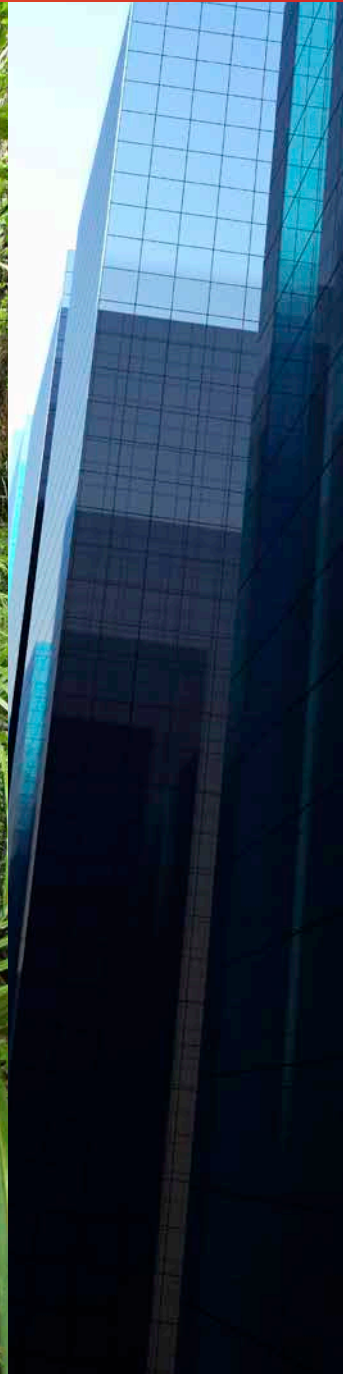


## Annual Report

2016





# Fire Safety isn't something you would take a gamble on, is it?

Next time you need advice, servicing, installation, or fire protection products, there's a simple way to ensure you are dealing with professionals with the relevant training, knowledge, ethics and responsibility critical to the safety of lives and the protection of property.

The way to ensure you are not taking an unnecessary gamble with lives, property, or fire safety is to **choose a member of the Fire Protection Association of New Zealand**.

**FPANZ members are proud to belong to an Association which:**

- Sets the standards for the Fire Safety Industry in New Zealand
- Ensures its members operate to professional Codes of Practice and Ethical Conduct
- Pursues continuous professional development for members and their staff
- Has established high-level formal relationships with the New Zealand Fire Service, Government agencies, International Fire Associations and the wider community
- Is active in the ongoing development and review of Fire Codes and Standards.

The Fire Protection Association of New Zealand (FPANZ) is a not-for-profit Incorporated Society governed by a constitution and Board of Directors, with its national head office based in Auckland. The Association is the voice of the industry and responsible for these key areas in the industry:

## **Code of Ethical Conduct**

Under the Association's constitution, all members and companies are bound to the Code of Ethical Conduct. Our members are committed to operating to best practice, and are accountable to the Association for their performance. All members are subject to a fully-documented complaints and disciplinary procedure.

## **Vetting**

All prospective new members of FPANZ must supply detailed information on their company, staff and market activities, including customer references. Additional background checks are also done, then all information is reviewed by the Board of Directors to establish that the applicant meets the requirements to become a member of FPANZ.

## **Insurance**

One of the other benefits of dealing with a member of FPANZ is that all members must carry a minimum of two million dollars in public and product liability insurance.

## **Promoting Industry Training and Education**

The Fire Protection Association of New Zealand works closely with key stakeholders: Competenz, FireTech, and its members to ensure the industry is providing continuous industry development and relevant training to staff.

## **Special Interest Groups**

FPANZ Special Interest Groups (SIGs) provide a forum for sub-groups of members to keep abreast of the latest issues affecting their particular discipline, and to ensure that sector-specific issues and concerns are addressed in a timely and professional manner.

*For more information or to confirm if your Service Provider is a FPANZ Member, visit our website [www.fireprotection.org.nz](http://www.fireprotection.org.nz)*

*or contact: Fire Protection Association NZ, Phone: +64 9 414 4450; Email [fpanz@fireprotection.org.nz](mailto:fpanz@fireprotection.org.nz)*

Fire Protection Association New Zealand

*To make sure you're not leaving it up to a game of chance, ask your service provider if they are a member of the Fire Protection Association of New Zealand.*





# 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.**

# Contents

A Message from our National President.....	5
A Message from our Executive Director.....	6-7
FPANZ Functions & Departments.....	8
- Training and Seminars	
- Industry Communications	
- FPANZ Events	
Special Interest Groups.....	9
Special Interest Groups Annual Reports .....	10-12
- Passive Fire Protection SIG.....	10
- Fire Evacuation Consultants SIG .....	11
- HOFFE SIG .....	12
- Inspectorate SIG.....	12
Attendance Record.....	13
<b>FINANCIAL STATEMENTS</b>	
for the year ended 30 June 2016.....	14-25
- Entry Information .....	14-15
- Statement of Service Performance .....	16
- Statement of Financial Performance .....	17
- Statement of Financial Position.....	18
- Statement of Cash Flows.....	19
- Notes to the Performance Report .....	20-23
- Independent Auditor's Report .....	24-25
FPANZ Council for 2016 - 2017 .....	26
FPANZ Membership 2016 - 2017 .....	27

## A Message from our National President

**I am pleased to provide our members with this year's President's Report for the 2016 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 (SIGs) are tabled, which provide further overviews to the areas of interest to members. However, our strategic direction taken to provide the reinvestment of funds over the last two years has seen continual operational improvements and member benefits.

We are growing as an organisation in areas of revenue, membership and profitable returns. It is encouraging to see the range of organisations both local and overseas who are 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.

Today FPANZ is deeply involved in the organising and management of FireNZ, and we have seen another year of improvements in the scope and delivery to 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 via the placement of our new CRM.

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. We are seeking new investment in this area to provide more benefits to listing other key product groups.

With the role of Executive Director now headed by Scott Lawson for the last 12 months, we have seen more evidence of process improvements and key points of focus in driving key relationships with those who remain engaged in the key areas of fire protection.

FPANZ has been very fortunate to have had the services of its new board and the support from Chris Orr within the Australian FPA, to work in key strategic areas.

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

The FPANZ Council and the Sector Industry Groups (SIG's) are the 'engine room' of the FPANZ. 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.

As we head into a new year, the world continues to see change with heads of state and the landscape of our country continuing to challenge our lives.

We continue to have close working relationships with other countries - particularly Australia where we have so much in common.

This has been my first 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 (2016)



## A Message from our Executive Director

**I would like to take this opportunity to update our members on the previous financial year and provide some insight into the direction of the association for the coming year.**

In this, my first year as Executive Director, I wanted to deliver some change and with it positive outcomes for members and key stakeholders. In compiling this report, I have had an opportunity to reflect on some of the challenges, changes and outcomes delivered over the past 12 months.

### **Building Key Strategic Relationships**

We have continued to develop and increase important strategic relationships with the Ministry of Business Innovation and Employment (MBIE) and the New Zealand Fire Service (NZFS). These are only two examples of the many strategic relationships on which we are working that will increase the value of the association in coming years. We are also improving our relationships with local government, Competenz and BRANZ, all of which will benefit the wider industry.

### **Ministry of Business Innovation and Employment**

We have gained representation on a number of fire-related projects and are seen as the 'go-to' source of subject matter experts in our field. Our goals are for our members to be represented in these forums and part of any future projects. It is also important that we share these opportunities around members and ensure FPA representatives carry the voice of all members to these projects. Some comments from Chris Rutledge, MBIE Fire Programme Project Leader:

"The relationship between MBIE and FPANZ has strengthened over the past 12 months, and we're very appreciative of the support FPANZ and its members have provided to the Fire Programme.

FPANZ has provided representatives for the working groups of the projects that make up the Fire Programme. The representatives were selected by the FPANZ Council from nominations from FPANZ members.

To solve the issues we're tackling, such as improving the quality of passive fire protection, it's imperative that MBIE draws on stakeholders' knowledge and experience to identify the root causes and develop solutions.

Our aim is to chart a clear direction for the future development of the fire regulatory system. FPANZ has greatly assisted in this by giving a voice to its members so they can provide the input we need."



### **New Zealand Fire Service**

We have continued to be actively supported in several key areas by the staff, management and facilities of the New Zealand Fire Service (NZFS). Again, we enthusiastically contribute where we can, and the engagement between members and all levels of the NZFS demonstrates the good relationship between us. Some comments from Todd O'Donoghue, National Advisor Fire Risk Management:

"I would like to take this opportunity to acknowledge and thank you for the working relationship we have had during the last 12 months.

I believe the relationship between the NZ Fire Service and FPA is growing from strength to strength and that we are building strong foundations to continue working in the best interests of the fire protection industry and more importantly the communities of New Zealand. The open and honest dialogue we have been able to have and the transparent way you have conducted the association business has been appreciated. Together with other key stakeholders in the fire industry, we look forward to the continued collaboration and productive relationships ahead."

### **FireNZ 2016**

The partnership between FPANZ, the Institution of Fire Engineers - New Zealand branch (IFE) and the New Zealand chapter of the Society of Fire Protection Engineers (SFPE) continues to help grow FireNZ, which unifies the whole fire protection industry once a year, an occasion seldom replicated elsewhere in the world.

FireNZ has continued to grow year on year, and 2016 was no exception: we broke several records. The trade show footprint increased from a previous best of 46 spaces to 70, with the addition of ten from the New Zealand Security Association (NZSA). The conference event also expanded to a 3-day programme to enable us to fit everything in. We also

ran a careers event as part of the conference, with the aim of attracting more youth to the industry. This was a great success, and we plan to repeat it next year.

I take great pride in the growth of FireNZ, and industry support is greater every year. The more support it gets, the more it delivers back to the industry.

## Business Process Review and Improvement

As part of continuing to deliver the association's key objectives and to reduce expenses, I conducted a full review of our operating expenses and internal processes and controls. With this process completed, I proposed the following changes, which the board accepted:

<b>Approved change</b>	<b>Completion date</b>
• Reduce costs by relocating to a shared office with NZSA:	<b>Jan 2017</b>
• Bring outsourced accounts payable and reporting functions back in-house:	<b>Jan 2017</b>
• Appoint an independent treasurer to the board:	<b>Complete</b>

These changes will enable us to operate more cost effectively, freeing up resources and creating a more flexible workforce that can respond well in times of peak demand.

This year I also introduced more transparent processes around the way people are selected to various committees and how SIG Chairs are elected. Clearly there is still room for improvement; however, our current processes are becoming better aligned with our constitutional rules. To my mind, this is an important step in ensuring every member of FPANZ has the chance to be heard and participate. I intend to continue to develop and fine-tune these more transparent processes.

## Industry Training

This year we were instrumental in Competenz securing the rights to use and distribute Fire Protection Association Australia's considerable training material. This partnership is key in the development of the new unit standards and will significantly reduce the time they will take to be developed. Training is critical in our industry, and we are now forming a training SIG and including a training industry representative on the national council. The intention behind these changes is to place greater emphasis on the development of this sector of the association.

## Summary

The association has continued to grow, and our membership numbers are steadily increasing each month, along with our brand recognition. We are approaching critical mass, whereby those who remain outside of the association are missing out on the influence we have with and the benefits we gain from key stakeholders within the industry.

In closing, I thank our members for their continued input and support. I also encourage you all to be active participants within the SIGs. Collectively, we strengthen our industry's voice and can continue to grow and evolve through strategic plans. My intention is to lead the association to become stronger and better resourced to work for the membership base, the industry and the wider community.

**Scott Lawson, Executive Director, FPANZ**

# FPANZ 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](http://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 2016 "**How Safe is Safe**" was the key theme and proven to be a successful event in Auckland's ASB Showgrounds with over 200 delegates and 70 exhibitors it proved to be a drawcard for visitors and those who have a keen interest in fire protection. With the support from IFE & SFPE we continue to see a bright future for the event in 2017 Auckland Fire NZ.

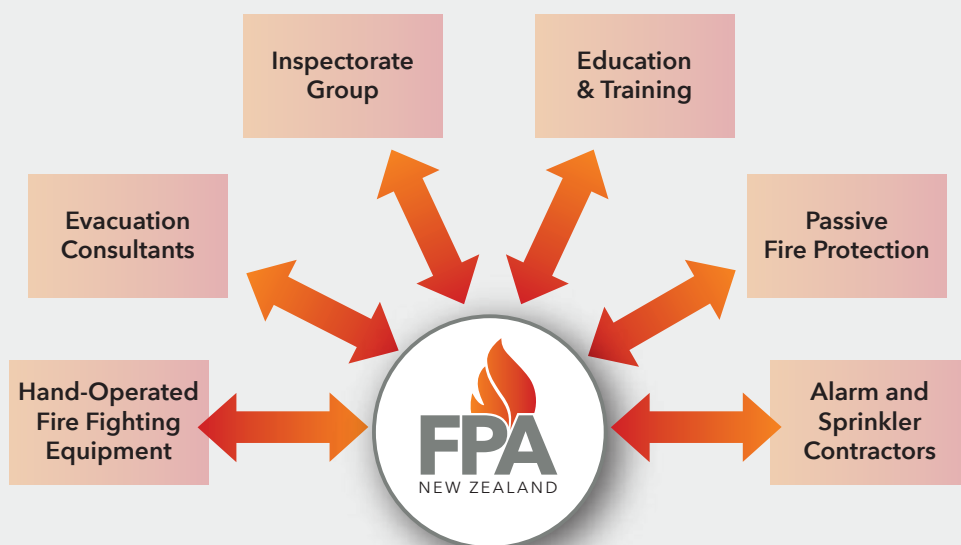


# Special Interest Groups

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
- › Education and Training (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.



## Passive Fire Protection SIG Report

The Passive SIG group has enjoyed great attendance at each meeting and collectively spent many hours inputting into improving the industry even though a good portion of the industry is still ignorant about passive fire protection requirements. The SIG group has mainly focussed on fire stopping of service penetrations which reflects the main area of concern. However during my time on many sites undertaking construction monitoring it is my belief that the group needs to broaden its scope to include other parts of passive fire protection.

### SIG Goals

In the past year, the SIG group has focussed on the following two goals:

#### 1. Training for FPA members

While the training was a success in many ways it did not reach fully the audience intended and not even all the spaces available were filled (40 in total over morning and afternoon sessions). The plan to take it nationally was not supported by suppliers / manufacturers due to cost versus potential benefit. Therefore, only two sessions were completed.

#### 2. Passive Guide

As many may recall this was initially an FPA initiative which was taken over by BRANZ (with FPA endorsement) as BRANZ had the resource and significant funds to complete the project with input from FPA.

Unfortunately, the draft documents for comment have not fully met the initial intention of the FPA SIG which was predominately for trades people who were installing fire stopping. Our concern is that the document will not achieve the desired result, however it has been a few months since the last draft so are hoping that the many hours of input by the SIG may result in some significant changes.

### MBIE Fire Review

A few members of the FPA were selected to represent the association for

- Passive Fire Protection
- Construction Monitoring
- Post Construction Monitoring (BWOFF)

Many hours have been gifted to help MBIE address the passive issues faced by the construction and BWOFF industries. This process is still ongoing with approximately two more meetings to go.



### Passive Tips

The requirement for content of the monthly newsletter comes faster than it should! With very little feedback I am hoping that someone reads them and the tips are useful to some! Any suggestions are welcome.

### Litigation

There have been more litigation cases this year in respect to leaky buildings that include claims of passive fire protection issues. Unfortunately, those who are often at fault have gone out of business or sometimes changed their business name as to allegedly avoid any claims. Many professionals are being caught up in the claims which has subsequently made signing a PS4 off for Passive Fire Protection a potentially risk for the future. As a Producer Statement Author, I have had a few calls to sign off fire stopping when the project has been completed! Hopefully the message is getting out that construction monitoring happens during construction and good planning is paramount.

I wish to thank the SIG Group members for their loyal attendance and input into the group. We are sincerely hoping that the outcomes of the Fire Reviews will mean positive results for correctly installed Passive Fire Protection which in turn makes buildings safer.

As the Christmas season is upon us I would like to wish all a happy Christmas and a prosperous new year.

**Ron Green**  
*Passive SIG Chair*



## Fire Evacuation Consultant SIG Report

**Evacuation Consultant Group - continuing professional activities aimed to create cross industry understanding over the past year.**

- Collectively the Evacuation Consultant Group (SIG) set two goals for the year 2016. One of these was to create greater exposure and awareness of our unique expert-contributions to the industry and wider community and foster a collaborative approach across the industry.
- The plan to achieve that was to develop a communication path with the help of FPANZ. A path chosen to achieve this was the annual NZ Fire Conference 2016, which offered cross industry expert presence in the audience and in the panel.
- Presenting panel; Jason King (Fire Engineer), Alby Yap (Architect), Jenny Maxwell (Evacuation Consultant) and Ela Langford, (Fire Safety Trainer & Evacuation Consultant).

The interactive session received positive feedback with a great number attending. This has been the first of its kind for the Evacuation Consultants special interest group (SIG) at such forum. A special thank you to the presenting panel for their time and contribution and to FPANZ for their support on behalf of the SIG and to the fantastic engaged audience.

- The Evacuation Consultant group also featured, represented by its chair in the NZFire Magazine, raising awareness for the need to understand legislative changes and its framework in the context of the work.
- Monthly FPANZ News Letters contributions, authored by the chair, have provided a significant opportunity and a useful tool in enabling continuous expert communication throughout the industry.
- MBIE Fire Review process and consultation have involved Evacuation Consultant expertise over the year and this is ongoing with further involvement to be likely.

It is my hope as a chair that these activities signal a beginning of a new and continuous willingness to foster a collaborative approach.

**Evacuation Consultant Group - continuing professional activities in relation to technical sessions as part of the continuing professional development**

- The presenters chosen for 2016 to share relevant expertise knowledge were:
  - Nicky Vaugham the Principal Consultant at Safety First HSW Ltd presentations covered some aspects of what the new laws say about risk mitigation and what are common hazards to be considered when identifying assembly areas.
  - Todd O' Donoghue the National Advisor for Fire Risk Management spoke on "Evacuation gone right and evacuation gone wrong". Todd shared from his rich repertoire in NZ Fire Service and offering relevant examples.

On behalf of the Evacuation Consultant Special Interest Group I like to thank both for their generosity in sharing their expertise.

**Progress - update on the development of a relevant Code of Practice for the Evacuation Consultants special interest group**

- The need to formulate a standard (in the absence of a standard, originally agreed upon has seen many phases and hours of consultation and review of the existing Code of Practice. This resulted initially in an adapted draft document and its consultation process. This draft document consisted of content from the existing Code of Practice and additional content, thought better to fit and serve as Code of Practice.
- A later round of review shifted the focused solemnly on the original Code of Practice document and this has been undertaken by the NZFS. The recommendations of NZFS and their legal adviser will be presented to Ela Langford in due course before further consultation with the wider group will commence.
- This process is expected to take some more time before a final Code of Practice release, guiding the Evacuation Consultant Group can be achieved. It is likely that a proposal for vote with the council and board can only be expected in the first quarter of 2017.

As the Chair and on behalf of the SIG, I again like to thank FPANZ for their support and contribution in developing a new draft document. I also take

*continued overleaf...*

# Special Interest Groups Annual Reports

## **Fire Evacuation Consultant SIG Report cont.**

this opportunity to thank the NZFS for their considerations and deliberations.

I strongly recommend that further evaluation concerning of the draft document, its value in creating a creditable industry arm, a sustainable future, and its usefulness in shaping a training model for the Evacuation Consultants be considered.

I know I have said this before and I take a risk by repeating my conviction, which is that; the industries future depends on it moving away from isolates thinking towards a collective approach. This enabling greater group cohesion across the industry and this in turn will result in enriched individuals and a vibrant industry of experts.

*Chair, Ela Langford*

## **Inspectorate SIG Report**

The Inspectorate SIG had very good turnout at our meetings during the first half of the year, The second half unfortunately seemed to lose momentum. We still have one inspection company (Hudson fire) not actively participating.

As a group, we have dealt with a number of technical issues around compliance to the various standards we work to. Some we have been able to clarify (AFAM CTU), Pertronic HDB-V detectors, others we are still working towards resolving.

### **Progress with Goals**

- **Training - helping the industry to up-skill.**
  - An Auckland based training on sprinkler and alarm inspections was held in conjunction with the Passive SIG training, penetration was limited but feedback appeared to be positive.
- **Communication - improving communication within the Inspectorates and getting information from the inspectorates to the industry.**
  - This is heading in the right direction with some lively debates taking place amongst the inspectorates, some well-received sessions with the Contractors group, as well as articles in the FPA newsletter.

We are about to engage with Auckland Transport with the view to setting up an industry standard for flow testing sprinkler systems during biennials on Grade 2 roads in and around city centers, an initial meeting is booked for the 6th of December with a view to setting this up for Auckland and then using the same template throughout the country.

*Regards*  
**Jason Godsmark**

## **HOFFE SIG Report**

### **HOFFE Special Interest Groups achievements in 2016**

- Survey completed and published
- Code of practise completed
- Halon recycling programme
- Commerce commission investigation into fraudulent service providers

- Halon recycling programme
- Code of practice submission to Council/Board
- Worksafe and Cylinder testing laboratory association involvement in 2017

### **HOFFE Special Interest Groups ongoing tasks for 2017**

- HOFFE survey findings education programme
- NZS4503:2005 amendments and funding

In summary the Special Interest group has completed regular meetings and made good progress in our industry, this will be my last report to the association as a new business demands more of my time in 2017. I would like to thank you all for the opportunity and support over the last 3 years, I will still be involved with the industry and attend meetings.



# Attendance Record FOR FPANZ BOARD/COUNCIL REPRESENTATIVES FOR 2016

FPANZ Council Members		25/2/16	19/5/16	21/7/16	22/9/16	17/11/16
Stephen Read	NDY	A	✓	✓	A	A
Geoff Cardale	Fire Protection Inspection Services	✓	S	A	A	Resigned
Geoff Willis	Metalbilt Doors	✓	✓	A	✓	A
Les Mellars	Active Fire Consultants	✓	✓	✓	A	✓
Richard Stewart	AFAM	A	✓	✓	A	A
Simon Nathan	Fire Security Services	✓	✓	A	T	S
Kevin Borley	AMPAC	✓	✓	A	A	A
Kris Tocker	Ultrafire	✓	A	✓	A	A
Michael Belsham	Ministry of Business, Innovation & Employment (MBIE)	✓	✓	✓	✓	✓
Rob Fenton	Pertronic Industries	✓	✓	✓	✓	✓
Chris Orr	Fire Protection Association Australia	✓	✓	✓	✓	✓
Ron Green	Passive Fire Protection Group	A	✓	A	✓	A
Ela Langford	Evacuation Consultants Group	✓	✓	✓	✓	A
Lance Hunt	HOFFE Group	A	✓	✓	✓	A
Jason Godsmark	Inspectorate Group	✓	✓	✓	✓	A
Trent Fearnley	Institute of Fire Engineers NZ Branch	A	A	S	S	✓
John Lucas	Insurance Council of New Zealand	A	A	A	A	A
Rob Saunders	New Zealand Fire Service	A	✓	S	✓	S
Geoff Merryweather	Society of Fire Professional Engineers (SFPE)	A	A	A	A	A
David Prosser	New Zealand Fire Equipment Manufacturers Association	✓	✓	✓	✓	✓

FPANZ Board Members		25/2/16	19/5/16	21/7/16	22/9/16	17/11/16
Scott Lawson	Executive Director	✓	✓	✓	✓	✓
Keith Blind	President	✓	✓	✓	✓	✓
Chris Mak	Vice President	A	✓	✓	✓	✓
David Nathan	Immediate Past President	✓	✓	✓	✓	✓
Sarah Nathan	Fire Security Services	✓	✓	A	A	A
Rob Fenton	Pertronics	✓	✓	✓	✓	✓
David Prosser	Tyco	✓	✓	✓	✓	✓
Paul Marshall	Wormald	✓	✓	A	✓	A
Chris Orr	Fire Protection Association Australia	✓	✓	✓	✓	✓

## Key

Present	✓
Apologies	A
Stand in sent	S
Teleconferencing	T

## FIRE PROTECTION ASSOCIATION (NEW ZEALAND) INCORPORATED

### ENTITY INFORMATION AS AT 30 JUNE 2016

---

Legal Name of Entity:	Fire Protection Association (New Zealand) Incorporated	
Other Name of Entity (if any):	FPANZ	
Type of Entity and Legal Basis:	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, and 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;
- (k) 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.
- (l) 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.



## FIRE PROTECTION ASSOCIATION (NEW ZEALAND) INCORPORATED

### ENTITY INFORMATION AS AT 30 JUNE 2016

---

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

- a) A Management Board ("Board")
- b) A National Council ("Council"), and
- 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.

#### 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 and 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 SFPE donating staff to assist with the running of the conference.

#### Contact details:

Physical address: 9c William Fickering Drive, North Harbour 0632

Postal address: Private Box 302-372, North Harbour

Phone/fax: Phone: +64 9 414 4450  
Fax: +64 9 414 5707

Website: [www.fireprotection.org.nz](http://www.fireprotection.org.nz)

## FIRE PROTECTION ASSOCIATION (NEW ZEALAND) INCORPORATED

### STATEMENT OF SERVICE PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2016

#### Description of the Entity's Outcomes:

- To act as the voice of the Fire Protection Industry.
- Management of Industry objectives as approved by the Board.
- Coordination of seminars and training programmes.
- Halon recovery and disposal project.
- Development and updating of Industry standards.
- Management of equipment registers.
- Management of conference and trade shows.

#### Description and Quantification of the Entity's Outputs:

	<u>Actual</u> This year	<u>Budget</u> This year	<u>Actual</u> Last year
Training seminars	2	4	2
Certification of EVAC consultants	5	2	2
Equipment register updates	1	1	1
Annual conference	1	1	1
Halon recovery for disposal	852kg	500kg	829kg
Special interest group meetings	30	30	25

#### Additional Output Measures:

- New growth membership
- MBIE representation in Building Code Projects
- Assist in development of new qualification with Competenz & NZQA.



# FINANCIAL STATEMENTS for the year ended 30 June 2016

## FIRE PROTECTION ASSOCIATION (NEW ZEALAND) INCORPORATED

### STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2016

In New Zealand Dollars

	2016	2015
	\$	\$
<b>Revenue</b>		
Advertising Income	2,625	9,805
Fire Alarm Equipment Register	25,522	25,871
Fire Contractor Certification	12,160	11,620
FireNZ Conference	337,998	233,971
Seminars Income	9,144	71,814
Income from Subscriptions	303,784	243,654
Halon Income	92,322	-
Other Income	7,310	6,492
	<u>790,665</u>	<u>903,227</u>
<b>Other Income</b>		
Interest Received	4,508	5,288
	<u>4,508</u>	<u>5,288</u>
<b>Total Revenue</b>	<b>795,373</b>	<b>908,525</b>
<b>Expenses</b>		
Finance Expenses	3 58,626	57,404
Personnel Expenses	4 208,991	282,590
Project Expenses	5 -	11,429
Operating Expenses	6 282,989	254,712
Administration and Other Expenses	7 86,960	144,086
Halon Expense	93,521	-
<b>Total Expenses</b>	<b>731,087</b>	<b>750,221</b>
<b>Net Surplus Before Tax</b>	<b>64,276</b>	<b>(141,696)</b>
Income Tax Expense	-	-
<b>Net Surplus After Tax</b>	<b>64,276</b>	<b>(141,696)</b>


The above statement is 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 2016 in New Zealand Dollars

	Note	2016 \$	2015 \$
<b>Current Assets</b>			
Bank Accounts and Cash		144,241	73,184
GST Receivable		17,891	14,842
Accounts Receivable	8	3,276	16,687
Prepayments		13,990	37,754
<b>Total Current Assets</b>		<b>179,398</b>	<b>142,467</b>
<b>Non-Current Assets</b>			
Fixed Assets	9	815	2,652
<b>Total Non-Current Assets</b>		<b>815</b>	<b>2,652</b>
<b>Total Assets</b>		<b>180,213</b>	<b>145,119</b>
<b>Current Liabilities</b>			
Accruals		30,465	27,712
Accounts Payable		30,773	42,778
Income in Advance	10	22,899	42,829
<b>Total Current Liabilities</b>		<b>84,137</b>	<b>113,319</b>
<b>Non-Current Liabilities</b>			
Provisions	11	11,164	11,164
<b>Total Non-Current Liabilities</b>		<b>11,164</b>	<b>11,164</b>
<b>Total Liabilities</b>		<b>95,301</b>	<b>124,483</b>
<b>Net Assets</b>		<b>84,912</b>	<b>20,636</b>
<b>Accumulated Funds</b>			
Accumulated Surpluses		84,912	20,636

For and on behalf of the Members

  
 \_\_\_\_\_  
 Keith Blind  
 Date 29-11-16.

  
 \_\_\_\_\_  
 Scott Lawson  
 Date 29/11/16

The above statement is to be read in conjunction with the accompanying notes and the Audit Report.

## FIRE PROTECTION ASSOCIATION (NEW ZEALAND) INCORPORATED

### STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2016 in New Zealand Dollars

	Note	2016 \$	2015 \$
<b>Cash Flows from Operating Activities</b>			
<b>Cash was received from:</b>			
Fees, subscriptions and other receipts from members		285,379	225,089
Receipts from providing goods or services		644,768	513,956
interest		4,508	5,298
Net GST		(36,693)	(12,776)
<b>Cash was applied to:</b>			
Payments to suppliers and employees		(826,905)	(817,508)
<b>Net Cash Flows from Operating Activities</b>		<b>71,057</b>	<b>(85,941)</b>
<b>Cash flows from Investing and Financing Activities</b>			
<b>Cash was applied to:</b>			
Payments to acquire property, plant and equipment		-	(2,726)
<b>Net Cash Flows from Investing and Financing Activities</b>		<b>-</b>	<b>(2,726)</b>
<b>Net increase/(decrease) in cash</b>		<b>71,057</b>	<b>(88,667)</b>
Opening cash		73,184	161,851
<b>Closing cash</b>		<b>144,241</b>	<b>73,184</b>
<b>This is represented by:</b>			
Bank Accounts and Cash		144,241	73,184

The above statement is to be read in conjunction with the accompanying notes and the Audit Report.



## FIRE PROTECTION ASSOCIATION (NEW ZEALAND) INCORPORATED

### NOTES TO THE PERFORMANCE REPORT FOR THE YEAR ENDED 30 JUNE 2016 In New Zealand Dollars

---

#### 1. STATEMENT OF ACCOUNTING POLICIES

##### **BASIS OF PREPARATION**

###### **Statement of Compliance**

The entity 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 assumptions 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 (\$).

###### **Significant Accounting Policies**

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

###### **(a) Goods and Services Tax (GST)**

With the exception of Trade Payables and Receivables and the Statement of Cash Flows, all items are stated exclusive of GST.

###### **(b) Income Tax:**

The incorporated society has charitable status and is exempt from Income tax.

###### **(c) 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.

###### **(d) Receivables**

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

###### **(e) Liabilities**

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

## FIRE PROTECTION ASSOCIATION (NEW ZEALAND) INCORPORATED

### NOTES TO THE PERFORMANCE REPORT FOR THE YEAR ENDED 30 JUNE 2016 In New Zealand Dollars

	2016	2015
	\$	\$
<b>2. Remuneration of Auditors</b>		
Audit Fee	<u>11,010</u>	<u>10,253</u>
<b>3. Finance Expenses</b>		
Audit Fee	11,010	10,253
Bad Debt(Recovered)	2,070	(8,021)
Depreciation	1,837	5,469
Bank Fees and General Expenses	4,021	5,674
Insurance	6,688	8,740
Secretarial & Accounting	<u>33,000</u>	<u>35,269</u>
	<u>58,628</u>	<u>57,404</u>
<b>4. Personnel Expenses</b>		
Salaries	115,870	208,889
Casual/Contract	<u>93,121</u>	<u>73,701</u>
	<u>208,991</u>	<u>282,590</u>
<b>5. Project Expenses</b>		
Consultancy Fees	<u>-</u>	<u>11,429</u>
	<u>-</u>	<u>11,429</u>
<b>6. Operating Expenses</b>		
Newsletters	7,944	2,872
Magazine	-	5,270
Seminars	6,032	35,325
Conference	250,054	189,544
Travel Expenses	6,559	10,385
Travel Expenses - Overseas	4,708	181
Fire Alarm Equipment Register	<u>7,702</u>	<u>11,135</u>
	<u>282,999</u>	<u>254,712</u>

## FIRE PROTECTION ASSOCIATION (NEW ZEALAND) INCORPORATED

### NOTES TO THE PERFORMANCE REPORT FOR THE YEAR ENDED 30 JUNE 2016 In New Zealand Dollars

#### 7. Administration and Other Expenses

Communication Expenses	3,669	13,878
Light, Heat and Power	1,634	19,023
Motor Vehicle Expenses	-	3,665
Postage	813	2,009
Printing and Stationery	9,288	12,020
Public Relations and Promotion	2,012	10,175
Subs Payable	5,956	7,758
Rent	18,414	16,774
Repairs and Maintenance	1,922	1,103
FPANZ Meeting and Activities	22,081	24,595
Website Maintenance and IT Expenses	15,450	25,190
Relocation Costs	239	7,402
Legal Fees	5,482	500
	<u>88,960</u>	<u>144,088</u>

<b>8. Accounts Receivable</b>	<b>2016</b>	<b>2015</b>
	\$	\$
Accounts Receivable	13,354	24,695
Provision for Doubtful Debts	(10,078)	(8,008)
	<u>3,276</u>	<u>16,687</u>

#### 9. Fixed Assets

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

2015	Cost	Depn	Accum Depn	Book Value
Plant and Equipment	51,366	5,469	48,714	2,652
<b>Total Fixed Assets</b>	<u>51,366</u>	<u>5,469</u>	<u>48,714</u>	<u>2,652</u>

<b>10. Current Liabilities - Income in Advance</b>	<b>2016</b>	<b>2015</b>
	\$	\$
Annual Subscriptions	19,747	14,570
FireNZ Conference	3,152	-
Halon Revenue	-	28,259
	<u>22,899</u>	<u>42,829</u>

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



## FIRE PROTECTION ASSOCIATION (NEW ZEALAND) INCORPORATED

### NOTES TO THE PERFORMANCE REPORT FOR THE YEAR ENDED 30 JUNE 2016

In New Zealand Dollars

	2016	2015
<b>11. Non-Current Liabilities - Provisions</b>	<b>\$</b>	<b>\$</b>
Sprinkler Standard 4541 Fund	3,876	3,876
BR Passive Fire Protection	5,643	5,643
Fire ME Sponsorship Fund	1,645	1,645
	<u>11,164</u>	<u>11,164</u>

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:

**i) 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.

**ii) 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.

**iii) Fire ME Sponsorship Fund:**

This represents funds put aside to fund scholarships for students.

**12. Capital or Lease Commitments**

There were no capital or lease commitments as at 30 June 2016 (2015: Nil).

**13. Contingencies**

There were no contingent liabilities as at 30 June 2016 (2015: Nil).

**14. Subsequent Events**

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

**15. Comparatives**

The prior year comparatives for expenses contained in the Statement of Financial Performance and Notes to the Financial Statements are those reported in the published 2015 Financial Statements. These prior year comparatives have not been amended to correct the miscoding classification of expenses contained in the 2015 Financial Statements given such a correction would not change the interpretation or assessment of the FPANZ's bottom line financial performance in these years.



## INDEPENDENT AUDITOR'S REPORT

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

### Report on the Financial Statements

We have audited the performance report of 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 2016, the statement of financial position as at 30 June 2016, and a summary of significant accounting policies and other explanatory information.

### Board's Responsibility for the Performance Report

The Board is responsible 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
- (c) for such internal control as the Board determines is necessary to enable the preparation of a performance report that is free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on the performance report based on our audit. 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), and the audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the performance report, 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 procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the performance report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the performance report 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the overall presentation of the performance report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

*We make it happen!*

Other than in our capacity as auditor we have no relationship with, or interests in, Fire Protection Association (New Zealand) Incorporated.

*Opinion*

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;
- (b) the performance report on pages 1 to 10 presents fairly, in all material respects, :
  - the financial position of Fire Protection Association (New Zealand) Incorporated as at 30 June 2016 and of its financial performance and cash flows;
  - the entity information; and
  - the service performance

for the year then ended in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit).

**Restriction on responsibility**

This report is made solely to the Board, as a body, in accordance with section 42F of the Charities Act 2005. Our audit work has been undertaken so that we might state to the Board those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Board as a body, for our audit work, for this report, or for the opinions we have formed.

*DFK Oswin Griffiths Carlton*  
DFK Oswin Griffiths Carlton  
Chartered Accountants  
29 November 2016  
Auckland, New Zealand



## FPANZ Council for 2016-17

<b>Executive Director:</b>	Scott Lawson
<b>President:</b>	Keith Blind
<b>Vice President:</b>	Chris Mak

### **ELECTED MEMBERS REPRESENTATIVES:**

<b>Stephen Read</b>	BECA
<b>Geoff Willis</b>	Metalbilt Doors - a Division of RCR Infrastructure
<b>Les Mellars</b>	Active Fire Consultants
<b>Richard Stewart</b>	AFAM
<b>Simon Nathan</b>	Fire Security Services
<b>Kevin Borley</b>	AMPAC
<b>Kris Tocker</b>	Ultrafire
<b>Michael Belsham</b>	Ministry of Business, Innovation & Employment (MBIE)
<b>Rob Fenton</b>	Pertronic Industries
<b>Chris Orr</b>	Fire Protection Association Australia

### **CHAIRS, SPECIAL INTEREST GROUPS:**

<b>Ron Green</b>	Passive Fire Protection Group
<b>Chris Mak</b>	Contractors Group
<b>Ela Langford</b>	Evacuation Consultants Group
<b>Lance Hunt</b>	HOFFE Group
<b>Jason Godsmark</b>	Inspectorate Group
<b>TBA</b>	Training Group

### **ASSOCIATED INDUSTRY GROUP REPRESENTATIVES:**

<b>Ron Green</b>	Association of Building Compliance
<b>Trent Fearnley</b>	Institute of Fire Engineers NZ Branch
<b>Rob Saunders</b>	New Zealand Fire Service
<b>Geoff Merryweather</b>	Society of Fire Professional Engineers (NZ Chapter)
<b>David Prosser</b>	New Zealand Fire Equipment Manufacturers Association

### **BOARD MEMBERS:**

<b>President:</b>	Keith Blind
<b>Vice President:</b>	Chris Mak
<b>Immediate Past President:</b>	David Nathan
<b>Appointments:</b>	Sarah Nathan
	Rob Fenton
	David Prosser
	Paul Marshall
	Chris Orr
	Treasurer - TBC

# FPANZ Membership 2016 -2017

## 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

- › Subscription
- › Individual

### Corporate Membership

- › Bronze
- › Silver
- › Gold
- › Platinum

### Organisation Membership

- › Bronze
- › Silver
- › Gold
- › 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](http://www.fireprotection.org.nz/about-us)





**Fire Protection Association New Zealand**

Private Box 302-372, North Harbour, Auckland

Ph: (09) 414 4450 | Fax: (09) 414 5707

Email: [fpanz@fireprotection.org.nz](mailto:fpanz@fireprotection.org.nz) | [www.fireprotection.org.nz](http://www.fireprotection.org.nz)

