



11 January 2018

Mr Tim Logan  
Senior National Vice President  
The Pharmacy Guild of Australia  
guild.nat@guild.org.au

Dear Mr Logan,

CC: Matthew Tweedie, Branch Director, The Pharmacy Guild of Australia – Western Australia Branch

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

The Australian Electoral Commission has provided the Registered Organisations Commission (the ROC) a declaration of results for the election of stage 1 for the uncontested office of Branch Committee Member from South Coastal Metro District (1), Western Australia Branch [E2017/234]. 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 293K of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires 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. 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 are provided for in the RO Act.

### **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 Pharmacy Guild of Australia, The 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

**Mitch Webster**  
**Registered Organisations Commission**

**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]*

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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)

2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

*[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within **35 days** of the change. It can be submitted to [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).]*

**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.*

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

**The Pharmacy Guild of Australia**  
**Western Australia Branch**  
**DECLARATION OF RESULTS - E2017/234**  
**Uncontested Offices**

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**Insufficient Nomination Election – Stage 1**

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 are:

**Branch Committee**

**Branch Committee Member from South Coastal Metro District (1)**

Candidates

No nominations were received



Simon Bulloch  
Returning Officer,  
Australian Electoral Commission

4 January 2018



## DECISION

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

**The Pharmacy Guild of Australia**  
(E2017/234)

MR ENRIGHT

MELBOURNE, 14 NOVEMBER 2017

*Arrangement for conduct of election.*

[1] On 1 November 2017 The Pharmacy Guild of Australia lodged with the Registered Organisations Commission prescribed information for an election to fill the following offices, due to insufficient nominations received in a previous election (**E2017/19**):

### **Western Australian Branch**

Branch Committee Member	(1)
Branch Vice President	(1)
Alternate National councillor	(1)

[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 COMMISSIONER

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The Pharmacy  
Guild of Australia

1 November 2017

Commissioner  
Registered Organisations Commission  
GPO Box 2983  
MELBOURNE VIC 3001

Dear Commissioner

**Re: Conduct for Elections due to Insufficient Nominations in the WA Branch**

Please find attached the Declaration required under Section 189(1) of the *Fair Work (Registered Organisations) Act 2009* and Regulation 138 of the *Fair Work (Registered Organisations) Regulations 2009* advising of elections to be held to fill the vacancies in the following positions due to insufficient nominations received at the previous election (E2017/19):

- Branch Committee Member (1 position)
- Branch Vice President (1 position)
- Alternate National Councillor (1 position).

It would be appreciated if you could arrange for the elections to take place.

Yours faithfully

**Timothy John Logan**  
**National Vice President**

CC: M Tweedie                      A Ngeow  
A McAnuff                      G Tambassis  
D Quilty                          T Allen  
S Paulissen



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**National Secretariat**

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In the matter of the *Fair Work (Registered Organisations) Act 2009*

AND

In the matter of The Pharmacy Guild of Australia WA Branch

I, Timothy John Logan of Tim Logan's Nambour Pharmacy Shop 2-3 Nambour Central Mall, Lowe St, NAMBOUR QLD 4560, National Vice President, do solemnly and sincerely declare as follows:

1. I am a National Vice President of The Pharmacy Guild of Australia ('the Guild').
2. Nominations will be required to be called for the vacancy in the Branch Committee position (1 position) for the South Coastal Metro District of The Pharmacy Guild of Australia WA Branch.
3. Nominations will be required to be called for the vacancy in the position of Branch Vice President (1 position) of The Pharmacy Guild of Australia WA Branch.
4. Nominations will be required to be called for the vacancy in the position of Alternate National Councillor (1 position) of The Pharmacy Guild of Australia WA Branch.
5. The reason for these elections is that insufficient nominations were received in the prior election (Election matter no. E2017/19).

*Branch Committee Member* *1 position*

*Branch Vice-President* *1 position*

*Alternate National Councillor* *1 position*

In accordance with the Guild's Constitution the elections will be conducted under a direct voting system and I would be obliged if you arrange for the elections to be conducted.

In accordance with Rule 26(ii) of the Constitution, the roll for eligible voters shall close 14 days prior to the day on which nominations for the election will open. Suggested dates for the nomination process are set out below:

<b>Positions</b>	<b>Date of Roll Closure</b>	<b>Nomination Opening Date</b>	<b>Nomination Closing Date</b>
Branch Committee Member (1)	20 Nov 2017	4 Dec 2017	18 Dec 2017
Branch Vice President (1) *	8 Jan 2018	22 Jan 2018	5 Feb 2018
Alternate National Councillor (1) *	8 Jan 2018	22 Jan 2018	5 Feb 2018

\* Should the Branch Committee election be contested, the date of the roll closure and nomination dates for the Branch Vice President and Alternate National Councillor positions would need to be moved to an appropriate later date.

The information above is lodged in accordance with Section 189(1) of the *Fair Work (Registered Organisations) Act 2009* and Regulation 138 of the *Fair Work (Registered Organisations) Regulations 2009*.

I hereby declare that the information contained in this Declaration is true and accurate to the best of my knowledge.

Signed

A handwritten signature in black ink, appearing to read 'T. Logan', with a long horizontal flourish extending to the right.

**Timothy John Logan**  
**National Vice President**  
This 1<sup>st</sup> day of November 2017