



1 November 2017

Mr David Quilty
Executive director
Pharmacy Guild of Australia
guild.nat@guild.org.au

Dear Mr Quilty

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 uncontested offices for National Branch [E2017/67]. 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>						

1 November 2017

Post-election Report

Pharmacy Guild of Australia – Election of National
President E2017/67

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Election(s) Covered in this Report

Election Decision No/s: E2017/67

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)	None

Roll of Voters

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

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 – National



Noopur Madan
Returning Officer

1 November 2017

The Pharmacy Guild of Australia Election of National President - E2017/67

Declaration of Results for Uncontested Offices

E2017/67

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.

National

National President

Candidates

TAMBASSIS, George

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



Noopur Madan
Returning Officer
26 October 2017



DECISION

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

The Pharmacy Guild of Australia
(E2017/67)

MR ENRIGHT

MELBOURNE, 15 MARCH 2017

Arrangement for conduct of election.

[1] On 16 February 2017 The Pharmacy Guild of Australia lodged with the Fair Work Commission the prescribed information in relation to an election for the following offices:

National President (1)

[2] I am satisfied that an election for the abovenamed office 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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15 February 2017

General Manager
Fair Work Commission
GPO Box 1994
Melbourne VIC 3001

Attention: Mark Elliot

Re: Pharmacy Guild National Election for 2017 [E2017/19]

In compliance with the provisions of Section 189(1) of the Fair Work (Registered Organisations) Act 2009 and Regulation 138 of the Fair Work (Registered Organisations) Regulations 2009, the Pharmacy Guild of Australia submits the following information.

Nominations will be called during the 2017 year for the office of National President (1).

An election will be required as the current term of office will expire in November 2017. In accordance with the Guild's Constitution, the following will occur:

1. If the number of candidates for this office number two, the National President's election will be conducted under the direct voting system.
2. In the event that there are three or more candidates, the election will be conducted under a preferential voting system.

A suggested timetable for the election is as follows (also see copy attached):

Nomination	Dates Opening	Dates Closing
National President	15 September 2017	29 September 2017

The Guild would appreciate the 2017 National President Election be conducted by the Australian Electoral Commission. The term of office will be three years.

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

Yours sincerely

Timothy John Logan
National Vice President

cc: G Tambassis D Quilty Branch Directors T Allen S Paulissen



National Secretariat

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**Election to National Office
National President**

2017		Responsibility
Friday 8 September	Councillors-elect Names are received by National Office from Branch Directors following announcement of results of Branch Elections.	Branch
Friday 15 September	Returning Officer calls for nominations for National President from Councillors-elect.	AEC
Friday 29 September	Nominations Close	AEC
Friday 6 October	If only one nomination is received to fill the position of National President, no election is required and the result can be announced by the Returning Officer although the National President-elect will not assume office until the National Council meeting in November. (A nominee is entitled to withdraw their nomination within 7 days of the close of nominations)	AEC
Friday 20 October	If more than one nomination received for the office of National President, the Returning Officer shall distribute ballot papers and 'how to vote' instructions with pre-paid envelopes.	AEC
Friday 3 November	Ballot closes at 5pm.	AEC
Tuesday 7 November	Returning Officer counts ballot papers and announces result.	AEC

On the first day of the November 2017 National Council meeting, the National President is officially declared elected.