



Business Leaders Bulletin

October 2025

The second edition of the Business Leaders' Bulletin builds upon the initial intention to develop a succinct and informative information resource specifically designed for those tasked with overseeing businesses to assist and support you in juggling the demands of managing busy and complex agencies by providing timely, targeted information and guidance on meeting your regulatory obligations as readily as possible.

We hope the Bulletin is helpful in meeting this aim!

Please pass this Bulletin on to colleagues who you believe would benefit from it. It is also available on our [website](#).

This quarter there is information relating to the jurisdictional transfer of the Property Agents Tribunal to the Occupational & Disciplinary Stream of the Tasmanian Civil and Administrative Tribunal (TASCAT), an important reminder to register your business name, Professional Indemnity Insurance update, Property Representative Exam dates for the remainder of the year to assist in scheduling your new employees into an exam and an article covering subletting.

We are especially pleased to publish our 'new look' Case Studies, and the first two are included in this Bulletin.

Again, if there are topics you would like to see covered in future editions, please email your suggestions to: board@propertyagentsboard.com.au.

Gina M. Gunn
Executive Officer

Audit Reports - Complete for 2025

We would like to thank all agents who submitted their annual Audit Report (or Exemption) by 30 September 2025. The PAB noted a substantial increase in the number of lodgements received prior to the due date.

Trust Account Reports - Obligations for 2026

As a reminder for those who are required to submit Trust Account Reports, this will next fall due on 31 January 2026 (for the period 1 July 2025 - 31 December 2025). So please keep this in mind should your business have extended closures over the Christmas break.

New Case Studies - Keeping up to Date

The Board is pleased to advise that there are new Case Studies available on our website [here](#).

Through detailed examination of actual situations, these case studies explore the practical application of the industry's regulatory frameworks and best practices by providing real-world context helping 'bridge the gap' between theory and practice, reinforcing compliance requirements and fostering a deeper understanding of industry-specific challenges and responsibilities.

In reading and absorbing case studies we believe that it will provide an opportunity for those in the property agents industry to reflect on their own practices and engender critical thinking and problem-solving to analyse outcomes, assess decision-making processes, and reflect on alternative approaches within a controlled, risk-free environment.

We encourage you to read these and advise your colleagues and employees and we will be releasing more Case Studies as an effective educational tool for the property agents industry in Tasmania.

Property Agents Tribunal (PAT) Transfer to the Tasmanian Civil and Administrative Tribunal (TASCAT)

Following the proclamation of the *Tasmanian Civil and Administrative Tribunal (Additional Jurisdictions) Act 2024* on July 1, 2025, the transfer of the function of the Property Agents Tribunal to the Occupational and Disciplinary Stream of the TASCAT was enabled.

The Act changed previous arrangements where the Property Agents Tribunal heard matters referred by the Property Agents Board and appeals against decisions of the Board, so that these matters are now heard by the TASCAT.

Importantly, under the reforms of the TASCAT Act, those members with property agent experience who previously served on the Property Agents Tribunal have been appointed as Supplementary Ordinary Members of the TASCAT for a period of 2 years.

Congratulations on the appointment of:

Pam Corkhill
Robyn (Robbie) Yeoland
Peter Bushby
Sam Woolcock

New Professional Indemnity Policy including updated Minimum Insurance Cover

As part of its ongoing commitment to safeguarding the public interest and ensuring high professional standards, the Board has endorsed a new Professional Indemnity (PI) Insurance Policy effective for PI insurance renewals occurring in 2026 calendar year. A link to the Policy is [here](#).

Key Policy takeaways

- Evidence:
 - All property agents required to hold PI insurance must provide a certificate of currency to the Board.
- Minimum Cover Amount:
 - All real estate agencies/property management conducting business must hold a minimum PI insurance cover of \$2 million for any one event.
 - All general auctioneers conducting business must hold a must hold a minimum PI insurance cover of \$1million for any one event.

Why the minimum cover change?

Adequate PI insurance is essential to protect clients, maintain public confidence, and ensure that property agents conducting business can meet the costs of legal claims arising from negligence, errors, or omissions in the course of their work.

Support and Guidance

If you have any questions regarding the application of this Policy, please do not hesitate to contact us at the Board.

A Reminder from ASIC to Register Your Business Name Before 1 November 2025

From 1 November 2025, the ABN Lookup will no longer display unregistered trading names – only registered business names will appear. If your trading name isn't registered, this change could affect your business's visibility, create compliance risks and lead to confusion for your customers.

Registering a business name is quick and easy through the [ASIC website](#). If you need help, the [New Business Support Pilot Program](#) and the [Tasmanian Business Advice Service](#) offers free support.

Simply complete a [Business Advice Request Form](#) to get started.

Please reference your business licence and check that the trading name/s listed are registered to you. If you are still using trading names that haven't been formally registered with the Australian Securities and Investments Commission (ASIC), you are encouraged to take action now.

We will be reaching out to businesses who are currently operating with unlicensed business names to assist in meeting your compliance obligations under the *Property Agents and Land Transactions Act 2016*.

A reminder also that you are only able to use the trading name/s registered to you and recorded in the Property Agents Board Register.

Exam Dates for 2025 & Applications for Licence

Are you considering onboarding new staff before Christmas who will need to be licensed?

Completed applications for licence must be received by no later than 10 December 2025 to be granted in 2025. Please note that applications must be accompanied by all supporting documentation and payment to enable processing.

Dates for the Property Representative Exams for the remainder of the year are:

Hobart

6 November

4 December

Ulverstone

14 November

5 December

Launceston

20 November

11 December

Register for an Exam

Subletting - Consent & Other Considerations

In this current rental climate, it is possible that an increase in subletting may be occurring in residential premises managed by property agents. As such, it is important that property agents are not involved in residential property management subletting which is inconsistent with the provisions of the *Residential Tenancy Act 1997* (RTA).

As you would have noted there is a new case study on residential subletting and we encourage all property agents in property management to review this case study and familiarise themselves with the requirements under the RTA including but not limited to subletting sections 49 and 50 with a link to the RTA found here - [Section 49 of the RTA](#).

Property Agents Board Closure Dates for Christmas 2025

The Property Agents Board office will be closing for Christmas break from the 19th of December and reopening on the 5th of January.

All correspondence received over this time will be dealt with upon our return to the office.

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