



FAIR WORK
AUSTRALIA

1 February 2012

Mr Mark Grundy
Secretary/Treasurer
Timber Trade Industrial Association
PO Box 236
DARLINGHURST NSW 1300

Dear Mr Grundy

Annual Return of Information Contained In Records Kept By Organisation - AR2012/418

Fair Work Australia has received your declarations dated 31 January 2012 providing information in accordance with subsection 233 of the *Fair Work (Registered Organisations) Act 2009*. The documents were lodged on 31 January 2012.

The documents lodged cover the following information:

- Number of members as at 31 December 2011.
- 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 offices of the organisation.
- A statement regarding elections which are not due to be held during 2012.

These documents meet the requirements of the *Fair Work (Registered Organisations) Act 2009* and have now been filed.

Yours sincerely

Carolyn Moloney
Fair Work Australia


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 2011 there were 315 head office members of the Timber Trade Industrial Association (121 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 in accordance with [s230(1)(c).
6. Under the Rules of the Association, no election is required to be held during 2012.

I make this solemn declaration certifying the matters referred to in s233(1)(a) and (2), of the Fair Work RO Act 2009, conscientiously believing the statements contained in this declaration to be true in every particular.


Secretary/Treasurer - Mark Grundy

31 January 2012





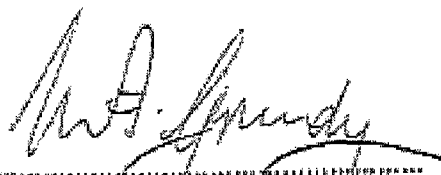
TIMBER TRADE INDUSTRIAL ASSOCIATION

"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	[REDACTED]		Managing Director
Allan Stewart Associates	Stewart	Mr Allan Keith	[REDACTED]	President	Managing Director
Koppers Wood Products P/L	Lewis	Mr Wayne	[REDACTED]		Export Manager
Corinthian Industries Holdings P/L	Grundy	Mr Mark	[REDACTED]	Secretary/ Treasurer	Manager
Corpwood Pty Ltd	McIntyre	Mrs Lynette Alison	[REDACTED]		Managing Director
Borgs Manufacturing Pty Ltd	Hetherington	Ms Jill	[REDACTED]		Human Resources Officer
Big River Group P/L	Nicol	Mr David	[REDACTED]		OHS Manager

This is the document marked attachment "A" referred to in the Declaration of Mark Grundy declared and affirmed on 31 January 2012.


Secretary/Treasurer - Mark Grundy

Date: 31 January 2012



FAIR WORK
AUSTRALIA

30 January 2012

Ms Janet Gilbert
Solicitor
Timber Trade Industrial Association
janetgilbert@ttia.asn.au

Dear Ms Gilbert

**Timber Trade Industrial Association
Statutory Annual Return of Information (Addresses, Branches, Membership and Office Holders,
etc). for 2012 [AR2012/418]**

This is a courtesy letter to remind you of the obligation to lodge the Statutory Return of Information required each year by section 233 of the Fair Work (*Registered Organisations*) Act 2009 [the “**RO Act**”] by **31 March 2012**.

The Statutory Return must include a signed and dated declaration certifying the facts referred to in sub-section 233(1)(a) and must include a certified copy of the records and information prescribed by sub-section 230(1). For your convenient reference, the facts and details to be covered by 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 FWA within 35 days of any subsequent changes to such records.

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

Once the Statutory Return or a notification of any subsequent change of records has been lodged, a copy will be posted on the FWA website at www.fwa.gov.au - under [Registered organisations](#) - [List 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.

FWA encourages you to lodge all returns electronically (e.g. as pdf files) at RIASydney@fwa.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.

Although it is not strictly a requirement under the RO Act, I would like to ask, where possible, if you could include a primary email point of contact for each branch office.

Please do not hesitate to contact me on (02) 8374 6620 or by e-mail at RIASydney@fwa.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Steve Teece', written in a cursive style.

Steve Teece
Organisations, Research & Advice
Fair Work Australia

Obligation to lodge Annual Return of Information by 31 March

A copy of each of the following records must be lodged with Fair Work Australia [FWA] 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 RO Regulation 150).

For full details see ss230-233 of the Fair Work (Registered Organisations) Act 2009 [the “RO Act”], and Regulations 149-151 of the Fair Work (Registered Organisations) Regulations 2009 [the “RO Regulations”].

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

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) <i>[s233(1)(a)]</i>
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) <i>[s230(1)(b)]</i>
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) <i>[s230(1)(c)]</i>
List of Branches	A record of the name of each branch of the organisation <i>[s230(1)(d) and reg. 147(a)]</i>
New Branches	A record of the name of each branch that commenced operation in the previous 12 months <i>[s230(1)(d) and reg. 147(b)]</i>
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months <i>[s230(1)(d) and reg. 147(c)]</i>
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 <i>[s230(1)(d) and reg.147(d)]</i>
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 . <i>[s230(1)(d) and reg. 147(e)]</i> 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 RO Act
Statement concerning number of members	<ul style="list-style-type: none"> • 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 RO Act - 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 RO Act. <i>[s230(1)(d) and reg. 147(f) and (g)]</i>

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 with FWA, 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 [RO Act s233(2) and RO reg. 151 refer].

