



28 August 2024

Christian Payne
President
Real Estate Employers' Federation
Sent via email: admin@reef.org.au

Dear Christian Payne

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Real Estate Employers' Federation (AR2024/86).

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

What you need to do right now

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

These next steps are explained below in more detail.

Financial training must be done within 6 months

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

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

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

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

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



Officer financial training audit

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

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

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

Help for new officers: Officer Induction Kit

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

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

Disclosure obligations: what officers must do

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

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

Time frames for notifications of change

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

Resources to help you make your notifications of change

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

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

These resources include:

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



eLearning module – notifications of change

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

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

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

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

Yours sincerely

Fair Work Commission

Appendix A

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

Our records have been updated.

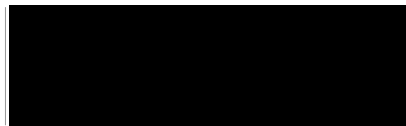
The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
21 August 2024	N/A	Committee of Management 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, **Christian Sidney Payne**, being the **President** of the **Real Estate Employers' Federation**, 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.



Christian Sidney Payne
President
Dated: 19 August 2024

ANNEXURE A

REAL ESTATE EMPLOYERS' FEDERATION

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

Changes to Offices and Office Holders in the Organisation:

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
<i>National</i>	<i>19.8.2024</i>	<i>Committee of Management Member</i>	<i>Vacant</i>	<i>Tom Isaacs</i>	<i>158 Lyttleton Terrace, Bendigo, VIC 3550</i>	<i>Real Estate Agent & Company Director</i>



15 March 2024

Christian Payne
President
Real Estate Employers' Federation
Sent via email: admin@reef.org.au

Dear Christian Payne

Notification of changes – Acknowledgment

We acknowledge receipt of a Notification of Change to the Real Estate Employers' Federation (AR2024/86).

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

Time frames for notifications of changes

Notifications of change must be lodged within 35 days of the change occurring (r 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.

But we understand they can be a difficult requirement to get right. We have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

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



eLearning module – notifications of change

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

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

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

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

Yours sincerely

Fair Work Commission

Appendix A

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

Our records have been updated.

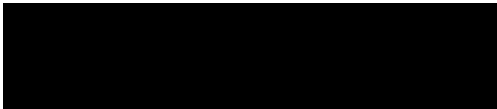
The notification of change and this filing letter can be viewed on the Fair Work Commission website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
2 March 2024	NA	Vacant office (Committee of Management 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, Christian Sidney Payne, being the President of the Real Estate Employers' Federation, 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.



Christian Sidney Payne
President
Dated: 2 March 2024

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

Changes to Offices and Office Holders in the Organisation:

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
<i>National</i>	<i>1.3.2024</i>	<i>Committee of Management Member</i>	<i>Milton Leslight</i>	<i>Vacant</i>	<i>Vacant</i>	<i>Vacant</i>



15 March 2024

Christian Payne
President
Real Estate Employers' Federation
Sent via email: admin@reef.org.au

Dear Christian Payne

The Real Estate Employers' Federation'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	AR2024/86
Lodgement date	15 February 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.

Yours sincerely

Fair Work Commission

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, **Christian Payne**, being the **President** of the **Real Estate Employers' Federation**, 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 section230(1)(a) and section230(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 section230(1)(b), (c), and (d) of the Act:
 - The address of the organisation is **Suite 606, Level 6, 97-99 Bathurst Street, Sydney**.¹
 - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.²
 - On 31 December 2023 the number of members was **1824**.³
 - 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, there are no scheduled elections to be held between 1 January and 31 December of 2024:⁴
 - The organisation has not entered into an agreement under section151(1) of the Act with a state union.

Signed: **Christian Payne – President**

Dated: 14/2/2024



¹ section230(1)(d); reg.147(d)

² section230(1)(d); reg.147(a), (b), (c) & (d)

³ section230(1)(d); reg.147(f)

⁴ section230(1)(d); reg.147(e)

Annexure A

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

Offices and Office Holders in the Organisation:

Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
President	Christian Payne	C/- Payne Pacific Real Estate PO Box 54, Cronulla, NSW, 2230	Real Estate Agent & Company Director
Vice President	Linda Baker	C/- Barry Plant Norwood 74 The Parade, Norwood, SA, 5067	Real Estate Agent & Company Director
Treasurer	Tony Abboud	C/- Snowden Parkes Real Estate PO Box 172, Ryde, NSW, 1680	Real Estate Agent & Company Director
General Committee Member	Michael Cameron	C/- Lauders Real Estate 52 Old Bar Road, Old Bar, NSW, 2430	Real Estate Agent & Company Director
General Committee Member	Steve Martin	C/- Stanley & Martin 5/594 Hovell Street, South Albury, NSW, 2640	Real Estate Agent & Company Director
General Committee Member	Milton Leslight	C/- Beaches & Bush Properties 13 Beach Road, Batemans Bay, NSW, 2536	Real Estate Agent & Company Director
General Committee Member	Patricia Kho	C/- Kho & Lee Property Group 596 Harris Street, Ultimo, NSW, 2007	Real Estate Agent & Company Director
General Committee Member	Emma Slape	C/- Turner Real Estate 49 Greenhill Road, Wayville, SA, 5034	Real Estate Agent & Company Director