

Application to join the Fire Door Association Australia (FDAA)

Member Details

Organisation or Individuals Name	
ABN	
Trading Name	
Company Website	
Address	
Postal Address only if different from above	
If the nominated company owned by a parent company or operating with a group of companies wherein the control is held by a company different to the above? If yes, please provide details of that company?	
No <input type="checkbox"/>	Yes <input type="checkbox"/> Please provide details below
Company Name	
ABN	
Trading Name	
Company Website	

Who will be the main contact for communications with FDAA?

First Name	
Family Name	
Email Address	
Phone Number	
Mobile Number	
Position Held	

Membership category being applied for:

Door Manufacturer	Associate	Individual
Invited	Sponsorship	

Please provide details of the goods or services your organisation provides to the fire door industry.

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Upon receipt of your application, your membership will be referred to the Board of Directors for approval. FDAA reserves the right to refuse membership without cause. If approved, an invoice will be issued to your organization for payment.

Your membership will commence once that invoice has been paid in full. Future invoices will be issued in advance and continuation of your membership is conditional upon payment of the membership dues before the due date.

Signature and Declaration:

In signing this application to be a member of FDAA, I hereby acknowledge and confirm that I am authorised to sign this agreement and I have read and understand and will abide by the Code of Professional Conduct (attached to this application form) and are willing to participate to the best of my ability to support the purpose of FDAA.

Signed by	Name of Organisation	Date of Signing

Annual Membership Categories and fees

	Annual turnover of company, inclusive of any parent or subsidiary companies as declared above		
	Up to \$10M	Between \$20M and \$50M	Greater than \$50M
Door Manufacturing Member	\$2,500.00	\$8,750.00	\$12,500.00
Associate Member	\$2,500.00	\$8,750.00	\$12,500.00
Sponsorship Member	\$2,500.00	\$8,750.00	\$12,500.00
Individual Member	\$500		
Invited Member	Zero		

Any sponsorship opportunities will be offered to sponsorship members in the first instance on a first come first served basis. If no sponsorship members accept or participate in sponsorship opportunities, FDAA will seek expressions of interest from other members. If there is no member uptake on Sponsorship opportunities, FDAA can seek external organisations willing to provide sponsorship, conditional upon approval from FDAA and the external organisation being aligned with the purpose of the association.

Definitions of Member Types

- Manufacturing Member – Organisations who manufacture fire doors.
- Associate Member – Organisations who provide associated products or services complementing the fire door set (i.e. door hardware, door core, door materials, door frames, door seals, fire testing services, door inspections, door certification etc)
- Individual members – Individuals not representing an organisation covered in A, B, or C
- Invited members – where the Board has invited someone to be a member at no cost as they can support the association in achieving its purpose.
- Sponsor Members – Organizations who do not wish to partake in the association's activities, however are willing to provide sponsorship funds and gain recognition within the membership and the opportunity to advertise their products or services.

Code of Professional Conduct

The Fire Door Association Australia (FDAA) represents the performance door supply industry in Australia.

FDAA and its members are committed to promoting the highest standards of customer service, workmanship, business conduct and full compliance with the applicable regulations, construction codes and standards. To achieve this, it is imperative that each FDAA member is a signatory to this Code of Professional Conduct (CoPC).

All members of FDAA agree to be bound by this Code, under which they shall at all times conduct their business aligned with the principles below:

- Provide products and services with competence, fairness, value, honesty, and integrity, ensuring that offerings are consistent with advertised claims and are fit for purpose.
- Committed to delivering standards of workmanship promised to the customer, adhering to the best industry practices suitable for the work class concerned, aiming to bolster the industry's reputation.
- Conduct their business operations in a manner that upholds free and fair competition. They must avoid disseminating misleading or false information about competitors or their offerings.
- Act in ways that do not discredit FDAA Pty Ltd or its membership, maintaining the organization's integrity and public esteem.

This code of professional conduct applies to members of FDAA. It is the responsibility of each member to comply with this code and ensure that their employees and contractors engaged also comply.

Aims and objectives of this code of conduct

This code applies to dealings by FDAA Members with fellow members, suppliers, customers, regulators and the general public. The code aims to:

- Promote the highest standards of customer service, competence, workmanship and conduct by members.
- Establish simple and effective complaints handling and dispute resolution procedure with appropriate sanctions for breaches against this code
- Strengthen the recognition of FDAA by Industry by assuring all parties that members are bound by an industry Code of Professional Conduct

Leading Practice

FDAA may publish for guidance of its members or the industry, details of what it considered to be appropriate standards of conduct, service, workmanship, business practice and ethical dealings in particular areas.

Complaints

Any consumer, member, or other person who believes they have a complaint against a FDAA member relating to their contact may ask FDAA to investigate the complaint and take the required action if deemed necessary.

Complaints considered to be vexatious or trivial will not be considered for investigation.

FDAA will attempt to resolve complaints informally by seeking further information from relevant parties. If FDAA is unable to resolve a complaint, then it may refer the complaint to an independent committee to review for a decision.

The independent committee shall consider the complaint in a fair and proper manner in accordance with the procedure outlined under this code (attachment 1).

If the complaints committee finds that a member is in breach of this code, it will provide a recommendation to the Board to consider disciplinary action. This action may result in cautioning, reprimanding, suspending or expulsion of the member in accordance with the constitution.

Code Administration

This code is administered by the Board of FDAA, and subject to the constitution, the Board shall:

- Keep this code under review to ensure that it is achieving its stated objectives,
- If necessary and after consultation with interested bodies, implement any changes to this code as required,
- Provide reports to the membership regarding the performance of this code
- Provide guidance and assistance through the CEO to members in developing internal mechanisms to facilitate members continuous compliance with this code and
- May convene a Subcommittee for this purpose.

Consultation

FDAA shall make every effort to ensure that the benefits and obligation of this code are known across the industry. FDAA will cooperate with other bodies, including State Building Regulators, ACCC and any other relevant body who may have an interest in dealing with matters arising under this code.

FDAA welcomes comment on this code and its operation. FDAA is committed to ongoing and improvement of this code with members, interested public and private bodies.

Any correspondence should be sent to:

Chief Executive Officer

FDAA Pty Ltd

ceo@fdaa.au

Attachment 1

1. The FDAA Board shall convene a Complaints Committee as required.
2. A Complaints Committee will consist of a) An FDAA Board Member, and b) Two relevant FDAA members, appointed by the FDAA Board.
3. The Complaints Committee shall elect a person to Chair the Committee, who shall appoint a person to be Secretary.
4. Where a complaint (other than a complaint which in the opinion of the Chief Executive Officer is not genuine or is trivial or vexatious) is made against a member, and FDAA has not been able to resolve the complaint informally, the Chief Executive Officer shall refer the matter to the Complaints Committee. The Complaints Committee shall inquire into the substance of any complaint referred to it, with the opportunity for all parties to participate in this process.
5. If The Complaints Committee, finds that a member has acted contrary to the FDAA Code of Conduct, the committee may recommend any of the following to the FDAA Board:
 - a) Caution the member.
 - b) Reprimand the member.
 - c) Seek and obtain undertakings from the member in relation to future conduct.
 - d) Suspend the membership of the member, on such terms and for such period as it thinks appropriate; and
 - e) Terminate the membership of the member.
6. Where the Complaints Committee makes a recommendation to the FDAA Board of termination of the member, this matter will be considered at the next meeting of the Board and the member will be notified in writing.
7. Where the Complaints Committee suspends a member, FDAA will give effect to that suspension in accordance with its terms.
8. The Complainant will be advised in writing by the Chief Executive Officer of the outcome of his or her complaint when a decision has been made by the FDAA Board.