



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990
Email: sydney@air.gov.au

Mr Mark Grundy
Secretary/Treasurer
Timber Trade Industrial Association
17-35 Lee Holm Rd
St Marys NSW 1790

Dear Mr Grundy

**Re: Annual Return of Information Contained In Records Kept By Organisation –
Timber Trade Industrial Association (AR2009/419)**

The Registry has received your declaration dated 4 February 2009 providing information in accordance with subsection 233 of Schedule 1 of the *Workplace Relations Act 1996*. The document was lodged in the Industrial Registry on 9 February 2009.

The document lodged covers the following information:

- Number of members as at 31 December 2008.
- Declaration that the register of members was maintained as required by s230.
- List of offices of the organisation and of the persons holding those offices.
- The address of the office of the organisation.

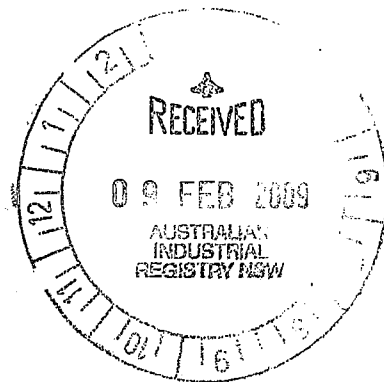
These documents meet the requirements of the *Workplace Relations Act 1996* and have now been filed.

Yours sincerely

A handwritten signature in black ink that reads 'David Vale'.

David Vale
for Deputy Industrial Registrar

11 February 2009



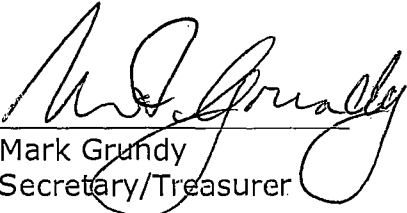
DECLARATION OF AN ASSOCIATION

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) [s230(2) of the Workplace Relations Act 1996.
3. That as at 31 December 2008 there were 316 head office members of the Timber Trade Industrial Association (101 other locations).
4. The address of the office of the Timber Trade Industrial Association is Shop 4/160 Goulburn Street, Surry Hills, NSW 2010.
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.
6. Under the Rules of the Association, an election **is** required to be held during 2009.

I make this solemn declaration certifying the matters referred to in s233(1)(a) and (2) of the RAO Schedule, conscientiously believing the statements contained in this declaration to be true in every particular.


Mark Grundy
Secretary/Treasurer

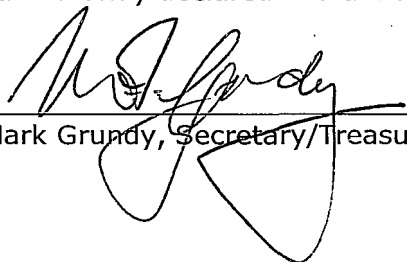
4 February 2009

"A"

TIMBER TRADE INDUSTRIAL ASSOCIATION COUNCILLORS

Name	Company		Position on Council
Mr Ashley John Price	Key Building Components Pty Ltd (Managing Director)		
Mr Allan Keith Stewart	Allan Stewart Associates (Managing Director)		President
Mr Wayne Lewis	Koppers Wood Products P/L (Export Manager)		
Mr Mark Grundy	Corinthian Industries Holdings P/L (Manager)		Secretary/Treasurer
Mr Ian Leslie McDonnell	McDonnell N F & Sons (Director)		
Mrs Lynette Alison McIntyre	Crozier Tumbaruma Pty Ltd (Managing Director)		
Ms Jill Hetherington	Borgs Manufacturing Pty Ltd (HR Manager)		
Mr Daniel Jon Fleetwood	Fleetwood Products Pty Ltd (Director)		

This is the document marked attachment "A" referred to in the Declaration of Mark Grundy declared and affirmed on 4 February 2009.


Mark Grundy, Secretary/Treasurer



Australian Government
Australian Industrial Registry

28 January 2009

Mr Mark Grundy
Timber Trade Industrial Association
17-35 Lee St
St Marys NSW 1790

Dear Mr Grundy

**Timber Trade Industrial Association
Annual Return of Information for 2009 [AR2009/419]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2009 in respect of the above by **31 March 2009**.

A signed and dated declaration certifying matters prescribed in Schedule 1 of the *Workplace Relations Act 1996* [the "**RAO Schedule**"] must be lodged in the Registry 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 (the "other prescribed officer"). A declaration signed by a non-elected person does not meet this requirement.

The secretary or other prescribed officer must also notify the Registry within 35 days of any changes to such records.

Failure to comply with these obligations is subject to a civil penalty provision – see s305 of the RAO Schedule.

Once an Annual Return or change of records has been lodged, a copy will be posted on the Commission's website at www.airc.gov.au – under *Registered organisations - Files of registered organisations*. To protect the privacy of the relevant office holders listed in declarations, you may wish to list their postal, rather than home addresses.

The Registry encourages you to lodge all returns electronically (e.g. as pdf files) at RIASydney@airc.gov.au. Alternatively, you can forward the documents by fax to (02) 9380 6990.

Please ensure that emailed documents include signatures where required e.g. by scanning the signed documents into a PDF or TIF format.

Please do not hesitate to contact me on (02) 8374 6507 or by e-mail at steve.teece@airc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely

Steve Teece
Statutory Services Branch

Obligation to lodge Annual Return of Information by 31 March

A copy of each of the following records must be lodged in the Industrial Registry 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 (the "other prescribed officer" see RAO Regulation 150).

For full details see ss230-233 of the RAO Schedule (the *Registration and Accountability of Organisations Schedule*) which forms Schedule 1 to the *Workplace Relations Act 1996*, and Regulations 149-151 of the RAO Regulations (the *Workplace Relations (Registration and Accountability of Organisations) Regulations 2003*).

Failure to comply with these obligations is subject to a civil penalty provision – see s305 of the RAO Schedule.

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 ss230(1)(a) and (2) [s233(1)(a)]
List of Offices	A list of the offices in the organisation and each branch (note the definition of "office" and "officer" in ss6 and 9) [s230(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 ss6 and 9) [s230(1)(c)]
List of Branches	A record of the name of each branch of the organisation [s230(1)(d) and reg. 147(a)]
New Branches	A record of the name of each branch that commenced operation in the previous 12 months [s230(1)(d) and reg. 147(b)]
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months [s230(1)(d) and reg. 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 [s230(1)(d) and reg. 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. [s230(1)(d) and reg. 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 s189 of the RAO Schedule
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 s151(1) of the RAO Schedule - 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 s150 of the RAO Schedule. [s230(1)(d) and reg. 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 in the Industrial Registry, 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 [RAO s233(2) and reg. 151 refer].