



17 October 2019

Samantha Forde  
President

Real Estate Employers' Federation of South Australia and the Northern Territory

Sent via email: [eo@reefsant.org.au](mailto:eo@reefsant.org.au)

Cc: [arvin@reefsant.org.au](mailto:arvin@reefsant.org.au)

Attention Victoria Edwards

Dear Samantha Forde,

**Declaration and information lodged under subsection 233(1) for 2019 (AR2019/30)**

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 25 January 2019 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 the Annual Return.

**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 Real Estate Employers' Federation of South Australia and the Northern Territory is encouraged to use this template if any changes occur.

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,

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



3 September 2019

Arvin Bisbal  
Chief Executive Officer  
Real Estate Employers' Federation of South Australia and the Northern Territory  
Sent via email: arvin@reefsant.org.au

Dear Arvin Bisbal

**Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2019/30)**

I acknowledge receipt of a Notification of Change to the office holders of the Real Estate Employers' Federation of South Australia and the Northern Territory.

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
22/05/2019	N/A	Board Members (3)	No - 2 days late
15/07/2019	N/A	New Address	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.

**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. I note that this notification was late due to an oversight. 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  
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, SAMANTHA FORDE being the PRESIDENT of the REAL ESTATE EMPLOYERS FEDERATION OF SOUTH AUSTRALIA AND NORTHERN TERRITORY, 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 1<sup>ST</sup> JULY 2019 the address of the organisation changed to 33 WARWICK STREET, WALKERVILLE SA 5081.<sup>1</sup>
- 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:



SAMANTHA FORDE – BOARD PRESIDENT

Dated: 11 07 2019

*[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).]*

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<sup>1</sup> s.230(1)(d); reg.147(d)

**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

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office</b>	<b>Name of Office Holder</b>	<b><u>New</u> Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
<i>REEF SA/NT</i>	<i>01.07.2019</i>	<i>President</i>	<i>Samantha Forde</i>	<i>c/- the Registered Organisation, 33 Warwick Street, Walkerville SA 5081</i>	<i>Real Estate Agent</i>
<i>REEF SA/NT</i>	<i>01.07.2019</i>	<i>Deputy President</i>	<i>Emma Slape</i>	<i>c/- the Registered Organisation, 33 Warwick Street, Walkerville SA 5081</i>	<i>Real Estate Agent</i>
<i>REEF SA/NT</i>	<i>01.07.2019</i>	<i>Board Member</i>	<i>Suzannah Toop</i>	<i>c/- the Registered Organisation, 33 Warwick Street, Walkerville SA 5081</i>	<i>Real Estate Agent</i>
<i>REEF SA/NT</i>	<i>01.07.2019</i>	<i>Board Member</i>	<i>Andrew Harvey</i>	<i>c/- the Registered Organisation, 33 Warwick Street, Walkerville SA 5081</i>	<i>Real Estate Agent</i>
<i>REEF SA/NT</i>	<i>01.07.2019</i>	<i>Board Member</i>	<i>Scott Robinson</i>	<i>c/- the Registered Organisation, 33 Warwick Street, Walkerville SA 5081</i>	<i>Real Estate Agent</i>
<i>REEF SA/NT</i>	<i>01.07.2019</i>	<i>Board Member</i>	<i>Linda Baker</i>	<i>c/- the Registered Organisation, 33 Warwick Street, Walkerville SA 5081</i>	<i>Real Estate Agent</i>
<i>REEF SA/NT</i>	<i>01.07.2019</i>	<i>Board Member</i>	<i>Mark Lands</i>	<i>c/- the Registered Organisation, 33 Warwick Street, Walkerville SA 5081</i>	<i>Real Estate Agent</i>
<i>REEF SA/NT</i>	<i>01.07.2019</i>	<i>Board Member</i>	<i>Victor Velgush</i>	<i>c/- the Registered Organisation, 33 Warwick Street, Walkerville SA 5081</i>	<i>Real Estate Agent</i>

**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, SAMANTHA FORDE, being the PRESIDENT of THE REAL ESTATE EMPLOYERS  
FEDERATION OF SOUTH AUSTRALIA AND THE NORTHERN TERRITORY, 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:



SAMANTHA FORDE, BOARD PRESIDENT

Dated: 16 04 2019

*[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).]*

**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:

<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>
REEF SA/NT	15.04.2019	Board Member	N/A –Insufficient Nominations Election	Linda Baker	C/O REEF SA/NT REI House, 249 Greenhill Road DULWICH SA 5065	Real Estate Agent
REEF SA/NT	15.04.2019	Board Member	N/A –Insufficient Nominations Election	Mark Lands	C/O REEF SA/NT REI House, 249 Greenhill Road DULWICH SA 5065	Real Estate Agent
REEF SA/NT	15.04.2019	Board Member	N/A –Insufficient Nominations Election	Victor Velgush	C/O REEF SA/NT REI House, 249 Greenhill Road DULWICH SA 5065	Real Estate Agent

**ANNUAL RETURN OF INFORMATION (organisation with no branches) in accordance with Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and Sections 230 and 233 Fair Work (Registered Organisations) Act 2009**

I, SAMANTHA FORDE, being the PRESIDENT of the REAL ESTATE EMPLOYERS FEDERATION OF SOUTH AUSTRALIA AND NORTHERN TERRITORY, declare the following:

1. I am authorised to make this declaration.
2. The register of members has, during the immediately preceding calendar year, been kept and maintained as required by s.230(1)(a) and s.230(2) of the *Fair Work (Registered Organisations) Act 2009* (the Act).
3. The following is a correct statement of the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Act:
  - The address of the organisation is 33 WARWICK STREET, WALKERVILLE SA 5081<sup>1</sup>
  - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.<sup>2</sup>
  - On 31 DECEMBER in the previous year the number of members was 250 and as at 10<sup>th</sup> July 2019 the number of members was 241.<sup>3</sup>
  - 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 2019: Board Members (2) due to insufficient numbers in scheduled election held November 2018.
  - The organisation:
    - Has not entered into an agreement under s.151(1) of the Act with a state union.

Signed:



SAMANTHA FORDE – BOARD PRESIDENT

Dated: 17/10/2019 – HAVING PREVIOUSLY BEEN LODGED ON 15/10/2019, 11/07/2019 AND 25/01/2019

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<sup>1</sup> s.230(1)(d); reg.147(d)

<sup>2</sup> s.230(1)(d); reg.147(a), (b), (c) & (d)

<sup>3</sup> s.230(1)(d); reg.147(f)



**ANNUAL RETURN OF INFORMATION (organisation with no branches) in accordance with Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and Sections 230 and 233 Fair Work (Registered Organisations) Act 2009**

**ANNEXURE A**

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

- Offices and Office Holders in the Organisation:

<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
<i>President</i>	<i>Samantha Forde</i>	<i>c/- the Registered Organisation, 33 Warwick Street, Walkerville SA 5081</i>	<i>Real Estate Agent</i>
<i>Deputy President</i>	<i>Emma Slape</i>	<i>c/- the Registered Organisation, 33 Warwick Street, Walkerville SA 5081</i>	<i>Real Estate Agent</i>
<i>Board Member</i>	<i>Suzannah Toop</i>	<i>c/- the Registered Organisation, 33 Warwick Street, Walkerville SA 5081</i>	<i>Real Estate Agent</i>
<i>Board Member</i>	<i>Andrew Harvey</i>	<i>c/- the Registered Organisation, 33 Warwick Street, Walkerville SA 5081</i>	<i>Real Estate Agent</i>
<i>Board Member</i>	<i>Scott Robinson</i>	<i>c/- the Registered Organisation, 33 Warwick Street, Walkerville SA 5081</i>	<i>Real Estate Agent</i>
<i>Board Member</i>	<i>Linda Baker</i>	<i>c/- the Registered Organisation, 33 Warwick Street, Walkerville SA 5081</i>	<i>Real Estate Agent</i>
<i>Board Member</i>	<i>Mark Lands</i>	<i>c/- the Registered Organisation, 33 Warwick Street, Walkerville SA 5081</i>	<i>Real Estate Agent</i>
<i>Board Member</i>	<i>Victor Velgush</i>	<i>c/- the Registered Organisation, 33 Warwick Street, Walkerville SA 5081</i>	<i>Real Estate Agent</i>