

Glued Laminated Timber Association of Australia (GLTAA) Rules

1.0 History and rules of Membership

1.1 *Historical Review*

The GLTAA was formed in 1990 as a direct result of a meeting called by the timber engineering department of the Chisholm Institute of Timber Technology in Melbourne. The background to the meeting is important to understand where the GLTAA came from to where it is today. Poor quality beams were supplied in large quantities into the Melbourne trade market to a significant project builder. Chisholm were engaged to adjudicate the problem. As a result, they called a meeting of major Australian glulam producers, interested industry bodies and practicing timber engineers with a very clear message. Self-regulate or there would *not* be a future for Glulam.

At the time, the Glulam industry players consisted of large companies to very small *backyard* producers. Certain practices in the industry by some were questionable with no controls on quality or performance of the product.

The clear and predominate aim of the fledgling Association was to develop a Quality System to be used as a minimum standard benchmark for all members when manufacturing Glulam products. The first hurdle to achieve this was to examine the current Australian Standards for Glulam manufacturing. It was clear that the Association had to tackle both issues concurrently;

- To develop a Quality Assurance System and
- To review the Glulam and finger-joint standard.

In the very early formation of GLTAA, further aims and objectives were developed. The composition of the membership since its inception has been the major manufacturers, importers, and resellers in Australia. Important contributions have been made by the Associate and technical members which comprise of interested parties such as Adhesive Manufacturers and Engineers specialising in timber engineering.

To manage the QA System, a third-party auditor was essential to regulate the product based on current standard. GLTAA appointed the Chisholm Institute which later became part of Monash University's Engineering Department. Contributions made by Professor Bob Milner and Dr. Con Adam were significant in implementing and monitoring the process.

The GLTAA is a not-for-profit organization which is structured as a Proprietary Limited Company with a limited liability of the shareholders, the producer and Importer members.

2.0 Aims and Objectives of the GLTAA

2.1 Quality Assurance

The GLTAA develops, implements, and constantly reviews Quality Assurance programs for members to ensure adherence to the glulam standard. The system is based on:

- Establishing plant capability
- Product certification and
- Conducting ongoing third-party audits.
- Undertaking ongoing verification testing.

Refer to 5.0. Regarding member obligations by manufacturers, importers and resellers.

2.2 Education

GLTAA recognises the need to provide reliable technical information on glulam products to designers, architects, engineers and students in tertiary institutions involved in architectural and engineering disciplines. The GLTAA works towards assisting the education system by the development and progression of technical information. Furthermore, it is involved in relevant research projects with the varied disciplines.

2.3 Australian Standards

GLTAA is actively involved in the formation and review process of Australian Timber Standards for the manufacture and design of glulam products.

2.4 Research and Development

GLTAA is actively pursuing opportunities to sponsor and initiate research and development projects which will foster the continued improvement and trade marketability of glulam products.

2.5. Trade Marketing

The Association recognizes the need to assist producers and reseller members in promoting the GLTAA Trademark as a symbol of quality to engineers, architects, building surveyors and the general public.

3.0. Association Management and Membership structure

3.1. Office Bearers

The following positions form the management of the Association:

- Chairman
- Vice Chairman
- Secretary/Treasurer
- Technical and Research Director
- Trademark Director
- Standards Director/s

3.2. Executives

The Executives are:

- Chairman
- Vice Chairman
- Secretary/Treasurer

In the event that the Executives are required to make a decision/s on behalf of the members and/or Association and one of the three office bearers is unavailable, a substitute can be nominated from the management team listed in section 3.1 in their absence.

3.3. Finance Management

The GLTAA has engaged an Accounting firm to support the Secretary/Treasurer with their financial management duties as listed below:

- Maintain full set of financial accounts.
- Invoice all fees and subscriptions.
- Manage GLTAA funds.
- Payment of all out-goings when approved by the Executive.
- Maintain all statutory obligations to the ATO and other Government Departments, both state and federal.
- Arrange for annual audits as required by ASIC.

3.4. Inspectorate

The GLTAA contracts out the role of Third-Party Auditor for the QA program to an Inspectorate.

GLTAA has currently assigned Dr Con Adam of University of Melbourne to act as an Inspectorate. The Inspectorate's responsibilities include:

- The management, development and maintenance of certification and auditing process.
- Conduct periodic audits.
- Compilation and reporting of test data of each member back to the member and consolidation of all reports for monitoring the GLTAA's members production performance.
- Assign an appropriate grade based on the qualification testing conducted in GLTAA's associated laboratory.
- Utilize the verification test data to ensure ongoing compliance of the certified grade.
- Respond to any technical queries received through the GLTAA website.

3.5 Membership

Membership consists of four categories:

3.5.1. Producer Members

Producer members are by; definition; manufacturers of glulam timber products, structural and/or non-structural.

NB. The definition of glulam timber products is a broad one and encompasses any timber value- added product which is glued.

3.5.2 Importers/Resellers

Importer/Reseller members are wholesale, trade and retail distribution businesses who import and trade in structural and/or non-structural glulam timber products.

3.5.3. Associate Members

Associate members are companies and individuals with an interest in glulam timber products.

NB. This category of member is suitable for adhesive manufacturers/importers, engineers, educational institutes, trainers, machinery suppliers etc.

3.5.4. Technical Members

Technical membership is open to individuals, companies and engineering practitioners with an interest in glulam timber products in the trade market and can contribute by the supply of technical expertise to the Association.

4.0 Fee Structure

4.1. Producer & Importer/reseller Members

Producer member's fee for the first year is \$1,000.00 + GST. The financial year for the Association runs from 1st July to 30th June each year with the fee being paid on a pro rata basis from the date of acceptance of membership. At the anniversary of the first years' membership, the full membership fee will apply and will be billed at a pro rata rate of the fee set for that year.

Membership fees are reviewed and set at the AGM.

4.2. Associate Members

Associate Members will pay an annual fee of 1,000.00 +GST, due by the 30th of June for each financial year. Associate Members joining during the financial will be billed a sum as pro rata for the full year.

4.3. Technical Members

Technical Members will pay an annual fee of \$500.00 + GST, to be due by the 30th of June for each financial year. Technical Members joining during the financial year will be billed a sum as pro rata for the full year.

NB. Invoices are issued and sent to all Producer/Importer/Reseller Members twice a year. The first invoice is for the period from July to December and the second is for January to June.

5.0. Certified Producer Importer/Reseller Member Obligations

5.1. Producer Members

Producer members have the following obligations on joining the Association:

- Undertake an in-house capability assessment to determine the plant's capability to produce compliant glulam products as per AS/NZ 1328.1.
- Achieve certification in accordance with the Inspectorate requirements for all structural and/or non-structural products manufactured within twelve (12) months of joining the GLTAA.

NB. It is a requirement of all producer members to achieve certification in this timeframe. There may be circumstances where this is not possible and the timeframe may be extended at the discretion of the executive. It would have to be demonstrated that the new member is genuinely working toward certification.

- Produce a quality product suitable for the intended purpose.

- Promote the Association and the industry in a positive manner at all times.
- Be involved in the decision-making process for the continued improvement of the GLTAA.

5.2. Importer/Reseller Members

Importer/Reseller Members have the following obligations on joining the Association:

- Provide to the satisfaction of the inspectorate proof that the claimed GL grades meet the requirements as per AS/NZ 1328.1 of all structural grades of Glulam imported/resold.
- Provide to the satisfaction of the Inspectorate the Quality Assurance and/or Product certification system used by the manufacturer from which the Glulam is sourced. QA documentation shall be required by the Inspectorate on each batch/shipment of Glulam.
- Only sell and promote quality assured product which is suitable for the intended purpose.
- Promote the Association at all times.
- Be involved in the decision-making process for the continued improvement of the organization and the industry.

6.0. The GLTAA Trademark

6.1. Use of the Trademark

The GLTAA registered Trademark may be used in the following manner:

- Branding on accredited product or product wrapping.
- On Accredited manufacturers and Importers/Reseller's literature.
- On Company invoices, letterheads and business cards.
- Accredited members' promotional advertising.
- On certified members website.

6.2. Requirements the approved user must meet

An approved user of the GLTAA Trademark shall use the Trademark only on products (species/grade) that are certified and approved by the Inspectorate.

6.3. The standards that goods or services must meet

The GLTAA certification Trademark bearers shall be approved by the Inspectorate to meet the requirements of AS/NZS 1328.1 for goods and services associated with Glulam.

6.4. Method of determining that the standard is met:

6.4.1 Initial qualification process:

1. The manufacturer shall plan and carry out production under controlled conditions. The manufacturer shall issue quality control Manuals comprising procedures and instructions for manufacturing, quality assurance and organizational structure. These documents shall be assessed and verified by the Inspectorate.
2. The manufacturer shall have the ability to run production factory control tests on daily basis as required by AS/NZS1328.1, which include, evaluating the bending strength of finger joints, evaluating bending strength and modulus of elasticity of glulam and testing the face bond quality of face joints.

3. The components of the glulam product, such adhesive and feed stock shall meet the requirements stated in AS/NZS1328.1.
4. Qualification testing shall be successfully conducted as per AS/NZS1328.1 for each grade/species of glulam covered by the certification Trademark.

At the successful outcome of the above a GLTAA Certificate will be issued by the Inspectorate for the producer. The producer can start using the GLTAA certification Trademark for the grade products.

6.4.2 Ongoing monitoring of the certified product:

1. The producer shall undertake factory control testing on daily basis to ensure that the qualification properties are met. These include finger joint testing, modulus of elasticity of full-size product and the face bond quality tests.
2. The producer shall retain specimens from daily production labelled with the date of production to be collected by the Inspectorate auditor to undertake verification testing.
3. The daily factory control test results shall be organized in a spreadsheet form to be submitted to the auditor during the audit.
4. Should the approved producer chooses to use a local auditor, such auditors shall be trained and approved by the GLTAA Inspectorate.

6.4.3 Other requirements for the owner of the certification Trademark owner.

The GLTAA Inspectorate can freeze or withdraw the certification Trademark if it the certified product does not meet the requirements as detailed in the previous section. The Producer can re-apply for the certification Trademark when the cause of the withdrawal is alleviated.

6.5. The procedure for resolving a dispute about whether goods or services meet the certification standards

The Inspectorate settles disputes between itself and the producer by referring matters to the GLTAA Executive which in turn refers the issue to a Technical Review Committee. the producer and the Inspectorate are required to follow the recommendations issued by the Technical Committee to resolve any dispute in regard to the Trademark.

6.6. Withdrawal of the Trademark

Any Members' use of the GLTAA Trademark may be withdrawn under the following circumstances in accordance with the rules as detailed in the Inspection Manual:

- Sale of product which is deemed by the Inspectorate to be below the specification established by the Qualification process.
- Failure to maintain manufacturing processes forming the basis of certification being granted.
- Being engaged in conduct which will bring the Association into disrepute.
- Does not conform with the ongoing audits and verifications conducted by the Inspectorate.

The certified producers can assign their own auditors, subject to the Inspectorate's approval, which includes training.

7.0. Membership Application

The application for membership shall be made, and application for the issue of one share with a face value of \$1.00 in the Glued Laminated Association of Australia Pty Ltd.

NB. The GLTAA is incorporated in New South Wales as a limited liability company and has a share capital of \$1,000,000.00. Members are issued with one share each with a face value of \$1.00 and it is registered as a non-profit organization. The Memorandum and Articles of Association are available from the Secretary for perusal on request.

8.0. Meetings

8.1. Technical meeting

The technical meeting shall be held each February/March at a venue to be decided at the previous meeting (AGM). This meeting will generally be a forum to raise technical issues but is not restricted to that.

8.2. Annual General Meeting (AGM)

The AGM will be held each August/September at a venue to be decided at the previous technical meeting. At this meeting, the following tasks must be undertaken:

- Presentation of Financial Accounts.
- Presentation and acceptance of the budget for the next year.
- All positions are declared vacant and nominations called for the positions followed by a vote to fill these positions for the next year

8.3. Voting Rights.

Voting rights are one vote per member including Associate and Technical members. The Chairman shall have the casting vote in the event of a tied vote. A majority of votes shall mean the motion is passed and proxy votes may be carried by attending members for members not able to attend.

9.0 Definitions

AGM: Annual General Meeting

Auditors: Representatives of the GLTAA Inspectorate that undertake the audits.

Certification Trademark: The approved certified producers can use the GLTAA Certification Trademark on their products that have met the Inspectorate's requirements.

GL: A glulam classification for which the specific suite of characteristic values given in Table 7.1, of AS1720.1 are met.

Glulam: Abbreviation of glued laminated timber.

Glued laminated timber: A structural member formed by bonding together timber laminations with the grain running essentially parallel to the beam's longitudinal axis.

GLTAA: Glued Laminated Timber Association of Australia.

GLTAA Inspectorate (Certifying Body): It is a third-party certification and auditing body engaged by GLTAA.

Ownership of Trademark: The Trademark is owned by the GLTAA.

TM: Technical Meeting

Trademark license: Is the permit to use the GLTAA Trademark on their products given to producers after certification.