



Dear Prospective Member,

**TTIA's policy is to save you time and money!**

Thank you for your interest.

The Timber Trade Industrial Association (TTIA) assists small businesses with a comprehensive range of services. TTIA's services provide practical help for people starting up their own business and for those looking to expand established operations in the forest and forest products industry. TTIA is a completely independent, non-profit federally registered employer organisation, with an emphasis on giving prudent and commercially realistic advice. As 30% of our members are businesses with up to five employees, and another 22% have up to ten employees, we have a great deal of experience in handling small business issues.

As a source of expert information and advice 24 hours a day, our help is available to Members by phone 52 weeks of the year including a comprehensive back up of training courses, publications and briefing sessions. TTIA will keep Members updated on changes to Industrial Relations, Workers Compensation and Workplace Health & Safety. Throughout these Member briefing sessions valuable contact can be made as opportunities are provided to meet with other like minded Members.

Our telephone advisory service means that our in-house specialist industrial staff are just a call away, helping businesses like yours find the most effective way to manage. TTIA particularly helps you to avoid the problems and pitfalls associated with employing staff as you try to manage your business. **We're here to make your job easier and cut the red tape.**

Together with the telephone service, our Members may also receive the TTIA Digest, a loose leaf service for all your employment requirements. TTIA also provide a comprehensive Legal, Industrial, Work Health and Safety, Workers Compensation and Noise and Dust Management Service. The Association has on its staff two qualified Work Health and Safety/Workers Compensation experts, an experienced Senior Industrial Officer and a practicing Solicitor.

If you require more information on TTIA, Industrial Relations or Work Health & Safety/Workers Compensation issues, do not hesitate to contact either myself or Ken Hocking and we would be happy to visit your organisation.

Yours sincerely,

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

Brian Beecroft  
Chief Executive Officer



## ***What is the Timber Trade Industrial Association?***

The Timber Trade Industrial Association represents over 500 companies in New South Wales, Victoria, South Australia, Queensland and the ACT. The TTIA represents organisations such as Koppers Wood Products Pty Ltd, Corinthian Industries (Australia) Pty Ltd, the Furniture Industry Association, Swadlings Timber & Hardware Pty Ltd and the Tree Contractors Association.

Our membership base is wide and includes loggers, sawmills, manufacturers (furniture/kitchen), merchants (timber/retail) and tree contractors/arborists. The membership thus allows the TTIA to have a full understanding of the Timber and Building Products Industries.

The TTIA is the major **EMPLOYER ASSOCIATION** involved in the Timber and Building Product Industry and therefore, we are able to exert major influence upon Governments, Unions and other employer associations.

No other employer association can serve your Industrial Relations needs as well as the TTIA. The services listed below are all covered in your annual subscription. Along with these services, the TTIA provides training courses in areas such as Award Restructuring, Superannuation and Workers Compensation.

### **Services**

1. Upon joining the TTIA, members are automatically bound by the federal Timber Industry Award 2010.
2. Upon joining the TTIA you can subscribe to a copy of the Timber Trade Industrial Digest. The contents of this digest are an invaluable asset to any employer in the timber industry and contain information on the Timber Industry Award, Annual Leave, Long Service Leave, Parental Leave, Enterprise Bargaining, and all other relevant awards. The Digest comes in a loose-leaf version so that it can be easily updated when wage rates are varied or award conditions change.
3. Membership of the TTIA also entitles you to the use of our award and industrial advice service. Any assistance you may require regarding the above can be directed to an Industrial Officer by phone (24 hours a day), and your inquiry will be answered promptly.
4. You can also subscribe to our Work Health & Safety and Workers Compensation service. This service gives you access to the latest developments in this area and also representation before the various tribunals when the need arises. Our Workers Compensation & Work Health and Safety Officers can also be contacted 24 hours a day.
5. Membership also entitles you to on-site visits from one of our Industrial Officers who can come to your site and assist you with any problems or enquires you may have.
6. Other services available include training, regular updates of decisions affecting the timber, furniture and building products industries, and industrial advocacy in the Industrial Relations Commission (either state or federal).



## ***How can the TTIA benefit you as an employer?***

### **Employee Relations**

Effective human resource management is central to ensuring an organisation's success. TTIA's experienced industrial officers provide advice and assistance in all employment related issues.

### **Telephone Advisory Service**

Employees needing instant information on employment issues can contact TTIA by phone on (02) 9264 0011.

Staff can assist members with enquires on pay rates, annual leave payments, sick leave entitlements, termination and a variety of other employment issues.

### **Award Information**

TTIA supplies members with information and updates on more than 10 industrial awards ensuring members are aware of their legal obligations.

### **Representation**

TTIA members receive support and advice as well as representation before industrial tribunals from experienced employee relations practitioners should they encounter industrial problems from unions or employees.

Employers receiving an industrial claim on any employment issues can contact their TTIA representative who will act promptly to represent their interests.

### **Human Resource/Enterprise Consultancy Service**

TTIA provides assistance in:

- organisation design;
- recruitment;
- selection and induction techniques;
- job design;
- skills analysis/audits;
- remuneration planning;
- enterprise bargaining;
- performance pay systems;
- performance management and appraisal systems; and
- personnel administration and exit interviews.

TTIA's staff have a wealth of experience in helping employers develop and implement flexible employment arrangements.

Our Members are currently benefiting from the following:

- Increased productivity and profits by taking advantage of flexible award provisions.
- Reduction in unfair dismissals (and potential) claims by following a standard TTIA checklist.
- Reduced underpayment claims as a result of a reliable wages and award information service.
- Reduced cost in labour turnover by ensuring appropriate recruitment methods.
- A reduction in Workers Compensation costs due to improved safety performance.
- Access to quality training programs for payroll and supervisory staff on payroll and award matters.



## TTIA's Member Circular Service

The Association issues Circulars throughout the year on relevant industrial matters. Some of these matters include:

- Award changes
- Wage increases
- Training issues
- WHS developments
- Workers Compensation developments
- Digest updates.

This service is essential for any business in order to keep you updated on changes to the Awards which your employees are under and to keep you in touch with your responsibility as an employer so as to avoid breaching the law.

## Work Health & Safety / Workers Compensation

The TTIA has direct involvement in the formulation of work health and safety regulations and standards. TTIA's staff has considerable practical experience in health and safety with the private sector working for employers at a policy level as well as day to day issues.

### Work Health and Safety Training

WHS training courses are practical, interactive and tailored specifically to meet the training needs of the workplace.

A range of training courses are conducted by the Unit throughout the year.

Topics covered include hazard management, recording, investigation and reporting of accidents, manual handling, noise management and hazardous substances, etc. The issues of workers compensation and the employment implications of rehabilitation are also addressed.

Information workshops focusing on changes to legislation are also conducted regularly by the WHS Unit.

### Consultancy Services

The WHS Unit offers a range of additional services provided by expert technical staff.

- Inspections and Safety Audits.
- Site-specific hazard management programmes.
- Guidance in addressing safety problems through engineering solutions.

The WHS Unit can assist employers to comply with both noise and dust regulations by measuring and evaluating noise exposures, preparing noise reports and recommendations to assist rectification.

Staff in the WHS Unit can offer practical solutions to ergonomic problems in the workplace and appraise manual handling procedures.

Direct expert telephone advice in respect of:

Workers Compensation -

- Premium determinations
- Claims estimates
- Insurance matters



- Claim preparation/processing
- Legislation/regulations
- Employer obligations
- Administrative matters

## Work Health & Safety -

- Legislation/regulations
- Prosecutions
- Dealing with WorkCover or its equivalent in each State
- Administrative matters

Court representation or assistance to company's legal representatives in prosecutions related to WHS matters.

## Legal Services

TTIA has a qualified practising solicitor on staff to assist with the delivery of employment law services. Discussion of other legally related issues is also available, however, depending on the nature of enquiries, such matters may need to be referred.

Initial advice and most employment law related matters are at no cost to members, however, complex and time consuming matters may involve a charge out rate to members. Preparation of legal documentation may also be made available on a fee for service basis.

Members interested in discussing a legal problem are invited to contact Janet Gilbert on (02) 9264 0011 at the offices of TTIA.

## Training

The TTIA provides a thorough and comprehensive training service to meet the needs of employers. Training programs are offered throughout the year by professional and industry experienced trainers covering a wide range of topics.

TTIA conducts a wide range of high quality, cost effective training programmes designed to help develop the skills of key employees.

Courses concentrate on the principal areas of industrial relations, payroll administration, management and supervision, training techniques, sales and marketing, health and safety and international trade.

TTIA can also consult to companies and tailor training programmes for given groups of employees. These can be conducted at the workplace so as to minimise disruption to the business and enable the inclusion of busy managers.

**“TTIA courses are designed from a practical perspective.”**



## Association Staff

Brian Beecroft	Chief Executive Officer
Janet Gilbert	Senior Legal Officer
Ken Hocking	Senior WHS/Workers Compensation Officer
Judith Sharp	Industrial Administration/Enquiry Officer
Scott Noakes	Cost Reduction Specialist Partner



## Application Form

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position Held: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address: (if same as business address, write "as above")

Email address: \_\_\_\_\_

### Nature of operation(s) – tick where appropriate

- Merchant / Retailer sector
- Forestry / Logging operations (including woodchip)
- Timber engineering & manufacturing (including truss, frame & box making)
- Joinery (including windows / doors)
- Reconstituted panel products (veneer & plywood, particle board, fibreboard, etc)
- Sawmilling – softwood / hardwood
- Tree Contractor / Arborist
- Other \_\_\_\_\_

### **TTIA also offers a number of cost saving services to its Members through partnerships with several Companies (and more):**

- Fuel discounts
- Energy
- Telecommunication
- Trade Credit Services
- National Fleet Discounts on vehicles
- Waste management
- Recruitment and labour hire
- Insurance and Finance
- First Aid products
- Drug & Alcohol Testing
- WHS Breathalyser Equipment
- Fire extinguishers and fire protection systems



*Please complete this form correctly to ensure you receive the appropriate award updates.*

AWARDS	NO. OF EMPLOYEES EACH AWARD
Timber Industry Award 2010	
Clerks – Private Sector Award 2010	
General Retail Industry Award 2010	
Commercial Sales Award 2010	
Road Transport and Distribution Award 2010	
Road Transport (Long Distance Operations) Award 2010	
Joinery and Building Trades Award 2010	
Manufacturing and Associated Industries and Occupations Award 2010	
Managers/Directors	
Other (Please specify)	
<b>TOTAL EMPLOYEES</b>	
<b>NUMBER OF LOCATIONS</b>	

## Declaration

I \_\_\_\_\_ (name), an authorised officer of  
 \_\_\_\_\_ (company name), declare that the above  
 numbers are true and correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return to:**  
**TTIA**  
**PO Box 236**  
**Darlinghurst NSW 1300**

website: [www.ttia.asn.au](http://www.ttia.asn.au)

**OFFICE USE ONLY**

COMPUTER CODE: \_\_\_\_\_ CUST NO: \_\_\_\_\_  
 INVOICE: \_\_\_\_\_ PAID: \_\_\_\_\_ EXPEDITE: \_\_\_\_\_

email: [ttia@ttia.asn.au](mailto:ttia@ttia.asn.au)



## WHS/Workers Compensation Advisory Service

# Application Form

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position Held: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mailing Address: (if same as business address, write "as above")

\_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

### Nature of operation(s) – tick where appropriate

\_\_\_\_\_ Merchant / Retailer sector

\_\_\_\_\_ Forestry / Logging operations (including woodchip)

\_\_\_\_\_ Timber engineering & manufacturing (including truss, frame & box making)

\_\_\_\_\_ Joinery (including windows / doors)

\_\_\_\_\_ Reconstituted panel products (veneer & plywood, particle board, fibreboard, etc)

\_\_\_\_\_ Sawmilling – softwood / hardwood

\_\_\_\_\_ Other \_\_\_\_\_

### OFFICE USE ONLY

COMPUTER CODE: \_\_\_\_\_ CUST. NO: \_\_\_\_\_

INVOICE: \_\_\_\_\_ PAID: \_\_\_\_\_ EXPEDITE: \_\_\_\_\_