



6 December 2023

Mark Grundy
Secretary/Treasurer
Timber Trade Industrial Association
Sent via email: ttia@ttia.asn.au

Dear Mark Grundy

Notification of changes – Acknowledgment

We acknowledge receipt of a Notification of Change to the Timber Trade Industrial Association (AR2023/42).

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
30 November 2023	N/A	Change of Address	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, Mark Grundy, being the Secretary/Treasurer of the Timber Trade Industrial Association, 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 29 November 2023 the address of the organisation changed to .¹

Suite 2/22 F, 66 Goulburn St, Sydney NSW 2000



Mark Grundy, Secretary/Treasurer

Dated: 30 November 2023

¹ s.230(1)(d); reg.147(d)



Australian Government
Registered Organisations Commission

19 January 2023

Mark Grundy
Secretary/Treasurer
Timber Trade Industrial Association
Sent via email: ttia@ttia.asn.au

Dear Mark Grundy

The Timber Trade Industrial Association'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 2023
Matter number AR2023/42
Lodgement date 9 January 2023
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 ROC 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 ROC website.

The ROC's risk-based approach

This year your Annual Return was assessed against a primary review. A primary review does not check all legislative requirements.

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.

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.

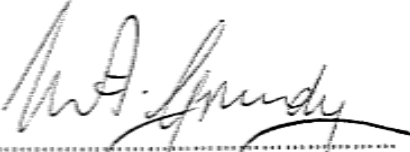
Yours sincerely

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, Mark Grundy, being the Secretary/Treasurer of the Timber Trade Industrial Association, 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 267 Castlereagh St, Sydney, NSW 2000.
 - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.¹
 - On 31 December in the previous year the number of members was 228.²
 - 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 *no elections are scheduled for 2023*.
 - The organisation:
 - Has not entered into an agreement under s.151(1) of the Act with a state union.


Secretary/Treasurer – Mark Grundy

Dated: 9 January 2023

¹ s.230(1)(d); reg.147(a), (b), (c) & (d)

² s.230(1)(d); reg.147(f)

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
<i>Secretary/Treasurer</i>	<i>Mark Grundy</i>	<i>c/- PO Box 236, Darlinghurst, NSW 1300</i>	<i>Manager</i>
<i>President</i>	<i>Allan Stewart</i>	<i>As above</i>	<i>Managing Director</i>
<i>Senior Vice President</i>	<i>Ashley Price</i>	<i>As above</i>	<i>Manager</i>
<i>Vice President</i>	<i>Jennifer Dornan</i>	<i>As above</i>	<i>Director</i>
<i>Councillor</i>	<i>Grant Sullivan</i>	<i>As above</i>	<i>Human Resources Manager</i>
<i>Councillor</i>	<i>Luke Crump</i>	<i>As above</i>	<i>Manager</i>
<i>Councillor</i>	<i>Donna Layton</i>	<i>As above</i>	<i>Manager</i>
<i>Councillor</i>	<i>Vacant</i>		