



8 July 2024

Christopher Owen  
Branch President  
The Pharmacy Guild of Australia  
Sent via email: [enquiries@qldguild.org.au](mailto:enquiries@qldguild.org.au)

cc: Victoria Branch [info@vic.guild.org.au](mailto:info@vic.guild.org.au)

Dear Christopher Owen

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Pharmacy Guild of Australia (AR2024/50).

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](mailto: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](#).

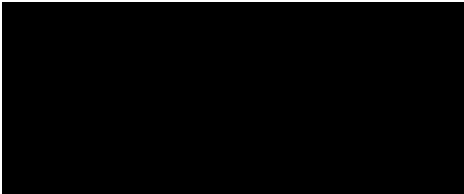
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
27 June 2024	Victoria Branch	Branch Committee Member	Yes

**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:



**Christopher Owen**  
**National Vice President (Finance)**

Dated: 27 June 2024

# 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
VIC	23/06/2024	Branch Committee Member	Bruce Robertson	Vacant	N/A	N/A



5 February 2024

Christopher Owen  
National Vice President (Finance)  
The Pharmacy Guild of Australia  
Sent via email: [guild.nat@guild.org.au](mailto:guild.nat@guild.org.au)

Dear Mr 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	2024
Matter number	AR2024/50
Lodgement date	22 January 2024
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 regulator 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 Fair Work Commission (the Commission) website.**

## **The Commission's risk-based approach**

This year your annual return was assessed against a primary review. Consistent with the Commission'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 Commission'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 Commission'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@fwc.gov.au](mailto:regorgs@fwc.gov.au).

Yours sincerely

**Fair Work 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 section 230(1)(a) and section 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 section 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 Leichhardt 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 (2023) the number of members was 4,102.
  - 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.

- Under the rules of the organisation, the following elections must be held between 1 January and 31 December of THIS YEAR:

1. Organisation elections

- National President

- National Councillors (TBD)

- Alternate National Councillors (TBD)

2. Branch elections – ACT Branch

- Branch Committee (7)

- Branch President (1)

- Branch Vice president (2)

3. Branch elections – NSW Branch

- Branch Committee (12)

- Branch President (1)

- Branch Vice president (3)

4. Branch elections – NT Branch

- Branch Committee (5)

- Branch President (1)

- Branch Vice president (2)

5. Branch elections – QLD Branch

- Branch Committee (12)

- Branch President (1)

- Branch Vice president (3)

6. Branch elections – SA Branch

- Branch Committee (10)

- Branch President (1)

- Branch Vice president (3)

7. Branch elections – TAS Branch

- Branch Committee (10)

- Branch President (1)

- Branch Vice president (3)

8. Branch elections – VIC Branch

- Branch Committee (12)

Branch President (1)

Branch Vice president (3)

9. Branch elections – WA Branch

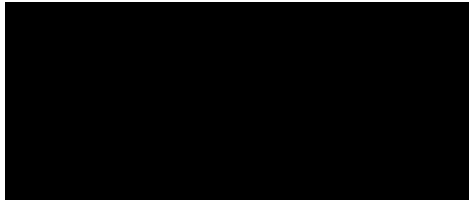
Branch Committee (14)

Branch President (1)

Branch Vice president (3)

- During the previous 12 months:
  - NO branches COMMENCED or CEASED operation.
- The organisation:
  - Has not entered into an agreement under section 151(1) of the Act with a state union.

Signed:



**Christopher Owen**  
**National Vice President (Finance)**

Dated: 19 January 2024

## ANNEXURE A

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

- Offices and Office Holders in the Organisation and its Branches:

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
National (QLD)	National President / National Councillor	Trent Twomey	Pharmacy Guild House, Level 2, 15 National Circuit, Barton ACT 2600	Pharmacist
National (ACT)	National Vice-President / National Councillor	Simon Blacker	As above	As above
National (NSW)	National Vice-President / National Councillor	David Heffernan	As above	As above
National (NT)	National Vice-President / National Councillor	Peter Hatswell	As above	As above
National (QLD)	National Vice-President / National Councillor	Christopher Owen	As above	As above
National (SA)	National Vice-President / National Councillor	Nick Panayiaris	As above	As above
National (TAS)	National Vice-President / National Councillor	Helen O'Byrne	As above	As above

National (VIC)	National Vice-President / National Councillor	Anthony Tassone	As above	As above
National (WA)	National Vice-President / National Councillor	Andrew Ngeow	As above	As above
National (NSW)	National Councillor	Judith Plunkett	As above	As above
National (NSW)	National Councillor	Adele Tahan	As above	As above
National (QLD)	National Councillor	Amanda Seeto	As above	As above
National (SA)	National Councillor	Greg Scarlett	As above	As above
National (TAS)	National Councillor	Joseph O'Malley	As above	As above
National (VIC)	National Councillor	Paul Krassar	As above	As above
National (WA)	National Councillor	Natalie Willis	As above	As above
National (ACT)	Alternate National Councillor	Elise Apolloni	As above	As above
National (NSW)	Alternate National Councillor	Robert King	As above	As above
National (NSW)	Alternate National Councillor	Luke Van Der Rijt	As above	As above
National (NSW)	Alternate National Councillor	Catherine Bronger	As above	As above
National (QLD)	Alternate National Councillor	Cate Whalan	As above	As above
National (QLD)	Alternate National Councillor	Fiona Watson	As above	As above

National (NT)	Alternate National Councillor	Alexis Innes	As above	As above
National (SA)	Alternate National Councillor	Rabia Kajani	As above	As above
National (SA)	Alternate National Councillor	Matthew Gillespie	As above	As above
National (TAS)	Alternate National Councillor	Jack Muir Wilson	As above	As above
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
NSW	Branch Vice-President / Branch Committee Member	Adele Tahan	As above	As above
NSW	Branch Vice-President / Branch Committee Member	Catherine Bronger	As above	As above
NSW	Branch Committee Member	John Black	As above	As above
NSW	Branch Committee Member	Robert King	As above	As above
NSW	Branch Committee Member	Paul Jones	As above	As above
NSW	Branch Committee Member	Luke Van Der Rijt	As above	As above
NSW	Branch Committee Member	Tim Hewitt	As above	As above
NSW	Branch Committee Member	Richard Walsh	As above	As above
NSW	Branch Committee Member	Mario Barone	As above	As above
NSW	Branch Committee Member	Rick Samimi	As above	As above

NT	Branch President / Branch Committee Member	Peter Hatswell	c304/19c Kitchener Drive, Darwin NT 0800	As above
NT	Branch Vice-President / Branch Committee Member	Alexis Innes	As above	As above
NT	Branch Vice-President / Branch Committee Member	Darryl Stewart	As above	As above
NT	Branch Committee Member	Lyn Frangos	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
NT	Branch Committee Member	Vacant	N/A	N/A
QLD	Branch President / Branch Committee Member	Christopher Owen	Guild House, 132 Leichhardt 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	Fiona Watson	As above	As above
QLD	Branch Committee Member	James Lester	As above	As above
QLD	Branch Committee Member	Chris Constantinou	As above	As above
SA	Branch President / Branch Committee Member	Nick Panayiaris	Unit 12, 202 Glen Osmond Road, Fullarton SA 5063	As above
SA	Branch Vice-President / Branch Committee Member	Paul Simmons	As above	As above
SA	Branch Vice-President / Branch Committee Member	Greg Scarlett	As above	As above
SA	Branch Vice-President / Branch Committee Member	Marc Apolloni	As above	As above
SA	Branch Committee Member	Matthew Gillespie	As above	As above
SA	Branch Committee Member	Rabia Kajani	As above	As above
SA	Branch Committee Member	Renee Wynne	As above	As above
SA	Branch Committee Member	Salma Abou-Abdallah	As above	As above

SA	Branch Committee Member	Simon Dawe	As above	As above
SA	Branch Committee Member	Veronica Ferraro	As above	As above
TAS	Branch President / Branch Committee Member	Helen O'Byrne	Knopwood House, 2nd Floor, 38 Montpelier Retreat, Battery Point TAS 7004	Pharmacist
TAS	Branch Vice-President / Branch Committee Member	John Dowling	As above	As above
TAS	Branch Vice-President / Branch Committee Member	Katie Hayes	As above	As above
TAS	Branch Vice-President / Branch Committee Member	Jack Muir Wilson	As above	As above
TAS	Branch Committee Member	Scott Chambers	As above	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 Krassaris	As above	As above
VIC	Branch Vice-President / Branch Committee Member	Grace Chong	As above	As above
VIC	Branch Vice-President / Branch Committee Member	Marylin 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