



22 March 2018

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

Dear Mr Logan,

cc: Victorian Branch, info@vic.guild.org.au

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 stages 1 and 2 uncontested offices for Victorian Branch [E2017/238]. 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

Christine Hibberd
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].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]*

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)

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.]*

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
<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>						

15 March 2018

Post-election Report

The Pharmacy Guild of Australia – E2017/238

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Election(s) Covered in this Report

Election Decision No/s: E2017/238

Rules

Rules used for the election:	[175V: Incorporates alterations of 06/02/2017 [2016/318]] (replaces 25/09/2014 [R2014/4] version)
Rules difficult to apply/interpret:	None
Model Rule reference (if any)	N/A

Roll of Voters

As there were no contested offices, no Roll of Voters was required.

Irregularities

Details of written allegations of irregularities, and action taken by AEC: None

Other irregularities identified, and action taken: None

Other Matters

None

Attachments

- 1) Declaration of Results for Uncontested Offices – VIC – Stage 1
- 2) Declaration of Results for Contested Offices – VIC – Stage 2

Benjamin Murray
Returning Officer

15 March 2018

The Pharmacy Guild of Australia
Office Bearers - Stage 2
DECLARATION OF RESULTS – E2017/238
Uncontested Offices

Casual Vacancies Election

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:

Victorian Branch

Branch Vice President (1)

Candidates

No nominations were received

Alternate National Councillor (1)

Candidates

No nominations were received

As there were no nominations, I declare the above named election concluded with no candidate elected.



Benjamin Murray
Returning Officer
Australian Electoral Commission

15 March 2018

The Pharmacy Guild of Australia
Victorian Branch
DECLARATION OF RESULTS - E2017/238
Uncontested Offices

Casual Vacancy Election

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:

Victorian Branch

District 12
Branch Committee Member (1)

Candidates

BROOKS George

District 8
Branch Committee Member (1)

Candidates

MITRI Nader

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



Benjamin Murray
Returning Officer
Australian Electoral Commission

9 February 2018



DECISION

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

The Pharmacy Guild of Australia
(E2017/238)

MR ENRIGHT

MELBOURNE, 21 NOVEMBER 2017

Arrangement for conduct of election.

[1] On 9 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) and a casual vacancy for the remainder of the term:

Victorian Branch

Branch Committee Member	(2)
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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From: Mark Hill <Mark.Hill@guild.org.au>
Sent: Thursday, 9 November 2017 3:50 PM
To: ROC - Registered Org Commission
Subject: PGA VIC Election Request due to Unfilled Positions
Attachments: Letter to ROC 20171109 re VIC Vacancies - BC, Alt NC and VP.PDF

Please find attached a request to conduct elections for the VIC Branch of the Pharmacy Guild of Australia due to unfilled positions from the general election.

Regards,

Mark Hill
National Manager, Finance & Corporate Governance
Corporate Governance & Services Group

The Pharmacy Guild of Australia
National Secretariat

Level 2, 15 National Circuit, Barton, ACT 2600 Australia
PO Box 310, Fyshwick, ACT 2609 Australia
Telephone: 02 6270 1888 · Facsimile: 02 6270 1800
E-mail: mark.hill@guild.org.au · Internet: www.guild.org.au
Follow the Guild @ twitter.com/pharmguildaus or facebook.com/pharmacyguildofaustralia

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9 November 2017

Commissioner
Registered Organisations Commission
GPO Box 2983
MELBOURNE VIC 3001

Dear Commissioner

Re: Conduct for Elections due to Vacancies in the VIC 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 arising from the previous elections (E2017/19 and E2017/67):

- Branch Committee Member (2 positions)
- 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: A Crosthwaite A Tassone
 C Bravin G Tambassis
 D Quilty T Allen
 S Paulissen

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

AND

In the matter of The Pharmacy Guild of Australia VIC 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 vacancies in the Branch Committee positions for District Number 8 and District Number 12 (2 positions) of The Pharmacy Guild of Australia VIC Branch. The reason for these elections is that insufficient nominations were received in the prior election (Election matter no. E2017/19).
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 VIC Branch. The reason for this election is that insufficient nominations were received in the prior election (Election matter no. E2017/19).
4. A nomination will be required to be called for the vacancy in the position of Alternate National Councillor (1 position) of The Pharmacy Guild of Australia VIC Branch. The reason for this election is that George Tambassis, who was originally elected to the position of National Councillor (Election matter no. E2017/19), was subsequently elected to the position of National President (Election matter no. E2017/67). Grace Chong, who was elected as an Alternate National Councillor (Election matter no. 2017/19) and named as the first Alternate National Councillor by the VIC Branch Committee on 31 October 2017, fills the vacant position of National Councillor. This results in a vacancy for one of the positions of Alternate National Councillor.

<i>Branch Committee Member</i>	<i>2 positions</i>
<i>Branch Vice-President</i>	<i>1 position</i>
<i>Alternate National Councillor</i>	<i>1 position</i>

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 election 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:

Positions	Date of Roll Closure	Nomination Opening Date	Nomination Closing Date
Branch Committee Member (2)	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



Timothy John Logan
National Vice President
This 9th day of November 2017