



24 October 2016

Ms Neroli Ellis
Branch Secretary
Australian Nursing and Midwifery Federation-Tasmanian Branch
Email: enquiries@anftas.org

Dear Ms Ellis,

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 [E2016/178]. 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-Tasmanian 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;

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80 William Street
East Sydney NSW 2011

Telephone: (02) 8374 6666
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

- 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

Michael Moutevelis

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 ceo@ahawa.asn.au
APTIA Governance and Financial Training Package	Australian Public Transport Industrial Association	Mr Ian MacDonald	(02) 6247 5900 imacdonald@bic.asn.au
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 jenifer.leuba@aigroup.asn.au
The Australian Workers' Union Professional Training Program Financial Duties of Officers	Australian Workers' Union	General enquiries	(02) 8005 3333 members@nat.awu.net.au
In-Boardroom: Governance and Finance for Registered Organisations	Australian Institute of Company Directors	Various	AICD state-based contacts
ACTU s.154C Training— Union Governance	Australian Council of Trade Unions (ACTU)	Organising Centre Enquiries	(03) 9664 7360 orgcentre@actu.org.au
Governance of Registered Organisations	Weston Woodley & Robertson Chartered Accountants	Mr Dennis Robertson	(02) 9264 9144 dennisr@wwr.com.au
Governance and Financial Accountability for Registered Organisations	Local Government New South Wales	Ms Sarah Artist	(02) 9242 4182 learning@lgnsw.org.au
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 ceo@aha.org.au
Governance and Finance Training for Registered Organisations	Dickson Wohlsen Pty Ltd, trading as CTA Training	Mr Tom Streater	(07) 3878 9355 tom@dws.net.au
The Registered Organisation Training Act for Organisations and Boards	Vibe Public Relations Consultancy	Ms Anne Andrews	0400 021 679 vibeprctraining@bigpond.com
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	andrew.johnson@lgrceu.org
MTAQ Registered Organisation Governance Course	Motor Trades Association of Queensland Industrial Organisation of Employers	Mr Paul Murray	paulm@mtaq.com.au

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].¹
- On [DATE] the name and/or address of a branch[es] of the organisation changed to:²
 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]:³
 - 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.]

¹ s.230(1)(d); reg.147(d)

² s.230(1)(d); reg.147(a) & (d)

³ 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
...						

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From: Michael Horwood <Michael.Horwood@aec.gov.au>
Sent: Friday, 21 October 2016 3:32 PM
To: Orgs; 'neroli.ellis@anmftas.org.au'; 'jessica.baldwin@anmftas.org.au'; Industrial Elections
Subject: Post Election Report - ANMF E2016/178 [SEC=UNCLASSIFIED]
Attachments: Post Election Report ANMF E2016 178.pdf; Declaration ANMF 2016.pdf

UNCLASSIFIED

ANMF

FWC

**Australian Nursing and Midwifery Federation
Tasmanian Branch Elections
E2016/178**

Please find attached my Post Election Report and declaration in relation to the above election.

Michael Horwood | Returning Officer
Tasmania State Office | TAS State Office
Australian Electoral Commission
T: (03) 6235 0509 | M: 0408 389 138 | F: (03) 6235 0568



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Fair Work (Registered Organisations) Act 2009

POST ELECTION REPORT

Australian Nursing and Midwifery Federation Tasmanian Branch

ELECTIONS COVERED IN THIS REPORT

Election Decision Number: E2016/178

RULES

Rules used for the election: 145V: Incorporates alterations of 09/08/2016
(R2016/153)

Rules difficult to apply/interpret: Nil

Model Rule reference: N/A

ROLL OF VOTERS


There were no issues with Roll of Voters.

IRREGULARITIES

No irregularities were identified.

ATTACHMENTS

- 1) Declaration of Results for Uncontested Offices



Michael Horwood
Returning Officer

21 October 2016

Australian Nursing and Midwifery Federation Branch Council

Declaration of Results for Uncontested Offices

E2016/178

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.

Tasmanian Branch

Branch President

Candidates

SHEPHERD, Emily

Branch Vice President

Candidates

LLOYD, James

Branch Executive Member (4)

Candidates

FORD, Margaret Kim

MANION, Angela

OSTLER, Andrew

WERNER, Monica

Branch Councillor (14)

Candidates

ATWELL, Kylie Renee

BUTLER, Deanna

BUTLER, Scott

CRAWFORD, Joanne

EVANS, Helen

FRASER, Peter

HILL, Sarah

KEMP, Erin

SANDS, Anne

WEST, Sancia

No further nominations were accepted.

As the number of nominations accepted did not exceed the number of positions to be filled, I declare the above candidates elected.



Michael Horwood
Returning Officer

23 September 2016



DECISION

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

Australian Nursing and Midwifery Federation (E2016/178)

MR ENRIGHT

MELBOURNE, 5 AUGUST 2016

Arrangement for conduct of election.

[1] On 4 July 2016, the Tasmanian Branch ('the Branch') of the Australian Nursing and Midwifery Federation ('ANMF') lodged with the Fair Work Commission ('the Commission') the prescribed information in relation to an election for the following offices:

Branch President	(1)
Branch Vice President	(1)
Branch Executive Member	(4)
Branch Councillor	(14)

[2] On 2 August 2016, the Commission contacted the Branch seeking confirmation of the number of offices to be elected for the office of Branch Councillor, pursuant to rule 65.2.3 of the rules of the ANMF.

[3] On 4 August 2016, the Branch provided a copy of a resolution which determined that the number of offices of Branch Councillor would be fourteen (14).

[4] 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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From: Jessica Baldwin (ANMF) <Jessica.Baldwin@anmftas.org.au>
Sent: Thursday, 4 August 2016 12:10 PM
To: Orgs
Subject: ANMF (Tas Branch) Election - supporting documentation as requested
Attachments: 160701 Branch Council Minutes Draft.pdf; 160804 ANMF Ltr to FWC re Election Resolution.pdf

Categories: RIA

Dear Sir/Madam,

Please refer to the attached letter and Minutes.

Kind regards

Jessica Baldwin | Executive Assistant

Australian Nursing and Midwifery Federation (Tasmanian Branch) | 182 Macquarie Street Hobart TAS 7000
T 03 6223 6777 | F 03 6224 0229 | E jessica.baldwin@anmftas.org.au | URL <http://www.anmftas.org.au>

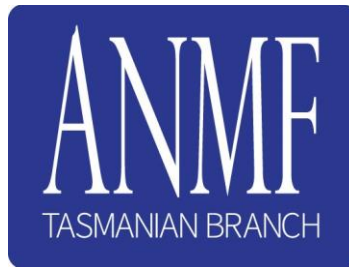


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4 August 2016

Fair Work Commission
orgs@fwc.gov.au

Our Ref: UNI 21 008
Contact: Jessica Baldwin
Phone: (03) 6223 6777
Email: Jessica.Baldwin@anmftas.org.au

Dear Sir/Madam,

Re: ANMF (Tas Branch) Election

In support of the Statement of Prescribed Information for Elections submitted on 4 July 2016, please find enclosed Minutes of the ANMF (Tas Branch) Council meeting of 1 July 2016 in which the commencement and details of positions for election were endorsed (pg 3, resolution no. C4816).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Neroli Ellis', written in a cursive style.

Neroli Ellis
Branch Secretary

Encl. Minutes 1 July 2016

AUSTRALIAN NURSING AND MIDWIFERY FEDERATION (Tasmanian Branch)

182 Macquarie Street, Hobart, Tasmania 7000
P 03 6223 6777 | 1800 001 241 outside Hobart area | F 03 6224 0229 | E enquiries@anmftas.org.au
www.anmftas.org.au

svc-adlib5

From: Jessica Baldwin (ANMF) <Jessica.Baldwin@anmftas.org.au>
Sent: Monday, 4 July 2016 10:22 AM
To: Orgs
Subject: Prescribed Information for Elections Form
Attachments: 160701 Branch Council Election Prescribed Information Statement FWC.pdf

Categories: RIA

Dear Sir/Madam,

Please find attached Statement of Prescribed Information form for the Australian Nursing and Midwifery Federation (Tasmanian Branch).

Kind regards

Jessica Baldwin | Executive Assistant

Australian Nursing and Midwifery Federation (Tasmanian Branch) | 182 Macquarie Street Hobart TAS 7000
T 03 6223 6777 | F 03 6224 0229 | E Jessica.Baldwin@anmftas.org.au | URL <http://www.anmftas.org.au>



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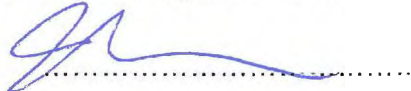
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PRESCRIBED INFORMATION FOR ELECTIONS in accordance with Section 189 *Fair Work (Registered Organisations) Act 2009* and Regulation 138 *Fair Work (Registered Organisations) Regulations 2009*

I, **NEROLI ELLIS**, being the **BRANCH SECRETARY** of the **AUSTRALIAN NURSING AND MIDWIFERY FEDERATION (TASMANIAN BRANCH)** make the following statement:

1. I am authorised to sign this statement containing prescribed information for **AUSTRALIAN NURSING AND MIDWIFERY FEDERATION (TASMANIAN BRANCH)**.
2. The following information is lodged under subsection 189(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).
3. The elections that are required are set out in the table in Annexure A.
4. This statement **IS** lodged at least 2 months before nominations open for the election below.

Signed:



**NEROLI ELLIS
BRANCH SECRETARY
AUSTRALIAN NURSING & MIDWIFERY FEDERATION (TASMANIAN BRANCH)**

Dated: 1 JULY 2016

[PLEASE NOTE: This statement should be lodged with the Fair Work Commission at least 2 months prior to nominations opening. It can be submitted to orgs@fwc.gov.au.]

ANNEXURE A

- Elections that are required [*insert as many pages as required*]:

Branch	Name of Office	Number required	Voting System	Reason for Election	Electorate
			<i>Direct voting system; Collegiate electoral system</i>	<i>Scheduled; Casual vacancy; New office created; Insufficient nominations</i>	
<i>Tas</i>	<i>President</i>	<i>1</i>	<i>DVS</i>	<i>Scheduled</i>	<i>All financial members of Tas Branch (Rule 85.4.1)</i>
<i>Tas</i>	<i>Vice President</i>	<i>1</i>	<i>DVS</i>	<i>Scheduled</i>	<i>All financial members of Tas Branch (Rule 85.4.1)</i>
<i>Tas</i>	<i>Branch Executive Committee Members</i>	<i>4</i>	<i>DVS</i>	<i>Scheduled</i>	<i>All financial members of Tas Branch (Rule 85.4.1)</i>
<i>Tas</i>	<i>Branch Councillors</i>	<i>14</i>	<i>DVS</i>	<i>Scheduled</i>	<i>All financial members of Tas Branch (Rule 85.4.1)</i>

- Important dates:

	Direct Voting System	Collegiate Electoral System
Nominations OPEN	<i>7 September 2016 (Rule 85.1.1)</i>	<i>N/A</i>
Nominations CLOSE	<i>21 September 2016 (Rule 85.1.1)</i>	<i>N/A</i>
Roll of Voters cut off date	<i>7 days prior to nominations opening (Rule 85.4.1)</i>	<i>N/A</i>

Please note: that for insufficient nominations and casual vacancies, the date nominations open and close, unless specified in the rules, should be listed as 'to be determined by the returning officer'. Casual vacancies must be accompanied by proof of resignation and attached to this statement.