



9 March 2015

Mr Mark Grundy
Secretary /Treasurer
Timber Trade Industrial Association

Email: ttia@ttia.asn.au

Dear Mr Grundy,

Annual Return of Information for 2015 [AR2015/137]

I acknowledge receipt on 5 March 2015 of your Declaration providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009*.

The documents lodged cover the required information for the 2015 Annual Return of Information of Timber Trade Industrial Association.

The document can be viewed on the Fair Work Commission website through the List of Registered Organisations - <http://www.fwc.gov.au/index.cfm?pagename=regorgslist>

Yours sincerely

Michael Moutevelis
Regulatory Compliance Branch

MOUTEVELIS, Michael

From: Judith Sharp [ttia@ttia.asn.au]
Sent: Thursday, 5 March 2015 10:32 AM
To: Orgs
Subject: Annual Return AR2015/137
Attachments: FWC return 2015.doc; FWC Return COUNCILLORS 2015.doc

Categories: RIA

Please find attached documents for annual return of the Timber Trade Industrial Association.

Regards,

Judith Sharp
Admin / Industrial Enquiry Officer
Timber Trade Industrial Association
PO Box 236
Darlinghurst
NSW 1300
Tel: (02) 9264 0011
Fax: (02) 9264 1924

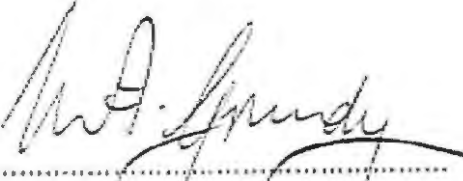
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DECLARATION OF AN ASSOCIATION
TIMBER TRADE INDUSTRIAL ASSOCIATION

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 2014 there were 373 Members of the Timber Trade Industrial Association.
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 2015.

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

5 March 2015



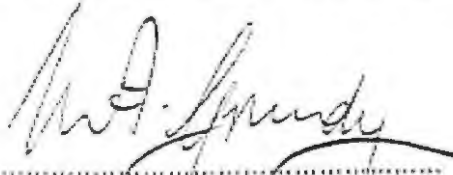
TIMBER TRADE INDUSTRIAL ASSOCIATION

"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]	Senior Vice President	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]	Vice President	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 5 March 2015.


Secretary/Treasurer - Mark Grundy

Date: 5 March 2015



20 February 2015

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

Dear Ms Gilbert,

**Timber Trade Industrial Association
Annual Return of Information for 2015 [AR2015/137]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2015 in respect of the Timber Trade Industrial Association by **31 March 2015**.

A signed and dated declaration certifying matters prescribed in the *Fair Work (Registered Organisations) Act 2009* [the 'RO Act'] must be lodged with the Fair Work Commission ('the FWC') 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 (other prescribed officer). A declaration signed by a non-elected person does not meet this requirement. Further, you are reminded that the Secretary or other prescribed officer must also notify the FWC within 35 days of any changes to such records that may occur throughout the year.

As previously advised, section 233 places the onus of lodgement on the organisation and not on each individual branch. It is therefore the national body that is obliged to collate and lodge all of the required information. Annual Return templates are available on the FWC website at [Registered Organisations fact sheets](#), one for an organisation with branches and one for an organisation without branches.

Once an Annual Return or change of records has been lodged, a copy will be posted on our website at [List of Registered Organisations](#). Therefore, to protect the privacy of the relevant office holders listed in the declarations, it is recommended that officers list their official mailing address rather than personal home address.

We encourage you to lodge all returns electronically (e.g. as pdf file) at orgs@fwc.gov.au. Please ensure that emailed documents include signatures where required.

Please note: failure to comply with these obligations is subject to a civil penalty provision (up to \$51,000 for a body corporate and \$10,200 for an individual per contravention), under s.305 of the RO Act. Finally, in maintaining the register of members, your attention is drawn to the circumstances where membership ceases to exist (s.230(2)(b) and s.171A of the RO Act).

Please do not hesitate to contact me on (03) 8661 7936 or by e-mail at robert.pfeiffer@fwc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

Obligation to lodge Annual Return of Information by 31 March

For full details see ss.230-233 of the *Fair Work (Registered Organisations) Act 2009* (the 'RO Act'), and rr.147-151 of the *Fair Work (Registered Organisations) Regulations 2009* (the 'RO Regulations').

A copy of each of the following records must be lodged with the Fair Work Commission ('the FWC') 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 (**other prescribed officer** see r.150 of the RO Regulations).

Failure to comply with these obligations is subject to a civil penalty provision – see s.305 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 ss.230(1)(a) and (2) [s.233(1)(a)] Note: In maintaining the register of members, your attention is drawn to s.171A of the RO Act that outlines the circumstances where membership ceases to exist.
List of Offices	A list of the offices in the organisation and each branch (note the definition of office and officer in ss.6 and 9) [s.230(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 ss.6 and 9) [s.230(1)(c)]
List of Branches	A record of the name of each branch of the organisation [s.230(1)(d) and r.147(a)]
New Branches	A record of the name of each branch that commenced operation in the previous 12 months [s.230(1)(d) and r.147(b)]
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months [s.230(1)(d) and r.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 [s.230(1)(d) and r.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. [s.230(1)(d) and r.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 s.189 of the RO Act
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 s.151(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 s.150 of the RO Act. [s.230(1)(d) and rr.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 with the FWC, 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 s.233(2) and RO Regulations r.151 refer].