



4 July 2019

Executive Director  
Pharmacy Guild of Australia  
Sent via email: [guild.nat@guild.org.au](mailto:guild.nat@guild.org.au)  
cc: WA Branch, [reception@wa.guild.org.au](mailto:reception@wa.guild.org.au)

Dear Executive Director

**Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2018/78)**

I acknowledge receipt of a Notification of Change to the office holders of the Pharmacy Guild of Australia.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
1/07/2019	West Australian Branch	Branch Vice President	No - 293 days late

**Time frames**

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

**Late notification**

It appears from the ROC's records that this is the second time that a late notification has been received from your organisation. Given the number of late notifications, ROC is looking to review Pharmacy Guild of Australia's compliance with section 233(2). Please ensure that future notifications of change are lodged within 35 days of the change occurring.

**Officer Induction Kit**

GPO Box 2983, Melbourne VIC 3001  
Telephone: 1300 341 665 | Email: [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)  
Website: [www.roc.gov.au](http://www.roc.gov.au)

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of 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 and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

### **Mandatory disclosures**

Please ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

### **Mandatory training**

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe. Further information about training is provided in our [officer financial training fact sheet](#).

Thank you for your correspondence.

Yours faithfully,

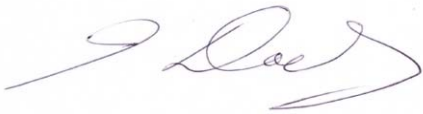
**Christine Hibberd**  
**Registered Organisations Commission**

**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, John Christopher Dowling, 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:



**John Christopher Dowling**  
**National Vice President (Finance)**

Dated: 29 June 2019

**ANNEXURE A**

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

<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>
WA	11/09/18	Branch Vice President	Vacant  (Note: the position of Branch Vice President became vacant due to Andrew Ngeow's resignation from the position of Branch Vice President on 21/08/18)	Anthony Masi	1322 Hay St, West Perth WA 6005	Pharmacist



20 June 2019

Executive Director  
Pharmacy Guild of Australia  
Sent via email: [guild.nat@guild.org.au](mailto:guild.nat@guild.org.au)  
cc: [guild.tas@guild.org.au](mailto:guild.tas@guild.org.au); [info@vic.guild.org.au](mailto:info@vic.guild.org.au)

Dear Executive Director

**Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2018/78)**

I acknowledge receipt of a Notification of Change to the office holders of the Pharmacy Guild of Australia.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
05-03-2019	VIC	Branch Committee Member	No, 83 Days
05-03-2019	VIC	Branch Committee Member	Yes
08-03-2019	TAS	Branch Committee Member / Branch Vice-President / Alternate National Councillor	Yes

**Time frames**

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

**Officer Induction Kit**

GPO Box 2983, Melbourne VIC 3001  
Telephone: 1300 341 665 | Email: [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)  
Website: [www.roc.gov.au](http://www.roc.gov.au)

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of 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 and other reporting obligations.

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### **Mandatory disclosures**

Please ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

### **Mandatory training**

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe. Further information about training is provided in our [officer financial training fact sheet](#).

Thank you for your correspondence.

Yours faithfully,

**Romy Kaur**  
**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, John Christopher Dowling, 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:



**John Christopher Dowling**  
**National Vice President (Finance)**

Dated: 5 March 2019

## ANNEXURE A

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	11/12/18	Branch Committee Member	Nader Mitri  (Note: Nader Mitri has resigned from the relevant office position)	Vacant	N/A	N/A
VIC	05/03/19	As above	Vacant	Scott Wilkes  (Note: Scott Wilkes has been appointed to fill the casual vacancy created by the resignation of Nader Mitri)	Guild House, 40 Burwood Road, Hawthorn VIC 3122	Pharmacist



**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)  
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Signed:



**John Christopher Dowling**  
**National Vice President (Finance)**

Dated: 8 March 2019

## ANNEXURE A

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
TAS	14/02/19	Branch Committee Member / Branch Vice-President / Alternate National Councillor	Madeleine Bowerman  (Note: Madeleine Bowerman has resigned from the relevant office positions)	Vacant	N/A	N/A



7 December 2018

Executive Director  
Pharmacy Guild of Australia  
guild.nat@guild.org.au

CC: New South Wales Branch, governance@nsw.guild.org.au  
Western Australia Branch, reception@wa.guild.org.au  
Tasmania Branch, guild.tas@guild.org.au

Dear Executive Director,

**Notification of changes made to records [AR2018/78]**

I acknowledge receipt of a Notification of Change to the office holders of the Pharmacy Guild of Australia.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
17/09/2018	New South Wales	Change of Branch address	Yes
19/09/2018	West Australia	Branch President/National Councillor/National Vice President. Branch Vice President and Alternate National Councillor vacancies	Yes
23-10-2018	Tasmania	Branch Committee Member	Yes
26-10-2018	Tasmania	Branch Committee Member/Branch Vice-President/Alternate National Councillor vacancy	Yes
14-11-2018	Tasmania	Branch Committee Member, Branch Vice President, Alternate National Councillor	Yes

**Time frames**

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

## **Officer Induction Kit**

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## **Mandatory disclosures**

Please ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

## **Mandatory training**

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe.

Thank you for your correspondence.

Yours faithfully,

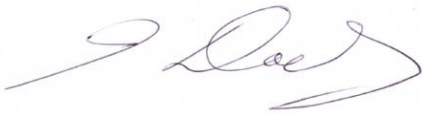
**Christine Hibberd**  
**Registered Organisations Commission**

**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, John Christopher Dowling, 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:



**John Christopher Dowling**  
**National Vice President (Finance)**

Dated: 14 November 2018

**ANNEXURE A**

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

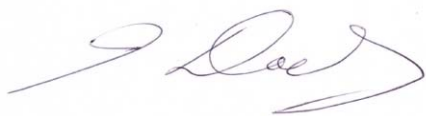
<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
TAS	08/11/18	Branch Committee Member	Vacant  (Note: The vacancy was created by the resignation of Matthew Pilkington on 05/10/18)	Fred Hellqvist	Knopwood House, 2 <sup>nd</sup> Floor, 38 Montpelier Retreat, Battery Point TAS 7004	Pharmacist
TAS	As above	Branch Vice-President	Vacant  (Note: The vacancy was created by the resignation of Matthew Pilkington on 05/10/18)	Helen O'Byrne	As above	As above
TAS	As above	Alternate National Councillor	Vacant  (Note: The vacancy was created by the resignation of Matthew Pilkington on 05/10/18)	Joseph O'Malley	As above	As above

**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, John Christopher Dowling, being the National Vice-President (Finance) of The Pharmacy Guild of Australia, declare the following:

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Signed:



**John Christopher Dowling**

**National Vice President (Finance)**

Dated: 26 October 2018

**ANNEXURE A**

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

<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>
TAS	05/10/18	Branch Committee Member / Branch Vice-President / Alternate National Councillor	Matthew Pilkington  (Note: Matthew Pilkington has resigned from the relevant office positions)	Vacant	N/A	N/A



**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, John Christopher Dowling, being the National Vice-President (Finance) of The Pharmacy Guild of Australia, declare the following:

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  - 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:



**John Christopher Dowling**  
**National Vice President (Finance)**

Dated: 23 October 2018

## ANNEXURE A

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
TAS	16/10/18	Branch Committee Member	Vacant <small>(Note: the position was vacant due to insufficient nominations received in a prior election)</small>	Paul Reid	Knopwood House, 2 <sup>nd</sup> Floor, 38 Montpelier Retreat, Battery Point TAS 7004	Pharmacist

**NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return)  
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I, John Christopher Dowling, being the National Vice-President (Finance) of The Pharmacy Guild of Australia, declare the following:

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  - 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:



**John Christopher Dowling**  
**National Vice President (Finance)**

Dated: 19 September 2018

## ANNEXURE A

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
WA	21/08/18	Branch President / National Councillor / National Vice President	Vacant  (Note: the position was vacant due to the resignation of Stephen Wragg on 15 March 2018)	Andrew Ngeow	1322 Hay St, West Perth WA 6005	Pharmacist
WA	21/08/18	Branch Vice President	Andrew Ngeow	Vacant  (Note: the position of Branch Vice President becomes vacant due to Andrew Ngeow's election as Branch President)	N/A	N/A
WA	21/08/18	Alternate National Councillor	Andrew Ngeow	Vacant  (Note: the position of Alternate National Councillor becomes vacant due to Andrew Ngeow's election as National Councillor)	N/A	N/A



**The Pharmacy  
Guild of Australia**  
NSW Branch

**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, Caroline Argent, being the Branch Director of the Pharmacy Guild of Australia NSW Branch  
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*:
  - On 10<sup>th</sup> September 2018 the address of the organisation changed to  
**Suite 201, 10 Norbrik Drive, Bella Vista NSW 2153**

Signed:

Caroline Argent  
NSW Branch Director

Dated: 11<sup>th</sup> September 2018

**New South Wales Branch**

Suite 201, 10 Norbrik Drive, Bella Vista NSW 2153  
Telephone +61 2 9467 7100 • Facsimile +61 2 9467 7101  
Email [enquiries@nsw.guild.org.au](mailto:enquiries@nsw.guild.org.au) • Web [www.guild.org.au/nsw](http://www.guild.org.au/nsw)

ABN 87 740 877 429





2 August 2018

Executive Director  
Pharmacy Guild of Australia  
guild.nat@guild.org.au

CC: Western Australia Branch, reception@wa.guild.org.au

Dear Executive Director,

### Notification of changes made to records [AR2018/78]

I acknowledge receipt of a Notification of Change to the office holders of the Pharmacy Guild of Australia.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
4/07/2018	Western Australia	Branch Committee Member (2)	Yes

### Time frames

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

### Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of 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 and other reporting obligations.

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**Mandatory disclosures**

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Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe.

Thank you for your correspondence.

Yours faithfully,

**Christine Hibberd**  
**Registered Organisations Commission**

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Signed:



**John Christopher Dowling**

**National Vice President (Finance)**

Dated: 23 July 2018



## ANNEXURE A

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

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WA	04/07/18	Branch Committee Member	Vacant (Position vacant due to the resignation of Stephen Wragg on 15 March 2018)	Nick Partridge	1322 Hay St, West Perth WA 6005	Pharmacist
WA	As above	As above	Vacant (Position not filled during general election in 2017)	Tom Golovoda	As above	As above



7 May 2018

Mr John Dowling  
National Vice President (Finance)  
Pharmacy Guild of Australia, The  
By email: [guild.nat@guild.org.au](mailto:guild.nat@guild.org.au) & [David.Quilty@guild.org.au](mailto:David.Quilty@guild.org.au)

CC: Victoria Branch - [info@vic.guild.org.au](mailto:info@vic.guild.org.au)  
Western Australia Branch - [reception@wa.guild.org.au](mailto:reception@wa.guild.org.au)  
Tasmania Branch - [guild.tas@guild.org.au](mailto:guild.tas@guild.org.au)

Dear Mr Dowling,

### Notification of changes made to records [AR2018/78]

I acknowledge receipt of four Notification of Changes to office holders of the Victoria, Western Australia and Tasmania Branches of The Pharmacy Guild of Australia.

This information was lodged with the Registered Organisations Commission (the ROC) on 13 February 2018, and on 14, 15 and 19 March 2018 respectively, pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
13/02/2018	Victoria	Branch Committee Member	Y
14/03/2018	Western Australia	Alternate National Councillor	Y
15/03/2018	Tasmania	Branch Vice President & Alternate National Councillor	Y
19/03/2018	Western Australia	Branch President	Y

### Time frames

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### Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of 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 and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

### **Mandatory disclosures**

Please ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

### **Mandatory training**

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe.

Thank you for your correspondence.

Yours faithfully,



David Vale  
Registered Organisations Commission

**From:** Mark Hill <Mark.Hill@guild.org.au>  
**Sent:** Monday, 19 March 2018 4:57 PM  
**To:** ROC - Registered Org Commission  
**Subject:** AR2018/78 PGA WA Notification of Change - WA Branch President Resignation  
**Attachments:** 20180319 Notification to ROC of changes - WA President Position.pdf

Please find attached the notification of the resignation of the WA Branch President.

Regards,

**Mark Hill**

*National Manager, Finance and 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: + 61 2 6270 1888 · Facsimile: + 61 2 6270 1800  
Email: [mark.hill@guild.org.au](mailto:mark.hill@guild.org.au) · Website: [www.guild.org.au](http://www.guild.org.au)

**Best Practice Certification ISO9001**

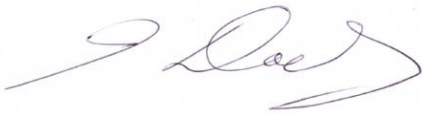
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**NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return)  
required to be kept in accordance with section 230 *Fair Work (Registered Organisations)  
Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009***

I, John Christopher Dowling, 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:



**John Christopher Dowling**

**National Vice President (Finance)**

Dated: 19 March 2018

**ANNEXURE A**

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

<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>
WA	15/03/18	Branch Committee Member/ Branch President/ National Councillor/ National Vice President	Stephen Wragg <i>(Stephen Wragg resigned from these positions on 15 March 2018)</i>	Vacant <i>(An election will be required to fill these positions)</i>	N/A	N/A

**From:** Mark Hill <Mark.Hill@guild.org.au>  
**Sent:** Thursday, 15 March 2018 2:00 PM  
**To:** ROC - Registered Org Commission  
**Subject:** AR2018/78 PGA TAS Branch Notification of Changes - Alternate National Councillor and Vice President  
**Attachments:** 20180315 Notification to ROC of changes - TAS Alt NC and VP.pdf

Please find attached the notification of changes regarding the Pharmacy Guild of Australia - TAS Branch.

Regards,

**Mark Hill**  
*National Manager, Finance and 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: + 61 2 6270 1888 · Facsimile: + 61 2 6270 1800  
Email: [mark.hill@guild.org.au](mailto:mark.hill@guild.org.au) · Website: [www.guild.org.au](http://www.guild.org.au)

**Best Practice Certification ISO9001**

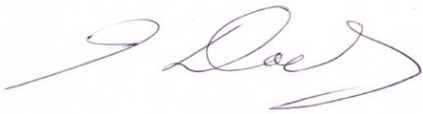
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**NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return)  
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  - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



**John Christopher Dowling**  
**National Vice President (Finance)**

Dated: 15 March 2018



## ANNEXURE A

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

<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>
TAS	15/03/18	Branch Vice President	Vacant (Position not filled during general election in 2017)	Madeleine Bowerman	Knopwood House, 2 <sup>nd</sup> Floor, 38 Montpelier Retreat, Battery Point TAS 7004	Pharmacist
TAS	As above	Alternate National Councillor	As above	Madeleine Bowerman	As above	As above

**svc-adlib5**

---

**From:** Mark Hill <Mark.Hill@guild.org.au>  
**Sent:** Wednesday, 14 March 2018 12:16 PM  
**To:** ROC - Registered Org Commission  
**Subject:** AR2018/78 PGA WA Branch - Notification of Change - Alternate National Councillor  
**Attachments:** 20180314 Notification to ROC of changes - WA Alt NC Position.pdf

Please find attached the notification of change regarding the Pharmacy Guild of Australia - WA Branch position of Alternate National Councillor.

Regards,

**Mark Hill**  
*National Manager, Finance and 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: + 61 2 6270 1888 · Facsimile: + 61 2 6270 1800  
Email: [mark.hill@guild.org.au](mailto:mark.hill@guild.org.au) · Website: [www.guild.org.au](http://www.guild.org.au)

**Best Practice Certification ISO9001**

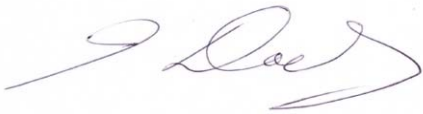
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I, John Christopher Dowling, being the National Vice-President (Finance) of The Pharmacy Guild of Australia, declare the following:

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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:



**John Christopher Dowling**

**National Vice President (Finance)**

Dated: 14 March 2018

## ANNEXURE A

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

<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>
WA	13/03/18	Alternate National Councillor	Vacant (Position not filled during general election in 2017)	Anthony Masi	1322 Hay St, West Perth WA 6005	Pharmacist

**svc-adlib5**

---

**From:** Mark Hill <Mark.Hill@guild.org.au>  
**Sent:** Tuesday, 13 February 2018 1:27 PM  
**To:** ROC - Registered Org Commission  
**Subject:** AR2018/78 PGA VIC Notification of Changes - VIC Branch Committee  
**Attachments:** 20180213 Notification to ROC of changes - VIC BC Positions.pdf

Please find attached the notification of changes regarding the Pharmacy Guild of Australia - VIC Branch Committee.

Regards,

**Mark Hill**

*National Manager, Finance and 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: + 61 2 6270 1888 · Facsimile: + 61 2 6270 1800  
Email: [mark.hill@guild.org.au](mailto:mark.hill@guild.org.au) · Website: [www.guild.org.au](http://www.guild.org.au)

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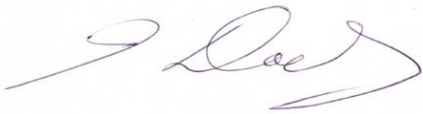
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**NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return)  
required to be kept in accordance with section 230 *Fair Work (Registered Organisations)  
Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009***

I, John Christopher Dowling, 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:



**John Christopher Dowling**

**National Vice President (Finance)**

Dated: 13 February 2018

## ANNEXURE A

- 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	09/02/18	Branch Committee Member	Vacant (Position not filled during general election in 2017)	George Brooks	Guild House, 40 Burwood Road, Hawthorn VIC 3122	Pharmacist
VIC	As above	As above	As above	Nader Mitri	As above	As above

**svc-adlib5**

---

**From:** ROC - Registered Org Commission  
**Sent:** Monday, 7 May 2018 10:07 AM  
**To:** 'Mark Hill'; 'guild.nat@guild.org.au'; 'David.Quilty@guild.org.au'  
**Subject:** AR2018/78 - PGA Annual Return of The Pharmacy Guild of Australia  
[SEC=UNCLASSIFIED]  
**Attachments:** PGA\_AR2018\_78\_AR filed\_07052018.pdf

**UNCLASSIFIED**

Dear Mr Dowling

Please find attached my letter in relation to the above.

Yours sincerely

**DAVID VALE**

Principal Adviser

Financial Reporting

**Registered Organisations Commission**

Tel: (02) 8293 4654

[david.vale@roc.gov.au](mailto:david.vale@roc.gov.au)

GPO Box 2983, MELBOURNE VIC 3001 | Street address: Level 13, 175 Liverpool Street Sydney NSW 2000

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[www.roc.gov.au](http://www.roc.gov.au)



**Australian Government**

**Registered Organisations Commission**

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**From:** Mark Hill  
**Sent:** Tuesday, 27 March 2018 10:25 AM  
**To:** ROC - Registered Org Commission  
**Subject:** AR2018/78 - PGA Annual Return of The Pharmacy Guild of Australia

Please find attached the 2018 Annual Return of The Pharmacy Guild of Australia.

Regards,

**Mark Hill**

*National Manager, Finance and 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: + 61 2 6270 1888 · Facsimile: + 61 2 6270 1800  
Email: [mark.hill@guild.org.au](mailto:mark.hill@guild.org.au) · Website: [www.guild.org.au](http://www.guild.org.au)

**Best Practice Certification ISO9001**

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7 May 2018

Mr John Dowling  
National Vice President (Finance)  
Pharmacy Guild of Australia, The  
By email: [guild.nat@guild.org.au](mailto:guild.nat@guild.org.au) & [David.quilty@guild.org.au](mailto:David.quilty@guild.org.au)

Dear Mr Dowling,

**Declaration and information lodged under subsection 233(1) [Annual Return] for 2018 [AR2018/78]**

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 27 March 2018 of your organisation's Annual Return which provides information under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Thank you for providing your Annual Return.

The documents lodged provide the required information for the 2018 Annual Return of The Pharmacy Guild of Australia.

The Annual Return has been filed. Annual returns are publicly available on the website through the [List of Registered Organisations](#).

**Notifications of Change**

Any changes to these records must be notified to the ROC within 35 days of the change. A template Notification of Change Declaration is available on the [fact-sheets](#) page of our website. The Pharmacy Guild of Australia is encouraged to use this template if any changes occur.

The ROC will accept notifications of change from the relevant branches or from the national office. If the national office of The Pharmacy Guild of Australia does NOT intend to file notifications of change, please ensure that all branches are aware of their continuing obligation to notify changes and the requisite time frames within which that must happen.

If a branch lodges a notification of change with the ROC, the branch should also provide the information to the national body in order to ensure that the organisation is able to comply with its obligations under section 233 of the RO Act.

If you have any queries regarding this correspondence I can be contacted on 1300 341 665 or by email at [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)

Yours faithfully

A handwritten signature in blue ink that reads "David Vale".

David Vale  
Registered Organisations Commission

**From:** Mark Hill <Mark.Hill@guild.org.au>  
**Sent:** Tuesday, 27 March 2018 10:25 AM  
**To:** ROC - Registered Org Commission  
**Subject:** AR2018/78 - PGA Annual Return of The Pharmacy Guild of Australia  
**Attachments:** 2018 Annual Return Letter to ROC.pdf

Please find attached the 2018 Annual Return of The Pharmacy Guild of Australia.

Regards,

**Mark Hill**

*National Manager, Finance and 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: + 61 2 6270 1888 · Facsimile: + 61 2 6270 1800  
Email: [mark.hill@guild.org.au](mailto:mark.hill@guild.org.au) · Website: [www.guild.org.au](http://www.guild.org.au)

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The Pharmacy  
Guild of Australia

27 March 2018

Commissioner  
Registered Organisations Commission  
GPO Box 2983  
MELBOURNE VIC 3001

**Re. AR2018/78 – Annual Return of The Pharmacy Guild of Australia**

Enclosed herewith, in accordance with Sections 230 and 233 of the *Fair Work (Registered Organisations) Act 2009* and Regulation 147 of the *Fair Work (Registered Organisations) Regulations 2009*, is a Declaration in respect of the return required to be lodged with your office.

Yours sincerely

**John Christopher Dowling**  
**National Vice President (Finance)**



---

**National Secretariat**

Level 2, 15 National Circuit, Barton ACT 2600  
PO Box 310, Fyshwick ACT 2609  
P: +61 2 6270 1888 • F: +61 2 6270 1800 • E: [guild.nat@guild.org.au](mailto:guild.nat@guild.org.au)  
[www.guild.org.au](http://www.guild.org.au)

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

AND

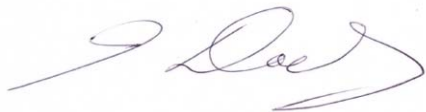
In the matter of The Pharmacy Guild of Australia

I, John Christopher Dowling, National Vice President (Finance) of The Pharmacy Guild of Australia, do solemnly and sincerely declare as follows:

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. That the annexure hereto marked 'A' is a true and correct list of the officers of The Pharmacy Guild of Australia for 2018 as at the date of this declaration.
4. That the annexures marked 'B', 'C', 'D', 'E', 'F', 'G', 'H' and 'I' contain a true and correct record of the office bearers and members of Branch Committees of The Pharmacy Guild of Australia for 2018 in the states of New South Wales, Victoria, the Australian Capital Territory, Tasmania, the Northern Territory, Queensland, Western Australia and South Australia respectively as at the date of this declaration.
5. That the annexure marked 'J' contains a true and correct record of the Branches of The Pharmacy Guild of Australia for 2018 as at the date of this declaration.
6. That the office addresses included in the annexures marked 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H' and 'I' are a true and correct record of the addresses of the registered offices of The Pharmacy Guild of Australia – National Secretariat and its New South Wales, Victoria, the Australian Capital Territory, Tasmania, the Northern Territory, Queensland, Western Australia and South Australia Branches.
7. No Branches of the Pharmacy Guild of Australia have ceased or commenced operations during the previous 12 months.
8. Under the rules of the organisation there are no elections scheduled in the 2018 calendar year (this does not include casual vacancy elections).
9. The Pharmacy Guild of Australia has not entered into an agreement under s.151(1) of the Act with a state union.
10. The number of members on 31 December 2017 was 4,003.

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

Signed



**John Christopher Dowling**  
**National Vice President (Finance)**

This 27<sup>th</sup> day of March 2018

# The Pharmacy Guild of Australia

---

## National Secretariat

## ANNEXURE 'A'

The address of each office holder of The Pharmacy Guild of Australia, National Secretariat is the registered office of The Pharmacy Guild of Australia, National Secretariat.

<b>Registered Office</b>	Pharmacy Guild House Level 2, 15 National Circuit BARTON ACT 2600 Tel (02) 6270 1888 Fax (02) 6270 1800 <a href="mailto:guild.nat@guild.org.au">guild.nat@guild.org.au</a>
--------------------------	---

## National Council

The occupation of each National Councillor is Pharmacist.

<b>National President</b>	George Tambassis
<b>Senior National Vice President</b>	Trent Twomey
<b>National Vice President, Finance</b>	John Dowling
<b>National Vice President</b>	David Heffernan
<b>National Vice President</b>	Nick Panayiaris
<b>National Vice President</b>	Terry Battalis
<b>National Vice President</b>	Anthony Tassone
<b>National Vice President</b>	Simon Blacker

There is a casual vacancy in the position of National Councillor / National Vice President (1 position)

**The above office bearers constitute the National Executive.**

<b>Councillor</b>	Catherine Bronger
<b>National Delegate (NSW)</b>	
<b>Councillor</b>	Paul Jones
<b>National Delegate (NSW)</b>	
<b>Councillor</b>	Grace Chong
<b>National Delegate (VIC)</b>	
<b>Councillor</b>	Helen O'Byrne
<b>National Delegate (TAS)</b>	
<b>Councillor</b>	Christopher Owen
<b>National Delegate (QLD)</b>	

**Councillor**  
**National Delegate (WA)**

Natalie Willis

**Councillor**  
**National Delegate (SA)**

An Doan

## Branch Committee members and office holders

### The Pharmacy Guild of Australia – New South Wales

### ANNEXURE 'B'

The address of each office holder of the Branch is the registered office of The Pharmacy Guild of Australia, New South Wales Branch.

#### Registered Office

Level 1, 100 Christie Street  
ST LEONARDS NSW 2065  
Tel (02) 9467 7100  
Fax (02) 9467 7101  
[governance@nsw.guild.org.au](mailto:governance@nsw.guild.org.au)

### Branch Committee

The occupation of each Branch Committee member is Pharmacist.

<b>President</b>	David Heffernan
<b>National Delegate</b>	Catherine Bronger
<b>Vice President and National Delegate</b>	Paul Jones
<b>Vice President</b>	Feras Karem
<b>Vice President and Alternate National Delegate</b>	Caroline Diamantis

#### The above office bearers constitute the Branch Executive.

<b>Alternate National Delegate</b>	Sally Sheehan
<b>Alternate National Delegate</b>	Karen Carter
	Mario Barone
	John Black
	Greg Everett
	Binh Luu
	Judy Plunkett
	Rick Samimi
	Adele Tahan
	Richard Walsh



## Branch Committee members and office holders

### The Pharmacy Guild of Australia – Victoria

### ANNEXURE 'C'

The address of each office holder of the Branch is the registered office of The Pharmacy Guild of Australia, Victorian Branch.

#### Registered Office

Guild House  
40 Burwood Road  
HAWTHORN VIC 3122  
Tel (03) 9810 9999  
Fax (03) 9819 2542  
[info@vic.guild.org.au](mailto:info@vic.guild.org.au)

#### Branch Committee

The occupation of each Branch Committee member is Pharmacist.

**President** Anthony Tassone

**Vice President and  
National Delegate** Grace Chong

**Vice President** Kin Chong

**National President** George Tambassis

There is a casual vacancy in the position of Vice President (1 position)

**The above office bearers constitute the Branch Executive.**

**Alternate National Delegate** Paul Krassaris  
Angelo Pricolo  
Vihung Arvind Kapadia  
Marylin Tsitonakis  
Carlie Streeter  
Bruce Robertson  
George Brooks  
Nader Mitri

There is a casual vacancy in the position of Alternate National Delegate (1 position)

## Branch Committee members and office holders

### **The Pharmacy Guild of Australia – Australian Capital Territory**

### **ANNEXURE 'D'**

The address of each office holder of the Branch is the registered office of The Pharmacy Guild of Australia, ACT Branch.

#### **Registered Office**

Level 3, 10 National Circuit

BARTON ACT 2600

Tel (02) 6270 8900

Fax (02) 6270 8910

[guild.act@guild.org.au](mailto:guild.act@guild.org.au)

### **Branch Committee**

The occupation of each Branch Committee member is Pharmacist.

#### **President**

Simon Blacker

#### **Vice President and**

Amanda Galbraith

#### **Alternate National Delegate**

#### **Vice President**

Elise Apolloni

### **The above office bearers constitute the Branch Executive.**

Benjamin Jackson

Samantha Kourtis

Mark Leighton

There is a casual vacancy in the position of Branch Committee Member (1 position)

## Branch Committee members and office holders

### The Pharmacy Guild of Australia – Tasmania

### ANNEXURE 'E'

The address of each office holder of the Branch is the registered office of The Pharmacy Guild of Australia, Tasmania Branch.

#### Registered Office

Knopwood House  
2<sup>nd</sup> Floor, 38 Montpelier Retreat  
BATTERY POINT TAS 7004  
Tel (03) 6220 2955  
Fax (03) 6220 2966  
[guild.tas@guild.org.au](mailto:guild.tas@guild.org.au)

#### Branch Committee

The occupation of each Branch Committee member is Pharmacist.

<b>President</b>	John Dowling
<b>National Delegate</b>	Helen O'Byrne
<b>Vice President and Alternate National Delegate</b>	Matthew Pilkington
<b>Vice President and Alternate National Delegate</b>	Madeleine Bowerman

There is a casual vacancy in the position of Vice President (1 position)

#### **The above office bearers constitute the Branch Executive.**

Joseph O'Malley  
Martin Quinn  
Katie Hayes  
Harvey Cuthill  
Terry Travers

There is a casual vacancy in the positions of Branch Committee Member (1 position)

## Branch Committee members and office holders

### **The Pharmacy Guild of Australia – Northern Territory**

### **ANNEXURE 'F'**

The address of each office holder of the Branch is the registered office of The Pharmacy Guild of Australia, Northern Territory Branch.

#### **Registered office**

Oasis Building  
Unit 43, 3<sup>rd</sup> Floor, 29 Woods Street  
DARWIN NT 0800  
Tel 08 8944 6900  
Fax 08 8981 7518  
[office@ntguild.org.au](mailto:office@ntguild.org.au)

### **Branch Committee**

The occupation of each Branch Committee member is Pharmacist.

<b>President</b>	Terry Battalis
<b>Vice President</b>	Adam Bennett
<b>Vice President</b>	Shelley Forester

**The above office bearers constitute the Branch Executive.**

<b>Alternate National Delegate</b>	Steven Kong
	Brad Coleman
	Mark George
	Darryl Wakelin

## Branch Committee members and office holders

### The Pharmacy Guild of Australia – Queensland

### ANNEXURE 'G'

The address of each office holder of the Branch is the registered office of The Pharmacy Guild of Australia, Queensland Branch.

#### Registered Office

Guild House  
132 Leichhardt Street  
SPRING HILL QLD 4000  
Tel (07) 3831 3788  
Fax (07) 3831 9246  
[enquiries@qldguild.org.au](mailto:enquiries@qldguild.org.au)

#### Branch Committee

The occupation of each Branch Committee member is Pharmacist.

<b>President</b>	Trent Twomey
<b>Vice President and National Delegate</b>	Christopher Owen
<b>Vice President</b>	Kos Slavos
<b>Vice President</b>	Rick Xynias

**The above office bearers constitute the Branch Executive.**

<b>Alternate National Delegate</b>	Vikesh Kumar
<b>Alternate National Delegate</b>	Lucy Walker
	Amanda Seeto
	Fiona Watson
	Timothy Logan
	Allan Milostic
	Paul Jaffar
	Cate Whalan

## Branch Committee members and office holders

### The Pharmacy Guild of Australia – Western Australia

### ANNEXURE 'H'

The address of each office holder of the Branch is the registered office of The Pharmacy Guild of Australia, Western Australia Branch.

**Registered Office** 1322 Hay Street  
WEST PERTH WA 6005  
Tel 08 9429 4100  
Fax 08 9324 2075  
[reception@wa.guild.org.au](mailto:reception@wa.guild.org.au)

### Branch Committee

The occupation of each Branch Committee member is Pharmacist.

**Vice President and  
National Delegate** Natalie Willis

**Vice President and  
Alternate National Delegate** Andrew Ngeow

There are casual vacancies in the positions of President (1 position) and Vice President (1 position)

**The above office bearers constitute the Branch Executive.**

**Alternate National Delegate** Anthony Masi  
David Manuel  
Linda Keane  
Adrian Staltari  
Barbara Kirk  
Gregory Da Rui  
Paul Rees  
Ernie Pirone  
Paul Jardine  
Donna Pearson

There are casual vacancies in the position of Branch Committee Member (2 positions)

## Branch Committee members and office holders

### The Pharmacy Guild of Australia – South Australia

### ANNEXURE 'T'

The address of each office holder of the Branch is the registered office of The Pharmacy Guild of Australia, South Australia Branch.

#### Registered Office

Unit 12 / 202 Glen Osmond Road

FULLARTON SA 5063

Tel 08 8304 8300

Fax 08 8333 1729

[guildsa@sa.guild.org.au](mailto:guildsa@sa.guild.org.au)

#### Branch Committee

The occupation of each Branch Committee member is Pharmacist.

**President** Nick Panayiaris

**National Delegate** An Doan

**Vice President and  
Alternate National Delegate** Timothy Gross

**Vice President** Marc Apolloni

**Vice President** Paul Simmons

**The above office bearers constitute the Branch Executive.**

**Alternate National Delegate** Adam Phillips

Maja Ajdukovic

Fareed Heidari

Ian Todd

Renee Wynne

**DETAILS OF THE GUILD BRANCHES FOR 2018 ARE LISTED BELOW:**

The Pharmacy Guild of Australia – Australian Capital Territory

The Pharmacy Guild of Australia –New South Wales

The Pharmacy Guild of Australia –Northern Territory

The Pharmacy Guild of Australia –Queensland

The Pharmacy Guild of Australia –South Australia

The Pharmacy Guild of Australia –Tasmania

The Pharmacy Guild of Australia –Victoria

The Pharmacy Guild of Australia –Western Australia





5 March 2018

Mr David Quilty  
Executive Director  
Pharmacy Guild of Australia  
Sent via email: [guild.nat@guild.org.au](mailto:guild.nat@guild.org.au)

Dear Mr Quilty,

**Pharmacy Guild of Australia  
Annual Return of Information for 2018 [AR2018/78]**

I refer to our letter dated 1 February 2018 reminding you of the obligation to lodge an Annual Return of Information (Annual Return). Please ignore this letter if you have lodged the Annual Return in the last few days.

**When must you lodge the Annual Return?**

The Annual Return 2018 must be lodged no later than **31 March 2018**.

**What must you lodge?**

Two signed declarations certifying matters prescribed in the Fair Work (Registered Organisations) Act 2009 (the RO Act) must be lodged along with copies of some of your records. The required declarations and records are set out in the table that follows this letter.

Please refer to our previous correspondence which provides information about maintaining the register of members, a recommendation that private information not be provided and which explains who must sign the declarations.

**Consider using the ROC's template**

The ROC provides a template Annual Return for an organisation without branches and a template Annual Return for an organisation with branches on our [Factsheets, templates and webinars](#) page. We recommend that you use this template to ensure that you make the correct declarations and include all the required information.

**Failure to comply**

**Failure to comply with these obligations exposes your organisation to financial penalties** (up to \$63 000 for a body corporate and \$12 600 for an individual per contravention), under s.305 of the RO Act.

## Need more information?

If you require further information about an Annual Return you can refer to the [Annual returns](#) page on our website and, in particular, our Webinar slides. You can also contact the ROC by phone on 1300 341 665 or by e-mail at [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).

Yours sincerely



Sam Gallichio  
Adviser  
Registered Organisations Commission

## Obligation to lodge Annual Return of Information by 31 March

For full details see ss.230-233 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act), and rr.147-151 of the *Fair Work (Registered Organisations) Regulations 2009* (the RO Regulations).

The following declarations and a copy of each of the following records must be lodged with the ROC between 1 January and 31 March each year.

Requirement	Details of requirement
Declaration regarding maintenance of Register of Members	A declaration by the Secretary or other prescribed officer certifying that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss.230(1)(a) and (2) [s.233(1)(a)] <b>Note:</b> In maintaining the register of members, your attention is drawn to ss.171A and 230(2)(b) of the RO Act which sets out certain circumstances where membership ceases to exist and when their names must be removed from the register, and s.172 which sets out when unfinancial members must be removed from the register
Declaration that correct statement of	A declaration stating by the Secretary or other prescribed officer that the copy of the records is a correct statement of the information contained in the records [s.233(1)(b)]
List of Offices	A list of the offices in the organisation and each branch (note the definition of <b>office</b> and <b>officer</b> in ss.6 and 9) [s.230(1)(b)]
List of Office holders	A list of the names, postal addresses and occupations of the persons holding the offices (note the definition of <b>office</b> and <b>officer</b> in ss.6 and 9) [s.230(1)(c)]
List of Branches	A record of the name of each branch of the organisation [s.230(1)(d) and r.147(a)]
New Branches	A record of the name of each branch that commenced operation in the previous 12 months [s.230(1)(d) and r.147(b)]
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months [s.230(1)(d) and r.147(c)]
Addresses of Organisation and Branches	A record of the address of the office of the organisation and the address of the office of each branch [s.230(1)(d) and r.147(d)]
Elections in Organisation and Branches	A record of each election that must, under the rules of the organisation, be held during the year commencing 1 January of the year in which the return is lodged, for any offices in the organisation and branches of the organisation. [s.230(1)(d) and r.147(e)] <b>Note:</b> this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s.189 of the RO Act
The number of members	A record of the number of members on 31 December in the previous year
The number of ineligible State members (if applicable)	If the organisation has entered into an agreement relating to members of State unions under s.151(1) of the RO Act, - a record of the number of members of the organisation who were (on 31 December in the previous year) ineligible State members in relation to the organisation within the meaning of s.150 of the RO Act. [s.230(1)(d) and r.147(g)]

### Obligation to notify of changes within 35 days

If there are any changes to the records listed above an organisation must, within 35 days of the change, lodge with the ROC, a notification of such changes certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made [RO Act s.233(2) and RO Regulations r.151].



1 February 2018

Mr David Quilty  
Executive Director  
Pharmacy Guild of Australia

Sent via email: [guild.nat@guild.org.au](mailto:guild.nat@guild.org.au)

Dear Mr Quilty,

**Pharmacy Guild of Australia  
Annual Return of Information for 2018 [AR2018/78]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2018 in respect of the Pharmacy Guild of Australia by **31 March 2018**.

**What must be lodged?**

A signed and dated declaration certifying matters prescribed in the *Fair Work (Registered Organisations) Act 2009* (the RO Act) must be lodged with the Registered Organisations Commission (the Commission). The matters to be included in the declaration are set out in the attached checklist.

*In maintaining the register of members, your attention is drawn to the circumstances where membership ceases to exist (s.230(2)(b) and s.171A of the RO Act).*

Once an Annual Return has been lodged, a copy will be posted on our website at [List of Registered Organisations](#). Therefore, to protect the privacy of the relevant office holders listed in the declarations, it is recommended that officers list their official mailing address rather than personal home address.

**Who must sign the declaration?**

The declaration must be signed by the Secretary, or where applicable, such other elected official who is required under the rules or by resolution of the organisation, to keep the relevant records (other prescribed officer). A declaration signed by a non-elected person does not meet this requirement.

**Who lodges the Annual Return of information?**

Section 233 places the onus of lodgement on the organisation and not on each individual branch. It is therefore the national body that is obliged to collate and lodge all of the required information. Annual Return templates are available on the Commission website at [Registered Organisations fact sheets](#), one for an [organisation with branches](#) and one for an [organisation without branches](#).

**What happens if the information changes?**

The Secretary, or other prescribed officer, must notify the Commission within 35 days of any changes to such records that may occur throughout the year.

**Failure to comply with these obligations is subject to a civil penalty provision** (up to \$63,000 for a body corporate and \$12,600 for an individual per contravention), under s.305 of the RO Act.

Please do not hesitate to contact the Commission by phone on 1300 341 665 or by e-mail at [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au) if you wish to discuss the requirements outlined in this correspondence.

Yours faithfully,



**Sam Gallichio**  
**Adviser**  
**Registered Organisations Commission**

### Obligation to lodge Annual Return of Information by 31 March

For full details see ss.230-233 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act), and rr.147-151 of the *Fair Work (Registered Organisations) Regulations 2009* (the RO Regulations).

A copy of each of the following records must be lodged with the Fair Work Commission (the Commission) between 1 January and 31 March each year. They must be certified by a declaration stating that it is a correct statement of the information contained in that record, signed by the Secretary or such other elected official who is required under the rules, or by resolution of the organisation, to keep the relevant records (**other prescribed officer** see r.150 of the RO Regulations).

**Failure to comply with these obligations is subject to a civil penalty provision – see s.305 of the RO Act.**

Requirement	Details of requirement
Maintenance of Register of Members	A declaration by the Secretary or other prescribed officer certifying that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss.230(1)(a) and (2) <i>[s.233(1)(a)]</i> <b>Note:</b> In maintaining the register of members, your attention is drawn to s.171A of the RO Act that outlines the circumstances where membership ceases to exist.
List of Offices	A list of the offices in the organisation and each branch (note the definition of <b>office</b> and <b>officer</b> in ss.6 and 9) <i>[s.230(1)(b)]</i>
List of Office holders	A list of the names, postal addresses and occupations of the persons holding the offices (note the definition of <b>office</b> and <b>officer</b> in ss.6 and 9) <i>[s.230(1)(c)]</i>
List of Branches	A record of the name of each branch of the organisation <i>[s.230(1)(d) and r.147(a)]</i>
New Branches	A record of the name of each branch that commenced operation in the previous 12 months <i>[s.230(1)(d) and r.147(b)]</i>
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months <i>[s.230(1)(d) and r.147(c)]</i>
Addresses of Organisation and Branches	A record of the address of the office of the organisation and the address of the office of each branch <i>[s.230(1)(d) and r.147(d)]</i>
Elections in Organisation and Branches	A record of each election that must, under the rules of the organisation, be held during the year commencing 1 January of the year in which the return is lodged, for any offices in the organisation and branches of the organisation . <i>[s.230(1)(d) and r.147(e)]</i> <b>Note:</b> this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s.189 of the RO Act
Statement concerning number of members	A record of the number of members on 31 December in the previous year; and If the organisation has entered into an agreement relating to members of State unions under s.151(1) of the RO Act,- a record of the number of members of the organisation who were (on 31 December in the previous year) ineligible State members in relation to the organisation within the meaning of s.150 of the RO Act. <i>[s.230(1)(d) and rr.147(f) and (g)]</i>

### Obligation to notify of changes within 35 days

If there are any changes during the year to the offices, officeholders, branches (where relevant) or the address of the organisation and/or its branches an organisation must, within 35 days of the change, lodge with the Commission, a notification of such changes certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made [*RO Act s.233(2) and RO Regulations r.151 refer*].



12 February 2018

Executive Director  
Pharmacy Guild of Australia  
guild.nat@guild.org.au

CC: Tasmanian Branch, tas.admin@guild.org.au  
New South Wales Branch, guild.nsw@nsw.guild.org.au

Dear Executive Director,

**Notification of changes made to records [AR2018/78]**

I acknowledge receipt of a Notification of Change to the office holders of the Pharmacy Guild of Australia.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
5/02/2017	New South Wales	New Alternate National Councillor	Yes
7/02/2018	Tasmania	New Branch Committee Members (4)	Yes

**Time frames**

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

**Mandatory disclosures**

Please ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

**Mandatory training**

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe.

Thank you for your correspondence.

Yours faithfully,

**Christine Hibberd**  
**Registered Organisations Commission**

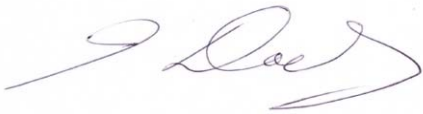


**NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return)  
required to be kept in accordance with section 230 *Fair Work (Registered Organisations)  
Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009***

I, John Christopher Dowling, 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:



**John Christopher Dowling**  
**National Vice President (Finance)**

Dated: 6 February 2018

## ANNEXURE A

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

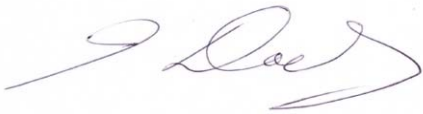
Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
TAS	01/02/18	Branch Committee Member	Vacant (Position not filled during general election in 2017)	Martin Quinn	Knopwood House, 2 <sup>nd</sup> Floor, 38 Montpelier Retreat, Battery Point TAS 7004	Pharmacist
TAS	As above	As above	As above	Katie Hayes	As above	As above
TAS	As above	As above	As above	Harvey Cuthill	As above	As above
TAS	As above	As above	Vacant (Casual vacancy created by the resignation of Jeremy Hampton in November 2017)	Terry Travers	As above	As above

**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, John Christopher Dowling, 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:



**John Christopher Dowling**

**National Vice President (Finance)**

Dated: 5 February 2018

## ANNEXURE A

- 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
NSW	08/01/18	Alternate National Councillor	Vacant (Position not filled during general election in 2017)	Caroline Diamantis	Level 1, 100 Christie Street, St Leonards NSW 2065	Pharmacist