

ORGANISATION DETAILS

Organisation Name _____	Trading Name (if different) _____
ABN _____	Primary Industry / Business Activity _____
Organisation Size ☐ Small business – 1–19 employees ☐ Medium business – 20–199 employees ☐ Large business – 200+ employees	Primary Employment Award/s _____
Address _____ _____	Phone _____
	Website _____

MEMBERSHIP SELECTION

Membership Class ☐ Ordinary Member ☐ Associate Member	Membership Tier (Ordinary Members) ☐ Bronze – Network Access – Complimentary ☐ Silver – Workforce Capability – \$2,500 / year ☐ Gold – Partnership & Leadership – \$4,950 / year
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ORGANISATION REPRESENTATIVE

Each Ordinary and Associate Member must nominate one individual to act as its representative and primary contact for formal membership correspondence.

Representative Name _____	Position _____
Email _____	Phone _____

MEMBERSHIP / PROGRAM CONTACT

Complete only if different from the organisation representative.

Name _____	Position _____
Email _____	Phone _____

ACCOUNTS CONTACT

Accounts Contact Name _____	Accounts Email _____
Purchase Order required? ☐ Yes ☐ No	

MEMBER DIRECTORY, WEBSITE & LOGO PERMISSION

With permission, HDNWA may recognise current members on the HDNWA website and in member communications. Members may be displayed by membership tier, with Associate Members recognised separately.

- ☐ **Yes, I authorise HDNWA to use our organisation name and logo to recognise our organisation as a current HDNWA member.**
- ☐ **No, please contact us before publicly identifying our organisation as an HDNWA member.**

Membership level reflects the level of support and engagement selected with HDNWA and does not represent accreditation, certification or endorsement of all practices of the member organisation. The right to use an HDNWA membership badge ends when membership ceases.

NOMINATING MEMBER – HDNWA USE

HDNWA will arrange completion of this section as part of the membership approval process. No action is required from the applicant.

Nominating Member Name _____	Organisation _____
Email _____	Phone _____
Signature _____	Date _____

APPLICANT DECLARATION

On behalf of the applicant organisation, I confirm that the information provided in this application is correct and that I am authorised to submit this application.

I understand that membership is subject to approval by the HDNWA Board and, where a paid membership tier is selected, payment of the applicable annual membership fee.

By applying for membership, the organisation agrees to comply with the HDNWA Rules of Incorporation and the current HDNWA Membership Terms & Conditions available at hdnwa.org.au/membership-terms.

I understand that information provided to HDNWA may be used for monitoring, evaluation, funding applications, reporting and acquittal purposes as outlined in the Membership Terms & Conditions.

Authorised Representative Name _____	Position _____
Signature _____	Date _____

Thank you for supporting more inclusive employment in hospitality and tourism.

HDNWA Membership Terms & Conditions



1. ABOUT THESE TERMS

These Membership Terms & Conditions apply to membership of Hospitality Disability Network WA Inc. (HDNWA). They should be read together with the HDNWA Rules of Incorporation and the membership tier information published by HDNWA.

If there is any inconsistency between these Terms & Conditions and the HDNWA Rules of Incorporation, the Rules of Incorporation prevail.

2. MEMBERSHIP CLASSES

HDNWA has two formal membership classes under its Rules of Incorporation: Ordinary Membership and Associate Membership.

Ordinary Members have full voting rights and may nominate candidates for election to the HDNWA Board in accordance with the Rules of Incorporation.

Associate Members are non-voting members and cannot nominate candidates for election to the Board. Bronze, Silver and Gold are membership service tiers and do not change the governance rights attached to an organisation's membership class.

3. ELIGIBILITY, APPLICATION AND APPROVAL

Applicants must meet the eligibility requirements for the membership class for which they are applying. HDNWA may request reasonable additional information where required to determine eligibility.

All membership applications are subject to approval by the HDNWA Board.

The Rules of Incorporation require an application to be nominated by an existing HDNWA member. HDNWA will arrange the required nomination as part of the application process, so applicants do not need to organise a nominating member themselves.

HDNWA will advise applicants of the outcome of their application in writing.

4. MEMBERSHIP TIERS

Eligible Ordinary Members may select Bronze – Network Access, Silver – Workforce Capability or Gold – Partnership & Leadership.

The benefits and inclusions applying to each tier are those published by HDNWA at the commencement or renewal of the relevant membership period.

Associate membership arrangements are confirmed separately with HDNWA following application

5. MEMBERSHIP COMMENCEMENT AND PERIOD

Bronze membership commences once the membership application has been approved by the Board.

Silver and Gold membership commences once the application has been approved and the applicable membership fee has been received, unless otherwise agreed by HDNWA.

Membership is for a period of 12 months from the membership commencement date.



6. MEMBERSHIP FEES AND PAYMENT

Bronze membership is complimentary. Silver and Gold membership fees are payable annually at the rate applicable to the selected membership tier.

Following Board approval of a Silver or Gold application, HDNWA will issue an invoice or secure payment link through Stripe, or another payment provider nominated by HDNWA, to the member's nominated accounts contact.

Members are responsible for providing any purchase order, billing details or other information reasonably required by their organisation to enable payment.

Invoices must be paid by the due date shown on the invoice. Access to paid membership benefits commences once payment has been received, unless otherwise agreed by HDNWA.

Where membership fees remain unpaid, HDNWA may take action in accordance with its Rules of Incorporation.

7. RENEWAL

HDNWA will contact members before the end of their 12-month membership period regarding renewal. Members may renew at their existing tier, request to move to another eligible tier, or choose not to renew.

For Silver and Gold members who confirm renewal, HDNWA may use Stripe to issue renewal reminders and the annual renewal invoice.

Membership will not automatically renew solely because a previous payment has been processed. Any automatic renewal arrangement must be separately and expressly agreed with the member.

The renewed membership period commences once the renewal requirements have been completed and any applicable fee has been received.

8. CHANGES TO FEES AND TIER INCLUSIONS

HDNWA may review membership fees and tier inclusions from time to time.

Members will be advised of any material changes before their next renewal. Any material change to the price or core inclusions of a paid membership will apply from the member's next membership period unless the member agrees otherwise.

HDNWA will not increase the agreed membership fee or materially reduce the agreed core inclusions during an existing paid membership period without the member's agreement.

9. CHANGING MEMBERSHIP TIERS

Members may request to upgrade their membership tier during an existing membership period.

Where an upgrade is agreed, HDNWA will confirm any additional fee, commencement date and revised benefits before the change takes effect.

Requests to move to a lower membership tier will generally take effect from the member's next renewal date.