



17 March 2015

Mr Greg Paterson
Executive Director
Real Estate Employers' Federation
greg@reef.org.au

Dear Mr Paterson,

Annual Return of Information for 2015 [AR2015/135]

I acknowledge receipt on 2 March 2015 of the Declaration of Mr Bryan Wilcox, providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009*.

The documents lodged cover the required information for the 2015 Annual Return of Information of Real Estate Employers' Federation.

The document can be viewed on the Fair Work Commission website through the List of Registered Organisations - <http://www.fwc.gov.au/index.cfm?pagename=regorgslist>

Yours sincerely

Carolyn Moloney
Regulatory Compliance Branch

reef



2 March 2015

Regulatory Compliance Branch
Fair Work Australia
GPO Box 1994
MELBOURNE VICTORIA 3001

Your Reference: AR2015/135

email: orgs@fwc.gov.au

Dear Sir/Madam

Re: Real Estate Employers' Federation - Annual Return of Information for 2015
(*Fair Work (Registered Organisations) Act 2009 - section 233*)

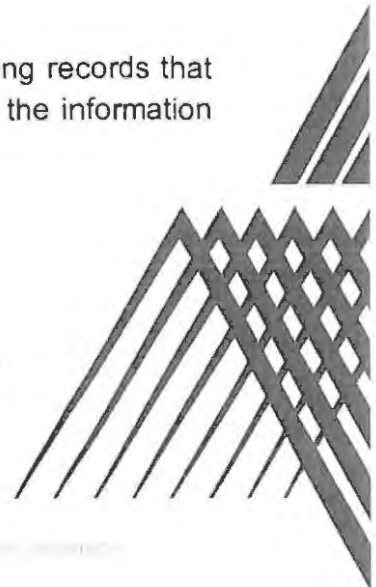
I, Bryan Joseph Wilcox do hereby declare that:

I am the President of the Real Estate Employers' Federation (REEF) and lodge herewith as Attachment A is a copy of the list of offices of the said organisation showing the full names, postal address and the occupations of the persons holding those offices as at 31 December 2014; and

I certify that the register of REEF's members has been kept and maintained during the immediately preceding year in accordance with sections 230(1)(a) and 230(2) of the *Fair Work (Registered Organisations) Act 2009* (RO Act).

In accordance with regulation 147(f) of the RO Act the number of members of REEF was 1,432 as at the 31 December 2014.

The particulars contained in the document lodged herewith concerning records that must be kept under s230(1)(b), (c) and (d) is a correct statement of the information contained in those records.



Furthermore, I declare the following matters in relation to REEF as required by the RO Act.

1. REEF does not have branches and there were no branches that commenced operation or ceased operation in the previous 12 months;

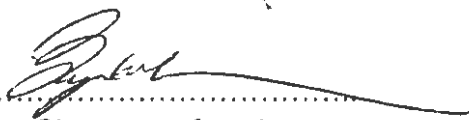
2. The registered office of REEF is:

Level 6, 99 Bathurst Street
SYDNEY NSW 2000

3. Rule 33 requires biennial elections. An election was held during 2014. The results of the election were declared by the Australian Electoral on 8 December 2014.

I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1900*.

Declared by **BRYAN WILCOX**


.....
Signature of declarant

Declared at: Sydney

On this 2nd day of March 2015


.....
Signature of witness

Mack Helm
.....
Name of witness - Solicitor

I certify that:

1. I saw the face of the declarant; and
2. I have known the person for at least 12 months.

Attachment A
**LIST OF OFFICE BEARERS & COMMITTEE MEMBERS OF THE REAL ESTATE
EMPLOYERS' FEDERATION OF NSW**

OFFICE	OFFICE HOLDER
President	MR. BRYAN JOSEPH WILCOX P.O. Box 1517 DOUBLE BAY NSW 1360 OCCUPATION: Company Director
Vice-President	MR. FREDERICK WILHEM ANDRIESEN 292-294 Main Road CARDIFF NSW 2285 OCCUPATION: Real Estate Agent/Company Director
Treasurer	MR. PAUL PATRICK BYRNE P.O. Box 968 BANKSTOWN NSW 1885 OCCUPATION: Real Estate Agent/Company Director
Committee Member	MR. ROBERT NEIL JOHNSTON P.O. Box 3215 BELCONNEN ACT 2617 OCCUPATION: General Manager
Committee Member	MR. PAUL GERARD DEEGAN P.O. Box 242 LISMORE NSW 2480 OCCUPATION: Real Estate Agent/Company Director
Committee Member	MS. JACQUELINE CRANE P.O. Box 291 STRATHFIELD NSW 2015 OCCUPATION: General Manager
Committee Member	MR. CHRISTIAN SIDNEY PAYNE P.O. Box 54 CRONULLA NSW 2230 OCCUPATION: Real Estate Agent/Company Director
Committee Member	MRS SANDRA HIGGINS P.O. Box 6152 ALEXANDRIA NSW 2015 OCCUPATION: General Manager

[Handwritten Signature]
12.12



20 February 2015

Mr Greg Paterson
Executive Director
Real Estate Employers' Federation
Sent via email: greg@reef.org.au

Dear Mr Paterson,

**Real Estate Employers' Federation
Annual Return of Information for 2015 [AR2015/135]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2015 in respect of the Real Estate Employers' Federation by **31 March 2015**.

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

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. Further, you are reminded that the Secretary or other prescribed officer must also notify the FWC within 35 days of any changes to such records that may occur throughout the year.

As previously advised, 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 FWC website at [Registered Organisations fact sheets](#), one for an organisation with branches and one for an organisation without branches.

Once an Annual Return or change of records 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.

We encourage you to lodge all returns electronically (e.g. as pdf file) at orgs@fwc.gov.au. Please ensure that emailed documents include signatures where required.

Please note: failure to comply with these obligations is subject to a civil penalty provision (up to \$51,000 for a body corporate and \$10,200 for an individual per contravention), under s.305 of the RO Act. Finally, 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).

Please do not hesitate to contact me on (03) 8661 7936 or by e-mail at robert.pfeiffer@fwc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

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 FWC') 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) [s.233(1)(a)] Note: 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 office and officer 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 office and officer 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)] Note: 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. [s.230(1)(d) and rr.147(f) and (g)]

Obligation to notify of changes within 35 days

If there are any changes during the year to the list of offices, list of officeholders, list of branches (where relevant) and the address of the organisation and/or its branches an organisation must, within 35 days of the change, lodge with the FWC, 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].