



9 March 2022

Christian Payne  
President  
Real Estate Employers' Federation  
Sent via email: [admin@reef.org.au](mailto:admin@reef.org.au)

### **Notification of changes – Action required**

Dear Christian Payne,

We acknowledge receipt of a Notification of Change to the office holders of the Real Estate Employers' Federation (AR2021/90).

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 ROC'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 (s.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
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- extending training to non-officers who are essential to your financial processes



### **Officer financial training audit**

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

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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 (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.

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:

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### **eLearning module – notifications of change**

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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@roc.gov.au](mailto:regorgs@roc.gov.au) if you have any questions or would like to discuss this matter further.

Yours sincerely

**Registered Organisations 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 ROC Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
27/02/2022	N/A	Vice-President, General Committee of Management Member vacancy	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, **Paul Patrick Byrne**, being the **Treasurer** 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.



**Paul Patrick Byrne**

**Treasurer**

**Dated: 23 February 2022**

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

Changes to Offices and Office Holders in the Organisation:

<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>
<i>National</i>	<i>23.2.2022</i>	<i>Vice-President</i>	<i>Vacant</i>	<i>Linda Baker</i>	<i>74 The Parade Norwood SA 5067</i>	<i>Real Estate Agent &amp; Company Director</i>
<i>National</i>	<i>23.2.2022</i>	<i>General Committee of Management Member</i>	<i>Linda Baker</i>	<i>Vacant</i>	<i>Vacant</i>	<i>Vacant</i>



9 February 2022

Christian Payne  
President  
Real Estate Employers' Federation  
Sent via email: [admin@reef.org.au](mailto:admin@reef.org.au)

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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 ROC's [Officer Induction Kit](#)

These next steps are explained below in more detail.

#### Late notification warning



Appendix A contains a late notification. Please inform the relevant officer that this has been recorded against AR2021/90.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.

We have included some resources below to help support your good governance in relation to notifications of change.

#### 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 (s.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
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- extending training to non-officers who are essential to your financial processes



#### **Officer financial training audit**

An audit by the ROC 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.

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#### **Help for new officers: Officer Induction Kit**

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Please direct your officers to the kit which is on the ROC'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 ROC'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 (r 151 Fair Work (Registered Organisations) Regulations 2009).

#### **Appendix A shows late notifications**

A notification from your organisation indicates that changes occurred more than 35 days prior to its lodgement. Please ensure that future notifications of change are lodged within 35 days of the change occurring.



Late notifications have the potential to attract a civil penalty.

## 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](#)
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### eLearning module – notifications of change

The ROC 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@roc.gov.au](mailto:regorgs@roc.gov.au) if you have any questions or would like to discuss this matter further.

Yours sincerely

**Registered Organisations 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 ROC Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
25/01/2022	N/A	Committee of Management Member	No - 11 days late
2/02/2022	N/A	Vice President vacancy	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.

Signed:



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**CHRISTIAN SIDNEY PAYNE - PRESIDENT**

Dated:

2 February 2022

**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:

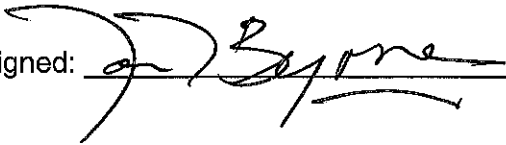
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<i>National</i>	<i>17.1.2022</i>	<i>Vice President</i>	<i>Mr. Paul Deegan</i>	<i>Vacant</i>	<i>Vacant</i>	<i>Vacant</i>

**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, **PAUL PATRICK BYRNE**, being the **TREASURER** of the **REAL ESTATE EMPLOYERS' FEDERATION**, declare the following:

1. I am authorised to make this declaration.
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Signed:

A handwritten signature in black ink, appearing to read 'P. Byrne', written over a horizontal line.

Dated: 25<sup>th</sup> January, 2022

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<i>National</i>	<i>10<sup>th</sup> December, 2021</i>	<i>Committee of Management Member</i>	<i>Vacancy</i>	<i>Linda Baker</i>	<i>74 The Parade Norwood SA 5067</i>	<i>Real Estate Agent &amp; Company Director</i>



19 November 2021

Christian Payne  
President  
Real Estate Employers' Federation  
Sent via email: [admin@reef.org.au](mailto:admin@reef.org.au)

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Yours sincerely

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16/11/2021	N/A	Committee of Management Member vacancy	Yes

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Signed:

  
\_\_\_\_\_  
**CHRISTIAN SIDNEY PAYNE**

Dated:

**16<sup>TH</sup> NOVEMBER 2021**

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<i>National</i>	<i>16<sup>th</sup> November, 2021</i>	<i>Committee of Management Member</i>	<i>Bree Higgins</i>	<i>Vacant</i>	<i>N/A</i>	<i>Vacant</i>

Signed:



CHRISTIAN SIDNEY PAYNE

Dated:

**16<sup>TH</sup> NOVEMBER 2021**



16 July 2021

Christian Payne  
President  
Real Estate Employers' Federation  
Sent via email: [admin@reef.org.au](mailto:admin@reef.org.au)

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Yours sincerely

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08/04/2021	National	Committee of Management Member (2)	Yes




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Signed:

  
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**CHRISTIAN SIDNEY PAYNE**

Dated:

**8<sup>TH</sup> APRIL 2021**


**ANNEXURE A**

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<i>National</i>	<i>31<sup>st</sup> March, 2021</i>	<i>Committee of Management Member</i>	<i>Vacancy</i>	<i>Milton Leslight</i>	<i>PO Box 393, Batemans Bay, NSW, 2536</i>	<i>Real Estate Agent &amp; Company Director</i>
<i>National</i>	<i>31<sup>st</sup> March, 2021</i>	<i>Committee of Management Member</i>	<i>Vacancy</i>	<i>Bree Higgins</i>	<i>Suite 1, 470 Sydney Road, Balgowlah, NSW, 2093</i>	<i>Real Estate Agent &amp; General Manager</i>

Signed:

  
\_\_\_\_\_  
**CHRISTIAN SIDNEY PAYNE**

Dated:

**8<sup>TH</sup> APRIL 2021**



1 March 2021

Christian Payne  
President  
Real Estate Employers' Federation  
Sent via email: [admin@reef.org.au](mailto: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 declarations and information (Annual Return) lodged under subsection 233(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).

**Summary of your Annual Return and Review Outcome**

Year 2020  
Matter number AR2021/90  
Lodgement date 18 February 2021  
Amendment received 26 February 2021  
Review Advanced Review  
Result FILED

**Your advanced review**

Your Annual Return had an **advanced review** which is a comprehensive review that evaluates compliance with the requirements of the RO Act.



**Your Annual Return satisfied the requirements of the advanced review and has been uploaded to the ROC website.**

## **The ROC's risk-based approach**

Over a five year period the Annual Return of every organisation will be subject to at least one advanced review. An advanced review is a more comprehensive review.

The ROC's [advanced review checklists](#) are published on our website.

This year your Annual Return was assessed against an advanced review.

## **Do you have questions?**

Information and education materials are available on our [website](#). These materials are regularly updated. We recommend you [subscribe to the ROC's subscription service](#).

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

Yours sincerely

**Registered Organisations 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 SIDNEY 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 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 **LEVEL 6, 97-99 BATHURST STREET, SYDNEY**.
  - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.
  - On 31 December in the previous year the number of members was **1644**.
  - 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 should have been held between 1 January and 31 December of 2020:
    - President (1),
    - Vice President (1)
    - Treasurer (1)
    - Committee of Management Members (5)Due to COVID delays at the Australian Electoral Commission these elections will now be held in March 2021.
- The organisation:
  - Has not entered into an agreement under s.151(1) of the Act with a state union.

Signature of designated officer: \_\_\_\_\_

Name and title of designated officer: **Christian Sidney Payne - President**

Dated: **26th February, 2021**

**ANNEXURE A**  
**REAL ESTATE EMPLOYERS FEDERATION**

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>
President	Christian Sydney Payne	PO Box 54, Cronulla, NSW, 2230	Real Estate Agent/Company Director
Vice President	Paul Gerard Deegan	PO Box 242, Lismore, NSW, 2480	Real Estate Agent/Company Director
Treasurer	Paul Patrick Byrne	PO Box 968, Bankstown, NSW, 1885	Real Estate Agent/Company Director
Committee Member	Joanne Elizabeth Thorpe	PO Box 554, Merimbula, NSW, 2548	Real Estate Agent/Company Director
Committee Member	Steve Martin	647-653 Dean Street, Albury, NSW, 2640	Real Estate Agent/Company Director
Committee Member	Anthony Abboud	PO Box 172, Ryde, NSW, 2640	Real Estate Agent/Company Director
Committee Member	Vacant		
Committee Member	Vacant		