



ANNUAL REPORT

FIRE PROTECTION ASSOCIATION NEW ZEALAND

A close-up photograph of a fire hydrant nozzle is the central focus of the cover. The nozzle is made of brass and has a red handle. The background is a blurred fire scene with orange and yellow flames and smoke. The image is partially overlaid by a diagonal orange and grey graphic element.

2017

2017 Annual Report

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Fire Protection Association New Zealand

OVERVIEW

Our Vision

To provide a professional forum, be the unified voice of the fire protection community of New Zealand, and by drawing on our expertise and collective knowledge, reduce the impact of fire in New Zealand.

Our Mission

To work with our members, government, corporate and community organisations for continuous improvement in legislation, standards, education, awareness, products and services for the protection of life, property and the environment from fire and related emergencies.

Our Values

- Adopting the highest levels of competence, practice and integrity
- Exercising skill and judgement for the benefit of all stakeholders
- Giving priority to the Health and Safety of employees and the community
- Ensuring staff are adequately trained to competently perform the required tasks
- Behaving ethically and honestly to enhance standards of the industry
- A high standard of product and installation quality and reliable service
- Using quality products that meet the requirements of relevant New Zealand standards

FPANZ has been representing the fire protection industry in New Zealand since 1975 to promote the protection of people, property and the environment by advancing fire prevention and protection techniques.



National Council for 2017-18

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

ELECTED MEMBERS REPRESENTATIVES:

Bryce Donaldson	Argus
David Prosser	Lifetime Member
Richard Stewart	AFAM
Simon Nathan	Fire Security Services 2016
Kevin Borley	AMPAC
Kris Tocker	Ultrafire

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:

	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	NZ 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

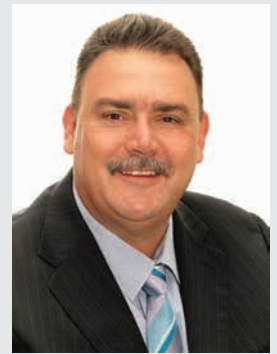
FOR FPANZ BOARD/COUNCIL REPRESENTATIVES FOR 2017

FPANZ Council Members		2/2/17	30/3/17	25/5/17	27/7/17	28/9/17
Scott Lawson	FPANZ	✓	✓	✓	✓	✓
Keith Blind	Ice Fire	✓	✓	✓	✓	✓
Chris Orr	FPA Australia	✓	A	✓	✓	A
Michael James	SFPE	✓	✓	✓	✓	✓
Paul Ryan	Passive SIG Chair	✓	✓	A	✓	✓
Rob Fenton	Pertronic Industries	✓	✓	A	✓	✓
Michael Belsham	Beca	✓	A	A	✓	✓
Kevin Borley	AMPAC	✓	✓	✓	✓	✓
Kris Tocker	Ultra Fire	✓	✓	A	A	✓
Phil Jackson	EVAC SIG Chair	✓	✓	✓	A	✓
Kiran Soma	Contractors SIG Chair	✓	✓	A	✓	✓
Richard Stewart	AFAM	✓	✓	✓	✓	✓
David Prosser	Lifetime Member	A	✓	A	✓	✓
Rob Saunders	Fire and Emergency New Zealand	A	A	A	✓	S
Jason Godsmark	AON	A	✓	✓	A	✓
Bryce Donaldson	Argus Fire	A	✓	✓	✓	✓
Trent Fearnley	IFE	S	✓	A	✓	✓
Chris Mak	AON	A	✓	A	✓	✓
Bill Sole	Competenz	N/A	✓	A	R	R
Steven Smith	Firewatch/Hoffe SIG Chair	N/A	✓	✓	✓	✓
Simon Nathan	FSS 2016	N/A	✓	N/A	N/A	A

FPANZ Board Members		2/2/17	30/3/17	7/6/17	27/7/17	28/9/17
Scott Lawson	Executive Director	✓	✓	✓	✓	✓
Keith Blind	President	✓	✓	✓	✓	✓
Chris Mak	Vice President	A	✓	A	✓	✓
Rob Fenton	Pertronics	✓	✓	A	✓	✓
David Prosser	Lifetime Member	A	✓	✓	✓	✓
Chris Orr	Fire Protection Association Australia	✓	A	A	✓	A
Kerry Ludlam	Change Management	A	T	✓	A	✓
Paul Ryan	Ryan Fire	✓	✓	✓	✓	✓
Michael Belsham	Beca	✓	A	✓	✓	✓

Key	
Present	✓
Apologies	A
Stand in sent	S
Teleconferencing	T
Resigned	R

A Message from our National President



I am pleased to provide our members with this year's President's Report for the 2017 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.

Operational, and Technical reports from our Executive Director and Special Interest Groups (SIGs) are tabled, which provide further overviews to the areas of interest to members. The financial reports are tabled with commentary from our Treasurer and executive.

We continue to grow in areas of revenue, membership and profitable returns. It is encouraging to see the range of organisations both local and overseas who continue seeing value in becoming engaged with our association. Membership renewals are strong this year and ahead of recent years which is a good indicator of the value members are experiencing, along with an indication of new business being created. I take this opportunity to thank all members organisations and companies who support us in our vision to be the "voice of the industry".

Today FPANZ is deeply involved in the organising and management of Fire NZ, we have seen another year of improvements in the scope and delivery to this annual industry highlight with a 3 day format in place and a focus on careers opportunities. The event in 2018 promises to be a step forward again and being located in Tauranga will provide a different perspective and environment.

Our continued involvement with government agencies and the development of industry training sees the new NZQA qualifications being released. Competenz have been willing to invest considerable time and money to ensure we have a far better training and delivery model.

The website is well utilised with many members choosing to use this as part of their resource material especially for product listing in the alarms/ detection area. We have continued investment in this area to provide more benefits to listing other key product groups making great headway with Passive and Portable hand held and fixed equipment. The monthly newsletter continues to inform

and remains an important link with members.

Our new role as the audit function for sprinkler contractors has resulted with improvements already in the process and lifting the importance of certification within the industry.

The FPANZ Board as a group works well to ensure that the governance needs, strategic goals and direction of the association are being achieved. The Board was able to secure the role of treasurer & most fortunate to engage Kerry Ludlam, a very senior commercial/ financial resource with significant experience in SME businesses, to project manage the transition of the Secretarial & Accounting functions and the transfer of knowledge to the new FPANZ "Finance & Admin" Team and subsequently Kerry has taken up the role of Board Treasurer in which he has provided significant value in terms of advice and support to the Board.

The direction taken to provide the reinvestment of funds over the last two years has seen continued operational improvements and member benefits. These returns also allow us to invest in a pilot training initiative being released next year.

The FPANZ Council and the Sector Industry Groups (SIG's) are the 'engine room' of the FPANZ. The SIG committees have worked consistently throughout the year in strategic areas of importance to each sector group. Thankyou to our chairs who have provided leadership and engagement this year.

This has been my 2nd year as President of FPANZ and I am excited at the future possibilities. 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 we lead our industry and shape its future.

Keith Blind
President, FPANZ (2017)

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 Fire NZ 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.fireprotection.org.nz, 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 seminars that provide ideal forums to meet and socialise with industry members and key stakeholders. For 2017 *"The Beginning of a New Era"* was the key theme and it proved to be a successful event in Auckland's ASB Showgrounds with over 200 delegates and some 65 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 2018 next year in **Mt Maunganui**.

Halon Disposal Update

This halon disposal program in conjunction with the waste minimisation fund has been in place since March 2015. To date we have recovered close to 2600 kgs of Halon, of which has already been disposed of via AGAS in Australia via three shipments. The program has seen over 4500 kg of Halon 1211 /1301 identified within New Zealand that we hope may be secured and disposed of over the life of this project.

We are committed to removing this gas not only from the commercial sector but also from the private households around New Zealand. We have launched several media campaigns on social media and specific targeted publications such as the boating and caravanning community who have used this product in the past.

This project is now at completion and we are preparing a final shipment for our 4th milestone.

A Message from our Executive Director



I would like to once again take the opportunity to update FPANZ members about the initiatives and projects undertaken over the past financial year and provide an overview of the direction for the current financial year.

This is my second year in the role of executive director for FPANZ. We produce this report for our members as a roundup of the main events of the year and to recap the monthly commentaries I provide each month in the FPANZ newsletter. I hope this editorial, combined with the reports from the president, treasurer, special interest group (SIG) chairs, and the auditors, will give you more insight into the operations of the association.

Business Process Review and Improvement

Last year, we planned a number of fairly significant changes to the organisation, and I would like to update you on these activities.

- We relocated our offices in early February 2017 and now cohabit with the New Zealand Security Association. This was mainly to ensure we were able to control our premises costs and to avoid a perceived conflict of interest as we were originally subletting space from one of the association's members (FPIS).
- The second part of this cost-control process was to bring our financial support services in house. This achieved a couple of key objectives: it reduced the cost of third-party services and ensured FPANZ was able to develop a more robust set of processes and deliver higher quality financial controls and reporting to the board of directors and members. This also removed any perceived conflict of interest because we were originally contracting these services from an association member.
- We also appointed an independent treasurer to facilitate a project to review previous third-party financial services and controls, to recommend and implement improvements where required, and to provide an industry-independent treasurer function to me as the executive director and to the board of directors.
- We held elections for council and board positions, which brought a cultural change to the association and engaged new blood for many of the SIG chair, council and board member positions while retaining long-term expertise to ensure continuity for strategic direction and expertise.

FireNZ 2017

I have been fortunate to be involved in FireNZ for some 14 years, first as an exhibitor and obviously more recently as the primary project manager. Seeing where this event started and where it is now reinforces my view of how far we have come as an industry. One of our primary mandates is to be the 'voice of the industry', and FireNZ really goes a long way to helping us achieve that objective. It has become a massive networking opportunity that draws together all parts of our industry, including suppliers, engineers, and service and installation companies. Here are a few statistics from the 2017 FireNZ to give you some idea of how big this event has become:

- 68 booths
- Over 450 delegates and exhibitor staff on site each day
- About 120 people attending the trade show each day

If you haven't been involved with FireNZ in some capacity, you really are missing out, and I urge you to make the effort to get along to FireNZ 2018, which will be held in Mount Maunganui for the first time over 26-28 September 2018.

Special Interest Group Updates

Further in the annual report, you will hear from each of the SIG chairs in their specific updates; however, I wanted to touch on the general progress made by these groups. Over the past year, all SIGs have grown and all except one had new chairs appointed. With each chair halfway through their term, I congratulate them on how these groups have improved this year.

The passive SIG has increased in size dramatically and is the largest and fastest growing area of the association. The HOFFE SIG has continued its momentum and is focusing on future goals. The EVAC SIG has also undergone a dramatic transformation and cultural shift in attendance and deliverables. The contractors SIG, albeit still in a rebuild phase, has seen a small core group regularly attending and working on priorities for members. The formation of the training SIG is one of the great initiatives of the past year, as industry training is clearly something requiring leadership from us. This group comprises each SIG chair and a selection of key stakeholders. This SIG has a great feeling about it, and some clear and very positive outcomes are to be delivered.

Key Stakeholder Updates

We have a commitment to building our external relationships, and our partnership with Fire and Emergency NZ has continued to grow. The benefits of this to both organisations and to our members are clear, as Rob Saunders, Assistant National Commander and National Risk Reduction Manager, explains:

“As FPANZ reflects on the past year through annual reporting and at your AGM, I would like to take the opportunity to acknowledge the partnerships and relationships that have continued to grow between our organisations and, most importantly, our people.

This has been a year of considerable change for the Fire Services of New Zealand, and our new organisation—Fire and Emergency New Zealand—has formed and started the journey towards full integration and unification.

A key feature of the Fire and Emergency NZ operating model is partnership and collaboration with the sector and the communities that we serve. I am confident that the partnerships and relationships that we have established and will continue to develop with you and FPANZ members will be mutually beneficial as we look to embrace the exciting opportunities evident across our sector.”

We also continue to develop our relationships with The Institution of Fire Engineers (IFE), the Society of Fire Protection Engineers (SFPE), and the NZ Fire Equipment Manufacturers Association. All these groups are represented on our national council, which cements our place as the true voice of the fire industry of New Zealand.

We also continued to work with Competenz on the goal of updating the qualifications and how the industry training will be delivered to our members over the next few years. The collaborations between Competenz, FPAA and FPANZ have now delivered some outstanding results, which our members will see in the next few weeks.

General Update

I am pleased to report to our valued members that we have continued to grow the association. Over this past financial year, we have delivered on our primary goals and we will continue to improve our internal processes while still focusing on our members' key objectives. The national council will soon be meeting to develop and refocus our medium- and long-term strategy and objectives and to elect some new members. It is important that we regularly revisit what is important to our industry, members and stakeholders, and this is best done with a diverse representation on our council and board.

I would like to personally thank all our council and board members who have helped make this association the strongest it has ever been in its 40+ years of existence. We often refer to the council and SIGs as the engine room of our association, and those of you who have been part of this process will know how important these are in growing our association's deliverable results. As you read this report, the elections for this year's council will have taken place and will potentially see some new faces elected to the council to continue the growth and development. The association is financially strong, thanks in part to the second surplus in a row, and we are in a position to be able to invest back into the industry in areas such as training and development in the coming months.

In closing my report, I wish to thank you, the members of our association, for the support, both financially and from the many members who donate their time to SIGs, helping grow and improve the fire protection industry in New Zealand. As with many associations and clubs, the real benefits come from your involvement and interaction with the SIGs, council, working groups, FireNZ, training sessions and the like, so I encourage you to be part of these where you can. Of course, the recommencement of additional meetings around NZ in 2018 will make this easier.

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 (new for 2017)

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.



Contractors SIG Report

There has progress this year with regards to the FPA delivering to this SIG some meaningful initiatives. It would be encouraging to see greater attendance of members at SIG meetings. Please feel welcome to contribute by phone, email if and where not able to attend our meetings. Contractor SIG member concerns have been and can be voiced in confidence.

FIRE-101 Industry Entry Training

This is aimed at new entrants to the industry. Possibly school leavers or those starting their careers in the fire industry. Initially, for end of 2017 a pilot scheme in Auckland. The aim of the course is to provide trainees a broad exposure to our industry sectors, ie Sprinkler, Alarm, Evac, Passive, Potable, Fire fighting, and fire engineering. The course is expected to be full time running for approx 4-6 weeks. Trainees upon completion of the course will be awarded an FPANZ certification. Trainees will be monitored and encouraged to progress further into a specific sector of our industry. The FPA hope to make available a pathway for FIRE-101 certified trainees to forge a career with FPA members. The Fire Training Container Project, a transportable Sprinkler / Alarm training facility. Having done some initial work on this with respect to concept design, budget and deliverability of the item. A budget was put forward to the FPA Board. the board is supportive of the concept, though requested further information with respect to cost, logistics, and utilisation. Having now thoroughly reviewed the issues, the SIG have decided to put on hold this initiative as it is felt the FIRE-101 industry entry training level initiative is more readily deliverable at this time.

FPA administrating the listing of Sprinkler Contractors

The FPA member list is published on our web site and newsletter. Given this responsibility, this SIG has outlined our member concerns with respect to listing criteria being strictly administered. On that basis this SIG has worked in with the FPA administration. On that basis the FPA now administers a much more robust auditing process to maintain records of adequacy, and justify where required, listing or non listing of sprinkler contractors.

Changes to NZS4541 (Fire Sprinkler System)

There is some debate as to the requirement to update the current standard. Much of the NZ Standard is directly copied from internationally recognised standards. The suggestion of adopting

an already recognised international standard has some support and merit. Opposing interest groups suggest not developing our current standard would take NZ back 10-20 years. Again, there are significant pros, cons, and cost of development of a specific NZ Standard. Historically, the makeup of the Standards committee was 35% insurance industry, 25% local government, 25% FPANZ delegates, 20% Engineers and consultants, 5% the NZFS. The current funding model for Standards development is 40% by the Sprinkler contractors, 40% by government bodies, 20% by NZFS. Given the significant contribution SIG members make for the development of the standard it is the intent of this SIG to provide our members better representation and interaction on a new standards committee. The mandate of the SIG delegate is to inform, and provide a conduit to and from SIG contractors. The SIG should review and address changes prior to public comment stage. Issues and proposed changes should be worked through with the SIG members, for discussion with their delegate, be it in confidence if need be.

Some work was done last year with respect to this. This SIG will be resuming this initiative. Again, what this SIG need to do is determine what path, the SIG members want to travel down? On that basis we will be issuing a questioner, and seeking feedback from ALL Sprinkler contractors. Please ensure you participate. The SIG in association with AON are looking at running another road show early in the new year to move this item forward.

Changes to NZS4512 (Fire Alarm Systems, EWS)

This standard is in need for update. Unlike the sprinkler standard the funding is not readily available. On that basis the FPA has put forward a funding model which all parties appear to agree upon. Implementation of this funding model is now in place. Of major concern is that given the last update was 2010, new technology is now available, though technically not able to be implemented. Discussion was made at FPA council level with respect to NZS4512, adoption of new technology. At council level members of the standards committee, advised there is scope for submission of alternative equipment. All equipment would be considered on a case by case basis. New technologies had already been adopted as to be accepted as compliant with the existing standard.

Kiran Soma

Contractors SIG Chair 2017

Passive Fire Protection SIG Report

Last November I took over as Chair of the Passive Fire Protection Special Interest Group - voted into the position by membership on a platform of developing new ideas which will help lift us from years of negativity to a point we can start to make positive change!

At our first SIG meeting - we set out four new "building blocks" which we felt would help lay the foundations to improve industry.

These were -

- 1) A central source for test data
- 2) Address the lack of Training available to industry
- 3) Technical Guidance
- 4) Industry leadership

During the last twelve months we have launched the FPANZ Register of Passive Fire Protection Products - a central source of AS 1530.4 / As 4072.1 tested products available in NZ - this register is invaluable to Councils, Fire Engineers, Architects, Consultants, Designers, Installers, building owners and inspectors ensuring compliant products are being specified and installed.

For too long we have had dubious claims made about the testing standard and performance of certain products, clients didn't know where to find accurate information and inspectors really had no idea what they were inspecting, confusion reigned!

The new Register should drastically reduce these issues going forward.

Its been a busy twelve months, the FPANZ has joined forces with IFE and SFPE in creating a new Training Special Interest Group which I sit on representing passive fire protection.

The Training SIG is tasked with creating a training and qualification path into the fire industry - at our first couple of meetings it became evident that the Passive industry has virtually no qualifications in place to address the installation, design or specification of passive fire protection products.

There is an NZQA level 3 and 4 qualification - but this has been written more in tune with passive fire protection inspections than the core issue of getting specifications and installations correct at the early stage of a project.

The passive SIG is now working with Competenz to write course work and qualifications which will address the wider needs of industry.



The requirement for technical guidance has been partially filled by the Passive Guide - issued by FPANZ member Branz - we look forward to working with them during the coming year and future developments.

The final task we set ourselves - which in my mind is one of the most important - industry leadership!

In my mind there has never been a body in New Zealand that industry can call or visit which will provide impartial guidance and information on passive fire protection.

This has led to problems - passive fire protection in New Zealand is growing at a fast pace - and unfortunately - a number of self-proclaimed "passive fire experts" have appeared who are currently providing guidance - which in my opinion is in some cases neither impartial nor in the best interest of industry!

To combat this - we have created a new method of providing passive fire protection guidance and leadership through FPANZ "position statements".

These statements or guidance notes will be issued as required to alleviate confusion and provide clear explanation and guidance- they are created by industry for industry - not individuals!

Attendance and association membership has increased dramatically - industry is interested in what improvements we are making - including MBIE - so all in all - its been a good year for the Passive fire SIG!

Paul Ryan

Passive Fire Protection SIG Chair 2017

Hand Operated Fire Fighting Equipment (HOFFE) SIG Report

We have had another busy year beginning with many challenges some of which have taken a fair bit of working through and some of which will require some more resource, time and effort next year.

We have continued to work with various crown owned entities that are important to our industry such as the Commerce Commission, Worksafe, Fire and Emergency New Zealand etc. We believe that a close working relationship with key industry groups such as these benefits all of us and can help to lift the profile of our industry's profile in the eyes of the decision makers.

While not every HOFFE supplier has completed their equipment lists for our list of fire extinguishers and we have got commitment from sufficient companies that we will launch it very shortly.

We have had the opportunity to make submissions on the new Fire Safety and Evacuation Regulations, hopefully it will come to something but at the very least it was an opportunity to be able to utilise the information gathered by many of us to support the fire equipment usage survey that was run by Fire and Emergency New Zealand. Putting this valuable information in front of the Department of Internal Affairs can be beneficial.



One of our goals for next year will be to get the servicing Code of Practice finalised and signed off so it can be up and running. So while we are picking it will be a bit more of a challenge than the suppliers listing was, the draft is already there so in theory (dangerous thing to say) it just requires tweaking and agreement?

I have to say that the training SIG has been a good group to be involved with, while the launch may not have been quite ideal there was still great support from the industry groups which is equally important in driving it to success. It looks like a positive result will be achieved early next year with potential new recruits being available for our companies within the first half of the year.

All in all as a group we have moved forward which isn't a bad thing, we have some projects to continue on with but are in a good place. Thanks to all those who have supported me in this role and contributed to the HOFFE group.

Steve Smith
HOFFE SIG Chair 2017

Inspectorate SIG Report

The Inspectorate SIG has had a challenging year with changes to FPIS and movement of inspectors throughout the industry. There are still 6 inspectorates including the birth of the latest inspectorate Sprinkler and Alarm Inspections Ltd. The changes through have not led to an overall difference in numbers of inspectorates or Inspectors just a redistribution amongst the companies.

Due to these changes, attendance at the SIG meetings in the latter two thirds of 2017 was poor with little traction being made. Contact with the newly restructured inspectorates in recent weeks has indicated that all 6 should be in a position to resume contact and rejoin regular meetings with a number of agenda items already forwarded for the first meeting in February 2018.

As a part of securing funding for a review of NZS4512 the FPA has asked that each of the fire alarm inspectorates confirm their commitment to the proposed \$20/\$40 levy for inspections starting in February 2018. Currently 3 of the 4 alarm inspectorates have agreed in principal with the 4th indicating that they have a number of commercial concerns regarding this model which will need to be addressed before we can implement the system. We hope to have these resolved prior to the end of December.



Jason Godsmark
Inspectorate SIG Chair 2017

Evacuation Consultant SIG Report

Part of the preparation when considering the role as chair of the Evacuation SIG (Special Interest Group) was to evaluate the strengths of the group and identify developmental area, two of the key areas were to raise the profile of the group, and change the perceived value that the group was offering.

By the middle of the year we were seeing a five or six fold attendance at our meetings, making this one of the fastest growing interest groups within the FPA (Fire Protection Association). A larger audience made it easier to attract guest speakers, we were able to respond to member queries by providing specialised guest speakers, with large events held outside of the regular SIG meetings and well attended by FENZ (Fire Emergency New Zealand), fire engineers and we even had some architects attend one of the seminars.

I am really pleased to see the number of applications for the Certified Evacuation Consultant qualification have more than doubled from previous years, it is vital that our industry is represented by people performing at an assessed level of competence, so that the public know they are receiving quality advice from people that are recognised by FPANZ.

Early August saw the DIA (Department of Internal Affairs) release consultation document around the change to the FSEB (Fire Safety and Evacuation of Building) Regulations, with only four weeks to prepare our feedback it was vital the group was

coordinated and focused.

Our members committed themselves to four, two hour meetings in order to make sure we got all of our consolidated viewpoints

recorded. We also developed our relationship with the HOFFE SIG (Hand Operated Fire Fighting Equipment, Special Interest Group), I was pleased to be able to take into account feedback from them when preparing the submission.

Next year we will see more speakers within, and outside the regular SIG meetings. With the new FSEB Regulations coming into play the meetings will likely provide critical updates to those in the Evacuation Consultant field, and an opportunity to help shape the way the regulations are applied, along with guidance from the FIU (Fire Information Unit). We will continue to develop our relationships with the SIGs and industry to improve the overall experience for building owners and occupiers, and continue to build on our relationship with FENZ at all levels.

In short, the group has built a good foundation this year, and we will continue to build momentum, becoming a natural 'go-to' group for anyone who needs support, or advice with building evacuation. I look forward to working with more of you in 2018, and continuing to grow our industry presence.



Phil Jackson

Evacuation Consultant SIG Chair 2017

Training SIG Report

Kia ora koutou,

As the newest SIG group formed I believe we have achieved a lot this year. Since our first meeting we have managed to set our objective and 2 goals and we are well on the way to achieving them. The objective being "To create a Career Pathway for the Fire Industry". To enable us to do this we set ourselves two goals of which were to develop an introductory fire industry course for school leavers to attract them into the industry and the second to create a Diploma of Fire Engineering to fill the gap in the career path. This would also give a much needed qualification for the industry below the Master of Fire Engineering at Canterbury University.

The group has collectively outlined the course subjects and framework for the 5 week course and we are currently working with the Manukau Institute of Technology (MIT) to put it into a lesson plan structure to deliver. By doing this it will then be able to be used by other Polytechnics around the country to deliver. One of the key aspects of the delivery though will be the support of key industry people to help share their experience and impart their knowledge to the students. The Polytechnics will therefore look to contract our members around the country to assist in delivering it. We are still on target to deliver the course in the first quarter of 2018. We are working with MIT and teachers to determine the best time for delivering it for the maximum uptake. I thank the SIG members for their time and contribution so far this year. We have taken big steps towards achieving our goal but we are not there yet.

The second goal is to develop the Diploma of Fire Engineering. I have assembled another team to

work on this. The team is made up of fire engineers from the IFE and members of FPA with input from FENZ. We have assessed the current modules of engineering available that we can use as a base for the course and have settled on the additional modules needed for the specialised part of the diploma. A workshop was held in November to develop the content for these modules and will be finalised by MIT. Once again this diploma will be available to all Polytechnics throughout the country. This will be a 2 year full-time course starting in July next year. There will be a variety of methods of taking this course to suit peoples work and study commitments.

Both of these courses now have the backing and support of the Tertiary Education Commission through their Education to Employment division (E2E). This support means that both our industry and the government agree that there is a need for a fire industry career pathway and will help us work to achieve it and sustain it. I look forward to the start of both courses and I hope that the industry will support it by either helping to deliver the courses, enrolling the courses or providing employment to those completing the courses.

Mā te tini, mā mano, ka rapa te whai - Many hands make light work

Noho ora mai,



Trent Fearnley

*Training SIG Chair 2017
President, IFE NZ Branch*

Fire Protection Association NZ (FPANZ)

TREASURER'S REPORT



For the year ended 30 June 2017

A significant amount of change has occurred within the Fire Protection Association NZ ("FPANZ") Finance and Administration function since the Board made their decision in September 2016 to bring the out-sourced secretarial and accounting functions back "in house". This major transitional project focused on three key deliverables:

1. Identifying the resource commitment required by the new FPANZ employee(s) to perform the agreed Secretarial and Accounting tasks;
2. Successfully project managing the transition of the Secretarial and Accounting functions and the transfer of knowledge to the new FPANZ "Finance and Admin" Team;
3. Providing independent senior commercial/financial CFO advice and support to the Board and Management in the role of Board Treasurer.

The transition of the Secretarial and Accounting functions, including significant involvement in producing the Financial Statements for the Year Ended 30 June 2016 and completing the external audit process, was largely completed by the end of December 2016 although we had to work through the training of Finance Staff twice with Elaine Christy only joining us in January 2017 as a replacement but much appreciated employee.

We have changed a number of key accounting and reporting processes and worked closely and very well with Scott Lawson to provide the Board with more accurate, timely and meaningful reporting of monthly performance results and general commercial/financial advice and support. We also changed our external auditors to work with Crowe Horwath which proved a very good decision in terms of the rigour and proactive approach they brought to the audit of our Financial Statements for the Year Ended 30 June 2017 which resulted in a positive Auditor's Report.

It is pleasing to report, in terms of financial performance, that FPANZ produced another strong Surplus for the year of \$90,208 which is a \$25,932 or 40% improvement on what was considered a very good Surplus of \$64,276 for the Year Ended 30 June 2016. This improved result is largely due to the very successful, both in financial and event management and attendance terms, FireNZ Conference 2016 which is a huge credit to those involved. FPANZ is also in a much stronger financial position than 12 months ago, having more than doubled its Working Capital (i.e. Current Assets less Current Liabilities) level from \$90,385 to \$181,137 and it's Accumulated Funds from \$84,912 to \$175,120, which is a positive and material improvement in Balance Sheet strength.

Kerry Ludlam

Board Treasurer

CA, MInstD, BMS (Hons), Dip. Bus (Marketing)

Fire Protection Association
(New Zealand) Incorporated

PERFORMANCE REPORT

For the year ended 30 June 2017

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

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Fire Protection Association (New Zealand) Incorporated

ENTITY INFORMATION

For the year ended 30 June 2017

FIRE PROTECTION ASSOCIATION (NEW ZEALAND) INCORPORATED

Entity Information

For the year ended
30 June 2017

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 2017

FIRE PROTECTION ASSOCIATION (NEW ZEALAND) INCORPORATED

Entity Information

For the year ended
30 June 2017

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:	Level 2 / 132 Hurstmere Road Takapuna, 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 2017

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 2017

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	10	10	*NPR
Special Interest Group meetings	24	25	30
Council Meetings	6	6	*NPR
Board meetings	5	6	*NPR
Other Outputs:			
Certification of Sprinkler contractors New 2016-2017	4	0	*NPR
Certification of EVAC consultants	0	5	5
Certification of Alarm contractors	18	0	*NPR
Equipment register updates	1	1	1
FireNZ Conference & Tradeshow	1	1	1
Training Seminars - over multiple locations	1	2	2
Development of Codes of Practice	1	0	*NPR
Halon recovery for disposal	594kg	1000kg	852kg

*NPR (Not Previously Reported)

Description of the Entity's Outcomes:

- New growth membership 25 new members
- Formation of new Industry Training SKG (Special Interest Group)
- Provided subtrade industry training
- Started development of two new product registers for Passive and HOFFE
- Additional revenue stream from Sprinkler contractors auditing process
- 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 2017
in New Zealand Dollars

FIRE PROTECTION ASSOCIATION (NEW ZEALAND) INCORPORATED

Statement of Financial Performance

For the year ended
30 June 2017
In New Zealand Dollars

	Note	2017 \$	2016 \$
Revenue			
Advertising Income		3,406	2,625
Fire Alarm Equipment Register		35,685	25,522
Fire Contractor Certification		11,840	12,160
FireNZ Conference		375,999	337,998
Seminars Income		9,150	9,144
Income from Subscriptions		285,457	303,784
Halon Income		59,967	92,322
Other Income		2,728	7,310
		784,232	790,865
Other Income			
Interest Received		4,058	4,508
		4,058	4,508
Total Revenue		788,290	795,373
Expenses			
Finance Expenses	4	58,099	58,626
Personnel Expenses	5	254,703	208,991
Operating Expenses	6	275,199	282,999
Administration and Other expenses	7	73,723	86,960
Halon Expenses		36,358	93,521
Total Expenses		698,082	731,097
Surplus for the Year after Tax		90,208	64,276

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 2017

in New Zealand Dollars

FIRE PROTECTION ASSOCIATION (NEW ZEALAND) INCORPORATED

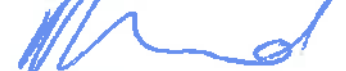
Statement of Financial Position

As at
30 June 2017

In New Zealand Dollars

	Note	2017 \$	2016 \$
Assets			
Current Assets			
Bank accounts and cash	8	196,615	144,241
GST receivable		194	17,891
Accounts Receivable	9	21,185	3,276
Prepayments		21,411	13,990
Total Current Assets		239,404	179,398
Non-Current Assets			
Fixed Assets	10	1,271	815
Total Non-Current Assets		1,271	815
Total Assets		240,675	180,213
Liabilities			
Current Liabilities			
Accounts Payable	11	2,936	30,773
Accrued expenses	11	47,505	30,465
Income in advance	12	3,950	22,899
Provisions	13	3,876	3,876
Total Current Liabilities		58,267	88,013
Non-Current Liabilities			
Provisions	13	7,288	7,288
Total Non-Current Liabilities		7,288	7,288
Total Liabilities		65,555	95,301
Total Assets less Total Liabilities (Net Assets)		175,120	84,912
Accumulated Funds			
Accumulated surpluses	18	175,120	84,912

For and on behalf of the Members



Keith Blind
Date:

19-10-17



Scott Lawson
Date:

19/10/17



Fire Protection Association (New Zealand) Incorporated

STATEMENT OF CASH FLOWS

"How the entity has received and used cash"

For the year ended 30 June 2017 | 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 2017

In New Zealand Dollars

	2017 \$	2016 \$
Cash Flows from Operating Activities		
Cash was received from:		
Fees, subscriptions and other receipts from members	269,660	285,379
Receipts from providing goods or services	480,051	644,768
Interest	4,058	4,508
Net GST	11,729	(36,693)
Cash was applied to:		
Payments to suppliers and employees	<u>(711,363)</u>	<u>(826,905)</u>
Net Cash Flows from Operating Activities	54,135	71,057
Cash flows from Investing and Financing Activities		
Cash was applied to:		
Payments to acquire property, plant and equipment	<u>(1,761)</u>	<u>-</u>
Net Cash Flows from Investing and Financing Activities	(1,761)	-
Net Increase / (Decrease) in Cash	52,374	71,057
Opening Cash	<u>144,241</u>	<u>73,184</u>
Closing Cash	<u>196,615</u>	<u>144,241</u>
This is represented by:		
Bank Accounts and Cash	<u>196,615</u>	<u>144,241</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 2017
in New Zealand Dollars

FIRE PROTECTION ASSOCIATION (NEW ZEALAND) INCORPORATED

Statement of Accounting Policies

For the year ended

30 June 2017

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 (2016 - nil).



NOTES

TO THE PERFORMANCE REPORT

For the year ended 30 June 2017

FIRE PROTECTION ASSOCIATION (NEW ZEALAND) INCORPORATED

Notes to the Performance Report

For the year ended
30 June 2017

	2017	2016
	\$	\$
4. Finance Expenses		
Audit Fee	9,530	11,010
Bad Debt(Recovered)	13,174	2,070
Depreciation	1,305	1,857
Bank Fees and General Expenses	5,373	4,021
Insurance	8,717	6,688
Secretarial & Accounting	20,000	33,000
	<u>58,099</u>	<u>58,626</u>
5. Personnel Expenses		
Salaries	168,906	115,870
Casual/Contract	85,797	93,121
	<u>254,703</u>	<u>208,991</u>
6. Operating Expenses		
Newsletters	6,748	7,944
Seminars	124	6,082
Conference	262,166	250,054
Travel Expenses	3,480	6,559
Travel Expenses - Overseas	2,835	4,708
Fire Alarm Equipment Register	(154)	7,702
	<u>275,199</u>	<u>282,999</u>
7. Administration and Other Expenses		
Communication Expense	2,540	3,669
Light, Heat and Power	964	1,634
Postage	1,156	813
Printing and Stationery	5,267	9,288
Public Relations and Promotion	1,395	2,012
Subs Payable	14,779	5,956
Rent	15,947	18,414
Repairs and Maintenance	1,653	1,922
FPANZ Meetings and Activities	9,097	22,081
Website Maintenance and IT Expenses	15,579	15,450
Relocation Costs	1,956	239
Legal fees	3,390	5,482
	<u>79,723</u>	<u>86,960</u>
8. Bank accounts and cash		
Westpac Business Account	16,475	47,742
Westpac Cheque Account	30,220	4,359
Westpac Business Saver Account	137,499	91,960
Westpac Term Deposit	12,020	-
Petty cash	400	200
	<u>196,615</u>	<u>144,241</u>
9. Accounts Receivable		
Accounts Receivable	21,185	13,354
Provision for Doubtful Debts	-	(10,078)
	<u>21,185</u>	<u>3,276</u>



NOTES

TO THE PERFORMANCE REPORT

For the year ended 30 June 2017

10. Fixed Assets

	Cost	Depn	Accum Depn	Book Value
Plant and Equipment	11,027	1,305	9,756	1,271
Total Fixed Assets	11,027	1,305	9,756	1,271

2016	Cost	Depn	Accum Depn	Book Value
Plant and Equipment	17,107	1,837	16,292	815
Total Fixed Assets	17,107	1,837	16,292	815

	2017	2016
	\$	\$

11. Creditors and accrued expenses

Accounts payable	2,936	30,773
Accrued expenses	2,936	30,773
Credit card liability	2,019	-
Staff entitlements	9,135	-
PAYE and other IRD liabilities	5,554	1,490
Other accruals	90,798	28,974
	47,505	30,465

12. Current Liabilities - Income in advance

Annual Subscriptions	3,950	19,747
FireNZ Conference	-	3,152
	3,950	22,899

Membership subscription incomes have not been recognised as income in advance unless payments have been received prior to balance date.

13. Provisions

Current Provisions

Sprinkler Standard 4541 Fund	3,876	3,876
	3,876	3,876

Non-current Provisions

BR Passive Fire Protection	5,643	5,643
Fire ME Sponsorship Fund	1,645	1,645
	7,288	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 or lease commitments as at 30 June 2017 (2016: Nil).



NOTES

TO THE PERFORMANCE REPORT

For the year ended 30 June 2017

15. Contingencies

There were no contingent liabilities as at 30 June 2017 (2016: 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

Scott Lawson operated as the Society's Executive Director for the full twelve months of this financial year. Scott was engaged as an independent contractor through his consultancy business Technical Edge Limited, for which Scott is a director, prior to becoming a permanent employee on 1 November 2016. Payments amounting to \$53,625 were paid to Technical Edge Limited for consultancy costs.

18. Accumulated Funds

	2017	2016
Opening Balance	84,912	20,636
Accumulated surpluses	<u>90,208</u>	<u>64,276</u>
Total Accumulated Funds	<u>175,120</u>	<u>84,912</u>





Crowe Horwath New Zealand Audit Partnership

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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 on pages 1 to 10, which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 30 June 2017, the statement of financial position as at 30 June 2017, 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 Fire Protection Association (New Zealand) Incorporated as at 30 June 2017, 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 Fire Protection Association (New Zealand) Incorporated 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.

Our firm provides accounting services to the Fire Protection Association (New Zealand) Incorporated. The firm has no other relationship with, or interests in, the Fire Protection Association (New Zealand) Incorporated.

Responsibilities of the Board of Directors for the Performance Report

The Board of Directors are responsible on behalf of the Fire Protection Association (New Zealand) Incorporated 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

Crowe Horwath New Zealand Audit Partnership is a member of Crowe Horwath International, a Swiss Verein. Each member of Crowe Horwath is a separate and independent legal entity.



- (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 Fire Protection Association (New Zealand) Incorporated'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 Fire Protection Association (New Zealand) Incorporated 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 Fire Protection Association (New Zealand) Incorporated'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 Fire Protection Association (New Zealand) Incorporated'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 Fire Protection Association (New Zealand) Incorporated 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 26th day of October 2017

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 (insert logo here) must not to 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.

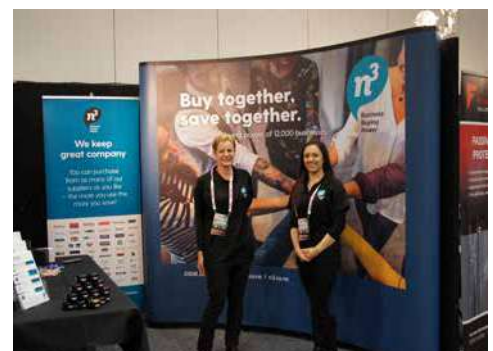
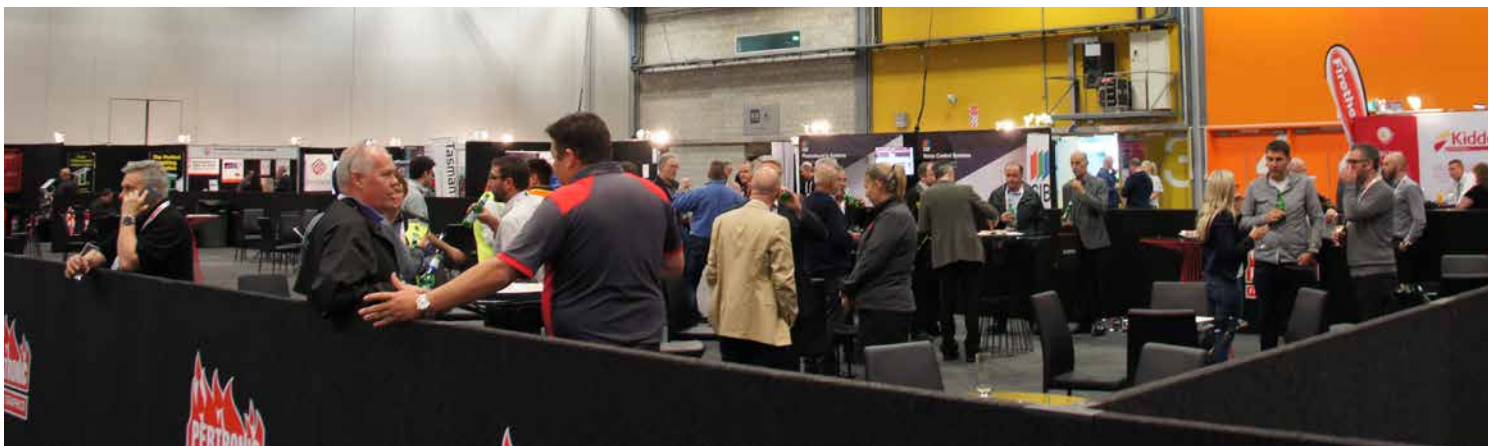
Full details of logo compliance and usage guidelines are available to view online www.fireprotection.org.nz/about-us

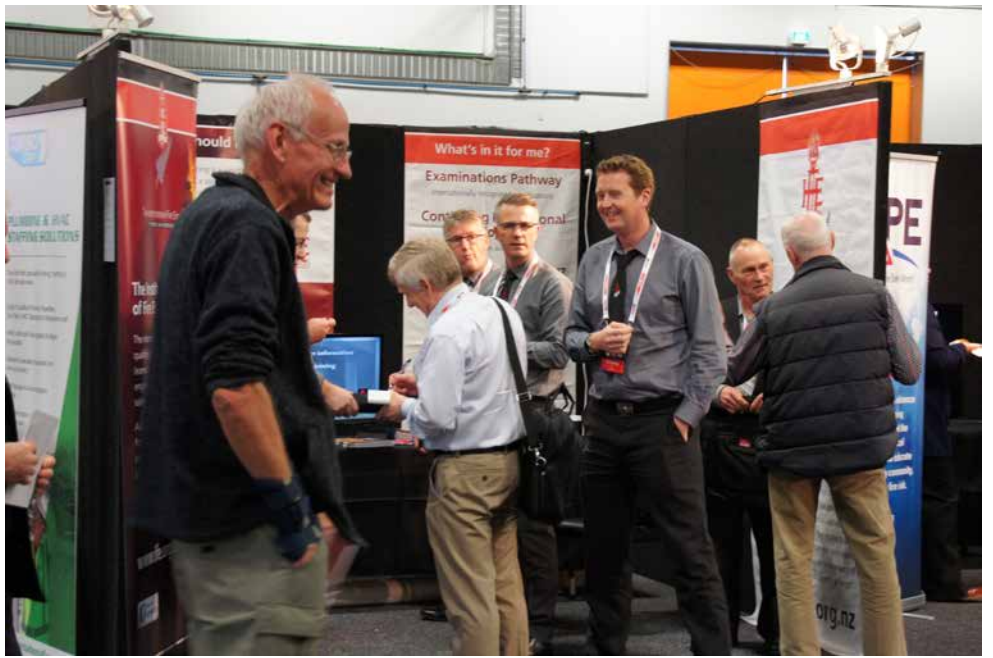


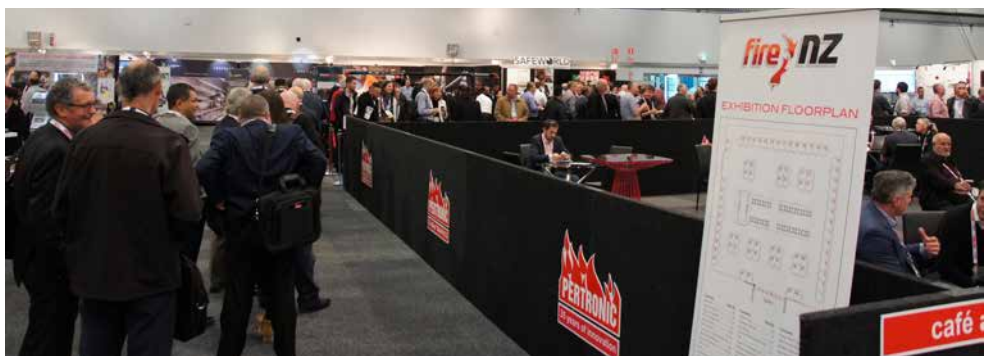
FPANZ Members 2016-2017

Financial Members of the Fire Protection Association of New Zealand current as of 30th June 2017

PLATINUM MEMBERS		<p>Chubb New Zealand New Zealand Fire Service Wormald Winstone Wallboards Ltd</p>	HONORARY LIFETIME MEMBERS		<p>Bob Taylor Ian Makgill Joe Rose John Powell</p>	<p>John Fraser Kevin Kennedy Ray Grant</p>	<p>Ross Aitken David Nathan David Prosser</p>
GOLD MEMBERS		<p>Ampac Pacific Ltd Argus Fire Systems Service Ltd FFP Canterbury Ltd (Fire Fighting Pacific) Fire Protection Inspection Services Ltd Fire Solutions Limited Firewatch New Zealand Ltd</p>	<p>First Fire Systems Ltd Guardian Alarms Ltd Nationwide Fire Protection Ltd Opus International Consultants Ltd Pacific Building Services Ltd Pertronic Industries Ltd Potter Interior Systems</p>	<p>PSL - Phillips & Smith Ltd South Pacific Fire Protection Ltd Steel & Tube Holdings Ltd Triangle Fire Protection Ltd Tyco New Zealand Ltd - Trading as - Tyco Fire Protection Products</p>			
SILVER MEMBERS		<p>Alan Wilson Insurance Brokers All About People Ltd Alliance Fire and Security Almak Ltd AON New Zealand Ltd Aquaheat New Zealand Ltd Armitage Systems Ltd Ask Metro Fire Limited AssetCare Ltd B & M Sprinkler Ltd BECA Carter Hollings & Ferner Ltd Boss Fire & Safety PTY Ltd BRANZ Ltd Competenz Compliance Fire Alarms Ltd Compliance Fire Protection Ltd</p>	<p>Engie Services ECL Group Compliance Services Ltd Ecoglo International Ltd Elite Fire Protection Fire & Mechanical Contracting Ltd Fire Control Services Ltd FFP Nelson Marlborough Fire Ltd Firepro Centabuild Ltd Fire Protection Compliance Ltd Fire System Maintenance Ltd HSM Group Ltd Hydroflow Distributors Ltd IANZ Kingspan Insulated Panels Limited RCR Building Products NZ Ltd Trading as -Metalbilt Doors</p>	<p>RedCrow Limited Passive Fire NZ Ltd Promat Australia Pty Ltd Property Brokers Compliance Ltd Protech Design Ltd Safety First NZ Ltd Select Alarms Siemens (NZ) Ltd Tansley Electrical Ltd Tech Group of Companies - Electrotech Controls Ltd Tycab NZ Limited Tyco New Zealand Ltd -Trading as ADT Fire Monitoring NZ UniFire Ltd Viking Sales & Services Ltd</p>			
BRONZE MEMBERS		<p>3M New Zealand Active Fire Consultants Ltd Actron Fire Services Ltd AFAM Ltd Affordable Fire Protection Ltd Alarm and Power Services Ltd Alarm New Zealand Ltd Allied Alarms Limited Allproof Industries NZ Ltd Argest Technical Services Babbage Consultants Ltd Ballard Consulting Beele Australasia Ltd Bondor NZ Ltd Brooks New Zealand Limited BSC Fire Protection Ltd Building & Fire Safety Ltd Building & Fire Services (2008) Ltd Capital Fire Extinguishers Ltd Central Fire Design Ltd CLC Consulting Group Ltd Complete Fire Protection Services Ltd Contego Systems Cosgroves Ltd CoveKinloch Building Compliance and Asset Management Limited CSD Sealing Systems (NZ) Ltd Eastland Fire Compliance & Locking Ltd Electrinet LTD Emergency Management Solutions Ltd Engineering Design Consultants Enlightened Solutions Ltd Fire & Building Compliance Ltd Fire and Safety Training Ltd Fire Corp Industries Ltd Fire Engineering Services Ltd Fire Equipment Hawkes Bay Ltd Fire Extinguishers Ltd Fire Group Consulting Ltd</p>	<p>Fire International (NZ) Ltd Fire Protection Services Ltd Fire Protection Technologies Ltd Fire Risk Management Fire Safety Equipment Ltd Fire Safety Net Ltd Fire Sprinkler Installations NZ Ltd Fire System Inspections Ltd Fireco Limited Firetech Training Ltd Factory Mutual Insurance Company Forman Building Systems Galbraith Engineering Ltd Global Fire Limited H.J Asmuss & Co Ltd Hills Building Technologies Hilti NZ Limited HomeSafe Limited Hudson Fire Inspections Ltd IAG New Zealand Ltd IceFire Protection iFire Protection Ltd James Hardie NZ JW Fire Equipment Services Ltd Laser Electrical Blenheim Loktronic Limited - ViTech Division Macdonald Barnett Ltd Mainland Extinguishers Marsh Ltd Masterguard Fire & Security Ltd Maximus Fire Ltd National Consultants Ltd National Fire Protection Ltd Nelson Alarms Ltd Norman Disney & Young Notifier Fire Systems Nova Evacuation Services Nova Flow-Tec Services Ltd NZ Fire & Compliance Ltd</p>	<p>Origin Fire Consultants Ltd Passive Fire Installations Ltd Passive Fire Protection Applicators Ltd Passive Fire Protection Ltd QBE Insurance (International) Ltd Red Alert New Zealand 2012 Ltd Redfire Systems Ltd Reliance Fire Protection Limited Rhino Fire & Security Ltd Richdale Fire & Security 2012 Ltd RJ Nelligan & Associates Ltd RYANFIRE Products Ltd Safeworld Security Specialists Ltd Shearer Contracting Ltd Skycity Auckland Ltd Smoke Control NZ Ltd Southern Fire Protection Ltd Southgate Fire and Safety SpecFire Spot On Fire Protection Ltd Steelguard Ltd Stephenson & Turner NZ Ltd Tag Safe Limited Tasman Tanks New Zealand Ltd The Connect Group The Fire Guys Ltd Trademark Design Ltd Ultra Fire Protection Utility Construction Services Ltd - Trading as - UCS Passive Fire Protection Vero Insurance NZ Ltd Victaulic Waitemata District Health Board Westland Fire Equipment Ltd Xfire Ltd t/a Crossfire Zone Architectural Products Ltd</p>			
INDIVIDUAL/SUBSCRIPTION MEMBERS		<p>Allan Armstrong Ansaar Hussain Bruce Brooking Craig Boyd David Thompson Ela Langford</p>	<p>Gareth Edwards Graham Ramsey Lusi Huang Melany Aiono Murray Crawford Paula Nicolson</p>	<p>Paul Clements Paul Walters Peter Thompson Peter Whitehead Phil Bolton Phillip Watkin</p>	<p>Phil Williams Reid Watson Ross Yeager Saskia Holditch Stephen Bradburn Steve Larkin</p>	<p>Thomas Miller Aaron Grey</p>	







FPANZ EVENTS CALENDAR 2018

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
1	New Year's Day						New FPA Membership Year 2018/2019 Starts						1
2	Day After New Year's Reserved			Easter Monday	Fire Australia 2018								2
3				Southland Anniversary						Board/Council Meetings		Westland/Chatham Island Anniversary	3
4						Queens Birthday							4
5			Get it Right Seminar Training AKL								SIG Meetings 8am PASSIVE 10am HOFFE 12pm INSP 2pm EVAC AUCKLAND		5
6		Waitangi Day	Get it Right Seminar Training WGTN					SIG Meetings 8am PASSIVE 10am HOFFE 12pm INSP 2pm EVAC AUCKLAND			SIG Meetings 8am CONTR 10am TRAIN AUCKLAND		6
7			Get it Right Seminar Training CHCH					SIG Meetings 8am CONTR 10am TRAIN AUCKLAND			Members Meeting Wellington		7
8											Members Meeting Christchurch		8
9					SIG Meetings 8am PASSIVE 10am HOFFE 12pm INSP 2pm EVAC AUCKLAND			Members Meeting Christchurch					9
10					SIG Meetings 8am CONTR 10am TRAIN AUCKLAND								10
11						SIG Meetings 8am PASSIVE 10am HOFFE 12pm INSP 2pm EVAC AUCKLAND							11
12		SIG Meetings 8am PASSIVE 10am HOFFE 12pm INSP 2pm EVAC AUCKLAND	Taranaki Anniversary	Members Meeting Christchurch		SIG Meetings 8am CONTR 10am TRAIN AUCKLAND							12
13		SIG Meetings 8am CONTR 10am TRAIN AUCKLAND				Get it Right Seminar Training AKL							13
14						Get it Right Seminar Training WGTN							14
15						Get it Right Seminar Training CHCH							15
16										Get it Right Seminar Training AKL	Canterbury Anniversary Day		16
17										Get it Right Seminar Training WGTN			17
18										Get it Right Seminar Training CHCH			18
19			Otago Anniversary							Hawkes Bay Anniversary			19
20		Members Meeting Wellington	Board/Council Meetings										20
21													21
22	Wellington Anniversary									Labour Day			22
23													23
24					Board/Council Meetings								24
25				Anzac Day								Christmas Day	25
26	Board/Council Meetings								FireNZ Conference & Exhibition 2018			Boxing Day	26
27													27
28											FPA Board & Council Plus AGM		28
29	Auckland / Nelson Anniversary									Marlborough Anniversary			29
30			Good Friday			FPA Membership Year 2017/2018 Finishes	Board/Council Meetings						30
31													31

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



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www.fireprotection.org.nz

