



Rotary International South Pacific and Philippines Office

Mail: Rotary International South Pacific & Philippines Office PO Box 1415 Parramatta NSW 2124 Australia	Street Address: Rotary Centre Level 2, 60 Phillip Street, Parramatta NSW 2150 Australia Telephone: +61 2 8894 9800 Fax: +61 2 8894 9899 Email: risppo@rotary.org Office Hours: 8.30am to 5pm, Monday to Friday except on Australian and NSW Public Holidays
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International Office Manager	Frank Pezzimenti	Frank.Pezzimenti@rotary.org	Ph: +61 2 8894 9811
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Administration Coordinator	Lalitha Warren	Lalitha.Warren@rotary.org	Ph: +61 2 8894 9810
Admin Support / Reception	Skye Knight	Skye.Knight@rotary.org	Ph: +61 2 8894 9800

- Admin also handle all inquiries about Rotary International & The Rotary Foundation literature, videos and CDs

CLUB & DISTRICT SUPPORT

Supervisor	Jennifer Coburn	Jennifer.Coburn@rotary.org	Ph: +61 2 8894 9820
Coordinator	Barbara Mifsud	Barbara.Mifsud@rotary.org	Ph: +61 2 8894 9821
Correspondent	Mary Jayne Desmond	MaryJayne.Desmond@rotary.org	Ph: +61 2 8894 9822

- Admission of new Clubs (Rotary, Rotaract, Interact, Rotary Community Corps, Satellite clubs)
- Applications for change of name, change of club & district locality, merger of clubs
- Applications for club & district incorporation
- Licensing inquiries - use of Rotary name and other marks / logos
- District dispute inquiries
- Special club anniversary recognition (25th, 50th, 75th)
- Special member anniversary recognition (50th) on application
- www.rotary.org enquiries including My Rotary guidance, Rotary Club Central
- Guide district governors, clubs and Rotarians on procedural and constitutional matters
- Assist the district governors, clubs and Rotarians in their communications with world headquarters
- Maintain historical records of clubs

FINANCE

Supervisor	Grace Ramirez	Grace.Ramirez@rotary.org	Ph: +61 2 8894 9830
Coordinator	Sally Furto (Aust & NZ)	Sally.Furto@rotary.org	Ph: +61 2 8894 9832
Coordinator	Melissa Asanza (TRF Finance)	Melissa.Asanza@rotary.org	Ph: +61 2 8894 9833
Coordinator	Rosalyn Ong (Philippines)	Rosalyn.Ong@rotary.org	Ph: +61 2 8894 9831

- Collect per capita dues and other payments to Rotary International
- Process Semi Annual reports on club membership and inquiries on SAR payments
- Assist clubs & districts with inquiries on: club remittances and balances, reinstatements after payment following termination
- Process The Rotary Foundation contributions
- Make payments to Rotarians travelling at RI or Rotary Foundation expense
- Make payments to Rotary Foundation Scholars
- Make Global payments on behalf of TRF and Rotary International (SPAs)

THE ROTARY FOUNDATION

Supervisor	PDG Bruce Allen	Bruce.Allen@rotary.org	Ph: +61 2 8894 9840
Fund Development Officer	Mark Anderson	Mark.Anderson@rotary.org	Ph: +61 2 8894 9841
TRF Admin	Krissy Aure-Canson	MariaKristenne.Aure-Canson@rotary.org	Ph: +61 2 8894 9842

- Fund Development
- Paul Harris Fellow Recognition - processes applications and issue regalia & certificates
- Maintain record of club recognition points
- Issue benefactor recognitions, bequest and major donor recognition
- Provide assistance and clarification on all Rotary Foundation matters
- Assist with The Rotary Foundation contribution inquiries