Nursing and Midwifery Federation  
QNU Branch  
Scheduled Elections – E2016/176**

I refer to my letter of 11 October 2016.

The ballot closed at 10am on Thursday 10 November 2016.

Attached is the declaration of the results for contested and uncontested offices.

The election is now completed and I will send a copy of the declaration to all candidates asap. I will also send the AEC's post election report shortly.

Yours sincerely



Lee Jones  
Returning Officer

15 November 2016

# Australian Nursing and Midwifery Federation

## 2016 QNU Branch Election

### Declaration of Results for Contested and Uncontested Offices

#### Election E2016/176

Below are the results of the election for the following offices, conducted in accordance with the provisions of the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation.

Total number of names on the roll of voters	52888
Ballot papers issued	52882
Replacement ballot papers issued	4
<b>Total Ballot Papers Issued</b>	<b>52886</b>
Ballot papers / envelopes returned for scrutiny	5899
Less ballot papers / envelopes rejected at preliminary scrutiny	106
Adjusting balance	0
<b>Total Ballot Papers Admitted to Scrutiny</b>	<b>5793</b>
Percentage of ballot papers returned to number issued	11
Ballot papers returned as unclaimed mail	386
Ballot papers not returned	46601

#### Branch Vice President

<u>Candidates</u>	<u>Votes</u>
MASKELL , Lucynda	2518
LEWIS , David	1496
LAWSON , Damien	1673
<b>Total votes</b>	<b>5687</b>
Formal ballot papers	5687
Informal ballot papers	106

I declare Lucynda Maskell elected.\*\*

\*\* Rule 65.4 provides that where a member has nominated for more than one office on the Branch Council and has been elected to a higher ranked office, the Branch Returning Officer shall disregard the votes for such candidate in a lower ranked office and shall declare elected the candidate with the next largest number of votes. Candidate Maskell's votes in the ballot for Branch Councillor will be disregarded.



**Branch Assistant Secretary**

<u>Candidates</u>	<u>Votes</u>
HOPKINS , Sharyn Lynn	1851
EALES , Sandra Jean	3773
<b>Total votes</b>	<b>5624</b>
Formal ballot papers	<b>5624</b>
Informal ballot papers	<b>169</b>

I declare Sandra Jean Eales elected.

**Branch Councillor (22)**

<u>Candidates</u>	<u>Votes</u>	<u>Order of election</u>
JIGGINS , Leanne	3401	16
SHEPHERD , Karen	3483	14
JOHNSON , Christopher Wayne	3333	19
PRENTICE , Daniel	3190	unsuccessful
MASKELL , Lucynda	3980	excluded
TAYLOR , Janelle Karen	3910	2
COPLEY , Tammy	3305	20
PITMAN , Sue	3759	6
BAILLIE , Janet	3560	12
LEWIS , David	3870	4
PURCELL , Moira Margaret	2967	unsuccessful
BURGESS, Julie	3029	unsuccessful
PRICE , Melanie	3533	13
COOKE , Karen	3600	11
KONINGS , Juanita (Jo)	2941	unsuccessful
MONK , Fiona	3812	5
HEATHFIELD, Maddi	3605	9
HOWE , Shelley Jane	3245	22
VOLP , Kym	3601	10
GIBBS , Gillian	3237	unsuccessful
WATT , Debbie	3444	15
LAWSON , Damien	3892	3
HOW , Raquel	3053	unsuccessful
ROSE, Cathy	2823	unsuccessful
TAGGART , Katy	3267	21
MITCHELL , Simon Andrew	3389	17
WHITE , Allan	1761	unsuccessful
CRABB , Jean	3609	8
COCKS , Christine	3372	18
WICKING , Charmaine	3730	7
CORBETT , Dianne	3953	1
<b>Total votes</b>	<b>105654</b>	
Formal ballot papers	<b>5648</b>	
Informal ballot papers	<b>145</b>	

I declare Janet Baillie , Christine Cocks , Karen Cooke , Tammy Copley , Dianne Corbett , Jean Crabb , Maddi Heathfield, Shelley Jane Howe , Leanne Jiggins , Christopher Wayne Johnson , Damien Lawson , David Lewis , Simon Andrew Mitchell , Fiona Monk , Sue Pitman , Melanie Price , Karen Shepherd , Katy Taggart , Janelle Karen Taylor , Kym Volp , Debbie Watt and Charmaine Wicking elected.

\*\* Candidate Maskell's votes in the ballot for Branch Councillor were disregarded. Rule 65.4 provides that where a member has nominated for more than one office on the Branch Council and has been elected to a higher ranked office, the Branch Returning Officer shall disregard the votes for such candidate in a lower ranked office and shall declare elected the candidate with the next largest number of votes.

### **Branch President**

#### Candidates

JONES , Sally-Anne

I declare Sally-Anne Jones elected unopposed.

### **Branch Secretary**

#### Candidates

MOHLE , Elizabeth Ruth

I declare Elizabeth Mohle elected unopposed.



Lee Jones  
Returning Officer  
Australian Electoral Commission

15 November 2016



## DECISION

*Fair Work (Registered Organisations) Act 2009*  
s.189—Arrangement for conduct of an election

### **Australian Nursing and Midwifery Federation** (E2016/176)

MR ENRIGHT

MELBOURNE, 13 JULY 2016

*Arrangement for conduct of election.*

[1] On 1 July 2016, the QNU Branch of the Australian Nursing and Midwifery Federation lodged with the Fair Work Commission the prescribed information in relation to an election for the following offices:

Branch Secretary  
Branch Assistant Secretary  
Branch President  
Branch Vice President  
Branch Councillors (22)

[2] I am satisfied that an election for the abovenamed offices is required to be held under the rules of the organisation and, under subsection 189(3) of the *Fair Work (Registered Organisations) Act 2009*, I am making arrangements for the conduct of the election by the Australian Electoral Commission.



DELEGATE OF THE GENERAL MANAGER

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***Australian Nursing and Midwifery Federation, Australian Nursing  
and Midwifery Federation QNU Branch***

GPO Box 1289  
Brisbane Qld 4001  
Phone No: (07) 3840 1444  
Fax No: (07) 3844 9387

**1 July 2016**

**Prescribed Information**

Delegate for General Manager  
Fair Work Commission  
GPO Box 1994  
MELBOURNE VIC 3001

Dear Delegate,

I am the Branch Secretary of the Australian Nursing and Midwifery Federation QNU Branch ("the Branch").

In accordance with the rules of the Australian Nursing and Midwifery Federation an election is required in relation to the offices of the Australian Nursing and Midwifery Federation QNU Branch.

For the purposes of section 189(1) of the *Fair Work (Registered Organisations) Act* and section 138 of the *Fair Work (Registered Organisations) Regulations 2009*, the following information is the prescribed information for the Australian Nursing and Midwifery Federation QNU Branch:

- a. the name of each office for which an election is required:
  - (i) Australian Nursing and Midwifery Federation QNU Branch Secretary;
  - (ii) Australian Nursing and Midwifery Federation QNU Branch Assistant Secretary;
  - (iii) Australian Nursing and Midwifery Federation QNU Branch President;
  - (iv) Australian Nursing and Midwifery Federation QNU Branch Vice President;
  - (v) Australian Nursing and Midwifery Federation QNU Branch Councillor;("the Offices")
- b. the reason for the election is that the term of office, for the Offices, is due to expire in the normal course of events;
- c. the number of Australian Nursing and Midwifery Federation QNU Branch Councillors required to be elected is 22;
- d. the officers are elected by and from the members of the Australian Nursing and Midwifery Federation QNU Branch;

- e. the elections are to be conducted between the first day of September and the thirtieth day of October provided that the nominations may be called prior to the first day of September in accordance with rule 85.1.2 of the Australian Nursing and Midwifery Federation rules;
- f. the roll of voters is to be closed, in accordance with Australian Nursing and Midwifery Federation rule 85.4.1, seven days prior to the day on which nominations are opened;
- g. the kind of voting system to be used in the conduct of the election is a direct voting system.

I, Beth Mohle, Australian Nursing and Midwifery Federation QNU Branch Secretary confirm that this information is information to be lodged as prescribed information under section 189(1) of the *Fair Work (Registered Organisations) Act*.



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Beth Mohle  
Australian Nursing and Midwifery Federation QNU Branch Secretary

If you require further information please do not hesitate to contact Ms Jenny Gett, Office Manager of the Australian Nursing and Midwifery Federation QNU Branch on 07 3840 1430 or at [jgett@qnu.org.au](mailto:jgett@qnu.org.au).