



ANNUAL REPORT

2017–2018

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OVERVIEW

Our Vision

Be the voice of the fire protection community and continually expand professional expertise to minimise the impact of fire in New Zealand.

Our Mission

To work with our members, government and wider community for continuous improvement in regulations, standards, education, awareness, products and services for the protection of life, property and the environment from fire.

Our Values

- The highest levels of competence, practice and integrity
- Independence: free of bias and favouritism
- Being ethical, transparent and honest

National Council for 2017-2018

Executive Director: Scott Lawson
President: Keith Blind
Vice President: Chris Mak

ELECTED MEMBERS REPRESENTATIVES:

| | |
|-----------------|--------------------------|
| Bryce Donaldson | Argus |
| David Prosser | Lifetime Member |
| Jake Symes | Hilti |
| George McGoram | Fire Systems Maintenance |
| Nicky Marshall | Protech Design |
| Kris Tocker | Ultra Fire |

CHAIRS, SPECIAL INTEREST GROUPS:

| | |
|----------------|-----------------------------------|
| Paul Ryan | Passive Fire Protection SIG Chair |
| Kiran Soma | Contractors SIG Chair |
| Phil Jackson | Evacuation Consultants SIG Chair |
| Steve Smith | HOFFE SIG Chair |
| Jason Godsmark | Inspectorate SIG Chair |
| Trent Fearnley | Training SIG Chair |

ASSOCIATED INDUSTRY GROUP REPRESENTATIVES:

| | |
|---------------------|---|
| Samantha McNaughton | Competenz |
| Trent Fearnley | Institute of Fire Engineers NZ Branch |
| Rob Saunders | Fire and Emergency New Zealand |
| Michael James | Society of Fire Protection Engineers (NZ Chapter) |
| Rob Fenton | New Zealand Fire Equipment Manufacturers Association |

BOARD MEMBERS:

| | |
|------------------------|-----------------|
| President: | Keith Blind |
| Vice President: | Chris Mak |
| Independent Treasurer: | Kerry Ludlam |
| Appointments: | Michael Belsham |
| | Rob Fenton |
| | Chris Orr |
| | David Prosser |
| | Paul Ryan |

Attendance Record

FPANZ BOARD/COUNCIL REPRESENTATIVES FOR 2017–2018

| FPANZ Council Members | | 27/7/17 | 28/9/17 | 30/11/17 | 1/2/18 | 20/3/18 | 24/5/18 |
|-----------------------|--------------------------------|---------|---------|----------|--------|---------|---------|
| Scott Lawson | FPANZ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Keith Blind | Ice Fire | ✓ | ✓ | ✓ | ✓ | ✓ | A |
| Chris Orr | FPA Australia | ✓ | A | ✓ | ✓ | ✓ | ✓ |
| Michael James | SFPE | ✓ | ✓ | ✓ | ✓ | A | ✓ |
| Paul Ryan | Passive SIG Chair | ✓ | ✓ | ✓ | ✓ | A | ✓ |
| Rob Fenton | NZFEMA | ✓ | ✓ | ✓ | A | ✓ | ✓ |
| Samantha McNaughton | Competenz | N/A | N/A | N/A | ✓ | ✓ | A |
| Kevin Borley | AMPAC | ✓ | ✓ | ✓ | R | R | R |
| Kris Tocker | Ultra Fire | A | ✓ | ✓ | ✓ | ✓ | A |
| Phil Jackson | EVAC SIG Chair | A | ✓ | ✓ | ✓ | ✓ | ✓ |
| Kiran Soma | Contractors SIG Chair | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Richard Stewart | AFAM | ✓ | ✓ | ✓ | R | R | R |
| Jake Symes | Hilti | N/A | N/A | N/A | A | ✓ | ✓ |
| David Prosser | Lifetime Member | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Rob Saunders | Fire and Emergency New Zealand | ✓ | S | ✓ | S | A | A |
| Jason Godsmark | AON | A | ✓ | ✓ | ✓ | ✓ | ✓ |
| Bryce Donaldson | Argus Fire | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Trent Fearnley | IFE | ✓ | ✓ | S | S | S | A |
| Chris Mak | AON | ✓ | ✓ | ✓ | ✓ | A | A |
| Steven Smith | Firewatch/HOFFE SIG Chair | ✓ | ✓ | ✓ | A | A | ✓ |
| George McGoram | Fire System Maintenance | N/A | N/A | N/A | ✓ | A | ✓ |
| Nicky Marshall | Protech Design | N/A | N/A | N/A | ✓ | ✓ | VC |

| FPANZ Board Members | | 27/7/17 | 28/9/17 | 30/11/17 | 1/2/18 | 20/3/18 | 24/5/18 |
|---------------------|---------------------------------------|---------|---------|----------|--------|---------|---------|
| Scott Lawson | Executive Director | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Keith Blind | President | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Chris Mak | Vice President | ✓ | ✓ | ✓ | ✓ | A | ✓ |
| Rob Fenton | Pertronic Industries | ✓ | ✓ | ✓ | A | ✓ | ✓ |
| David Prosser | Lifetime Member | ✓ | ✓ | VC | ✓ | ✓ | ✓ |
| Chris Orr | Fire Protection Association Australia | ✓ | A | ✓ | ✓ | ✓ | ✓ |
| Kerry Ludlam | Change Management | A | ✓ | ✓ | ✓ | ✓ | R |
| Paul Ryan | Ryan Fire | ✓ | ✓ | ✓ | ✓ | A | ✓ |
| Michael Belsham | Beca | ✓ | ✓ | VC | VC | ✓ | ✓ |

| Key | |
|-------------------|----|
| Present | ✓ |
| Apologies | A |
| Stand in sent | S |
| Videoconferencing | VC |
| Resigned | R |

A Message from our National President



I am pleased to provide our members with this year's President's Report for the 2018 Annual General Meeting of the Fire Protection Association NZ. The year in reflection has seen various initiatives being completed and others started by the team of volunteers and the FPANZ office.

Financial, Operational, and Technical reports from our Executive Director and special interest groups (SIG's) are tabled which provide further overviews of the areas of interest to members.

Our strategic direction taken to provide the reinvestment of funds over the last 2 years has seen continual operational improvements and member benefits.

We are growing as an association in areas of revenue, membership and profitable returns.

It is encouraging to see the range of organisations, both local and overseas, that are seeing value in becoming engaged with our association. Membership renewals are stronger this year particularly in the passive market which has seen a number of new entrants.

Today FPANZ is deeply involved in the organising and management of FireNZ. This year Tauranga hosted the event and we have seen another level of improvements in the scope and delivery of this annual industry highlight. In addition, our involvement with government and the need to work with the development and delivery of industry training has become much more prevalent. The monthly newsletter continues to inform and remains an important link with members.

The website has been popular as well with many members choosing to use this as part of their resource material especially for product listing in the alarms/detection area and the new passive content. We are seeking new investment in this area to provide more benefits to listing other key product groups in the future.

With the role of Executive Director headed by Scott Lawson for the last 2 years we have seen further evidence of process improvements and financial returns. We have more capital to reinvest and now have a separate charitable trust to provide ongoing funding for training and standards development. The association has invested further time and resources in nurturing key relationships with those who remain engaged in the mainstream areas of fire protection.

The FPANZ Board and council, as a group, work collectively to ensure that the governance needs and strategic goals and direction of the FPANZ are being achieved.

FPANZ has been very fortunate to have had the services of its board and the support from Chris Orr within the Fire Protection Association Australia to work in key strategic areas. Chris has signalled his time with us is now coming to a close and we thank him for his commitment of time, energy and insight over the past 3 years.

The SIG committees have worked throughout the year in strategic areas of importance to each sector group.

Separate reports from each SIG Chairperson are included with the annual report. The Passive group is led by Paul Ryan as chairperson. Paul is passionate and focussed on delivering results, which is an indicator of the value members are experiencing along with new business being created. The SIG chairs also continue to promote their positive outcomes, with progress being made in all areas. From my desk, the contractors group continue to lack some cohesive elements and therefore some wins on the board. They need to step up their future game plans.

We continue to have close working relationships with other countries – particularly The Fire Protection Association in Australia with which we have much in common. Scott Lawson and Chris Mak (who is the newly appointed FPANZ President for 2019) have been fortunate to visit the Australian office and share opportunities for both organisations.

This has been my final year as President of FPANZ and I am excited at the future possibilities facing the new board, and governance roles we have introduced. The opportunity to refresh and update the constitution is a key deliverable outcome. To those members who have now served their terms in office we appreciate your contributions. To those members continuing or now joining the Board or Council be prepared for another very busy year ahead as you lead our industry and shape its future.

Keith Blind

President, FPANZ (2018)

Functions & Departments

The Fire Protection Association plays a pivotal role in providing advice and information on all aspects of fire protection and safety topics through a range of services to the industry, FPANZ members and the wider community.

Training and Seminars

FPANZ liaises with a number of training organisations, manufacturers, suppliers and industry specialists both in New Zealand and globally to bring training and development seminars to its members.

Industry Communications

FPANZ Communications Department is responsible for producing the monthly FPANZ Member Newsletter along with two FireNZ Industry Magazines per year. The Communications Department also oversees development and delivery of all FPANZ external communications, including media releases and important announcements and is also responsible for the ongoing enhancement of the FPANZ website www.fpanz.org, as well as related sites and social media channels.

FPANZ Events

The FPANZ Events Department aims to educate industry members and the broader community by delivering current information on all matters relevant to the fire protection industry and related industries. FPANZ events cover a wide range of industry related topics and feature highly engaging speakers to enable attendees to stay up-to-date and meet continuous professional development requirements.

These events include an annual national conference **“FireNZ”** with FPA & SFPE seminars that provide ideal forums to meet and socialise with industry members and key stakeholders.

For FireNZ 2018, **“EVOLUTION OF FIRE, Reflecting on the Past, Looking to the Future”** was the key theme. It proved to be a successful event, held in ASB Baypark Stadium Mount Maunganui, with over 230 delegates and some 45 exhibitors, drawing good support from those who have a keen interest in fire protection.

With the continued support from FPA Members IFE & SFPE, we continue to see a bright future for the event in 2019 next year at the Vodafone Events Centre back in Auckland.

A Message from our Executive Director



Welcome to the annual general report. I am pleased to summarise the activities of the last financial year and give an update on the future direction of our association.

First, I offer my thanks to the FPANZ members who volunteer their skills, experience and time to assist with the ongoing development of the association. To all of you who turn up and contribute to the special interest group (SIG) meetings, thank you for your valuable contributions and helping us achieve the objectives we set for our association. Special thanks to the SIG chairs and council members who donate so much of their expertise and time over and above the SIG meetings. I would also like to specifically mention the board of directors for their support of myself and the FPANZ staff.

Our President, Keith Blind, has completed his term and deserves special mention for his contribution to the association during his time both as executive director and as president. Keith will remain on the board in the immediate past president role to offer continuity in the handover to Chris Mak, the incoming president.

In addition to the president's report and more detailed updates from the SIG chairs, other areas of the association's work deserve special mention.

IT and Infrastructure

The association was well overdue to invest in IT and infrastructure, as our hardware and software were all significantly outdated. Phase one of this project worked to address the immediate issues, replacing all computers and switching to an office 365 environment. This ensured staff could perform their daily tasks with ease and the computers and software were fit for purpose. As a result, the team can also now operate remotely at meetings, training and events such as FireNZ, which has resulted in significant cost reductions. We have also embraced the technology necessary to enable members to use video conferencing to attend meetings. This is a significant step for members located outside the main centres and has proven to be one of the best things we have done for member engagement.

We are now exploring phase two, which would see a complete replacement of our outdated and dysfunctional customer relationship management (CRM)

system. We intend to offer enhanced member services and greater functionality for members and staff alike. As

a former independent project manager, I am all too aware that these kinds of projects can be notoriously costly if not investigated, planned and implemented well. Therefore, we are spending significant time and effort in the pre-planning phase before making any commitments. We are also very fortunate to have been working with the FPAA to see whether the systems and processes they use can be replicated in New Zealand, thus saving us time, effort and development dollars. I look forward to being able to progress this area for our members and the benefits it will bring.

The Fire Protection Charitable Trust

Creation of the Fire Protection Charitable Trust is a significant milestone for our members and the wider fire protection industry, and I am pleased to advise that we have been successful in this project. My intent for the trust was to have one primary and one secondary function: standards development and industry training. FPANZ has been the driving force in getting this trust off the ground, but now it is up and running it is completely separate from FPANZ, with its own board of trustees. FPANZ continues to donate administration, accounting and other services to assist the trust in achieving its objectives. I thank the founding trustees: David Prosser – Chairperson; Jacqui Bensemann – Treasurer; Nicky Marshall - Secretary; Chris Mak; and Mitchell Brown for their involvement in the final development of the trust and execution of its duties.

Industry Training, Recruitment and Regulation

Training and development require significant time, effort and financial commitment from the association.

Over this last year, we ran some hugely successful "Get it Right" seminars for members and other key stakeholders, delivering 8 sessions to more than 232 people. We are now working on more content to deliver even more seminars this year.

We continue to work on getting Fire101 delivered. Lack of performance from the polytechnic we were engaged

with saw this project delayed, but I am committed to delivering it in the near future.

We also see significant value in raising the profile of FPANZ, our members and the wider industry in the eyes of school leavers, careers advisors, recruitment companies and immigration specialists. To this end, the association has conducted several activities, including attending school careers days and the Careers And Transition Education (CATE) conference, which exposed us to some 800 careers advisors over three days. Raising our profile in this way is a key strategy in our work to address the need for skilled labour in the industry.

During the "Get it Right" seminars, we also canvassed members for their views on the regulation and licensing of parts of our industry. I strongly support our need to attend to this, and we are working on both self-regulation and models including regulators. Other aspects such as qualifications and enough skilled employees must be in place before this can happen, and this takes time and significant background work before concrete results can be seen. Timeframes will be longer than many would like, myself included, but we are breaking completely new ground, and I am positive that our efforts will see some real tangible results in the coming years.

Standards Development

This year, we conducted workshops on both NZS4541 and NZS4512. We obtained places for three members on the NZS4541 committee, ensuring great representation in the redevelopment of this important standard. We are also in discussions with Standards New Zealand about the next redevelopment of NZS4512 and will update members on progress as it happens. These are important areas that will significantly affect a wide range of our members.

Modernised Branding

Those of you who have been members for many years will have seen how our brand has grown since 2014. Like any business, our brand is our livery that makes us stand out and represents not only the professionalism of our members but also our values. As such, investment in the FPANZ brand is critical, and we continue to do so, updating marketing material as it becomes outdated and polishing the logo and collateral material from time to time to ensure the brand is consistent, recognisable and professional. This also forms an important part of the promotion of our industry to careers advisors, members and clients.

FireNZ 2018

This year we held FireNZ in Mount Maunganui and maintained close to last year's numbers despite holding it outside a main centre. This event goes from strength to strength and continues to receive overwhelmingly positive feedback. This year, we attracted not only outstanding international speakers who complemented our solid local talent but also 45 tradeshow booths, 380 delegates and exhibitors each day, 189 external tradeshow visitors, 255 attendees at the gala dinner and 33 presentations. Plans for FireNZ 2019 in Auckland are well underway.

Passive Equipment Register

This year, we successfully launched the Passive Fire Equipment Register. This is a great step forward in the passive market, and its growth and uptake has been well above expectation. We continue to work on many key initiatives with further developments of the platform and delivery of the register and improving ease of use.

Halon Project

The completion of the Halon project saw us recover and safely dispose of 3818 kgs of Halon 1211 and 1301. The project itself is now complete, but we continue to maintain strategy around the collection and safe disposal of Halon although this is now more time consuming as we coordinate the shipments ourselves.

In closing, I am genuinely excited by how far we have come and the association's prospects for the future. We have a solid financial base with which to continue the current projects, start new ones and keep working to build our brand and what it delivers for our members. We have a small but supportive staff and a large volunteer pool passionate about our industry and improving it. Together, we produce some amazing results for our size, and the next year will prove even more successful.

Once more, my unreserved thanks go to the council, the board and the staff of FPANZ as well as to the members who contribute financially and donate their time and skills to our association and our industry.

Scott Lawson,
Executive Director, FPANZ

SIGs

Special Interest Groups

FPANZ has the following special interest groups (SIGs):

- › Alarm and Sprinkler Contractors Group
- › Passive Fire Protection Group
- › Evacuation Consultants Group
- › Hand Operated Fire Fighting Equipment Group
- › Inspectorate Group
- › Training Group

Membership of these groups is open to Individual, Corporate & Organisation members who are able to demonstrate a professional connection to the work of the particular group. Their purpose is to provide a forum for members to raise issues and concerns to bring together FPANZ members with allied interests, keeping them up to date and improve the flow of industry-specific information to and from members.

The following SIG updates represent the opinions and views of the SIG Chairs and do not necessarily reflect the official position of the Fire Protection Association.



Hand Operated Fire Fighting Equipment (HOFFE) SIG Report



Well as another year draws to a close we can look back on the year that was. Here are the main issues which arose this past year;

- a) The Fire Safety and Evacuation of Buildings Regulations submissions weren't as successful as we would have liked, that said, thankfully they do include the requirement to at least maintain the equipment to NZS4503 which is great to see.
- b) Foam issues, PFOS and PFOA, this issue was blown up in the media as a great big issue for fire-fighting companies that affected all foam products. Thankfully it had long been telegraphed to our industry. The result was that we were well prepared, and steps had already been taken (many years ago) by our member companies to develop environmentally acceptable alternative solutions.
- c) The fire extinguisher usage survey which FPA member companies widely participated in has been a useful tool in gaining recognition of the important role Hand Operated Fire Fighting Equipment (HOFFE) plays in protecting people and property. It is also very pleasing to see that Fire & Emergency New Zealand have not only taken this survey's results on board but used this information on their website, so the public can be informed of the valuable first response role often played by this equipment.
- d) The new Hazardous Substances Regulations came into effect with requirements spelt out in plain terms including the requirement that Clearance Certificates and FERN numbers "must" be gained for fire extinguishers. This has implications for many companies both small and large if enforced.
- e) We continue to be concerned that fire extinguishers are able to be purchased from outlets where those supplying them may not have the amount of expertise or information that would be available if those products were purchased from a reputable fire equipment company.
- f) It was pleasing to see that the Commerce Commission has prosecuted Aero Fire, they were bringing our industry into disrepute with their actions and consequences were long overdue.
- g) We have expressed concern that the idea of removing the requirement for HOFFE from NZS4541 was put forward, in simple terms it is hard to see how lessening the requirement for fire protection equipment would be beneficial.
- h) Overall it has been a steady year, unfortunately I have frequently had to be out of the country for family reasons which hasn't helped some matters progress as fast as we would like.

Steve Smith

HOFFE SIG Chair 2018

Passive Fire Protection SIG Report

2017–2018 has been a very busy year for the Passive Special Interest Group (SIG).

We have achieved many goals – such as the launch of the Passive Equipment Register in May – and in just six months have six major manufacturers listed with a number of others preparing paperwork for inclusion.

We carried out launch seminars across the country with well over 600 attendees – with many councils adopting the register as a “go to” to easily find systems that meet the AS 1530.4-2005 / AS 4072.1 2005 test standards.

The register has also been referenced in the latest Auckland Council Passive Position Statement.

Another major step forward for the SIG this year was the invitation of our first ever International Passive Fire Protection subject matter expert speaker at FireNZ 2018 – Niall Rowan from the UK – CEO of the ASFP – he did a great job of delivering his industry experiences from across the globe to the conference.

Many compliments were paid to him and us for attending the show – Niall was very impressed how we punch above our weight with the organisation and attendance of New Zealand’s premier fire exhibition – we hope this now sets the scene for more International

passive fire speakers to visit the expo in the coming years.



Passive fire protection membership has grown significantly over the last twelve months – averaging around two new members per month – we have even attracted members from outside the traditional passive fire “space” in the form of main construction companies who want to be a part of the changes and initiatives we are working on to improve the passive fire protection industry within New Zealand.

The focus for the coming year is the creation of a formal qualification for passive fire protection installers – that process has already started with our collaboration with Competenz – we hope to be able to deliver that mid-way through next year along with our other major task of creating a code of practice for passive fire protection industry.

Its going to be another busy year – with lots of hard work ahead – the SIG group has a strong team spirit and am sure working together we will achieve our goals and improve the industry still further.

Paul Ryan

Passive Fire Protection SIG Chair 2018

Training SIG Report

Meetings

Meetings have been held when required and the attendance has been rather good. I appreciate the support that the group has given me. I especially would like to thank Michael Clifford, Etienne Hermouet and Ed Claridge for the large amount of time and effort they contributed to the Diploma programme.

Certificate of Attendance in Fire Technology

The Certificate was approved in January 2018 by NZQA. We had initially planned a course in April and then then in August. Unfortunately, the first course did not take place due to the redundancy of the administrator at MIT and then the second course, the new person did not understand the process. There was also an issue with MOU/Contracts that was beyond the control of the group. A new training organisation has to be sourced to allow this programme to continue. This will be followed up in the November 6th meeting.

Scott and I attended a careers day in Wellington. It was for a cluster of 5 schools. Unfortunately, it was not successful as the target audience was too young and it was not a very structured event. There was no opportunity to do a presentation to the students as they were drip fed through the event over the 2 days. It was a learning curve which proved that we should be targeting the careers advisors instead. We are planning to speak at the CATE conference and have a stand there to promote both courses as there will be over 800 careers advisors in one place

Diploma of Fire Engineering

The Diploma of Fire Engineering was approved by NZQA in August 2018. It is now available for Polytechnics to apply to deliver. The next step in the process is to develop the course content for the fire modules and assessment criteria. Additionally, there are assessment criteria needed for those in industry wanting to gain recognition for prior learning. A workshop will be held in October to get the ball rolling. This will be run by Dr Neel Pandey and his staff from MIT.

We are also working with the Polytechnics to get them to start advertising the course. Even though the fire modules are still being developed they can start the course because the first semester courses are all compulsory engineering papers. There is only one course in the second semester that is a new fire module. That will be our priority heading into next year. It is as you say a chicken and egg situation with the Polytechnics. Most of them made a loss last year so there is a reluctance to set up/advertise for a new diploma. They want numbers before they commit, however, they need to advertise to get an idea on numbers.

Future Steps

The next step is to work with E2E and their connections in the Tertiary Education Commission to get our pathway listed on the careers website. We have made the initial contact and now we are following that up.

Others steps are the BEngTech Fire and BSc Fire courses for Universities.



Trent Fearnley
Training SIG Chair 2018
President, IFE NZ Branch

Evacuation Consultant SIG Report

As I approach the end of my second year as the Evacuation SIG (Special Interest Group) chair, I have been reflecting on the vast changes we have seen in the last 12 months with new legislation being introduced, and I note the increased amount of diverse integration we have seen within the group over the last two years.

Last year I recall writing a piece talking about the short time frame the (Department of Internal Affairs) had given us to prepare our submissions around the changing FSEB (Fire Safety and Evacuation of Building) Regulations. This year has seen no change with short timeframes, with the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 being gazetted on the 28th May, prior to coming into play on the 1st July 2018.

As many of you will have experienced first-hand these had a significant impact on how schemes are prepared, the procedures within them, and the increased processing times that we all noted whilst the FIU (Fire Information Unit) developed process to apply the legislation whilst increasing their responsibilities and workload at the same time. Fortunately we

have been able to work alongside FENZ to answer queries, and there have been workshops which have allowed our members to fast-track their queries.



Our group continues to grow, and we invite persons from all disciplines and roles to come along and share their learnings of the evacuation process. There has been further increased interest in the certified evacuation consultant qualification, and we are also looking forward to seeing the New Zealand Diploma in Engineering opening up the world of all things fire in the future.

There is little doubt that with a focus on competency, training and liability that it is vital we continue to share our learnings within the industry in order to provide a professional service to the public. I would like to thank you for your contributions to the group this year, and look forward to working with you in the future.

Phil Jackson

Evacuation Consultant SIG Chair 2018

Inspectorate SIG Report

The Inspectorate SIG has had another challenging but successful year. Last year's redistribution of Inspectorates, and this year's continued growth within the fire protection sector has seen expansion on all fronts. Our series of Get It Right seminars focusing on lifting the game of the industry seems to be paying dividends. We are already seeing a marked improvement in workmanship in a number of areas, and much better awareness of what constitutes "a workmanship like manner".

As a group we have come up with several Formal Interpretations which, once they have gone through due process and are distributed, should provide greater clarity on issues that have come to the fore during the year. This, along with providing guidance for the current

review of NZ4541 and the upcoming review of NZS4512, has been our major focus of the group this year.

Going into 2019 we will be looking to assign a new SIG Chair and hope to follow up on the ground work that has been put in to date providing the industry with clear and consistent guidelines around what the industry needs to be aiming for when installing and maintaining fire and life safety systems that are not only compliant but are designed to work well into the future.



Jason Godsmark

Inspectorate SIG Chair 2018

FPA Launches an Industry Employment Awareness Campaign

with Schools, Careers Advisors and other Trades Nationwide over 2018-2019

WANTED

Fire Protection Association of New Zealand (FPANZ) is looking for school leavers and those looking for a change in career path.



Our members are currently recruiting to fill the following positions around New Zealand. We are seeking **school leavers, cadets, trainees, and skilled workers** alike in all of these roles and specific areas of Fire Protection.

FIRE ALARM & SPRINKLER SYSTEMS

- System Testers & Surveyors
- System Installers & Maintenance Technicians
- Supervisors & Project Managers
- Product Support, Sales & Engineers
- IQP Building & Systems Inspectors
- System Designers & Cad Operators

PASSIVE FIRE SYSTEMS

- System Installers
- Supervisors & Project Managers
- System Designers & Cad Operators
- Product Support, Sales & Engineers

ENGINEERING & COMPLIANCE

- Evacuation Consultants
- Fire Engineers
- Systems Engineers – Mechanical & Electrical
- System Designers & Cad Operators

FIRE EXTINGUISHERS

- Product Support, Sales & Engineers
- Maintenance Technicians

FPANZ can help place candidates into our members companies all around New Zealand. Many of the jobs and careers listed opposite offer free training and NZQA recognised qualifications can be achieved while working and earning. FPANZ can also help with introductory information to help candidates decide where they would like to work and in what disciplines.

Please contact the Fire Protection Association of New Zealand info@fpanz.org for more information on how to make the Fire Protection industry your career.



For more information on career options and job placements in the Fire Industry please contact info@fpanz.org

Fire Protection Association NZ
(FPANZ)

FINANCE REPORT



For the year ended 30 June 2018

This Finance Report is presented in lieu of a Treasurers Report in the 2017–2018 Annual Report. Our Treasurer, Kerry Ludlam, resigned as of the 25 March 2018 as a result of an increase in his personal workload and commitments. Kerry was instrumental in ensuring that the Finance and Administration function was successfully transitioned back into the Association and establishing rigorous processes and methods of reporting, and we are grateful for his contribution.

The Accounting functions previously undertaken by the Treasurer are now completed 'in house' and monthly reporting to the Board remains unchanged. We continue to develop and improve accounting and secretarial processes to provide accurate and meaningful reporting and to identify areas of concern in a timely manner.

The external audit of our Financial Statements for the year ended 30 June 2018 was completed by Crowe Horwath. Their approach was thorough, and we are pleased to report that once again we have received a positive Auditor's Report.

FPANZ produced another strong Surplus for the year of \$162,623, an 80% improvement on the surplus of \$90,208 for the year ended 30 June 2017. Revenue from successful Seminars held during the year and a marked increase in Fire Contractor Certifications were the largest contributors to this result.

The financial position of the Association continues to strengthen with the Working Capital (ie Current Assets less Current Liabilities) increasing substantially from \$181,137 in 2017 to \$329,738 this year. Accumulated funds have increased also from \$175,120 to \$337,743. This strong financial position will enable the Association to continue to plan and execute projects and programs within the industry and ensures the continued strength and viability of the organisation.

Elaine Christy

*Accounts and Administration Manager
Fire Protection Association New Zealand*

Fire Protection Association
(New Zealand) Incorporated

PERFORMANCE REPORT

For the year ended 30 June 2018

Embedded in this document is a scanned copy of the original audited performance report.

Non-Financial Information:

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Fire Protection Association (New Zealand) Incorporated

ENTITY INFORMATION

For the year ended 30 June 2018

FIRE PROTECTION ASSOCIATION (NEW ZEALAND) INCORPORATED

Entity Information

For the year ended
30 June 2018

| | | | |
|--|--|---------|--|
| Legal Name of Entity: | Fire Protection Association (New Zealand) Incorporated | | |
| Other Name of Entity (if any): | FPANZ | | |
| Type of Entity and Legal Basis (if any): | Incorporated society with charitable status | | |
| Registration Numbers: | Incorporated society number: | 217737 | |
| | Charity number: | CC40498 | |

Entity's Purpose or Mission:

- (a) To promote interest in fire prevention, fire safety and fire protection, and to seek co-operation of its Members, clients, associates and the public in supporting safeguards against loss of life and property by fire;
- (b) To promote and participate in the development and revision of Standards, New Zealand Building Codes, Codes of Practice and technical bulletins and such like in the interests of Fire Protection and its Members;
- (c) To participate in any matters of legislation and regulation by Government and Territorial Authorities applicable to Fire Protection;
- (d) To encourage educational programmes in Fire Protection in teaching institutions and/or from recognised overseas sources and/or by the promotion of training programmes recognised by the New Zealand Qualifications Authority;
- (e) To assist persons who desire to obtain education, qualification or training in Fire Protection, and to support the use of a suitable industry training organisation;
- (f) To encourage the observance of acceptable standards and quality in Fire Protection and to encourage sound and ethical practice in the protection of life and property;
- (g) To distribute amongst Members information to assist in the promotion of Fire Protection, to publish relevant information as a service for Members, and to cause Members to disseminate that information among interested partners;
- (h) To co-operate with Territorial Authorities, the New Zealand Fire Service, and insurers, those with design or architectural and engineering interests, Standards Association and those who have a common interest in Fire Protection;
- (i) To encourage a Code of Ethics and good business practice among its Members;
- (j) To promote and encourage the acceptance of the Association and to obtain financial support for the furthering of aims and interests of the Association and its Members;
- (k) To do anything necessary or helpful to these purposes.

Entity Structure:

FPANZ is a not-for-profit incorporated society that is governed by a constitution and Board of Directors with its national head office based in Auckland. The operating structure of FPANZ has a constitution as the framework and is based on three tiers of governance.

The three tiers of governance over the affairs of the Association are as follows:

- (a) A Management Board ("Board")
- (b) A National Council ("Council")
- (c) Special Interest Groups ("Special Interest Groups")

The Association is represented across New Zealand by Special Interest Groups made up of active members from within the fire industry. Central to our vision is a focus on advocacy in order to influence change and deliver improved fire safety outcomes for the community.



Fire Protection Association (New Zealand) Incorporated

ENTITY INFORMATION

For the year ended 30 June 2018

FIRE PROTECTION ASSOCIATION (NEW ZEALAND) INCORPORATED

Entity Information

For the year ended
30 June 2018

Main Sources of the Entity's Cash and Resources:

- Subscriptions/membership subs
- Certification programmes
- Fire Alarm Product Registers
- Training services and seminars
- Annual conference and trade show
- Halon disposal

Entity's Reliance on Volunteers and Donated Goods or Services:

The Association relies on members donating time in the capacity of the Board of Directors, Council and SIG Chair. Some members also provide their own travel to national meetings. There is also sponsorship of the annual conference with Partners from IFE and SPFE donating staff to assist with the running of the conference.

Contact details

| | |
|-------------------|--|
| Physical Address: | 34 Triton Drive, Rosedale, Auckland |
| Postal Address: | Private Box 302-372, North Harbour 0751 |
| Phone/Fax: | Phone: +64 9 414 4450 Fax: +64 9 414 5707 |
| Email/Website: | www.fireprotection.org.nz |



Fire Protection Association (New Zealand) Incorporated

STATEMENT OF

SERVICE PERFORMANCE

"What did we do?", "When did we do it?"

For the year ended 30 June 2018

FIRE PROTECTION ASSOCIATION (NEW ZEALAND) INCORPORATED

Statement of Service Performance

"What did we do?", When did we do it?"

For the year ended
30 June 2018

Description of the Entity's Outcomes:

- To act as the voice of the Fire Protection Industry and members
- Management of Industry objectives as approved by the board
- Coordination of seminars and training
- Halon recovery and safe disposal Project
- Development & updating of fire industry Standards
- Management of Fire Alarm Equipment register
- Management of annual conference and trade show
- Facilitating industry development and communication via SIG's (Special Interest Groups)
- Development of Industry CoP's (Codes of Practice)
- Improve communication between industry and engineers, government and public

| Description and Quantification of the Entity's Outputs: | Actual | Budget | Actual |
|---|-----------|-----------|-----------|
| | This Year | This Year | Last Year |
| Communications: | | | |
| Produce Monthly industry newsletter | 11 | 11 | 10 |
| Special Interest Group meetings | 23 | 30 | 24 |
| Council Meetings | 6 | 6 | 6 |
| Board meetings | 6 | 6 | 5 |
| Other Outputs: | | | |
| Certification of Sprinkler contractors | 30 | 22 | 4 |
| Certification of EVAC consultants | 6 | 5 | 0 |
| Certification of Alarm contractors | 19 | 18 | 18 |
| Equipment register updates | 3 | 1 | 1 |
| FireNZ Conference & Tradeshow | 1 | 1 | 1 |
| Training Seminars - over multiple locations | 8 | 3 | 1 |
| Development of Codes of Practice | 1 | 0 | 1 |
| Halon recovery for disposal | 110kg | 100kg | 594kg |

*NPR (Not Previously Reported)

Additional Output Measures:

- New growth membership 20 new members
- Provided "Get it right" industry training
- Provided X5 members meeting / register launch events
- Completed development of two new product registers for Passive and HOFFE
- Additional revenue stream from Sprinkler contractors auditing process
- Started development of FireLO1 industry training project
- Continued to assist in development of new qualifications with Competenz & NZQA



Fire Protection Association (New Zealand) Incorporated

STATEMENT OF FINANCIAL PERFORMANCE

For the year ended 30 June 2018
in New Zealand Dollars

FIRE PROTECTION ASSOCIATION (NEW ZEALAND) INCORPORATED

Statement of Financial Performance

For the year ended
30 June 2018
in New Zealand Dollars

| | Note | 2018 \$ | 2017 \$ |
|---------------------------------------|------|----------------|----------------|
| Revenue | | | |
| Advertising Income | | - | 3,406 |
| Fire Alarm Equipment Register | | 50,083 | 35,685 |
| Fire Contractor Certification | | 62,400 | 11,840 |
| FireNZ Conference | | 374,156 | 375,999 |
| Seminars Income | | 43,758 | 9,150 |
| Income from Subscriptions | | 285,425 | 285,457 |
| Halon income | | 79,365 | 59,967 |
| Other Income | | 4,171 | 2,728 |
| | | <u>899,358</u> | <u>784,232</u> |
| Other Income | | | |
| Interest Received | | 4,604 | 4,058 |
| | | <u>4,604</u> | <u>4,058</u> |
| Total Revenue | | 903,962 | 788,290 |
| Expenses | | | |
| Finance Expenses | 4 | 20,565 | 58,099 |
| Personnel Expenses | 5 | 254,031 | 254,703 |
| Operating Expenses | 6 | 307,772 | 275,199 |
| Administration and Other expenses | 7 | 97,228 | 73,723 |
| Halon Expenses | | 61,745 | 36,358 |
| Total Expenses | | <u>741,339</u> | <u>698,082</u> |
| Surplus for the Year after Tax | | <u>162,623</u> | <u>90,208</u> |

The above statements are to be read in conjunction with the accompanying notes and the Audit Report.



Fire Protection Association (New Zealand) Incorporated

STATEMENT OF FINANCIAL POSITION

as at 30 June 2018
in New Zealand Dollars

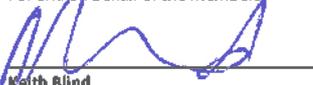
FIRE PROTECTION ASSOCIATION (NEW ZEALAND) INCORPORATED

Statement of Financial Position

As at
30 June 2018
In New Zealand Dollars

| | Note | 2018 \$ | 2017 \$ |
|---|------|----------------|----------------|
| Assets | | | |
| Current Assets | | | |
| Bank accounts and cash | 8 | 421,020 | 196,615 |
| GST receivable | | - | 195 |
| Accounts Receivable | 9 | 133,770 | 21,185 |
| Prepayments | | 36,506 | 21,412 |
| Total Current Assets | | 591,296 | 239,406 |
| Non-Current Assets | | | |
| Fixed Assets | 10 | 9,651 | 1,271 |
| Total Non-Current Assets | | 9,651 | 1,271 |
| Total Assets | | 600,946 | 240,677 |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | 11 | 42,095 | 2,936 |
| GST receivable | | 20,708 | 0 |
| Accrued expenses | 11 | 56,501 | 47,506 |
| Income in advance | 12 | 142,255 | 3,950 |
| Provisions | 13 | - | 3,876 |
| Total Current Liabilities | | 261,558 | 58,269 |
| Non-Current Liabilities | | | |
| Provisions | 13 | 1,645 | 7,288 |
| Total Non-Current Liabilities | | 1,645 | 7,288 |
| Total Liabilities | | 263,203 | 65,556 |
| Total Assets less Total Liabilities (Net Assets) | | 337,743 | 175,120 |
| Accumulated Funds | | | |
| Accumulated surpluses | 18 | 337,743 | 175,120 |

For and on behalf of the Members


 Keith Blind
 Date: 17/9/18


 Scott Lawson
 Date: 13/9/18



The above statements are to be read in conjunction with the accompanying notes and the Audit Report.

Fire Protection Association (New Zealand) Incorporated

STATEMENT OF CASH FLOWS

"How the entity has received and used cash"

For the year ended 30 June 2018 | in New Zealand Dollars

FIRE PROTECTION ASSOCIATION (NEW ZEALAND) INCORPORATED

Statement of Cash Flows

"How the entity has received and used cash"

For the year ended

30 June 2018

In New Zealand Dollars

| | 2018 \$ | 2017 \$ |
|---|-----------------------|-----------------------|
| Cash Flows from Operating Activities | | |
| Cash was received from: | | |
| Fees, subscriptions and other receipts from members | 187,576 | 269,660 |
| Receipts from providing goods or services | 744,569 | 480,051 |
| Interest | 4,604 | 4,058 |
| Net GST | 11,159 | 11,729 |
| Cash was applied to: | | |
| Payments to suppliers and employees | <u>(712,916)</u> | <u>(711,363)</u> |
| Net Cash Flows from Operating Activities | 234,992 | 54,135 |
| Cash flows from Investing and Financing Activities | | |
| Cash was applied to: | | |
| Payments to acquire property, plant and equipment | <u>(10,587)</u> | <u>(1,761)</u> |
| Net Cash Flows from Investing and Financing Activities | (10,587) | (1,761) |
| Net Increase / (Decrease) in Cash | 224,405 | 52,374 |
| Opening Cash | <u>196,615</u> | <u>144,241</u> |
| Closing Cash | <u><u>421,020</u></u> | <u><u>196,615</u></u> |
| This is represented by: | | |
| Bank Accounts and Cash | <u>421,020</u> | <u>196,615</u> |

The above statements are to be read in conjunction with the accompanying notes and the Audit Report.



Fire Protection Association (New Zealand) Incorporated

STATEMENT OF

ACCOUNTING POLICIES

For the year ended 30 June 2018
in New Zealand Dollars

1. Basis of Preparation

FIRE PROTECTION ASSOCIATION (NEW ZEALAND) INCORPORATED has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Basis of Measurement

The financial statements are prepared on the historical cost basis except certain items for which specific accounting policies are identified.

Presentation Currency

The financial statements are presented in New Zealand dollars (\$).

2. Significant Accounting Policies

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

(a) Revenue

Revenue is recognised to the extent that it is probable that the economic benefit will flow to the entity and revenue can be reliably measured. Revenue is measured at the fair value of consideration received, excluding GST, rebates, and any trade discounts.

Revenue from services rendered is recognised in profit or loss in proportion to the delivery of the service at the reporting date. Under this method, revenue is recognised in the accounting periods in which the services are provided.

Interest income is recognised on an accrual basis.

(b) Goods and Services Tax (GST)

All amounts are recorded exclusive of GST, except for Accounts Receivable and Accounts Payable which are stated inclusive of GST.

(c) Income Tax

FIRE PROTECTION ASSOCIATION (NEW ZEALAND) INCORPORATED is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

(d) Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

(e) Receivables

Receivables are stated at expected realisable value. Bad debts are written off during the period in which they are identified.

(f) Liabilities

Liabilities are stated at the estimated amounts payable and include all obligations that can be reliably estimated. Current liabilities include the amount payable within twelve months of these financial statements.

3. Changes in Accounting Policies

There have been no changes in accounting policies during the financial year (2017 - nil).



NOTES

TO THE PERFORMANCE REPORT

For the year ended 30 June 2018

| | 2018 \$ | 2017 \$ |
|---|----------------|----------------|
| 4. Finance Expense | | |
| Audit Fee | 6,075 | 9,530 |
| Bad Debt(Recovered) | - | 13,174 |
| Depreciation | 2,206 | 1,305 |
| Bank Fees and General Expenses | 3,405 | 5,373 |
| Insurance | 8,879 | 8,717 |
| Secretarial & Accounting | - | 20,000 |
| | <u>20,565</u> | <u>58,099</u> |
| 5. Personnel Expenses | | |
| Salaries | 242,326 | 168,906 |
| Casual/Contract | 11,705 | 85,797 |
| | <u>254,031</u> | <u>254,703</u> |
| 6. Operating Expenses | | |
| Newsletters | 2,537 | 6,748 |
| Seminars | 25,132 | 124 |
| Conference | 267,806 | 262,166 |
| Travel Expenses | 2,289 | 3,480 |
| Travel Expenses - Overseas | 4,609 | 2,835 |
| Fire Alarm Equipment Register | 5,399 | (154) |
| | <u>307,772</u> | <u>275,199</u> |
| 7. Administration and Other Expenses | | |
| Communication Expense | 5,479 | 2,540 |
| Light, Heat and Power | 889 | 964 |
| Postage | 1,208 | 1,156 |
| Printing and Stationary | 7,000 | 5,267 |
| Public Relations and Promotion | 6,327 | 1,395 |
| Subs Payable | 11,165 | 14,779 |
| Rent | 17,416 | 15,947 |
| Repairs and Maintenance | 2,916 | 1,653 |
| FPANZ Meetings and Activities | 24,368 | 9,097 |
| Website Maintenance and IT Expenses | 14,761 | 15,579 |
| Relocation Costs | 3,099 | 1,956 |
| Legal fees | 2,600 | 3,390 |
| | <u>97,228</u> | <u>73,723</u> |
| 8. Bank accounts and cash | | |
| Westpac Business Account | 81,117 | 16,475 |
| Westpac Cheque Account | 14,555 | 30,220 |
| Westpac Business Saver Account | 307,823 | 137,499 |
| Westpac Term Deposit | 12,126 | 12,020 |
| Security Deposit | 5,000 | - |
| Petty cash | 400 | 400 |
| | <u>421,020</u> | <u>196,615</u> |
| 9. Accounts Receivable | | |
| Accounts Receivable | 133,770 | 21,185 |
| Provision for Doubtful Debts | - | - |
| | <u>133,770</u> | <u>21,185</u> |



NOTES

TO THE PERFORMANCE REPORT

For the year ended 30 June 2018

10. Fixed Assets

| 2018 | Deprn | Accum Depn | Book Value |
|---------------------------|-----------------|---------------|--------------|
| Plant and Equipment | 13 2,206 | 11,962 | 9,651 |
| Total Fixed Assets | 13 2,206 | 11,962 | 9,651 |

| 2017 | Deprn | Accum Depn | Book Value |
|---------------------------|-----------------|--------------|--------------|
| Plant and Equipment | 17 1,305 | 9,756 | 1,271 |
| Total Fixed Assets | 17 1,305 | 9,756 | 1,271 |

| | 2018 | 2017 |
|--|------|------|
| | \$ | \$ |

11. Creditors and accrued expenses

| | | |
|--------------------------------|---------------|---------------|
| Accounts payable | 42,095 | 2,936 |
| Accrued expenses | 42,095 | 2,936 |
| Credit card liability | 158 | 2,019 |
| Staff entitlements | 14,796 | 9,135 |
| PAYE and other IRD liabilities | 6,645 | 5,554 |
| Other accruals | 34,902 | 30,798 |
| | 56,501 | 47,506 |

12. Current Liabilities - Income in advance

| | | |
|----------------------|----------------|--------------|
| Annual Subscriptions | 6,700 | 3,950 |
| FireNZ Conference | 128,155 | - |
| Member Events | 7,400 | - |
| | 142,255 | 3,950 |

13. Provisions

Current Provisions

| | | |
|------------------------------|---|-------|
| Sprinkler Standard 4541 Fund | - | 3,876 |
| | - | 3,876 |

Non-current Provisions

| | | |
|----------------------------|--------------|--------------|
| BR Passive Fire Protection | - | 5,643 |
| Fire ME Sponsorship Fund | 1,645 | 1,645 |
| | 1,645 | 7,288 |

The fund accounts represented in the Provisions are monies held on behalf of the Fire industry for the development of the fire industry. These are detailed below:

(a) Sprinkler Standard 4541 Fund:

This is collected via a levy provided on new sprinkler systems applications to the SSC. This money is for the rewrite of the sprinkler standard and future amendments.

(b) BR Passive Fire Protection Fund:

Building research provided money for a research paper to be written on passive fire protection. Initial funding is for stage one, additional stages will follow, and any residual money from stage one will be used for these future stages.

(c) Fire ME Sponsorship Fund:

This represents funds put aside to fund scholarships for students.

14. Capital or Lease Commitments

There were no capital commitments as at 30 June 2018. (2017: NIL). As at 30 June 2018 there is a lease commitment in place for the premises in 34 Triton Drive Albany, Auckland. The agreement started on 26 January 2018 and is for a 3 year term at \$17,500 per year. There are rights of renewal in place with a final expiration date in 2027.



NOTES

TO THE PERFORMANCE REPORT

For the year ended 30 June 2018

15. Contingencies

There were no contingent liabilities as at 30 June 2018 (2017: Nil)

16. Subsequent events

There were no significant events subsequent to balance date which would have a material effect on the performance report.

17. Related Party Transactions

David Prosser is a member on the board. He was also engaged by FPA NZ to deliver training. The total amount paid to him in this regard was \$2,003 in the 2018 financial year (2017 - Nil). As at year end, a balance of \$1,066 was owed to David Prosser.

Halon Recycling (NZ) Limited is a wholly owned subsidiary of Fire Protection Association (New Zealand) Incorporated. During the year ended 30 June 2018 Halon Recycling (NZ) Limited did not trade and its remaining bank balance of \$5,688 was transferred to Fire Protection Association (New Zealand) Incorporated. Halon Recycling (NZ) Limited had no assets or liabilities at 30 June 2018 and it is expected that Halon Recycling (NZ) Limited will be dissolved in the forthcoming months.

18. Accumulated Funds

| | 2018 | 2017 |
|--------------------------------|----------------|----------------|
| Opening Balance | 175,120 | 84,912 |
| Accumulated surpluses | 162,623 | 90,208 |
| Total Accumulated Funds | 337,743 | 175,120 |





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INDEPENDENT AUDITOR'S REPORT

To the Members of the Fire Protection Association (New Zealand) Incorporated

Opinion

We have audited the performance report of the Fire Protection Association (New Zealand) Incorporated ("the Incorporated Society") on pages 1 to 10, which comprises the entity information, the statement of service performance, the statement of financial performance and the statement of cash flows for the year ended 30 June 2018, the statement of financial position as at 30 June 2018, and the statement of accounting policies and other explanatory information.

In our opinion:

- a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable; and
- b) the performance report on pages 1 to 10 presents fairly, in all material respects,:
 - the entity information for the year then ended;
 - the service performance for the year then ended; and
 - the financial position of the Incorporated Society as at 30 June 2018 and its financial performance and cash flows for the year then ended

in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit).

Basis for Opinion

We conducted our audit of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)), and of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000. Our responsibilities under these standards are further described in the Auditor's Responsibilities for the Audit of the Performance Report section of our report.

We are independent of the Incorporated Society in accordance with Professional and Ethical Standard 1 (Revised) Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

We prepare the Incorporated Society's performance report from information provided by the Board of Directors. The firm has no other relationship with, or interests in, the Incorporated Society.

Responsibilities of the Board of Directors for the Performance Report

The Board of Directors are responsible on behalf of the Incorporated Society for:

- (a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;
- (b) The preparation and fair presentation of the performance report, which comprises:
 - the entity information;
 - the statement of service performance; and
 - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report



in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued in New Zealand by the New Zealand Accounting Standards Board; and

- (c) For such internal control as the Board of Directors determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Board of Directors are responsible for assessing the Incorporated Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board of Directors either intend to liquidate the Incorporated Society or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Performance Report

Our objectives are to obtain reasonable assurance about whether the performance report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) and ISAE (NZ) 3000 will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of this performance report.

As part of an audit in accordance with ISAs (NZ) and ISAE (NZ) 3000, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the performance report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion, including performing procedures to obtain evidence about and evaluating whether the reported outcomes and outputs and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Incorporated Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the use of the going concern basis of accounting by the Board of Directors and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Incorporated Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Incorporated Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Board of Directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Crowe Horwath New Zealand Audit Partnership
CHARTERED ACCOUNTANTS
 Dated at Auckland this 20th day of September 2018

Membership 2017-2018

Rules & Conditions of FPANZ Membership

The Rules governing Membership of FPANZ are set out in Clause 7.0 of the Constitution. The FPANZ Board decides whether to admit an applicant as a Member and the applicable class of membership. The Board's decision is final and it is not obliged to give a reason for its decision.

Classes of Membership

There is a multi-tier membership structure, these tiers cater for business, institutional and individual members.

| Personal Membership | Corporate Membership | Organisation Membership |
|---------------------|----------------------|-------------------------|
| › Subscription | › Bronze | › Bronze |
| › Individual | › Silver | › Silver |
| | › Gold | › Gold |
| | › Platinum | › Platinum |

The board may also from time to time admit members under special Classes of Membership, e.g. Life Membership.

Criteria for Membership

To be a Corporate or Organisation member the applicant must:

- › Be a formally constituted business entity
- › Be solvent
- › Be reputable
- › Have been active (or at least one of its senior management must have been actively involved) in providing goods and/or services related to fire protection or fire safety, for a minimum of 24 months prior to the date of application
- › Hold current valid Public Liability insurance to a minimum value of \$2,000,000

Code of Ethical Conduct

By applying to become a member of FPANZ you agree to be bound to the FPANZ Code of Ethical Conduct and the FPANZ Complaints and Disciplinary Procedure.

This Code protects the integrity of the FPANZ brand by setting standards of behaviour expected of all Members in relation to their work and their dealings with customers, stakeholders, regulators, other members and the public, and provides for a transparent policy and process to consider any complaints against any Member, consistent with current expectations of a professional body.

FPANZ Logos



The FPANZ trademarked logo must not be used by any entity without the written permissions of the Executive Director.

All financial FPANZ Individual, Corporate or Organisation members are entitled to use and display their membership tier status logo freely on business stationery, website, vehicles and other marketing material.

Full details of logo compliance and usage guidelines are available to view online www.fpanz.org/about-us



FPANZ Members 2017-2018

2017-2018 Membership list as of 30th June 2018 only

| | | | | | | | |
|--|---|--|---|--|--|--|---|
| PLATINUM MEMBERS |  | <p>Argus Fire Systems Service Ltd Chubb New Zealand Fire & Emergency NZ Winstone Wallboards Ltd</p> | HONORARY LIFETIME MEMBERS |  | <p>Bob Taylor David Nathan David Percy David Prosser Ian Makgill</p> | <p>John Powell John Fraser Kevin Kennedy Ross Aitken</p> | MEMORIAL LIFETIME MEMBERS <p>Joe Rose Ray Grant</p> |
| GOLD MEMBERS |  | <p>Ampac Pacific Ltd AON New Zealand Ltd Armitage Fire Limited Ask Metro Fire Limited Clevertronics Compliance Fire Protection Ltd FFP Canterbury Ltd Fire Security Services 2016 Ltd</p> | <p>Fire Solutions Limited Firewatch New Zealand Ltd First Fire Systems Ltd Guardian Alarms Ltd Johnson Controls Fire Detection Products Nationwide Fire Protection Ltd Opus International Consultants Ltd</p> | <p>PBS Fire Data Pertronic Industries Ltd Potters Interior Systems PSL - Phillips & Smith Ltd South Pacific Fire Protection Group Ltd Steel & Tube Holdings Ltd Triangle Fire Protection Ltd</p> | | | |
| SILVER MEMBERS |  | <p>ADT Fire Monitoring NZ Alan Wilson Insurance Brokers Alliance Fire and Security Almak Ltd Aquaheat New Zealand Ltd AssetCare Ltd B & M Sprinkler Ltd Bartons Sound Systems Ltd BECA Ltd BOSS Passive Fire BRANZ Ltd Competenz Compliance Fire Alarms Ltd ECL Group Compliance Services Ltd Ecoglo International Ltd Elite Fire Protection Engie Services Enlightened Solutions Ltd FFP Nelson Marlborough Fire Ltd</p> | <p>Fire & Mechanical Contracting Ltd Fire Control Services Ltd Fire Protection Compliance Ltd Fire Safety Net Ltd Fire System Maintenance Ltd FireMint Limited Firepro Centabuild Ltd Flamestop New Zealand HSM Group Holdings Ltd Hydroflow Distributors Ltd IANZ Ice Fire Protection Ltd Kingspan Insulated Panels Limited Olsson Fire and Risk Passafe Fire Protection Ltd Passive Fire Installations Ltd Passive Fire NZ Ltd Promat Australia Pty Ltd Property Brokers Compliance Ltd</p> | <p>Protech Design Ltd RCR Building Products NZ Ltd trading as -Metalbilt Doors RedCrow Limited Reliable Fire Sprinkler (Australia) Pty Ltd RYANFIRE Products Ltd Safety First NZ Ltd Select Alarms Ltd Siemens (NZ) Ltd Snap Fire Systems Pty Ltd Tansley Electrical Ltd Tech Group of Companies - Electrotech Controls Ltd The Fire Guys Ltd UniFire Ltd Viking Sales & Services Ltd Xfire Ltd t/a Crossfire Zero Fire Ltd</p> | | | |
| BRONZE MEMBERS |  | <p>22 Degrees Ltd 3M New Zealand Actron Fire Services Ltd Advanced Applicators Ltd Affordable Fire Protection Ltd Alarm and Power Services Ltd Alarm New Zealand Ltd Allied Alarms Ltd Allproof Industries NZ Ltd Argest Fire Automatic Fire Alarm Monitoring Ltd Babbage Consultants Ltd Ballard Consulting Beele Australasia Ltd Bondor NZ Ltd Brooks New Zealand Limited BSC Fire Protection Ltd Building Compliance Management Building & Fire Safety Ltd Building & Fire Services (2008) Ltd Capital Fire Extinguishers Ltd Central Fire Design Ltd CLC Consulting Group Ltd Compass New Zealand Limited Complete Fire Protection Services Ltd Contego Systems Cosgroves Ltd CoveKinloch New Zealand Ltd CSD Sealing Systems (NZ) Ltd Eastland Fire Compliance & Locking Ltd ElectriNET Ltd Emergency Management Solutions Ltd Engineering Design Consultants FM Global Fire & Building Compliance Ltd Fire and Safety Training Ltd Fire Compliance Services Ltd Fire Corp Industries Ltd Fire Engineering Services Ltd Fire Equipment Hawkes Bay Ltd</p> | <p>Fire Extinguishers Ltd Fire Group Consulting Ltd Fire International (NZ) Ltd Fire Protection Services Ltd Fire Protection Technologies Ltd Fire Risk Sprinklers Ltd Fire Safety Equipment Ltd Fire Sprinkler Installations NZ Ltd Fire System Inspections Ltd Fireco Limited FireShield Firestop Centre Flamen Safety Services FM Global Forman Building Systems Galbraith Engineering Ltd Global Fire Limited HFI Ltd H.J Asmuss & Co Ltd Hilti NZ Limited HomeSafe Limited IAG New Zealand Ltd iFire Protection Ltd James Hardie NZ JW Fire Equipment Services Ltd Kiwi Pipes and Fittings Ltd Laser Electrical Blenheim Loktronic Limited - ViTech Division Macdonald Barnett Ltd Mainland Extinguishers Marsh Ltd Masterguard Fire & Security Ltd MBM Fire Protection Ltd National Consultants Ltd Norman Disney & Young Notifier Fire Systems Nova Evacuation Services NZ Fire & Compliance Ltd Origin Fire Consultants Ltd Passive Fire Protection Applicators Ltd</p> | <p>FFP Systems QA FIRE QBE Insurance (International) Ltd Red Alert New Zealand 2012 Ltd Redfire Systems Ltd Reliance Fire Protection Limited Rhino Fire & Security Ltd RFS Fire & Building Compliance Ltd RJ Nelligan & Associates Ltd Safeworld Security Specialists Ltd Shearer Contracting Ltd Simply Fire Ltd Skycity Auckland Ltd Smoke Control NZ Ltd Southern Fire Protection Ltd Southgate Fire & Safety (2018) Ltd SpecFire Spot On Fire Protection Ltd Sprinkler & Alarms Inspections Limited Steelguard Ltd Stephenson & Turner NZ Ltd Tag Safe Ltd - trading as - Firesafe Tank Vision Ltd Tasman Tanks New Zealand Ltd Tech Coatings NZ Ltd The Connect Group Today's Building Solutions Total Industrial Solutions Ltd Trade Mark Design Ltd Ultra Fire Protection UCS Passive Fire Protection Vero Insurance NZ Ltd Veron Building Consultants Ltd Victaulic NZ Waitemata District Health Board Westland Fire Equipment Ltd Zone Architectural Products</p> | | | |
| INDIVIDUAL/SUBSCRIPTION MEMBERS |  | <p>Aaron Grey Ansaar Hussain Bruce Brooking Chris Mellars Craig Boyd</p> <p>David Lea Ela Langford Gilbert Gordon Graham Ramsey Louie Kang</p> | <p>Martin Jackson Melany Aiono Murray Crawford Paula Nicolson Paul Clements</p> | <p>Paul Walters Peter Thompson Phil Bolton Phillip Watkin Reid Watson</p> | <p>Saskia Holditch Steve Larkin Thomas Miller</p> | | |



EVOLUTION OF FIRE

Reflecting on the Past...Looking to the FUTURE



ENTITY SNAPSHOT

Below are our top picks from the Association's main outcomes over the 2017 -2018 financial year



PRODUCT REGISTERS



FPANZ DRAFT EVENTS CALENDAR 2019

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | |
|----|-------------------------------|---|------------------------|---|------------------------|---|--|---|-------------------------------------|-------------------------|---|-------------------------------------|----|
| 1 | New Year's Day | | | | | | New FPA Membership Year 2019/2020 Starts | | | | | | 1 |
| 2 | Day After New Year's Reserved | | | | | | | | | | | Westland/Chatham Island Anniversary | 2 |
| 3 | | | | | | Queens Birthday | | | FireNZ Conference & Exhibition 2019 | | | | 3 |
| 4 | | | | | | | | SIG Meetings AUCKLAND 8am PASSIVE 10am HOFFE 2pm EVAC | | Marlborough Anniversary | | | 4 |
| 5 | | | | | | | | SIG Meetings AUCKLAND 8am CONTR 10am TRAIN 1pm INSPECT AUCKLAND | | | | | 5 |
| 6 | | Waitangi Day | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | 7 |
| 8 | | Board/Council Meetings | | SIG Meetings AUCKLAND 8am PASSIVE 10am HOFFE 2pm EVAC | | | | | | | | | 8 |
| 9 | | | | SIG Meetings AUCKLAND 8am CONTR 10am TRAIN 1pm INSPECT AUCKLAND | | | | | | | | | 9 |
| 10 | | | | | | SIG Meetings AUCKLAND 8am PASSIVE 10am HOFFE 2pm EVAC | | | | | | | 10 |
| 11 | | SIG Meetings AUCKLAND 8am PASSIVE 10am HOFFE 2pm EVAC | Taranaki Anniversary | | | SIG Meetings AUCKLAND 8am CONTR 10am TRAIN 1pm INSPECT AUCKLAND | | | | | SIG Meetings AUCKLAND 8am PASSIVE 10am HOFFE 2pm EVAC | | 11 |
| 12 | | SIG Meetings AUCKLAND 8am CONTR 10am TRAIN 1pm INSPECT AUCKLAND | | | | | | | | | SIG Meetings AUCKLAND 8am CONTR 10am TRAIN 1pm INSPECT AUCKLAND | | 12 |
| 13 | | | | | | | | | | | | | 13 |
| 14 | | | | | | | | | | | | | 14 |
| 15 | | | | | Fire Australia 2019 | | | | | | Canterbury Show Day | | 15 |
| 16 | | | | | | | | | | | | | 16 |
| 17 | | | | | | | | | | | | | 17 |
| 18 | | | | | | | | | | | | | 18 |
| 19 | | | | Good Friday | | | | | | | | | 19 |
| 20 | | | | | | | | | | | | | 20 |
| 21 | Wellington Anniversary | | | | | | | | | | | | 21 |
| 22 | | | | Easter Monday | | | | | | | | | 22 |
| 23 | | | | Southland Anniversary | Board/Council Meetings | | | | | | | | 23 |
| 24 | | | | | | | | | | | | | 24 |
| 25 | | | Otago Anniversary | ANZAC Day | | | Board/Council Meetings | | | Hawkes Bay Anniversary | | Christmas Day | 25 |
| 26 | | | | | | | | Board/Council Meetings | | | | Boxing Day | 26 |
| 27 | | | | | | | | | | | | | 27 |
| 28 | Auckland / Nelson Anniversary | | Board/Council Meetings | | | | | | | Labour Day | Board/Council Meetings and AGM | | 28 |
| 29 | | | | | | | | | | | | | 29 |
| 30 | | | | | | FPA Membership Year 2018/2019 Finishes | | | | | | | 30 |
| 31 | | | | | | | | | | | | | 31 |
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | |

| | | | | | | |
|------------|---------|-----------------------------|-------|------------------|-------|----------------------------|
| KEY | PASSIVE | Passive Fire Protection SIG | HOFFE | Hoffe SIG | EVAC | Evacuation Consultants SIG |
| | CONTR | Contractors SIG | INSP | Inspectorate SIG | TRAIN | Training SIG |



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