



17 January 2024

Trent Twomey
National President
The Pharmacy Guild of Australia
Sent via email: guild.nat@guild.org.au

cc: Queensland Branch enquiries@qldguild.org.au

Dear Trent Twomey

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Pharmacy Guild of Australia (AR2023/50).

A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the Commission's [Officer Induction Kit](#)

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties

- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our [officer financial training fact sheet](#).

Help for new officers: Officer Induction Kit

The Commission has created an [Officer Induction Kit](#) to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's [officers and disclosures](#) page.

Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work (Registered Organisations) Regulations 2009*).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement



eLearning module – notifications of change

The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
9 January 2024	Queensland	Branch Committee Member	Yes

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE "

Changes to Offices and Office Holders in the Organisation and its Branches:

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
QLD	01/01/2024	Branch Committee Member	Paul Jaffar	Chris Constantinou	Guild House, 132 Leichardt Street, Spring Hill QLD 4000	Pharmacist



14 November 2023

Trent Twomey
National President
The Pharmacy Guild of Australia
Sent via email: guild.nat@guild.org.au

cc: Northern Territory Branch - office@ntguild.org.au

Dear Trent Twomey

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Pharmacy Guild of Australia (AR2023/50).

A list of those changes has been summarised in Appendix A at the end of this letter.

I note that the organisation has acknowledged that this notification has been lodged late and that steps have been taken to prevent this occurring in the future.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the Commission's [Officer Induction Kit](#)

These next steps are explained below in more detail.



Late notification warning

Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2023/50.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.

We have included some resources below to help support your good governance in relation to notifications of change.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
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Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

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Help for new officers: Officer Induction Kit

The Commission has created an [Officer Induction Kit](#) to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's [officers and disclosures](#) page.

Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work (Registered Organisations) Regulations 2009*).

Appendix A shows late notifications

A notification from your organisation indicates that changes occurred more than 35 days prior to its lodgement. Please ensure that future notifications of change are lodged within 35 days of the change occurring.

Late notifications have the potential to attract a civil penalty.

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- notification of change template
- a podcast that answers the question – who is an officer?
- and a fact sheet on notifications of change that explains the requirement

eLearning module – notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The eLearning module is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
31st of October 2023	Northern Territory Branch	Branch Committee Member vacancy, Branch Vice President	No - 212 days late

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, Christopher Owen, being the National Vice President (Finance) of The Pharmacy Guild of Australia, 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*:
 - 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.

Signed:

A handwritten signature in black ink, appearing to read 'Chris Owen', with a stylized, cursive script.

Christopher Owen

National Vice President (Finance)

Dated: 31 October 2023

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches:

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
NT	26/02/2023	Branch Committee Member	Adrian Marshall	Vacant	N/A	N/A
NT	26/02/2023	Branch Vice President	Adrian Marshall	Vacant	N/A	N/A
NT	27/04/2023	Branch Vice President	Vacant	Alexis Innes	C304/19c Kitchener Drive, Darwin NT 0800	Pharmacist



25 May 2023

Christopher Owen
National Vice President
The Pharmacy Guild of Australia
Sent via email: guild.nat@guild.org.au

cc: enquiries@guild.org.au

Dear Christopher Owen

Notification of changes – Action required

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A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

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These next steps are explained below in more detail.

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Good governance processes around financial training are highly recommended. These include:

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The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work (Registered Organisations) Regulations 2009*).

Resources to help you make your notifications of change

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Please contact 1300 341 665 or regorgs@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work Commission

Appendix A

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Our records have been updated.

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Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
24 May 2023	South Australia	Committee Member	Yes

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, Christopher Owen, being the National Vice President (Finance) of The Pharmacy Guild of Australia, 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*:
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Signed:

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Christopher Owen
National Vice President (Finance)

Dated: 23 May 2023

ANNEXURE A

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Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

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
SA	26.04.2023	Branch Committee Member	Vacant	Veronica Ferraro	Unit 12, 202 Glen Osmond Road, Fullarton SA 5063	Pharmacist

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26 April 2023

Trent Twomey
National President
The Pharmacy Guild of Australia
Sent via email: guild.nat@guild.org.au

cc: SA- guildsa@sa.guild.org.au

Dear Trent Twomey

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Pharmacy Guild of Australia (AR2023/50).

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What you need to do right now

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Yours sincerely

Fair Work Commission

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Our records have been updated.

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Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
09/03/2023	SA	Branch Committee Member	Yes
17/04/2023	SA	Branch Committee Member	Yes

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, Christopher Owen, being the National Vice President (Finance) of The Pharmacy Guild of Australia, 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*:
 - 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.

Signed:

A handwritten signature in black ink, appearing to read 'Chris Owen', is written over a light grey rectangular background.

Christopher Owen
National Vice President (Finance)

Dated: 17 April 2023

ANNEXURE A

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Changes to Offices and Office Holders in the Organisation and its Branches:

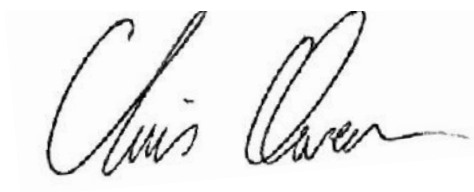
Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
SA	21.03.23	Branch Committee Member	Arn Doan	Vacant	N/A	N/A

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Signed:

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Christopher Owen
National Vice President (Finance)

Dated: 9 March 2023

ANNEXURE A

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Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

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
SA	06.03.2023	Branch Committee Member	Vacant	Simon Dawe	Unit 12, 202 Glen Osmond Road, Fullarton SA 5063	Pharmacist



7 February 2023

Christopher Owen
National Vice President
The Pharmacy Guild of Australia
Sent via email: guild.nat@guild.org.au

cc: mark.hill@guild.org.au

Dear Christopher Owen

**The Pharmacy Guild of Australia's annual return of information (annual return)
lodged under subsection 233(1) of the RO Act**

Thank you for providing your annual return lodged under subsection 233(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).

Summary of your annual return and its assessment

Year	2023
Matter number	AR2023/50
Lodgement date	3 February 2023
Review	Primary Review
Result	FILED

Your primary review

Your annual return had a **primary review** which checked whether it was signed by an officer, lodged on time, the required declarations were made, included the list of offices and office holders and whether you met the requirements that the ROC raised with you last year. A primary review does not examine all the requirements of subsection 233(1).



**Your annual return satisfied the requirements of the primary review
and has been uploaded to the ROC website.**

The ROC's risk-based approach

This year your annual return was assessed against a primary review. Consistent with the ROC's risk-based approach, most annual returns are the subject of a primary review.

The remainder receive an advanced review which is a more comprehensive review.

Each organisation should expect that in some years their annual return will be the subject of an advanced review.

The ROC's [advanced review checklists](#) are published on our website.

Do you have any questions?

Information and education materials are available on our [website](#). These materials are regularly updated. We recommend you [subscribe to the ROC's subscription service to find out when we release new materials](#).

If you have any queries we can be contacted on 1300 341 665 or by email at regorgs@roc.gov.au.

Yours sincerely

Registered Organisations Commission

ANNUAL RETURN OF INFORMATION (organisation with branches) in accordance with Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and Sections 230 and 233 Fair Work (Registered Organisations) Act 2009

I, Christopher Owen, being the National Vice President (Finance) of The Pharmacy Guild of Australia, declare the following:

1. I am authorised to make this declaration.
2. The register of members has, during the immediately preceding calendar year, been kept and maintained as required by s.230(1)(a) and s.230(2) of the Fair Work (Registered Organisations) Act 2009 (the Act).
3. The following is a correct statement of 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 Act:
 - The address of the organisation is Pharmacy Guild House, Level 2, 15 National Circuit, Barton ACT 2600.
 - The name and address of each branch of the organisation is:
 1. ACT Branch: Pharmacy Guild House, Level 2, 15 National Circuit, Barton ACT 2600
 2. NSW Branch: Level 2, Unit 201/10 Norbrik Drive, Bella Vista NSW 2153
 3. NT Branch: c304/19c Kitchener Drive, Darwin NT 0800
 4. QLD Branch: Guild House, 132 Leichardt Street, Spring Hill QLD 4000
 5. SA Branch: Unit 12, 202 Glen Osmond Road, Fullarton SA 5063
 6. TAS Branch: Knopwood House, 2nd Floor, 38 Montpelier Retreat, Battery Point TAS 7004
 7. VIC Branch: Guild House, 40 Burwood Road, Hawthorn VIC 3122
 8. WA Branch: 1322 Hay Street, West Perth WA 6005
 - On 31 December in the previous year (2022) the number of members was 4,059.
 - A list of offices and the names, postal addresses and occupations of persons holding those offices as at the date of this declaration is attached at Annexure A and forms part of this declaration.

National (TAS)	Alternate National Councillor	Katie Hayes	As above	As above
National (VIC)	Alternate National Councillor	Grace Chong	As above	As above
National (VIC)	Alternate National Councillor	Marylin Tsitonakis	As above	As above
National (WA)	Alternate National Councillor	Anthony Masi	As above	As above
National (WA)	Alternate National Councillor	Donna Pearson	As above	As above
ACT	Branch President / Branch Committee Member	Simon Blacker	Pharmacy Guild House, Level 2, 15 National Circuit, Barton ACT 2600	As above
ACT	Branch Vice-President / Branch Committee Member	Elise Apolloni	As above	As above
ACT	Branch Committee Member	Sandra Ferrington	As above	As above
ACT	Branch Committee Member	Nader Ibrahim	As above	As above
ACT	Branch Committee Member	Samantha Kourtis	As above	As above
ACT	Branch Committee Member	Mark Leighton	As above	As above
ACT	Branch Committee Member	Rebecca Young	As above	As above
ACT	Branch Vice-President	Vacant	N/A	N/A
NSW	Branch President / Branch Committee Member	David Heffernan	Level 2, Unit 201/10 Norbrik Drive, Bella Vista NSW 2153	Pharmacist
NSW	Branch Vice-President / Branch Committee Member	Judith Plunkett	As above	As above

NT	Branch Committee Member	Yong Hui Leong	As above	As above
NT	Branch Committee Member	Travis Lindsay	As above	As above
QLD	Branch President / Branch Committee Member	Christopher Owen	Guild House, 132 Leichardt Street, Spring Hill QLD 4000	As above
QLD	Branch Vice-President / Branch Committee Member	Kos Sclavos	As above	As above
QLD	Branch Vice-President / Branch Committee Member	Rick Xynias	As above	As above
QLD	Branch Vice-President / Branch Committee Member	Amanda Seeto	As above	As above
QLD	Branch Committee Member	Trent Twomey	As above	As above
QLD	Branch Committee Member	Cate Whalan	As above	As above
QLD	Branch Committee Member	Andy Hawken	As above	As above
QLD	Branch Committee Member	Manjinder Singh	As above	As above
QLD	Branch Committee Member	Lucy Walker	As above	As above
QLD	Branch Committee Member	Paul Jaffar	As above	As above
QLD	Branch Committee Member	Fiona Watson	As above	As above
QLD	Branch Committee Member	James Lester	As above	As above
SA	Branch President / Branch Committee Member	Nick Panayiaris	Unit 12, 202 Glen Osmond Road, Fullarton SA 5063	As above

TAS	Branch Committee Member	Kristina Fox	As above	As above
TAS	Branch Committee Member	Melissa Johnson	As above	As above
TAS	Branch Committee Member	Jason Martin	As above	As above
TAS	Branch Committee Member	Joseph O'Malley	As above	As above
TAS	Branch Committee Member	Brad Turner	As above	As above
VIC	Branch President / Branch Committee Member	Anthony Tassone	Guild House, 40 Burwood Road, Hawthorn VIC 3122	Pharmacist
VIC	Branch Vice-President / Branch Committee Member	Paul Krassar	As above	As above
VIC	Branch Vice-President / Branch Committee Member	Grace Chong	As above	As above
VIC	Branch Vice-President / Branch Committee Member	Marilyn Tsitonakis	As above	As above
VIC	Branch Committee Member	Angelo Pricolo	As above	As above
VIC	Branch Committee Member	Megan Kazantzis	As above	As above
VIC	Branch Committee Member	Scott Wilkes	As above	As above
VIC	Branch Committee Member	Carlie Streeter	As above	As above
VIC	Branch Committee Member	Ngai Kin Chong	As above	As above
VIC	Branch Committee Member	Brendan Green	As above	As above

VIC	Branch Committee Member	Sam El-Ahmad	As above	As above
VIC	Branch Committee Member	Bruce Robertson	As above	As above
WA	Branch President / Branch Committee Member	Andrew Ngeow	1322 Hay Street, West Perth WA 6005	As above
WA	Branch Vice-President / Branch Committee Member	Anthony Masi	As above	As above
WA	Branch Vice-President / Branch Committee Member	Donna Pearson	As above	As above
WA	Branch Vice-President / Branch Committee Member	Natalie Willis	As above	As above
WA	Branch Committee Member	Greg Da Rui	As above	As above
WA	Branch Committee Member	Ernie Pirone	As above	As above
WA	Branch Committee Member	David Manuel	As above	As above
WA	Branch Committee Member	Adrian Staltari	As above	As above
WA	Branch Committee Member	Tom Golovoda	As above	As above
WA	Branch Committee Member	Paul Jardine	As above	As above
WA	Branch Committee Member	Paul Rees	As above	As above
WA	Branch Committee Member	Linda Keane	As above	As above
WA	Branch Committee Member	Nick Partridge	As above	As above

WA	Branch Committee Member	Barbara Kirk	As above	As above
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