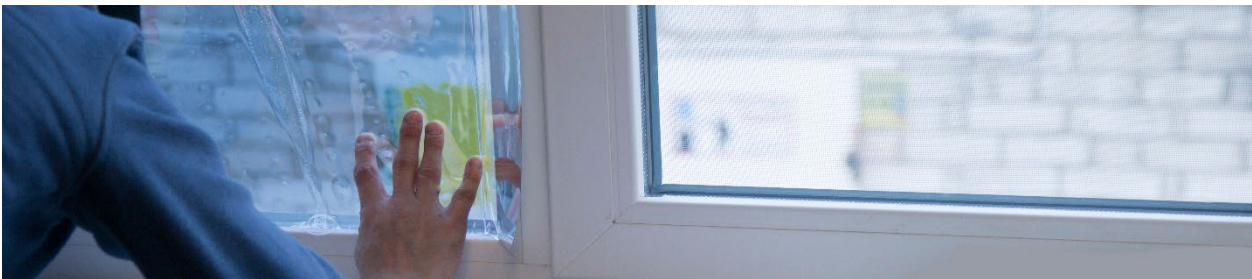




**wfaanz**  
WINDOW FILM ASSOCIATION  
OF AUSTRALIA AND NEW ZEALAND



## Membership Information



Window Film Association of  
Australia & New Zealand  
+ 61 2 9160 4736  
info@wfaanz.org.au  
Suite 101B, Level 1, Building 1  
20 Bridge Street, Pymble NSW 2073

[www.wfaanz.org.au](http://www.wfaanz.org.au)

# INDEX

WFAANZ code of ethics	3 – 4
WFAANZ constitution	5 – 7
Membership fee structure	8 – 10

## ***Appendix***

1: Visual quality standards: architectural window film	12 – 13
2: Visual quality standards: automotive window film	14
3: WFAANZ logo graphic standards	15 – 19

## ***Membership forms***

Application for membership	21
Form of appointment of proxy	22
Online directory listing form	23 - 24

## Code Of Ethics


---

1. Every WFAANZ member and its employees will:
  - a) Accept the WFAANZ Constitution in its entirety and ensure compliance with the Constitution by all staff members employed.
  - b) Act in a manner that does not conflict with the best interests of the public. Conduct business and carry out duties in a fair and ethical manner, and with strict professional courtesy and integrity toward customers and competition.
  - c) Provide customers with high quality products and workmanship.
  - d) Sell and install products that meet established guidelines for safety, quality and performance.
  - e) Be well informed regarding the laws applicable to their business and duties, other essential facts and public policies that affect such business and duties, and duly comply with all requirements thereof.
  - f) Comply with applicable Federal, State or Territory and Local laws of Australia and New Zealand.
  - g) Never misrepresent WFAANZ membership status or involvement in WERS For Film through illegal use or reproduction of logos, certificates or branded materials. Use only approved versions of WFAANZ and WERS For Film logos, and only then with the authority and approval of WFAANZ.
2. A WFAANZ member will not install automotive film with a visible light transmission and/or reflectivity outside the legal limits, as recommended by WFAANZ.
3. A WFAANZ member will ensure, so far as may be practicable, that a manufacturer, supplier or sub-contractor will not jeopardise the WFAANZ member's ability to fulfil its obligations under the Constitution.
4. Where practicable, a WFAANZ member will engage in relevant training and skill development.
5. Advertisements, editorial or any other published material issued by WFAANZ members must be readily understood by the consumer and be in no way misleading.
6. No WFAANZ member will make any claim regarding the performance, life or benefit of any product that:
  - a) Cannot be sustained by a recognised independent authority, or:
  - b) Has not been derived from test methods recognised as standards by WFAANZ and interpreted in accordance with the formulae also recognised as standard by WFAANZ.
7. Claims on solar and safety performance will comply with any such Federal, State or Territory and Local regulations, and Australian/New Zealand Standards for testing that may be applicable.
8. Any product that has been subject to any change in specification and/or manufacture that could affect its performance or life must be re-tested by a recognised independent testing authority.

## Code Of Ethics - continued

---

9. It is required that any entity applying for WFAANZ distributor membership will have the majority of the architectural window film products it sells in Australia and/or New Zealand listed on the International Glazing Database (IGDB). If a distributor member does not have the majority of its products listed on the IGDB, it should be able to demonstrate it is in the process of gaining said listing.
10. WERS For Film Accredited Individuals must comply with the WERS For Film procedure document. WERS For Film certificates must only be issued by financial, current WERS For Film Accredited Individuals.
11. In adherence with competition law, WFAANZ members agree not to:
  - a) Discuss, exchange or share commercially sensitive information with a competitor about OR make or give effect to any agreement with a competitor about - prices, promotions, rebates, costs, profit margins, trading terms, tendering, distribution methods, marketing/strategic plans, output, capacity, new products, market shares or other matters of competitive significance.
  - b) Allocate as between the member and a competitor, customers, product lines or territories in which they will compete.
  - c) Agree as between the member and a competitor that each will limit or restrict products or services to certain suppliers or customers.
  - d) Agree as between the member and a competitor as to how they will respond to a tender.

 <h1 style="text-align: center;">WINDOW FILM ASSOCIATION OF AUSTRALIA AND NEW ZEALAND CONSTITUTION</h1> <p style="text-align: center;">Under the Associations Incorporation Act 2009</p> <p style="text-align: right; font-size: small;">WFAANZ Constitution 19/10/2024</p>	<h2 style="text-align: center;">Contents</h2> <p>Part 1 Preliminary ..... 3</p> <p>1 Definitions ..... 3</p> <p>Part 2 Members of Association ..... 4</p> <p>2 Membership generally ..... 4</p> <p>3 Membership applications ..... 4</p> <p>4 Register of members ..... 5</p> <p>5 Fees and subscriptions ..... 6</p> <p>6 Members' liabilities ..... 6</p> <p>7 Disciplinary action against members ..... 6</p> <p>8 Right of appeal against disciplinary action ..... 7</p> <p>9 Resolution of internal disputes ..... 7</p> <p>10 Membership entitlements not transferable ..... 8</p> <p>11 Member resignation ..... 8</p> <p>12 Cessation of membership ..... 8</p> <p>Part 3 Committee ..... 9</p> <p>Division 1 Constitution ..... 9</p> <p>13 Functions of committee ..... 9</p> <p>14 Composition of committee ..... 9</p> <p>15 Election of committee members ..... 9</p> <p>16 Terms of office ..... 9</p> <p>17 Vacancies in office ..... 10</p> <p>18 Secretary ..... 11</p> <p>19 Treasurer ..... 11</p> <p>20 Delegation to subcommittees ..... 11</p> <p>Division 2 Procedure ..... 12</p> <p>21 Committee meetings ..... 12</p> <p>22 Notice of committee meeting ..... 12</p> <p>23 Quorum ..... 12</p> <p>24 Presiding committee member ..... 13</p> <p>25 Voting ..... 13</p> <p>26 Acts valid despite vacancies or defects ..... 13</p> <p>27 Transaction of business outside meetings or by telephone or other means ..... 13</p> <p>Part 4 General meetings of Association ..... 14</p> <p>28 Annual general meetings ..... 14</p> <p>29 Special general meetings ..... 14</p> <p>30 Notice of general meeting ..... 15</p> <p>31 Quorum ..... 15</p> <p>32 Adjourned meetings ..... 16</p> <p>33 Presiding member ..... 16</p> <p>34 Voting ..... 16</p> <p>35 Postal or electronic ballots ..... 17</p> <p>36 Transaction of business outside meetings or by telephone or other means ..... 17</p> <p>Part 5 Administration ..... 17</p> <p>37 Change of name, objects or constitution ..... 17</p> <p>38 Funds ..... 17</p> <p>39 Insurance ..... 18</p> <p>40 Non-profit status ..... 18</p> <p>41 Service of notices ..... 18</p> <p>42 Quality of records and books ..... 19</p> <p>43 Inspection of records and books ..... 19</p> <p>44 Financial year ..... 19</p> <p>45 Distribution of property on winding up ..... 19</p> <p style="text-align: right; font-size: small;">WFAANZ Constitution 19/10/2024</p>	<h2 style="text-align: center;">Part 1 Preliminary</h2> <h3 style="text-align: center;">1 Definitions</h3> <p>(1) In this constitution:</p> <p><b>annual general meeting</b> means the annual general meeting of the Association;</p> <p><b>Association</b> means the Window Film Association of Australia and New Zealand (WFAANZ);</p> <p><b>Code of Ethics</b> means the Code of Ethics of the Association as amended from time to time;</p> <p><b>committee member</b> means an office-bearer or ordinary committee member;</p> <p><b>Distributor member</b> has the meaning given to it in clause 2(2);</p> <p><b>exercise a function</b> includes perform a duty;</p> <p><b>function</b> includes a power, authority or duty;</p> <p><b>general meeting</b> means an annual general meeting or a special general meeting of the Association;</p> <p><b>Honorary member</b> has the meaning given to it in clause 2(4);</p> <p><b>Installer member</b> has the meaning given to it in clause 2(3);</p> <p><b>office-bearer</b> means a committee member who is elected to an office referred to in clause 14(1)(a)(i), 14(1)(a)(ii) or 14(1)(a)(iii);</p> <p><b>ordinary committee member</b> means a committee member who is not an office-bearer;</p> <p><b>register of members</b> means the register of members maintained under clause 4 of the Association, means:</p> <p>(a) the person holding office under this constitution as secretary, or</p> <p>(b) if no person holds that office – the public officer of the Association;</p> <p><b>special general meeting</b> of the Association, means a general meeting of the Association other than an annual general meeting;</p> <p><b>subcommittee</b> means a subcommittee established under clause 20;</p> <p><b>the Act</b> means the Associations Incorporation Act 2009;</p> <p><b>the Regulation</b> means the Associations Incorporation Regulation 2022.</p> <p><b>Note:</b> The Act and the Interpretation Act 1987 contain definitions and other provisions that affect the interpretation and application of this constitution.</p> <p>(2) The Interpretation Act 1987 applies to this constitution as if it were an instrument made under the Act.</p> <p><b>Note:</b> The Act, Part 4 deals with various matters relating to the management of associations.</p> <p style="text-align: right; font-size: small;">WFAANZ Constitution 19/10/2024</p>
<h2 style="text-align: center;">Part 2 Members of Association</h2> <h3 style="text-align: center;">2 Membership generally</h3> <p>(1) Membership of the Association shall consist of "Distributor members", "Installer members" and "Honorary members".</p> <p>(2) A person, firm or company is qualified to be a Distributor member if:</p> <p>(a) <b>it is a window film installation business;</b></p> <p>(b) <b>it is a window film wholesaler;</b></p> <p>(c) <b>it is a window film distributor;</b></p> <p>(d) <b>it is a window film installer;</b></p> <p>(e) <b>it is a window film retailer;</b></p> <p>(f) <b>it is a window film manufacturer;</b></p> <p>(g) <b>it is a window film importer;</b></p> <p>(h) <b>it is a window film exporter;</b></p> <p>(i) <b>it is a window film wholesaler;</b></p> <p>(j) <b>it is a window film distributor;</b></p> <p>(k) <b>it is a window film installer;</b></p> <p>(l) <b>it is a window film retailer;</b></p> <p>(m) <b>it is a window film manufacturer;</b></p> <p>(n) <b>it is a window film importer;</b></p> <p>(o) <b>it is a window film exporter;</b></p> <p>(3) A person, firm or company is qualified to be an Installer member if:</p> <p>(a) <b>it is a window film installation business;</b></p> <p>(b) <b>it is a window film wholesaler;</b></p> <p>(c) <b>it is a window film distributor;</b></p> <p>(d) <b>it is a window film installer;</b></p> <p>(e) <b>it is a window film retailer;</b></p> <p>(f) <b>it is a window film manufacturer;</b></p> <p>(g) <b>it is a window film importer;</b></p> <p>(h) <b>it is a window film exporter;</b></p> <p>(4) A person may be appointed as an Honorary member of the Association by the committee if:</p> <p>(a) <b>the committee members agree unanimously to the appointment; and</b></p> <p>(b) <b>the person agrees to adhere to the Code of Ethics.</b></p> <p>(5) A person appointed as an Honorary member of the Association under clause 2(4):</p> <p>(a) <b>is not excluded from being elected or appointed as a committee member under clause 15; and</b></p> <p>(b) <b>is not required to comply with clause 2(3) or clause 3.</b></p> <p>(6) A person, firm or company is qualified to be a member of the Association if the person, firm or company applied to be a member under clause 3 and the application has been approved.</p> <h3 style="text-align: center;">3 Membership applications</h3> <p>(1) An application by a person, firm or company to be a member of the Association must be:</p> <p>(a) <b>made in writing; and</b></p> <p>(b) <b>in the form determined by the committee; and</b></p> <p>(c) <b>lodged with the secretary.</b></p> <p>(2) The committee may determine that an application may be made or lodged by email or other electronic means.</p> <p style="text-align: right; font-size: small;">WFAANZ Constitution 19/10/2024</p>	<p>(3) The secretary must refer an application to the committee as soon as practicable after receiving the application.</p> <p>(4) The committee must approve or reject the application.</p> <p>(5) As soon as practicable after the committee has decided the application, the secretary must:</p> <p>(a) <b>give the applicant written notice of the decision, including by email or other electronic means if determined by the committee; and</b></p> <p>(b) <b>if the application is approved – inform the applicant that the applicant is required to pay the entrance fee and annual subscription fee payable under clause 4 within 28 days of the day the applicant received the notice;</b></p> <p>(6) The secretary must enter the applicant's name in the register of members as soon as practicable after the applicant pays the entrance fee and annual subscription fee in accordance with subclauses 5(1) and 5(2);</p> <p>(7) The applicant becomes a member once the applicant's name is entered in the register.</p> <h3 style="text-align: center;">4 Register of members</h3> <p>(1) The secretary must establish and maintain a register of members of the Association.</p> <p>(2) The register:</p> <p>(a) <b>may be in written or electronic form; and</b></p> <p>(b) <b>must include, for each member:</b></p> <p>(i) <b>the member's business name;</b></p> <p>(ii) <b>the full name of the individual applying for membership;</b></p> <p>(iii) <b>a residential, postal or email address;</b></p> <p>(iv) <b>the date on which the person became a member; and</b></p> <p>(v) <b>if the person ceases to be a member – the date on which the person ceased to be a member;</b></p> <p>(c) <b>must be kept or maintained in New South Wales;</b></p> <p>(d) <b>if at the Association's main premises – at the Association's official address;</b></p> <p>(e) <b>must be available for inspection, free of charge, by members at a reasonable time; and</b></p> <p>(f) <b>if kept in electronic form – must be able to be converted to hard copy.</b></p> <p>(3) If the register is kept in electronic form, the requirements in subclauses 2(c) and 2(f) apply as if a reference to the register is a reference to a current hard copy of the register.</p> <p>(4) A member may obtain a hard copy of the register, or a page of the register, on payment of a fee of not more than \$1, as determined by the committee, for each page copied.</p> <p>(5) Information about a member, other than the member's name, must not be made available for inspection if the member requests that the information not be made available.</p> <p style="text-align: right; font-size: small;">WFAANZ Constitution 19/10/2024</p>	<p>(6) A member must not use information about a member obtained from the register to contact or send material to the member, unless:</p> <p>(a) <b>the information is used to send the member:</b></p> <p>(i) <b>a newsletter; or</b></p> <p>(ii) <b>a notice for a meeting or other event relating to the Association; or</b></p> <p>(iii) <b>other material relating to the Association; or</b></p> <p>(b) <b>it is necessary to comply with a requirement of the Act or the Regulation.</b></p> <h3 style="text-align: center;">5 Fees and subscriptions</h3> <p>(1) The entrance fee to be paid to the Association by a person, firm or company whose application to be a member of the Association has been approved will be an amount determined by the committee.</p> <p>(2) An installer member must pay to the Association the applicable annual subscription fee as set by the committee from time to time, within 30 days of receipt of invoice from the Association.</p> <p>(3) A Distributor member must pay to the Association the applicable annual subscription fee as set by the committee from time to time, within 30 days of receipt of invoice from the Association. Distributor members may be required to contribute an additional amount to support a particular project. Should this occur, the amount will be apportioned equally between other Distributor members supporting the particular project or by other means as agreed by the committee and which amount will be invoiced to the Distributor member by the Association.</p> <h3 style="text-align: center;">6 Members' liabilities</h3> <p>The liability of a member of the Association to contribute to the payment of either of the following is limited to the amount of any outstanding fees for the member under clause 5:</p> <p>(a) <b>the debts and liabilities of the Association;</b></p> <p>(b) <b>the costs, charges and expenses of the winding up of the Association.</b></p> <h3 style="text-align: center;">7 Disciplinary action against members</h3> <p>(1) A person may make a complaint to the committee that a member of the Association has:</p> <p>(a) <b>failed to comply with admission of this constitution; or</b></p> <p>(b) <b>failed to comply with the Code of Ethics; or</b></p> <p>(c) <b>willfully acted in a way prejudicial to the interests of the Association.</b></p> <p>(2) The committee may refuse to deal with a complaint if the committee considers the complainant trivial or vexatious.</p> <p>(3) If the committee decides to deal with the complaint, the committee must:</p> <p>(a) <b>serve notice of the complaint on the member; and</b></p> <p>(b) <b>give the member at least 14 days from the day the notice is served on the member within which to make submissions to the committee about the complaint; and</b></p> <p>(c) <b>consider any submissions made by the member.</b></p> <p style="text-align: right; font-size: small;">WFAANZ Constitution 19/10/2024</p>
<p>(4) The committee may, by resolution, expel a member from the Association or suspend the member's membership if, after considering the complaint, the committee is satisfied that:</p> <p>(a) <b>the facts alleged in the complaint have been proved; and</b></p> <p>(b) <b>the expulsion or suspension is warranted.</b></p> <p>(5) If the committee expels or suspends a member, the secretary must, within 7 days of the action being taken, give the member written notice of:</p> <p>(a) <b>the action taken; and</b></p> <p>(b) <b>the reasons given by the committee for taking the action; and</b></p> <p>(c) <b>the member's right of appeal under clause 8.</b></p> <p>(6) The expulsion or suspension does not take effect until the later of the following:</p> <p>(a) <b>the day the period within which the member is entitled to exercise the member's right of appeal expires; or</b></p> <p>(b) <b>if the member exercises the member's right of appeal within the period – the day the Association confirms the resolution under clause 8.</b></p> <h3 style="text-align: center;">8 Right of appeal against disciplinary action</h3> <p>(1) A member may appeal against a resolution of the committee under clause 7 by lodging a notice of appeal with the secretary within 7 days of being served notice of the resolution.</p> <p>(2) The member may include, with the notice of appeal, a statement of the grounds on which the member intends to rely for the purposes of the appeal.</p> <p>(3) The secretary must notify the committee that the secretary has received a notice of appeal.</p> <p>(4) If notified that a notice has been received, the committee must call a general meeting of the Association to be held within 28 days of the day the notice was received.</p> <p>(5) At the general meeting:</p> <p>(a) <b>no business other than the question of the appeal is to be transacted; and</b></p> <p>(b) <b>the member must be given an opportunity to state the member's case orally or in writing, or both; and</b></p> <p>(c) <b>the committee must be given the opportunity to state the committee's case orally or in writing, or both; and</b></p> <p>(d) <b>the members present must vote by secret ballot on the question of whether the resolution should be confirmed or revoked.</b></p> <p>(6) The appeal is to be determined by a simple majority of votes cast by the members.</p> <h3 style="text-align: center;">9 Resolution of internal disputes</h3> <p>(1) The following disputes must be referred to a Community Justice Centre within the meaning of the Community Justice Centres Act 1982 for mediation:</p> <p>(a) <b>a dispute between 2 or more members of the Association, but only if the dispute is between the members in their capacity as members; or</b></p> <p>(b) <b>a dispute between 1 or more members and the Association.</b></p> <p style="text-align: right; font-size: small;">WFAANZ Constitution 19/10/2024</p>	<p>(2) If the dispute is not resolved by mediation within 3 months of being referred to the Community Justice Centre, the dispute must be referred to arbitration.</p> <p>(3) The Commercial Arbitration Act 2010 applies to a dispute referred to arbitration.</p> <h3 style="text-align: center;">10 Membership entitlements not transferable</h3> <p>A right, privilege or obligation that a person, firm or company has because the person, firm or company is a member of the Association:</p> <p>(a) <b>cannot be transferred to another person, firm or company; and</b></p> <p>(b) <b>terminates once the person, firm or company ceases to be a member of the Association.</b></p> <h3 style="text-align: center;">11 Member resignation</h3> <p>(1) A member of the Association may resign from being a member by giving the secretary written notice of at least 1 month, or another period determined by the committee, of the member's intention to resign.</p> <p>(2) The member ceases to be a member on the expiration of the notice period.</p> <h3 style="text-align: center;">12 Cessation of membership</h3> <p>A person, firm or company ceases to be a member of the Association if the person, firm or company:</p> <p>(a) <b>dies; or</b></p> <p>(b) <b>resigns from being a member; or</b></p> <p>(c) <b>is expelled from the Association; or</b></p> <p>(d) <b>fails to pay the annual subscription fee payable under clause 5(2) within 3 months of the due date.</b></p> <p style="text-align: right; font-size: small;">WFAANZ Constitution 19/10/2024</p>	<h2 style="text-align: center;">Part 3 Committee</h2> <h3 style="text-align: center;">Division 1 Constitution</h3> <h3 style="text-align: center;">13 Functions of committee</h3> <p>Subject to the Act, the Regulation, this constitution and any resolution passed by the Association in general meeting, the committee:</p> <p>(a) <b>is to control and manage the affairs of the Association; and</b></p> <p>(b) <b>may exercise all the functions that may be exercised by the Association, other than a function that is required to be exercised by the Association in general meeting; and</b></p> <p>(c) <b>has power to do all things that are necessary or convenient to be done for the proper management of the affairs of the Association.</b></p> <h3 style="text-align: center;">14 Composition of committee</h3> <p>(1) The committee must have at least seven (7) members, elected in accordance with clause 15, consisting of:</p> <p>(a) <b>the following office-bearers:</b></p> <p>(i) <b>subject to clause 15(6), the president;</b></p> <p>(ii) <b>the vice-president;</b></p> <p>(iii) <b>the secretary;</b></p> <p>(iv) <b>the treasurer; and</b></p> <p>(b) <b>at least 3 ordinary committee members.</b></p> <p><b>Note:</b> The Act, section 28 contains requirements relating to membership eligibility and composition of the committee.</p> <p>(2) An office-bearer may hold up to two (2) offices, other than those of the offices of president and vice-president.</p> <h3 style="text-align: center;">15 Election of committee members</h3> <p>(1) Any member of the Association (including an Honorary member) may be nominated as a candidate for election as an office-bearer or ordinary committee member.</p> <p>(2) A Distributor member shall be entitled to a minimum of one (1) and a maximum of three (3) member representatives on the committee.</p> <p>(3) The nomination must be:</p> <p>(a) <b>made in writing; and</b></p> <p>(b) <b>signed by at least two (2) members of the Association, not including the candidate; and</b></p> <p>(c) <b>accompanied by the written consent of the candidate to the nomination; and</b></p> <p>(d) <b>given to the secretary at least 7 days before the date fixed for the annual general meeting at which the election is to take place.</b></p> <p>(4) If insufficient nominations are received to fill all vacancies:</p> <p>(a) <b>the candidates nominated are taken to be elected; and</b></p> <p style="text-align: right; font-size: small;">WFAANZ Constitution 19/10/2024</p>

<p>(b) <u>a call</u> for further nominations must be made at the meeting.</p> <p>(5) A nomination made at the meeting in response to a call for further nominations must be made in the way directed by the committee member presiding at the meeting.</p> <p>(6) Vacancies that remain after a call for further nominations are taken to be casual vacancies.</p> <p>(7) If the number of nominations received is equal to the number of vacancies to be filled, the <u>members</u> nominated are taken to be elected.</p> <p>(8) If the number of nominations received is more than the number of vacancies to be filled, a ballot must be held at the meeting in the way directed by the committee.</p> <p>(9) The committee has the power to appoint by contract or otherwise, any member in the role of president should the committee determine in its absolute discretion that the role of president cannot be filled in accordance with this clause 15.</p> <p><b>16 Terms of office</b></p> <p>(1) Subject to this constitution, a committee member holds office from the day the member is elected until immediately before the next annual general meeting.</p> <p>(2) A member is eligible, if otherwise qualified, for re-election.</p> <p>(3) There is no limit on the number of consecutive terms for which a committee member may hold office.</p> <p><b>17 Vacancies in office</b></p> <p>(1) A casual vacancy in the office of a committee member arises if the member:</p> <ol style="list-style-type: none"> <li>dies, or</li> <li>ceases to be a member of the Association, or</li> <li>resigns from office by written notice given to the secretary, or</li> <li>is removed from office by the Association under this clause, or</li> <li>is absent from 3 consecutive meetings of the committee without the consent of the committee, or</li> <li>becomes an <u>absentee</u> under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or</li> <li>is prohibited from being a director of a company under the Corporations Act 2001 of the Commonwealth, Part 2D.0, or</li> <li>is convicted of an offence involving fraud or dishonesty for which the maximum penalty is imprisonment for at least 3 months, or</li> <li>becomes a mentally incapacitated person.</li> </ol> <p>(2) The Association in general meeting may, by resolution:</p> <ol style="list-style-type: none"> <li>remove a committee member from office at any time, and</li> <li>appoint another member of the Association to hold office for the balance of the committee member's term of office.</li> </ol> <p>(3) A committee member to whom a proposed resolution referred to in subclause (2) is appointed may, by resolution:</p> <ol style="list-style-type: none"> <li>remove a committee member from office at any time, and</li> <li>appoint another member of the Association to hold office for the balance of the committee member's term of office.</li> </ol> <p>(4) A committee member to whom a proposed resolution referred to in subclause (2) is appointed may, by resolution:</p> <ol style="list-style-type: none"> <li>remove a committee member from office at any time, and</li> <li>appoint another member of the Association to hold office for the balance of the committee member's term of office.</li> </ol> <p style="text-align: right;"><small>WFAANZ Constitution 19/2024</small></p>	<p>(2) relates may:</p> <ol style="list-style-type: none"> <li>give a written statement, of a reasonable length, to the president or secretary, and</li> <li>request that the committee send a copy of the statement to each member of the Association at least 7 days before the general meeting at which the proposed resolution will be considered.</li> </ol> <p>(4) If the committee fails to send a copy of a statement received under subclause (3)(b) to each member in accordance with a request made under subclause (3)(b), the statement must be read aloud by the member presiding at the general meeting at which the proposed resolution will be considered.</p> <p>(5) The committee may appoint a member of the Association to fill a casual vacancy other than a vacancy arising from the removal from office of a committee member.</p> <p>(6) Subject to this constitution, a member appointed to fill a casual vacancy holds office until the next annual general meeting.</p> <p><b>18 Secretary</b></p> <p>(1) As soon as practicable after being elected as secretary, the secretary must lodge a notice with the Association specifying the secretary's address.</p> <p>(2) The secretary must keep minutes of:</p> <ol style="list-style-type: none"> <li>all elections of committee members, and</li> <li>the names of committee members present at a meeting of the committee or a general meeting, and</li> <li>all proceedings at committee meetings and general meetings.</li> </ol> <p>(3) The minutes must be:</p> <ol style="list-style-type: none"> <li>kept in written or electronic form, and</li> <li>for minutes of proceedings at a meeting—signed, in writing or by electronic means, by: <ol style="list-style-type: none"> <li>the member who presided at the meeting, or</li> <li>the member presiding at the subsequent meeting.</li> </ol> </li> </ol> <p><b>19 Treasurer</b></p> <p>The treasurer of the Association must ensure—</p> <ol style="list-style-type: none"> <li>all money owed to the Association is collected, and</li> <li>all payments <u>outgoing</u> by the Association are made, and</li> <li>correct books and accounts are kept showing the financial affairs of the Association, including full details of receipts and expenditure relating to the Association's activities.</li> </ol> <p><b>20 Delegation to subcommittees</b></p> <p>(1) The committee may:</p> <ol style="list-style-type: none"> <li>establish 1 or more subcommittees to assist the committee to exercise the committee's functions, and</li> <li>appoint 1 or more members of the Association to be the members of</li> </ol> <p style="text-align: right;"><small>WFAANZ Constitution 19/2024</small></p>	<p>the subcommittee.</p> <p>(2) The committee may delegate to the subcommittee the exercise of the committee's functions specified in the instrument, other than:</p> <ol style="list-style-type: none"> <li>this power of delegation, or</li> <li>a duty imposed on the committee by the Act or another law.</li> </ol> <p><b>Note:</b> The Interpretation Act 1927, section 41 deals with various matters relating to delegation.</p> <p><b>Division 2 Procedure</b></p> <p><b>21 Committee meetings</b></p> <p>(1) The committee must meet at least 3 times in each 12-month period at the place <u>last time</u> determined by the committee.</p> <p>(2) Additional meetings of the committee may be called by any committee member.</p> <p>(3) The procedure for calling and conducting business at a meeting of a subcommittee is to <u>be as</u> determined by the subcommittee.</p> <p>(4) An <u>institute</u> member shall be entitled to speak and be heard at all general meetings of the Association but shall only be entitled to hold an office in the Association or in any committee or subcommittee thereof if invited to do so by the committee or the subcommittee.</p> <p><b>Note:</b> The Act, section 30(1) provides that committee meetings may be held as and when the Association's constitution requires.</p> <p><b>22 Notice of committee meeting</b></p> <p>(1) The secretary must give each committee member oral or written notice of a meeting of the committee at least 48 hours, or another period as which the committee members unanimously agree.</p> <p>(2) The notice must describe the general nature of the business to be transacted at the meeting.</p> <p>(3) The only business that may be transacted at the meeting is:</p> <ol style="list-style-type: none"> <li>the business described in the notice, and</li> <li>business that the committee members present at the meeting unanimously agree is urgent business.</li> </ol> <p><b>23 Quorum</b></p> <p>(1) The quorum for a meeting of the committee is three (3) committee members.</p> <p>(2) No business may be transacted by the committee unless a quorum is present.</p> <p>(3) If a quorum is not present within half an hour of the time the meeting commences, the meeting is adjourned to a place and time agreed to by the committee.</p> <p>(4) If a quorum is not present within half an hour of the time the adjourned meeting commences, the meeting is dissolved.</p> <p>(5) If the number of committee members is less than the number required to constitute a quorum for a committee meeting, the committee members may appoint one (1) or more members of the Association as committee</p> <p style="text-align: right;"><small>WFAANZ Constitution 19/2024</small></p>
<p>members to enable the quorum to be constituted.</p> <p>(6) A committee member appointed under subclause (5) holds office, subject to this constitution, until the next annual general meeting.</p> <p>(7) This clause does not apply to the filling of a casual vacancy to which clause 17 applies.</p> <p><b>Note:</b> The Act, section 28A provides for the filling of vacancies on the committee to constitute a quorum.</p> <p><b>24 Presiding committee member</b></p> <p>(1) The following committee member <u>presides</u> at a meeting of the committee:</p> <ol style="list-style-type: none"> <li>the president,</li> <li>if the president is absent—the vice-president,</li> <li>if both the president and vice-president are absent—one (1) of the members present at the meeting, as elected by the other members.</li> </ol> <p>(2) The committee member presiding at the meeting has:</p> <ol style="list-style-type: none"> <li>a deliberative vote, and</li> <li>in the event of an equality of votes—a second or casting vote.</li> </ol> <p><b>25 Voting</b></p> <p>(1) A decision supported by a majority of the votes cast at a meeting of the committee or a subcommittee at which a quorum is present, is the decision of the committee or subcommittee.</p> <p>(2) During all committee or subcommittee meetings of the Association and when business is transacted electronically, a Distributor member has one (1) vote only. The committee or subcommittee member with that voting right shall be assigned by the Distributor member prior to the meeting and shall be the same individual for all votes at said meeting.</p> <p><b>26 Acts valid despite vacancies or defects</b></p> <p>(1) Subject to clause 22(1), the committee may act despite there being a casual vacancy in the office of a committee member.</p> <p>(2) An act done by a committee or subcommittee is not invalidated because of a defect relating to the qualifications or appointment of a member of the committee or subcommittee.</p> <p><b>27 Transaction of business outside meetings or by telephone or other means</b></p> <p>(1) The committee may transact its business by the circulation of papers, including by electronic means, among all committee members.</p> <p>(2) If the committee transacts business by the circulation of papers, a written resolution, approved in writing by a majority of the votes cast by committee members, is taken to be a decision of the committee made at a meeting of the committee.</p> <p>(3) The committee may transact its business at a meeting at which one (1) or more committee members participate by telephone or other electronic means, provided a member who speaks on a matter can be heard by the other</p> <p style="text-align: right;"><small>WFAANZ Constitution 19/2024</small></p>	<p>members.</p> <p>(4) The member presiding at the meeting and each other member have the same voting rights as they would have at an ordinary meeting of the committee for the purposes of:</p> <ol style="list-style-type: none"> <li>the approval of a resolution under subclause (2), or</li> <li>a meeting held in accordance with subclause (3).</li> </ol> <p>(5) A resolution approved under subclause (2) must be recorded in the minutes of the meetings of the committee.</p> <p><b>Note:</b> The Act, section 30(2) and (3) contains requirements relating to meetings held at 2 or more venues using technology.</p> <p><b>Part 4 General meetings of Association</b></p> <p><b>28 Annual general meetings</b></p> <p>(1) The Association must hold the Association's first annual general meeting within 18 months of the day the association was registered under the Act.</p> <p>(2) The Association must hold subsequent annual general meetings within:</p> <ol style="list-style-type: none"> <li>6 months of the last day of the Association's financial year, or</li> <li>the later period allowed or prescribed in accordance with the Act, section 37(2)(b).</li> </ol> <p>(3) Subject to the Act and subclauses (1) and (2), the annual general meeting is to be held at the place and time determined by the committee.</p> <p>(4) The business that may be transacted at an annual general meeting includes the following:</p> <ol style="list-style-type: none"> <li>confirming the minutes of the previous annual general meeting and any special general meetings held since the previous annual general meeting,</li> <li>receiving reports from the committee on the Association's activities during the previous financial year,</li> <li>electing office-bearers and ordinary committee members,</li> <li>receiving and considering financial statements or reports required to be submitted to members of the Association under the Act.</li> </ol> <p><b>Note:</b> The Act, section 37(1) and (2) provides for when annual general meetings must be held.</p> <p><b>29 Special general meetings</b></p> <p>(1) The committee may call a special general meeting whenever the committee thinks fit.</p> <p>(2) The committee must call a special general meeting if the committee receives a request made by at least 5% of the total number of members.</p> <p>(3) The request:</p> <ol style="list-style-type: none"> <li>must be in writing, and</li> <li>must state the purpose of the meeting, and</li> <li>must be signed by the members making the request, and</li> </ol> <p style="text-align: right;"><small>WFAANZ Constitution 19/2024</small></p>	<p>(4) may consist of more than one (1) document in a similar form signed by one (1) or more members, and</p> <p>(5) may be lodged with the secretary, and</p> <p>(6) may be in electronic form and signed and lodged by electronic means.</p> <p>(4) If the committee fails to call a special general meeting within one (1) month of the request being lodged, one (1) or more of the members who made the request may call a special general meeting to be held within three (3) months of the date the request was lodged.</p> <p>(5) A special general meeting held under subclause (4) must be conducted, as far as practicable, in the same way as a general meeting called by the committee.</p> <p><b>30 Notice of general meeting</b></p> <p>(1) The secretary must give each member notice of a general meeting:</p> <ol style="list-style-type: none"> <li>if a matter to be determined at the meeting requires a special resolution—at least 21 days before the meeting, or</li> <li>otherwise—at least 14 days before the meeting.</li> </ol> <p>(2) The notice must specify:</p> <ol style="list-style-type: none"> <li>the place and time at which the meeting will be held, and</li> <li>the nature of the business to be transacted at the meeting, and</li> <li>if a matter to be determined at the meeting requires a special resolution—that a special resolution will be proposed, and</li> <li>for an annual general meeting—that the meeting to be held is an annual general meeting.</li> </ol> <p>(3) The only business that may be transacted at the meeting is:</p> <ol style="list-style-type: none"> <li>the business specified in the notice, and</li> <li>for an annual general meeting—business referred to in clause 28(4).</li> </ol> <p>(4) A member may give written notice to the secretary of business the member wishes to raise at a general meeting.</p> <p>(5) If the secretary receives a notice under subclause (4), the secretary must specify the nature of the business in the notice calling a general meeting.</p> <p><b>31 Quorum</b></p> <p>(1) The quorum for a general meeting is five (5) members of the Association entitled to vote under this constitution.</p> <p>(2) No business may be transacted at a general meeting unless a quorum is present.</p> <p>(3) If a quorum is not present within half an hour of the time the meeting commences, the meeting:</p> <ol style="list-style-type: none"> <li>if called on the request of members—is dissolved, or</li> <li>otherwise—is adjourned: <ol style="list-style-type: none"> <li>to a time and day agreed by the committee, and</li> <li>to the same place, unless another place is specified by the</li> </ol> </li> </ol> <p style="text-align: right;"><small>WFAANZ Constitution 19/2024</small></p>
<p>member presiding at the meeting at the time of the adjournment or in a written notice given to members at least one (1) day before the adjourned meeting.</p> <p>(4) If a quorum is not present within half an hour of the time an adjourned meeting commences, but there are at least three (3) members present, the members present constitute a quorum.</p> <p><b>32 Adjourned meetings</b></p> <p>(1) The member presiding at a general meeting may, with the consent of the majority of the members present, adjourn the meeting to another time and place.</p> <p>(2) The only business that may be transacted at the adjourned meeting is the business remaining from the meeting at which the adjournment took place.</p> <p>(3) If a meeting is adjourned for at least 14 days, the secretary must give each member oral or written notice, at least 1 day before the adjourned meeting, of:</p> <ol style="list-style-type: none"> <li>the time and place at which the adjourned meeting will be held, and</li> <li>the nature of the business to be transacted at the adjourned meeting.</li> </ol> <p><b>33 Presiding member</b></p> <p>(1) The following member <u>presides</u> at a general meeting:</p> <ol style="list-style-type: none"> <li>the president,</li> <li>if the president is absent—the vice-president,</li> <li>if both the president and vice-president are absent—one (1) of the members present at the meeting, as elected by the other members.</li> </ol> <p>(2) The member presiding at the meeting has:</p> <ol style="list-style-type: none"> <li>a deliberative vote, and</li> <li>in the event of an equality of votes—a second or casting vote.</li> </ol> <p><b>34 Voting</b></p> <p>(1) A member is not entitled to vote at a general meeting unless the member:</p> <ol style="list-style-type: none"> <li>is at least 18 years of age, and</li> <li>has paid all money owed by the member to the Association.</li> </ol> <p>(2) Each member has one (1) vote, except as provided by clause 33(2)(b).</p> <p>(3) A question raised at the meeting must be decided by:</p> <ol style="list-style-type: none"> <li>a show of hands, or</li> <li>if clause 36 applies—an appropriate method as determined by the committee, or</li> <li>a written ballot, but only if: <ol style="list-style-type: none"> <li>the member presiding at the meeting moves that the question be decided by ballot, or</li> <li>at least five (5) members agree the question should be determined by ballot.</li> </ol> </li> </ol> <p>(4) If a question is decided using a method referred to in subclause (3)(a) or (3)(b),</p> <p style="text-align: right;"><small>WFAANZ Constitution 19/2024</small></p>	<p>either of the following is sufficient evidence that a resolution has been carried, whether unanimously or by a majority, or lost, using the method:</p> <ol style="list-style-type: none"> <li>a declaration by the member presiding at the meeting,</li> <li>an entry in the Association's minute book.</li> </ol> <p>(5) A written ballot must be conducted in accordance with the directions of the member presiding.</p> <p>(6) A member cannot cast a vote by proxy.</p> <p><b>35 Postal or electronic ballots</b></p> <p>(1) The Association may hold a postal or electronic ballot, as determined by the committee, to decide any matter other than an appeal under clause 8.</p> <p>(2) The ballot must be conducted in accordance with Schedule 2 of the Regulation.</p> <p><b>36 Transaction of business outside meetings or by telephone or other means</b></p> <p>(1) The Association may transact its business by the circulation of papers, including by electronic means, among all members of the Association.</p> <p>(2) If the Association transacts business by the circulation of papers, a written resolution, approved in writing by a majority of the votes cast by committee members, is taken to be a decision of the Association made at a general meeting.</p> <p>(3) The Association may transact its business at a general meeting at which one (1) or more members participate by telephone or other electronic means, provided a member who speaks on a matter can be heard by the other members.</p> <p>(4) The member presiding at the meeting and each other member have the same voting rights as they would have at an ordinary meeting of the Association for the purposes of:</p> <ol style="list-style-type: none"> <li>the approval of a resolution under subclause (2), or</li> <li>a meeting held in accordance with subclause (3).</li> </ol> <p>(5) A resolution approved under subclause (2) must be recorded in the minutes of the meetings of the Association.</p> <p><b>Note:</b> The Act, section 37(1) and (2) contains requirements relating to meetings held at 2 or more venues using technology.</p> <p><b>Part 5 Administration</b></p> <p><b>37 Change of name, objects or constitution</b></p> <p>An application for registration of a change in the Association's name, objects or constitution made under the Act, section 10 must be made by:</p> <ol style="list-style-type: none"> <li>the public officer, or</li> <li>a committee member.</li> </ol> <p><b>38 Funds</b></p> <p>(1) Subject to a resolution passed by the Association, the Association's funds</p> <p style="text-align: right;"><small>WFAANZ Constitution 19/2024</small></p>	<p>may be derived from the following sources only:</p> <ol style="list-style-type: none"> <li>the entrance fees and annual subscription fees payable by members,</li> <li>donations,</li> <li>other sources as determined by the committee.</li> </ol> <p>(2) Subject to a resolution passed by the Association, the Association's funds and assets must be used to pursue the Association's objects in the way that the committee determines.</p> <p>(3) As soon as practicable after receiving money, the Association must:</p> <ol style="list-style-type: none"> <li>deposit the money, without deduction, to the credit of the Association's authorised deposit-taking institution account, and</li> <li>issue a receipt for the amount of money received to the person from whom the money was received.</li> </ol> <p>(4) A cheque or other negotiable instrument must be signed by two (2) <u>authorised</u> signatories.</p> <p><b>Note:</b> The Act, section 36 provides for the appointment of authorised signatories.</p> <p><b>39 Insurance</b></p> <p>The Association may take out and maintain insurance as appropriate for the Association's assets and liabilities.</p> <p><b>40 Non-profit status</b></p> <p>Subject to the Act and the Regulation, the Association must not conduct the Association's affairs in a way that provides a pecuniary gain for a member of the Association.</p> <p><b>Note:</b> See the Act, section 40.</p> <p><b>41 Service of notices</b></p> <p>(1) For the purposes of this constitution, a notice may be given to or served on a person:</p> <ol style="list-style-type: none"> <li>by delivering the notice to the person personally, or</li> <li>by sending the notice by pre-paid post to the address of the person, or</li> <li>by sending the notice by electronic transmission to an address specified by the person for giving or serving the notice.</li> </ol> <p>(2) A notice is taken to have been given to or served on a person, unless the contrary is proved:</p> <ol style="list-style-type: none"> <li>for a notice given or served personally—on the date on which the notice is received by the person, or</li> <li>for a notice sent by pre-paid post—on the date on which the notice would have been delivered in the ordinary course of post, or</li> <li>for a notice sent by electronic transmission: <ol style="list-style-type: none"> <li>on the date the notice was sent, or</li> <li>if the machine from which the transmission was sent produces a report indicating the notice was sent on a later date—on the later date.</li> </ol> </li> </ol> <p style="text-align: right;"><small>WFAANZ Constitution 19/2024</small></p>

19

**42 Custody of records and books**

Except as otherwise provided by this constitution, all records, books and other documents relating to the Association must be kept in New South Wales:

- (a) at the Association's main premises, in the custody of either of the following persons, as determined by the committee:
  - (i) the public officer,
  - (ii) a member of the Association, or
- (b) if the Association has no premises - at the Association's official address, in the custody of the public officer.

**43 Inspection of records and books**

- (1) The following documents must be available for inspection, free of charge, by members of the Association at a reasonable time:
  - (a) this constitution,
  - (b) minutes of committee meetings and general meetings of the Association,
  - (c) records, books and other documents relating to the Association.
- (2) A member may inspect a document referred to in subclause (1):
  - (a) in hard copy, or
  - (b) in electronic form, if available.
- (3) A member may obtain a hard copy of a document referred to in subclause (1) on payment of a fee of not more than \$1, as determined by the committee, for each page copied.
- (4) The committee may refuse to allow a member to inspect or obtain a copy of a document under this clause:
  - (a) that relates to confidential, personal, commercial, employment or legal matters, or
  - (b) if the committee considers it would be prejudicial to the interests of the Association for the member to do so.

**44 Financial year**

The Association's financial year is:

- (a) the period commencing on the date of incorporation of the Association and ending on the following 30 June, and
- (b) each period of 12 months after the expiration of the previous financial year, commencing on 1 July and ending on the following 30 June.

Note: The Regulation, section 21 contains a substitute clause 44 for certain associations incorporated under the Associations Incorporation Act 1984.

**45 Distribution of property on winding up**

- (1) Subject to the Act and the Regulation, in a winding up of the Association, the surplus property of the Association must be transferred to another organisation:
  - (a) with similar objects, and

WFAANZ Constitution V9 150824

20

- (b) which is not carried on for the profit or gain of the organisation's members.

(2) In this clause:  
**surplus property** has the same meaning as in the Act, section 65.

WFAANZ Constitution V9 150824

To download a copy of the WFAANZ constitution please visit:

<https://www.wfaanz.org.au/wp-content/uploads/2025/05/WFAANZ-Constitution-V9-150824.pdf>

# PROCEDURE DOCUMENT



Document Title: WFAANZ Fees & Charges  
 Filename: PD – Table of Fees & Charges – rev15  
 Supersedes: PD – Table of Fees & Charges – rev14  
 Date: Tuesday 20 August 2025  
 Written By: R. Hamilton / updated by A. Cronan, A. Booth and H. Moss

This PD provides the single reference for WFAANZ fees and charges and must be updated regularly in line with changes to fees and charges. All annually recurring fees are based on financial year unless noted otherwise. These are the base fees and charges amounts required for payment to WFAANZ. On occasion, other costs may be incurred for courses and the like such as course materials, room hire, etc. In these instances, additional costs must be levied as an extra and the base fees and charges must still be paid to WFAANZ. All prices are in Australian dollars.

## MEMBERSHIP

Membership level	Fee (inc GST)
Installer member annual fee	\$395.00
Distributor member annual fee	\$5,935.00

- Payment terms for membership fees*  
 Annual membership fees for Installer and Distributor will be paid within 30 days of receipt of invoice from WFAANZ. Membership will cease if the member fails to pay the annual membership fee payable under WFAANZ Constitution subclause 5 (1) and 55 (2) within 3 months of the due date. Honorary members are not invoiced an annual membership fee.
- Payment terms for pro rata membership fees*  
 For new membership applications approved after August, the annual membership fees will be prorated commencing from the 1<sup>st</sup> of the month that follows the approval and payment of the membership application. For example, if a new membership application is approved/paid in August, that business would be charged the September pro rata rate for that financial year.

Payment for pro rata invoices are due within seven (7) days from the invoice issue date. If the invoice is reissued due to non-payment, the amount on the original pro rata invoice will not be reduced.
- Group discounts on membership fees*  
 Groups are eligible for a 20% saving of membership fees when a minimum of seven (7) branches/stores that share a common business name become members.
- For both Distributor and Installer memberships it is the business that holds the membership, not the individual. Installer member can change its membership registration to a new business name if required, and the primary contact of that membership can change also. Every operating site that offers tinting services requires its own membership, regardless of trading names. Different trading names at the same site are included in one membership.

## TRAINING & ACCREDITATION

Item	Member (inc GST)	Non Member (inc GST)
Architectural window film certification (training and exam)	\$264.00	\$385.00
Automotive window film certification (training and exam)	\$264.00	\$385.00
WERS For Film - training and exam	\$264.00	\$385.00
WERS For Film - annual licence	\$352.00	\$572.00
WERS For Film - accreditation PACKAGE*	\$858.00	\$1,342.00

\*WERS For Film accreditation PACKAGE includes: architectural window film certification, WERS For Film training and exam and the WERS For Film annual licence fee.

- Payment terms for training fees*

Payment for training invoices are due within seven (7) days from the invoice issue date. To allow time for registration of training participants, all fees associated with participation in WFAANZ training events must be paid five (5) business days prior to the training event.
- WERS For Film annual licence*

The invoice for the annual WERS for Film licence is issued in July each year, along with WFAANZ membership fees. Payment of the WERS For Film annual licence fee is due within thirty (30) days from the invoice issue date. If the invoice is reissued due to non-payment, the amount on the original invoice will not be reduced.
- Payment terms for pro rata WERS For Film annual licence*

For **newly accredited individuals** whose new accreditation commences after August 1, a pro rata rate will apply to their WERS For Film annual licence fee for the remainder of that financial year.

Payment for pro rata invoices are due within seven (7) days from the invoice issue date. If the invoice is reissued due to non-payment, the amount on the original pro rata invoice will not be reduced.

If the individual has paid the WERS For Film licence fee and does not become accredited in the same financial year as payment is received, that licence will be deferred until the individual completes the training. For example, if payment of the WERS For Film annual licence is received by WFAANZ and the individual cannot complete the accreditation until the following financial year (or thereafter), their payment will be applied to the financial year the accreditation is completed.

- Group training discounts will be considered on a case by case basis.

**MATERIALS**

<b>VLT Cards</b>	<b>Member (inc GST)</b>	<b>Non Member (inc GST)</b>
For orders between 1 – 499 VLT cards	\$3.30	\$5.50
For orders over 500 VLT cards	\$1.10	\$2.20
Postage determined by size of order.		
NZ orders will incur an extra AUS\$10.00 postage charge, if applicable, and a AUS\$20.00 fee for registered mail.		

<b>AS2208 Safety Labels (for Distributor members only)</b>	<b>Distributor Members (inc GST)</b>
1,000 x 1 (so,1,000 per distributor member, 1000 in total)	\$275.00
1,000 x 2 (so 1,000 per distributor member, 2,000 in total)	\$501.60
1,000 x 3 (so 1,000 per distributor member, 3,000 in total)	\$712.80
1,000 x 4 (so 1,000 per distributor member, 4,000 in total)	\$844.80
1,000 x 5 (so 1,000 per distributor member, 5,000 in total)	\$990.00
Postage included in price unless stated otherwise at time of ordering.	

# Appendix

## APPENDIX 1

# VISUAL QUALITY STANDARDS Architectural Window Film

### GUIDELINES

Adopted by the Window Film Association of Australia and New Zealand (WFAANZ), these visual quality standards cover the application of window film onto flat glass surfaces. Installed film on these surfaces is not expected to have the same visual quality as glass. The following covers a 'standard' installation, which assumes: the film is being applied to glass that is devoid of defect; an internal installation; the installer can have both feet on the ground; one metre clear access to the window; and the window does not exceed 2.5 square metres. The environment should be relatively clean and dust free, and no other building works to be carried out at the time of installation.

### Inspections

When inspecting for visual quality, the viewing shall be against a clear or totally overcast sky and without direct sunlight on the glass. The inspector will stand inside the building and be perpendicular to the centre of the window. Each window will be inspected separately, and for no more than 30 seconds per window.

### Gaskets and seals

On occasion and with prior approval from the customer, film installers may trim up to 5mm off the edge of the gasket or seal around the glass, providing it is cut neatly.

Typically, window film installers are not qualified glaziers and are unlikely to have the experience and appropriate insurance coverage to enable them to remove and replace window gaskets.

### Gap

A perimeter gap of between 1mm and 4mm is acceptable on clean windows. With irregular edges such as putty or paint, a larger edge gap will be acceptable providing it has been carried out in a skilful manner. For safety/security films 200 micron or greater, an edge gap of up to 5mm is acceptable.

### Peeling film

Film peeling or lifting off the glass is not acceptable, but it is possible that this type of fault could be the result of tampering after installation. As such, the fault may be noted, but the responsibility of the fault cannot be determined by a visual inspection.

### Inclusions

Two sets of standards apply to account for the difficulty of achieving a completely clear surface free of debris with wooden window frames, as opposed to aluminium and uPVC frames. In the following, **A/u** denotes the standards for aluminium and uPVC frames, and **W** denotes those for wooden frames.

Inclusions shall not be acceptable when visible from **A/u**: 3 metres and **W**: 3.5 metres within an area through which a person would normally be looking.

Inclusions outside the normal viewing area are acceptable providing they are not larger than **A/u**: 1.5mm for films less than 100 micron, or 3mm for films 100 micron and thicker; **W**: 2.5mm for films less than 100 micron, or up to 4.5mm for films 100 micron and thicker.

Inclusions shall be no more than **A/u**: five and **W**: twenty per square metre of the total glass area of any single pane of glass.

Inclusions are acceptable within a 50mm wide band around the perimeter when difficult frame and/or seal condition makes high quality installation difficult. These particles should not be larger than **A/u**: 1.5mm for films less than 100 micron in thickness, or up to 3mm for films 100 micron and thicker, and no more than five per linear metre; **W**: 2.5mm for films less than 100 micron in thickness, or up to 3.5mm for films 100 micron and thicker, and no more than twenty per linear metre.



**wfaanz**  
WINDOW FILM ASSOCIATION  
OF AUSTRALIA AND NEW ZEALAND

**CONTACT**  
+61 2 9160 4736  
info@wfaanz.org.au  
wfaanz.org.au

# VISUAL QUALITY STANDARDS

## Architectural Window Film

### Drying

Water bubbles are a consequence of film's normal drying cycle post installation and as such do not constitute an installation or product quality fault. Drying times can be extended in cold, humid and/or shaded conditions. Typical cure times may be:

Films < 100 micron thickness – 30 days  
Films ≥ 100 micron and < 200 micron – 60 days  
Films ≥ 200 micron and < 300 micron – 100 days  
Films ≥ 300 micron – 140 days

Depending on the film and drying times, a slight haze may appear during the drying process. This will have no detrimental effect on the film's performance, nor does it constitute an installation or product quality fault.

### Light reflections

A few small particles or points causing light reflections may be visible both externally and internally. These are inherent in film adhesives and have no detrimental effect on the film performance, nor do they constitute an installation or product quality fault.

### External applications

As they are subject to wind and other environmental conditions not prevalent in internal applications, more contaminating inclusions are likely in external situations. This should be explained and agreed to with the customer prior to installation. Time of day and year can greatly impact the difficulty of an external installation.

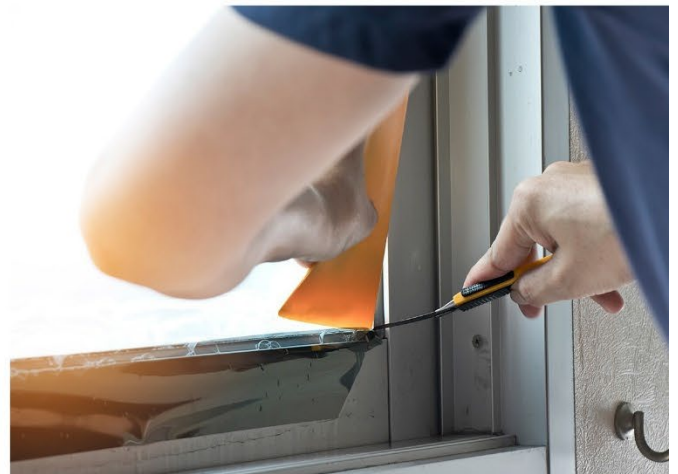
### Film joins

When the glass is larger than the largest film roll width available, a join is required. Join methods listed below can be either vertical or horizontal, depending on the situation and customer preference.

Joined film pieces will colour match.

**Splice and butt joins:** when two pieces of film are trimmed in unison on the glass (splice) or when two pieces of film are butted together (butt), the gap between the join should be no wider than 0.5mm.

**Overlap Join:** when one piece of film overlaps the edge of the other. Equal overlap between 2–5mm on a standard installation.



### DISPUTE RESOLUTION

As is the case in all industries, problems can occasionally arise between businesses and customers. Most can be resolved by talking through issues rationally to achieve a solution. However, dispute resolution is sometimes necessary. If you reach a stalemate, please refer to your relevant state Fair Trading agency or government body for information on resolving marketplace disputes.

WFAANZ can provide an inspection service for matters relating to architectural window film installation, however there are some disputes in which we are unable to be involved. For instance, complaints concerning film specifications/performance such as visible light transmission, heat rejection and the like are not part of a normal quality inspection. Contact WFAANZ for more information.



### CONTACT

+61 2 9160 4736  
info@wfaanz.org.au  
wfaanz.org.au

## APPENDIX 2

# VISUAL QUALITY STANDARDS Automotive Window Film

### GUIDELINES

Adopted by the Window Film Association of Australia and New Zealand (WFAANZ), these visual quality standards cover applied window film on automotive glass. Installed film on these surfaces is not expected to have the same visual quality as glass. The following covers a 'standard' installation, which assumes the film is applied to glass that is devoid of defect, and the vehicle is relatively clean and dust free. Inspections shall be carried out in natural daylight (not indoors), and each window shall be inspected separately and for no longer than 30 seconds each.

### Stages of inspection

The inspection will initially be conducted from the outside of the vehicle at a distance of one (1) meter, perpendicular to the glass, with the window in the fully closed (up) position. Then the window shall be lowered to inspect the edge. Then the window shall be raised to the fully closed position and inspected internally for visible distortion.

### Cure time

Installed film takes a certain amount of time to achieve full adhesion, a process known as 'dry out time' or 'cure time'. This is because a surfactant or slip agent solution in water is used to float the film onto the glass during its installation.

The time it takes for the film to fully cure can relate to the thickness of the film, the materials used in its construction, and climatic and vehicle storage conditions.

Inspection for visual quality can be made before full cure is attained. However, observations of issues like water distortion, moisture bubbles and water haze that are made during this time can be a consequence of the film's normal drying process and should not be classified as defects.

### Inclusions

Due to the difficulty of automotive film installations, particularly on older vehicles, some inclusions are acceptable. An 'inclusion' may be dirt or dust particles, hair, fibres, fingerprints, etc. An installation is deemed to be not acceptable if five (5) inclusions larger than 2mm in size are within a 100mm radius of any section of the glass, and are visible when viewed under the inspection parameters mentioned above.

Any spears, creases, scratches or tears are unacceptable.

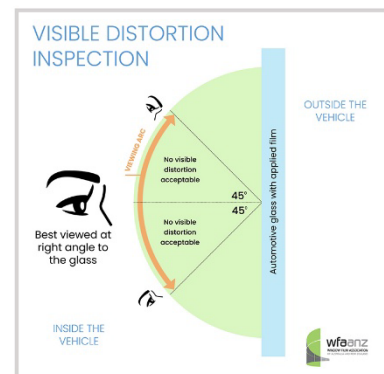
### Edges

Following external inspection, the window shall be lowered to view the top edge of the glass. The top cut film edge shall be neat and have a consistent gap from edge. Gaps around perimeter edges must be uniform. Film is to be trimmed neatly around slider/flipper clips with a maximum visible gap of 2mm. All edges to be clean and lie flat on glass with no puckering.

### Visible distortion

After the film has fully cured there should be no visible distortion when viewed from the inside to the outside through the glass/film combination, from perpendicular up to an angle of 45°.

The diagram right depicts the optimal viewing arc when inspecting inside the vehicle for visible distortion, and the viewing angles at which distortion is acceptable and unacceptable.



### Light reflections

A few small particles or points causing light reflections may be visible both externally and internally. These are inherent in film adhesives and have no detrimental effect on the film's performance, nor do they constitute an installation or product quality fault.



**wfaanz**  
WINDOW FILM ASSOCIATION  
OF AUSTRALIA AND NEW ZEALAND

## CONTACT

+61 2 9160 4736  
info@wfaanz.org.au  
wfaanz.org.au

## APPENDIX 3

### WFAANZ Logo Graphic Standards

The WFAANZ logo is a four-coloured, asymmetrical organic module that contains three elements:

The left portion of the logo contains a two-two graphic element.

The right portion of the logo contains the acronym “WFAANZ”, and the text “Window Film Association of Australia and New Zealand”. The approved form is given in **Figure 1.1.1**.



#### 1.1 Approved Form



Figure 1.1.1



Figure 1.1.2

#### Approved Form

Confirming outlines used are for illustration purposes only

For no given reason shall the colours of the logo be changed or rearranged (with the exception of greyscale) and must remain the colours of:

- **Pantone Matching System (PMS) Black** – RGB:0, 0, 0; CMYK: 0, 0, 0,
- **Spot Colour Green** - RGB: 160, 206, 103; CMYK 41, 0, 78, 0
- **Spot Colour Grey** – RGB: 188, 190, 192; CMYK: 0, 0, 0, 30
- **Spot Colour Dark Grey** – RGB: 109, 111, 113 CMYK: 0, 0, 0, 70

**Figure 1.1.2** is the acceptable form of the logo in greyscale and can be used in conjunction with monochrome or greyscale applications and uses. As shown in Figure 1.1.1, areas that are Sport Colour Green in the related coloured form of the logo should be the only regions that have changed in colour. The relative ‘grey’ still must remain constant.

## 1.2 Resizing and placement of the logo

The logo may be resized to any size needed for application. The logo must constrain to proportion of a width-by-height ratio of **1:1.59** (see **Figure 1.2.1**) and may not be sheared or distorted. On all printed and electronic material, the logo can appear no smaller than 10mm in height and the logo should not be placed closer than 4mm to any other graphic on the page, unless a special request is made and approved.



Figure 1.2.1

### Dimensions of logo

Units are based on the relation on of the width of logo is 1 unit wide.

## 1.3 Use of logo as a watermark

Both the coloured logo and greyscale logo may be used as a watermark for documents or the like provided it stays at 24% opacity. No other opacity is acceptable and the use of logo as a watermark must be used in conjunction with a **white background only**.



Figure 1.3.1



Figure 1.3.2

**Acceptable Forms – Watermarked Logo – 35% Opacity**  
Confirming outlines used are for illustration purposes only

## 1.4 Use of logo on coloured background and cropping of logo

The logo may be used on any colour or textured background with a PMS White box in proportion on the dimension ration given in **Section 1.1.2**.



Figure 1.4.1



Figure 1.4.2

**Acceptable Forms – Use of logo against a solid and textured background**  
Confirming outlines used are for illustration purposes only

The logo may be used on any colour background in proportion on the dimension ration given in **Section 1.1.2**, except on the following colours:

- **Pantone Matching System (PMS) Black** – RGB:0, 0, 0; CMYK: 0, 0, 0,
- **Spot Colour Green** - RGB: 160, 206, 103; CMYK 41, 0, 78, 0
- **Spot Colour Grey** – RGB: 188, 190, 192; CMYK: 0, 0, 0, 30
- **Spot Colour Dark Grey** – RGB: 109, 111, 113 CMYK: 0, 0, 0, 70

The cropped version of the logo may not be used on a textured background



Figure 1.4.3

**Acceptable Forms – Use of cropped logo against a solid**  
Confirming outlines used are for illustration purposes only

## 1.6 Unacceptable use of the logo

For no given reason shall the logo be used without the consent of the Window Film Association of Australia and New Zealand. Use of the WFAANZ logo must comply with the above graphic standards and **cannot be transformed by:**

- having its colour scheme change, bar the approved greyscale and watermark guides)
- being cropped (bar the approved cropping guide)
- being sheared or distorted in any way
- being covered by either text, text-overlay or other graphics (bar being used as a watermark).
- being rotated at an angle and must remain at 0° or the 12 o'clock position.
- mirroring

### Unacceptable Forms



Figure 1.6.1  
**Image Overlay**



Figure 1.6.2  
**Off-Colour Scheme**



Figure 1.6.3  
**Shearing/Distorting**

Confirming outlines used are for illustration purposes only

## 1.6 Unacceptable use of the logo (CONT'D)

### Unacceptable Forms



Figure 1.6.4  
**Mirroring**



Figure 1.6.5  
**Text Overlay**



Figure 1.6.6  
**Unacceptable Forms – Cropped Logo**

Confirming outlines used are for illustration purposes only

Font name: Danley  
Version: Macromedia Fontographer 4.1 4/7/97  
TrueType Outlines

---

Font name: Continuum Bold  
Version: Macromedia Fontographer 4.1 5/6/96  
TrueType Outlines

# Membership Forms

**FORM 1**



**WFAANZ MEMBERSHIP APPLICATION FORM**

I wish to apply for WFAANZ membership as a:  Distributor member  Installer member

Company name:  ABN:

Trading/Business name:

Address:

Postcode:

Phone:  No. years trading:

Email:

Website:

I hereby apply for membership of the Window Film Association of Australia & New Zealand. I and my employees agree to abide by the WFAANZ Constitution, Code of Ethics and the Trademark Licence Member Agreement\*.

Name:  Position:

Signature:  Date:

\*Download the WFAANZ Constitution, Code of Ethics and Trademark Licence Member Agreement here: [www.wfaanz.org.au/order-forms](http://www.wfaanz.org.au/order-forms)

**Installer membership annual fee AU\$395 (GST inc.)**  
 A person, firm or company is qualified to be an **Installer member** if it is a window film installation business and it meets the provision underlined above. It must comply with applicable Federal, State and Territory laws of Australia and New Zealand and agree to adhere to the Constitution and Code of Ethics.

**Distributor membership annual fee AU\$5,935 (GST inc.)**  
 A person, firm or company is qualified to be a **Distributor member** if part of or its sole business is as a wholesale distributor of window film. This includes the importation of window film for the purpose of wholesaling. A person, firm or company whose part or sole business is the wholesaling of window film without importation shall be classified as a **Distributor member** unless the majority of the products it is wholesaling are being imported by a current Distributor member, in which case it shall be classified as an Installer member. It must comply with applicable Federal, State and Territory laws of Australia and New Zealand and agree to adhere to the Constitution and Code of Ethics.

To apply for membership, email this completed form to [info@wfaanz.org.au](mailto:info@wfaanz.org.au).  
 Your application will be sent to the WFAANZ Executive Committee for approval.  
 Upon approval, you will be issued an invoice from WFAANZ.  
 WFAANZ annual membership is from 1 July to 30 June.

Office use only	Date received:	<input type="text"/>	Membership no.:	<input type="text"/>
-----------------	----------------	----------------------	-----------------	----------------------



## APPOINTMENT OF PROXY

I, \_\_\_\_\_  
(FULL NAME)

of, \_\_\_\_\_  
(COMPANY)

Being a member of  
WFAANZ, hereby  
appoint, \_\_\_\_\_  
(FULL NAME OF PROXY)

As my proxy, to vote for me on my behalf at the executive committee meeting,  
extraordinary general meeting or annual general meeting of the association, to be  
held on and at any adjournment of that meeting.

\_\_\_\_\_  
Signature of member appointing proxy

\_\_\_\_\_  
Date

### EXCERPT FROM THE RULES OF THE ASSOCIATION:

#### 31. VOTING

31.2 All votes shall be given personally or by proxy, but no member may hold more than two (2) proxies.

#### 32. APPOINTMENT OF PROXIES

32.1 Each member shall be entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

A proxy vote may not be given to a person who is not a financial member of the Association.

Please email this completed form to:

WFAANZ Secretary  
[info@wfaanz.org.au](mailto:info@wfaanz.org.au)

**FORM 3**



**wfaanz**  
WINDOW FILM ASSOCIATION  
OF AUSTRALIA AND NEW ZEALAND

WFAANZ Secretariat  
Building 1, Level 1  
20 Bridge Street  
Pymble NSW 2073  
info@wfaanz.org.au  
wfaanz.org.au  
02 9160 4736

## WFAANZ ONLINE DIRECTORY LISTING

A free online directory listing is part of your WFAANZ membership. Please complete this form with the information you would like to appear on your directory listing and email to [info@wfaanz.org.au](mailto:info@wfaanz.org.au). Please also attach a jpeg of your logo.

Name:			
Company name:			
Address:			
State:		Postcode:	
Office phone number:		Mobile:	
Email:			
Website:			
Facebook:			
Instagram or other:			

Blurb about your business, to appear in your listing. Max. 100 words:	
--	--

Do you have current WERS For Film accreditation?	YES	NO
If yes, please provide your WERS licence number:		
Have you passed the WFAANZ flat glass exam?	YES	NO

These icons indicate to users the services you provide. Please tick the correct box/es for your listing.



AUTOMOTIVE



RESIDENTIAL



COMMERCIAL



SAFETY FILM

Your listing will automatically appear in all State-based searches. To appear in regional searches, please tick the regions where you will travel for a job:

AUSTRALIAN CAPITAL TERRITORY		QUEENSLAND	
	Canberra		Brisbane
	Canberra and Surrounds		Bundaberg
NEW SOUTH WALES			Capricorn
	Blue Mountains		Wide Bay / Burnett
	Central Coast		Gladstone
	Central West		Gold Coast
	Greater Western Sydney		Mackay
	Far South Coast		Outback Queensland
	Far West		South East Queensland
	The Hunter (Newcastle)		Southern Downs
	Illawarra (Wollongong)		Sunshine Coast
	Lord Howe Island		Toowoomba / Darling Downs
	New England		Torres Strait Islands
	Murray		Townsville
	Mid North Coast		Far North Queensland
	North West Slopes		Whitsunday
	Northern Rivers	SOUTH AUSTRALIA	
	Riverina		Adelaide Plains
	Sapphire Coast		Adelaide Hills / Mount Lofty Ranges
	Snowy Mountains		Barossa Valley
	Southern Highlands		Copper Triangle
	Southern Tablelands		Eyre Peninsula
	South West Slopes		Far North
	Sunraysia		Fleurieu Peninsula
	Sydney		Flinders Ranges
VICTORIA			Kangaroo Island
	Melbourne		Limestone Coast
	Daylesford and the Macedon Ranges		Sunshine Coast
	Yarra Valley and Dandenong Ranges		Mid North
	Mornington Peninsula		Murraylands
	Phillip Island		Riverland
	Great Ocean Road		York Peninsula
	Goldfields		Whitesunday
	Grampians	NORTHERN TERRITORY	
	High Country		Arnhem Land
	The Murray		Barkly Tableland
WESTERN AUSTRALIA			Central Australia
	Gascoyne		Darwin
	Goldfields / Esperance		Katherine Region
	Great Southern		Top End
	Kimberley	TASMANIA	
	Mid West		East Coast
	Perth		Hobart and surrounds
	Peel		Launceston and surrounds
	Pilbara		North East
	South West		North West Coast
	Wheat Belt		West Coast
	Christmas Island	OTHER	
	Cocos / Keeling Island		