



10 February 2020

Janet Gilbert
Industrial Officer
Timber Trade Industrial Association
Sent via email: janetgilbert@ttia.asn.au

Dear Janet Gilbert

Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2019/33)

I acknowledge receipt of a Notification of Change to the office holders of the Timber Trade Industrial Association.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
5/02/2020	N/A	Councillor vacancy	Yes

Time frames

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of 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 and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please

direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

Mandatory disclosures

Please ensure that all new holders of office are advised of their obligations 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](#).

Mandatory training

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe. Further information about training is provided in our [officer financial training fact sheet](#).

Thank you for your correspondence.

Yours sincerely

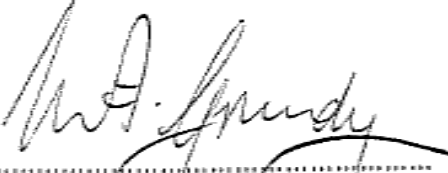
Registered Organisations Commission

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:
 - Information re resignation at Annexure A and forms part of this declaration.

Signed:



Secretary/Treasurer - Mark Grundy

Dated: 5 February 2020

*[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within **35 days** of the change. It can be submitted to regorgs@roc.gov.au.]*

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 [*insert as many pages as required*]:

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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>30/1/2020</i>	<i>Councillor</i>	<i>Wayne Lewis</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
<i>...</i>						



14 May 2019

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

Dear Mark Grundy,

Declaration and information lodged under subsection 233(1) for 2019 (AR2019/33)

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 10 January 2019 of your organisation's Annual Return which provides information under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Thank you for providing your Annual Return.

The documents lodged provide the required information for the 2019 Annual Return of the Timber Trade Industrial Association.

The Annual Return has been filed. Annual returns are publicly available on the website through the [List of Registered Organisations](#).

Notifications of Change

Any changes to these records must be notified to the ROC within 35 days of the change. A template Notification of Change Declaration is available on the [fact-sheets](#) page of our website. The Timber Trade Industrial Association is encouraged to use this template if any changes occur.

If you have any queries regarding this correspondence I can be contacted on 1300 341 665 or by email at regorgs@roc.gov.au

Yours faithfully,

Kristina Menzies
Registered Organisations Commission


DECLARATION OF AN ASSOCIATION

TIMBER TRADE INDUSTRIAL ASSOCIATION

I, Mark Grundy, of Corinthian Industries (Holdings) Pty Ltd, 17-35 Lee Holm Rd, St Marys, in the State of New South Wales, Secretary/Treasurer, DO SOLEMNLY AND SINCERELY DECLARE as follows:

1. That I am the Secretary/Treasurer of the Timber Trade Industrial Association.
2. That an accurate register of Association members has been maintained, also that retiring members have been removed from the register and that new members have been added to the register, in accordance with ss230(1)(a) and (2) [s233(1)(a)].
3. That as at 31 December 2018 there were 253 Members of the Timber Trade Industrial Association.
4. The address of the office of the Timber Trade Industrial Association is 267 CASTLEREAGH ST, SYDNEY, NSW 2000.
5. Annexed to this Statutory Declaration and marked with the letter 'A' is a document showing the offices and persons holding those offices of the Association in accordance with [s230(1)(c)].
6. Under the Rules of the Association, no election is required to be held during 2019.

I make this solemn declaration certifying that the copy of the records required to be kept under paragraphs 230(b), (c) and (d) is a correct statement of the information contained in those records.



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Secretary/Treasurer – Mark Grundy

10 January 2019



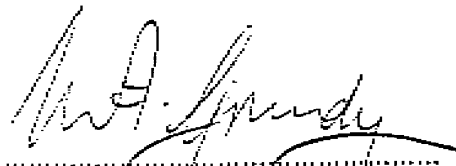
Timber Trade Industrial Association

"A"

TIMBER TRADE INDUSTRIAL ASSOCIATION COUNCILLORS

Member Name	Surname	Given Names	Business Address	Position on Council	Occupation
Key Building Components Pty Ltd	Price	Mr Ashley John	PO Box 241 ULLADULLA NSW 2539	Vice President	Managing Director
Allan Stewart Associates	Stewart	Mr Allan Keith	[REDACTED]	President	Managing Director
Koppers Wood Products P/L	Lewis	Mr Wayne	PO Box 2122 NORTH SYDNEY NSW 2059		Export Manager
Corinthian Industries Holdings P/L	Grundy	Mr Mark	Private Bag 4 ST MARYS NSW 1790	Secretary/ Treasurer	Manager
Corpwood Pty Ltd	McIntyre	Mrs Lynette Alison	PO Box 205 TUMBARUMBA NSW 2653	Senior Vice President	Managing Director
Borgs Manufacturing Pty Ltd	Hetherington	Ms Jill	2 - 4 Arizona Rd, CHARMHAVEN NSW 2263		Human Resources Officer
Sweetman's Timber Pty Ltd	Crump	Luke	[REDACTED]		Manager

This is the document marked attachment "A" referred to in the Declaration of Mark Grundy declared and affirmed on 10 January 2019.


Secretary/Treasurer - Mark Grundy

Date: 10 January 2019