

# Annual Report 2004—2005

# Fire Protection Association Australia

**The voice of Fire Protection – for the Community**



## Our Vision

FPA Australia aims, through education and representation to ensure the highest possible level of protection of life, assets and the Australian environment from fire and related emergencies.



## Mission

Our purpose is to work cooperatively with the community, governments, non-government organisations, and the fire protection industry for the continuous development of quality controls, services and products.



## Values

- |                 |   |
|-----------------|---|
| Integrity       | behaving ethically, acting with loyalty and honesty, and being prepared to express our views                |
| Independence    | being prepared to establish alliances, build trust and foster cooperation without showing favour            |
| Professionalism | an ongoing commitment to the continuous improvement in the delivery of quality fire protection and services |

## Fire Protection Association Australia Board of Directors 2004—2005



National President  
Chris Orr



Vice President  
Peter Johnson



Junior Vice President  
Sam Aloï



Director  
Barry Lee, OAM\*



Director  
Rob Llewellyn\*



Director  
Michael Kemmis



Director  
Roger Thomas



Director  
Graeme Thom

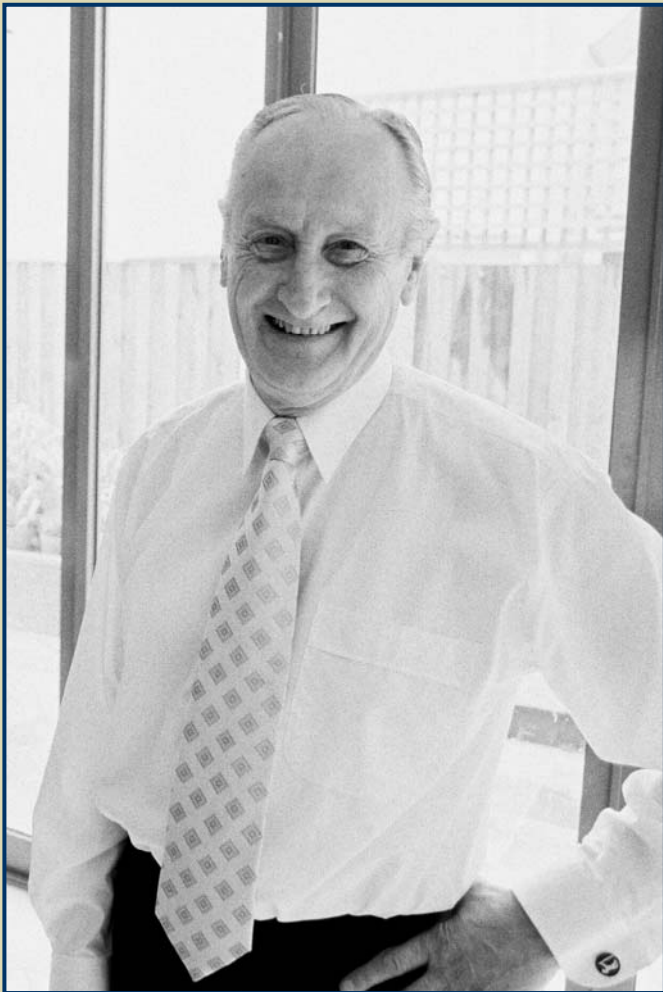


Director  
Frank Scarmacia

\*Honorary Life Member

**This FPA Australia Annual Report for 2004-05 is commemorated to Eoin George Shearer OAM.**

On 15 January 2005 the Australian fire safety fraternity was saddened with the sudden passing away of Eoin Shearer, Past President and Honorary Life Member of FPA Australia and colleague and friend to many.



Eoin worked as a part-time technical consultant in the national office of FPA Australia. Before joining FPA Australia he was Chief Surveyor of Fire and Accident Underwriter's Association of Victoria. Eoin's ability to assist members and others with the broad range of queries FPA Australia receives on codes, standards and other technical matters was second to none.

Eoin was a major contributor to work on Australian Standards. He chaired Standards Australia committees; FP-003 Fire extinguishers, FP-009 Fire hydrants, FP-019 Passive fire protection, ME-017 Storage and handling of flammable and combustible liquids and contributed to a number of other committees.

For his contribution to fire safety Eoin was awarded the Medal of Order of Australia (OAM). All his peers would have seen this honour being bestowed upon Eoin as recognition "well earned".

The large turnout from the fire protection fraternity that attended the funeral service

to pay their respects to Eoin and his family, wife Heather, daughters Nerita & Lysanne and son Roderic was testament to the high regard in which he was held in his profession.

Eoin has been sorely missed; he has left us without notice-but also left us with an indelible impression.



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## National Presidents Report 2004 – 2005

The past year has been another highly successful one for FPA Australia. We have seen strong growth in all aspects of the association's work. The record growth in membership at all levels is evidence of FPA Australia's relevance, the level of member services provided and recognition as Australia's Peak Fire Protection Association.

Whilst 2004 - 2005 has been a positive year for the FPA Australia it was marred by the sudden loss of one of its staunchest supporters - Eoin Shearer. To those that knew him well, Eoin was a personal friend to others a colleague, to others still he was that 'fella' you rang at the national office if you had a technical problem. His help, knowledge and experience were available to anyone that asked, and sometimes to those that didn't if he considered you were on the wrong track. That friendship, help, knowledge and experience is being missed. To Heather and the family I would again express, on behalf of everyone, our deepest sympathy.

June 2005 saw three significant outcomes for FPA Australia.

1. The signing in Boston, by our Executive Director Ross Hodge, of an MOU with the National Fire Protection Association (NFPA). We have long had a good working relationship with the NFPA however this MOU takes the relationship to a new level. FPA Australia is now in a position to "Australianise" the NFPA codes. Many of these codes have international recognition and/or address technical areas where no Australian Standard exists. The review process will involve significant work for our Technical Committees and the involvement of the wider fire safety community.
2. The election, at the Confederation of Fire Protection Association - Asia meeting in Hanover, of FPA Australia's director Mr. Robert Lewellyn as the chair of the Asia group. FPA Australia will also provide the secretariat. It is anticipated that the next meeting of the group will coincide with Fire Australia 2006 in Melbourne.
3. The finalisation of an MOU with the CSIRO CMIT Division providing for a continued and close working relationship between the two groups. CSIRO CMIT has taken over the responsibility for the SSL testing laboratory, including the Activfire Product Listing Scheme, which was first established in 1995 with the support of the association. FPA Australia actively supported the transfer of both the testing and listing to CSIRO CMIT. This MOU will provide the forum where the members, as key stakeholders, can work with the CSIRO to ensure appropriate testing facilities and product credentialing continue into the future. The Activfire scheme is looked upon by many certifiers and fire safety practitioners as an indicator of product performance. As such it provides an essential service to both practitioners and equipment providers

As indicated last year FPA Australia was appointed by the Department of Environment & Heritage (Australian Government) as the Industry Board and Implementation Agency under the new *Ozone Protection and Synthetic Greenhouse Gas Management Act*. 2005 has seen the role out commence, with a great deal of work being done by the national office staff to ensure the members are suitably licensed. This relationship with the Federal Government and the events of June 2005 reinforce FPA Australia's recognition both nationally and internationally.

Australia's leading fire safety publication, the Fire Australia Journal has continued to provide members with a key source of both technical and general information. 2006 is expected to see the expansion of this important publication. The editorial panel and the staff responsible for the publication are to be congratulated for the quality of the articles and the continuous improvement in this important publication.

The Technical Committees and Special Interest Groups have continued to be effective forums for members to contribute to the advancement of fire protection within Australia. The Bushfire Planning and Design SIG in particular has, from its beginnings in 2004, been very active in the establishment of a practitioner certification scheme with the first review panel set down for January 2006. The T/Cs and SIGs provide an important technical forum from which FPA Australia can establish best practice and provide input into the standards and codes development process. The T/Cs and SIGs continue make a significant and valuable contribution through their expertise, time and commitment.



FPA Australia's nominated representatives on Standards Australia Committees, selected from the T/Cs and SIGs, make an irreplaceable contribution to the Standards development process, with their numbers and input reflecting FPA Australia's position as a critical stakeholder within the development process. Input from the overarching National Technical Advisory Group (NTAC) has as usual this year been rock solid. Their role in co-ordinating the individual technical committees, and as the technical advisory committee to the board is vitally important.

Work on the establishment of a national competency framework and occupational licensing has continued this year with a white paper produced and circulated for comment. This competency framework and the practitioner certification schemes will set a performance benchmark for fire protection practitioners. Fire protection is a profession; recognised competencies coupled with the FPA Australia Code of Ethics and Code of Practice will ensure that FPA Australia members are recognised as competent professionals within their discipline. This work will continue in the year ahead.

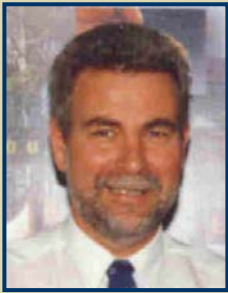
We have seen in the past year the capability of our national office increase markedly. Through the employment of additional and specialised staff, the upgrading of some facilities and the launch of our new web-site, our ability to provide services provided to the membership have increased while at the same time it has given the Association the resources to carry on the work needed. These improvements can only happen through the support of the membership.

The past year has been challenging but a highly successful one for FPA Australia. The year ahead promises more of the same. Our past successes and those we will no doubt experience in the future are as a result of the commitment and efforts of the members and staff of the Association. 2005 sees the time I stand down as national president of FPA Australia. The three terms I have had the privilege of being national president have been personally very rewarding, providing me with the opportunity for involvement not only with the membership, but the wider fire safety community. I have enjoyed working with a terrific level of support from the Board of Directors, Members and Staff.

I would like to thank the Board members for their stewardship and vision for the future of the Association; the national office staff for their dedication and professionalism and the state divisional committees for their efforts over the past year. The members who support their state committees, particularly those who take on the various office bearer responsibilities, make a vital contribution to the fire safety cause. Their input at a local jurisdictional level is important to the overall achievements of the Association. Again I must thank Ross Hodge our Executive Director, both personally and as President, for his commitment to both the Goals of the Association and its membership. To Mr. Peter Sutherland, who is retiring from the Board, a special thanks for your counsel and the many years of work on behalf of the Association.

Finally I would like to thank the membership at large for the support given to FPA Australia, this is your association. Some members can participate more than others but I would encourage all members to participate as best you can because like all such organisations the level of member participation drives the way forward. I look forward to your continued support for both FPA Australia and your new national president in the year ahead, that support will secure the continued achievements and growth of the Association

Chris Orr  
National President



## Year 2004 – 2005 in Review

### – From the Executive Directors Desk

#### National Office

The past year has been a total contrast to the previous year with a several new additions and a change in the staffing at the National Office of FPA Australia. Bob Scott joined FPA Australia in July as the Executive Officer, Ozone Protection. Bob is responsible for coordinating the Association's responsibilities in being appointed the implementing agency on behalf of the Australian Government to meet the legislative objectives of the Ozone Protection and Synthetic Greenhouse Gas Management Act 1989.

Frances Ludgate has commenced in a part time position with the Association in a membership/marketing role. In bedding down the new membership structure over the previous twelve months, the Board of FPA Australia identified a number of opportunities to increase the Association's membership. The skills and experience that Fran brings to FPA Australia have already contributed much to growth in the Association's membership through new marketing and promotional initiatives.

In March long term employee Amy Maney who was responsible for coordinating the annual Fire Australia Conference & Exhibition, seminars and Editor of the Fire Journal, left the Association. Amy made a significant contribution to FPA Australia and will be fondly remembered for the many successful events and journals she delivered to the members.

In March Natalie Lowerson joined the Association in the role of Events Manager and Editor of the Fire Australia Journal. In her first few months Natalie coordinated a successful Hazmat 2005 Conference and a successful Passive Fire and Smoke Containment Conference & Expo. Natalie has already demonstrated that the Association's events and Journal will continue to grow and be valued benefits for FPA Australia members.

While it was year of considerable change in the national Office of FPA Australia, it was nevertheless a year of continuing to move forward and working hard to enhance the benefits and services for members and providing professional representation in many forums. One important benefit was the introduction of an Insurance facility for emembers which is noted further on in this report.

FPA Australia featured in a Community Service Announcement (CSA) promoting the importance of installing and maintaining smoke alarms. The CSA was sponsored by Energiser Batteries and was screened on all the major television networks across Australia.





## Sales of Technical Resources



Members and other individuals and organisations continue to purchase their technical resources, books, standards, codes, videos, etc, through the Association. Each year a number of students join FPA Australia to take advantage of membership discounts in purchasing their books for the courses they are undertaking.

## Financials

The Association's financial position has continued to strengthen over the past year with another solid result for the reporting period. Overall income was up for the year and the final surplus was not as high as the previous year. Considering there was no income from a Fire Australia Conference & Exhibition during the reporting period, it was a very good overall result.

Audited statements of the financials over the past year are provided further on in this report.

## Fire Australia Conference & Exhibiton

For the first time in many years there was no Fire Australia conference & Exhibition held in past 12 months. The Board of FPA Australia had agreed to move the event away from the June/end of financial year and schedule it for August 2005. So while there would be no Fire Australia in 2004-05 reporting period the conference and Exhibition would still be held in the 2005-year.

## Seminars

The Passive Fire & Smoke Containment Conference & Expo



In August 2004 a very successful national seminar series titled: *Changes to AS1670 Fire Detection and Evacuation Systems - How Does It Affect Me?*

A one day Passive Fire and Smoke Containment Conference & Expo was held in Sydney in April 2005. The event was organised by FPA Australia in partnership with the Alliance for Smoke and Fire Containment. It was a very successful event with just on 200 registered delegates attending on the day.

Conducting seminars on new or revised Standards and Codes is an important function of the Association. Balancing the cost of attending, expenses and making a reasonable return for the input is always a challenge. FPA Australia tries very hard to make these events value for the cost of registration.



## Hazmat 2005



The annual HazMat Conference was held in Sydney 12-13 May at the Menzies Hotel. It was another well-attended and successful Event covering the latest directions and compliance requirements for chemicals, hazardous substances and dangerous goods. The annual HazMat conference continues to grow in numbers every year and has become an important event covering key issues in an important industry.

## Journals and Newsletters



The Fire Australia journal continues to be Australia’s premier fire safety publication. During the year a competition was announced to award prizes of a bottle of Penfolds Grange Heritage wine and Porsche Pen & Pencil Set for the best articles of the year as judged by the editorial panel. The awards for best articles were presented during the Fire Australia 2005 Cocktail reception. Congratulations must extend to Mr. Shan Raffel and Mr. John Rakic. Shan was awarded the bottle of Grange Hermitage for his article “Back draft - How to recognise it and respond safely - Part 2” from the May 2004 edition, John received a Porsche pen as the runner up, for his article “Smoke Containment and Control - Part 1” from the May 2005 edition. The introduction of the awards certainly contributed to many articles of a high standard being submitted for publication over the past year.



Regular editions of FireTalk newsletter were published throughout the year and two new ‘specialty’ newsletters were introduced. The Ozone Project that FPA Australia is conducting on behalf of the Australian Government introduced the “GasBag” newsletter to inform members of the development in the new regulatory framework for the management of ozone depleting substances (ODS) and synthetic greenhouse gases (SGG). The other new publication is called “The Burning Bush” which is the newsletter for the Bushfire Planning and Design Special Interest Group (BPAD-SIG).



## National Technical Committees

All of the Association's Technical Committees had a very active year. Most of the committees experienced growth in participation through the expansion of the Association's membership. All TCs had key issues to work on during the year with reviews being undertaken and the completion of a number of fire related standards.

The transfer of the Scientific Services Laboratory (SSL) activities to CSIRO, the new Ozone Legislation, the development of Logbooks for the new AS1851 Maintenance Standard, reduction in water pressure by authorities and the development of a technical bulletin regarding fire collars for floor wastes in response to the growing debate on fire collars.

During the year with a lot of input from TC representatives a discussion paper on Licensing & Accreditation for the Fire Protection Industry was released. Following input from the members and further refinement of the document it became a Position Paper. Occupational licensing & accreditation of fire safety practitioners will continue to be key issue for FPA Australia to address and show leadership on.

The National Technical Advisory Committee (NTAC) which all the TCs report to continued to provide overall guidance to the committees, the Board of Directors and the general membership of the Association on a range of important matters

## Special Interest Groups



The six FPA Australia special interest groups (SIGs) met at least twice over the course of the year. The new addition to the SIGs this year was Bushfire Planning and Development (BPAD-SIG).

Initial interest for the BPAD-SIG originated from NSW and over the course of a few months' interest in joining the new SIG came from nearly all states and territories. The establishment of BPAD-SIG was also responsible for a number of new members joining the Association and also the introduction of a new newsletter called the "Burning Bush".

There are now six FPA Australia Special Interest Groups covering, Marine, Aviation, Workplace Emergency Response, Training, Inspector/Certifiers and Bushfire Planning and Design.

## Standards Australia Committees

FPA Australia continues to have a very constructive relationship with Standards Australia providing a broad range of skills and experience across a number of standards committees. The Association now provides in excess of 70 representatives on standards committees who would in total provide a staggering amount of time and effort into the standards development process. The input through its members into the standards development process highlights the diversity, skills, experience and professionalism within the Association's membership base.



## Certification Programs

The first applicants for the FPA Australia Certification Practitioner Program in Workplace Emergency Response were received and certified. The WER Certification program has been a considerable time in the making and over the coming years will be promoted to both the providers of these services as well as user/consumers.

During the past year work developing a Certified Practitioner program for those who work in the fields covered under Bushfire Planning and Design (BPAD). The BPAD Special Interest Group established a sub committee and under the guidance of FPA Australia staff member Bob Scott made considerable progress on developing the Association's second certification program. The BPAD program will be launched in early 2006.

It is anticipated that the Association will continue to develop certification programs for several other sectors of industry that would benefit from recognising suitably credentialed practitioners.

## Training and Development



In both its capacity as a RTO and as a training and development consultant FPA Australia has continued to be actively involved in progressing training and qualifications within the fire protection industry.

Over the past year following the review of the Asset Maintenance Training Package, the Association has reviewed and upgraded its training materials and also introduced several additional new units.

FPA Australia Training and Research has also been actively involved in the development of the training packages for the categories of licences for the new Ozone Protection Legislation. Initially a scoping project was undertaken to identify the units of competence to support the six categories of Extinguishing Agent Handling Licences (EAHL). During the year a second stage of this project has seen the commencement of developing new and amending existing competency standards for each type of EAHL.

The training agenda for the fire protection industry is a huge challenge for all those involved while at times there is some frustration with progress in developing competency units or training materials it a very labour intensive and subsequently expensive process.

## International Affiliations

FPA Australia continues to be involved in the Confederation of Fire protection Associations International (CFPA-I) and an Asian sub group (CFPA-A). This year in May national President Mr Chris Orr past President Rob Llewellyn and the Executive Director Ross Hodge attended CFPA-I and CFPA-A meetings in Hanover Germany.

Following the Hanover meetings the Executive Director attended the NFPA World Safety Conference & Expo in the US. The weeks after the NFPA conference & Expo the Executive Director visited the NFPA headquarters in Boston and an MOU was signed that will provide FPA Australia the opportunity to develop Australian versions of NFPA Codes and Standards. This MOU will provide a lot of scope to develop documents where there is no equivalent current Australian Standard and has also cemented the relationship between the two kindred Associations.



## Directors Report

The directors are pleased to present their report on the financial statements for the financial year ended 30 June 2005 of Fire Protection Association Australia (“the Association”)

### Directors

The names, occupations and special responsibilities of the Directors in office at any time during or since the end of the year are:

Director	Occupation	Special Responsibilities
Barry Michael Lee OAM	Fire Protection Specialist	
Robert Kenneth Llewellyn	Fire Protection Specialist	
Peter Fredrick Johnson	Fire Safety Engineer	Senior Vice President
Christopher Charles Orr	Manager	National President
Peter Jay Sutherland	Company Director	
Sam Aloï	Fire Safety Engineer	Junior Vice President
Graeme Thom	Fire Services	
Roger Allan Thomas	Engineer	
Michael John Kemmis	Manager	
Frank Scamarica	Manager - Alternate for P. Sutherland	

### Principal Activities

The principal activities of the Association during the financial year

- The principal activity of the Association in the course of the financial year was to act as a non-profit technical and educational organisation to safeguard life and property against fire, and no significant change in the nature of those activities has taken place during that period.
- In the opinion of the Directors, the results of the Association’s operations during the financial year were not substantially affected by any item, transaction or event of a material and unusual nature.
- The Directors took reasonable steps before the Statement of Activity and Statement of Financial Position were made out to:-
  - Ascertain what action had been taken in relation to the writing off of bad debts and the making of provision for doubtful debts and to cause all known bad debts to be written off and adequate provision to be made for doubtful debts.
  - Ascertain whether other current assets would realise, in the ordinary course of business, the value as shown in the accounting records of the Association or to see that the unrealisable portion had been fully provided for it not already written off.



- At the date of this report:-
  - The Directors are not aware of any circumstances which would render the amount written off for bad debts or the amount of the provision for doubtful debts inadequate to any substantial extent.
  - The Directors are not aware of any circumstances which would render the values attributed to current assets in the accounts misleading.
  - No contingent liability has arisen since the end of the financial year.
  - The Directors are not aware of any circumstances not otherwise dealt with in the report or accounts which would render any amount stated in the accounts misleading. No contingent or other liability has become enforceable or is likely to become enforceable, within the period of twelve months after the end of the financial year, which, in the opinion of the Directors, will or may substantially affect the ability of the Association to meet its obligations as and when they fall due.
  
- In the interval between the end of the financial year and the date of this report, not item, transaction or event of a material and unusual nature has arisen which is likely in the opinion of the Director's, to affect substantially the results of the Association's operations for the next succeeding financial year.

## **Operating Results**

The net result of the Association's for the year of operation ending on 30 June 2005 was a surplus of \$39,624.

## **Dividends Paid or Recommended**

As a non-profit company limited by guarantee, the Association was established and currently operates wholly for not-for-profit purposes. In accordance with the restrictions of the constitution, no dividends are payable by the Association.

## **Review of Operations**

A review of the operations of the Association during the financial year and the results of the operations are as follows:

- The Association continued to operate satisfactorily during the year with no significant changes occurring.

## **Environmental Regulations**

No significant environmental regulations apply.

## **Significant Changes in the State of Affairs**

There were no significant changes in the state of affairs of the Association during the financial year.

## **Matters Subsequent to the End of the Financial Year**

There is at the date of this report no other matter or circumstances which have arisen since 30 June 2005 that has significantly affected or may significantly affect:

- (a) the operations, in financial years subsequent to 30 June 2005; or
- (b) the results of those operations; or
- (c) The state of affairs, in financial years subsequent to 30 June 2005, of the Association.



## Meeting of Directors

The following table sets out the number of meetings of the Association’s directors held during the year ended 30 June 2005.

### Full meetings of Directors

	Number eligible to attend	Number attended
C Orr	9	7
B Lee	9	9
P Johnson	9	7
R Llewellyn	9	6
P Sutherland	5	4
F Scamarcia (alternate for P Sutherland)	4	2
S Aloï	9	8
G Thom	9	5
M Kemmis	9	8
R Thomas	9	8

### Future Developments

The likely developments in the operation of the Association and the expected results of those operations in financial years subsequent to the year ended 30 June 2005 are as follows:

The performance of the Association is expected to be maintained over the next twelve months with no significant changes to operations.

### Directors Benefits

Since 30 June 2005 no director of the Association has received or become entitled to receive, a benefit (during the year ended 30 June 2005 or at any other time) with:

- (a) the Association, or
- (b) an entity that the association controlled or a body corporate that was related to the Association when the contract was made or when the director received, or became entitled to receive, the benefit.

### Auditor

The chartered accountancy firm Renshaw Dawson Lang (formerly Kimberley Smith Partners) have been appointed independent auditors of the Association in accordance with section 327 of the Corporation Act.

The report is made in accordance with a resolution of the Directors.



Chris Orr  
Director  
Date: 26 October 2005



Sam Aloï  
Director



## Directors Declaration

The Directors declare that:

1. the financial statements and notes comprising of the Statement of Activity, Statement of Financial Position, Statement of Cash Flows and Notes to and forming part of the financial statements:
  - (a) comply with Accounting Standards the Corporations Law; and
  - (b) give a true and fair view of the financial position as at 30 June 2005 and performance for the year ended on that date of the Association:
2. In the Directors opinion, there are reasonable grounds to believe that the Association will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Board of Directors.

.....  
Chris Orr  
Director

.....  
Sam Alo  
Director





## Statement of Activity

For the Year Ended 30 June 2005

ACTIVITY	2005 INCOME	EXPENSES	2005 NET PROFIT	2004 NET PROFIT
Membership Subscription	373,338	16,683	356,655	306,881
Sponsorship and Grants	-	-	-	10,000
Functions/Industry Events	29,018	13,156	15,862	(2,394)
Sale of Publications & Videos	165,834	127,847	37,987	48,488
National Conference	-	-	-	50,740
Ozone Protection (AGHG)	165,832	106,755	59,077	-
Seminars	297,574	183,301	114,273	99,162
FPA Australia Publications	35,991	53,798	(17,807)	(2,436)
Training and Consultancy	121,161	89,068	32,093	63,609
Accreditation Registration	10,166	1,858	8,308	6,988
Fire Awareness Week	40,000	29,447	10,533	(1,977)
Royalties	153	-	153	318
Interest Received	7,231	-	7,231	2,281
Sundry Income	30	-	30	(179)
WPI Project	-	6,091	(6,091)	(7,500)
Certification	2,567	387	2,180	15
Profit on Sale of Assets	181	-	181	5,104
ACA Cabling Provider Regs	87,823	14,548	73,275	57,855
<b>TOTAL INCOME</b>	<b>1,336,899</b>	<b>642,938</b>	<b>693,960</b>	<b>631,301</b>

ACTIVITY	2005 INCOME	EXPENSES	NET PROFIT	2004 NET PROFIT
Administration	-	121,654	(121,654)	(123,401)
Secretarial Services	-	7,399	(7,399)	(5,100)
Staffing Costs	-	436,997	(436,997)	(385,837)
Library Services	-	1,973	(1,973)	(3,612)
Technical Committees	-	11,295	(11,295)	(8,556)
Depreciation of Fixed Assets	-	29,830	(29,830)	(21,866)
Interest Paid	-	2,914	(2,914)	(2,680)
I.T Expenses	-	15,662	(15,662)	(10,688)
Audit Fees	-	5,526	(5,526)	(4,850)
Building Maintenance	-	7,950	(7,950)	(6,858)
International Travel Expenses	-	12,636	(12,636)	-
Donations	-	500	(500)	(1000)
<b>TOTAL OPERATING EXPENSES</b>	<b>-</b>	<b>654,336</b>	<b>(654,336)</b>	<b>(574,449)</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>1,336,899</b>	<b>(1,297,274)</b>	<b>39,624</b>	<b>56,852</b>



## Statement of Financial Position

As at 30 June 2005

	2005	2004
<b>Current Assets</b>		
<b>Cash</b>		
Cash on Hand	366	2,135
Cash at Bank - Operating Accounts	225,930	218,648
Cash at Bank - Investment Accounts	16,405	16,267
Total Cash at banks and on hand	242,701	237,050
Stock on Hand	42,113	50,073
Receivables	183,729	135,412
Prepayments	59,125	30,832
Unde posited Funds	2,848	6,177-
<b>Total Current Assets</b>	<b>530,516</b>	<b>459,544</b>
<b>Non Current Assets</b>		
<b>Property, plant &amp; equipment (WDV)</b>		
Land & Building	427,650	400,722
Fixtures & Fittings	2,707	3,456
Office Equipment	16,757	7,744
Software	54,143	5,335
Motor Vehicle	43,384	53,395
Total Property, plant & equipment (WDV)	544,641	470,652
Trademarks	750	750
<b>Total Non-Current Assets</b>	<b>545,391</b>	<b>471,402</b>
<b>Total Assets</b>	<b>1,075,906</b>	<b>930,946</b>
<b>Current Liabilities</b>		
Trade Creditors	116,194	217,860
Accrued Expenses	21,499	17,154
Membership Subscriptions received in advance	332,032	145,804
Lease Liability	8,239	8,239
GST/ FBT Liability	29,780	10,980
Payroll Provisions	42,695	33,981
Scholarship Fund	2,100	182
<b>Total Current Liabilities</b>	<b>552,539</b>	<b>434,200</b>
<b>Non-Current Liabilities</b>		
Conference Seed Money	5,000	5,000
LSL provision	-	4,851
Lease Liability	15,537	23,688
Lease Residual Payments	21,738	13,918
<b>Total Non-Current Liabilities</b>	<b>42,275</b>	<b>55,277</b>
<b>Liabilities</b>	<b>594,814</b>	<b>489,477</b>
<b>Net Assets</b>	<b>481,093</b>	<b>441,469</b>
<b>Presented by:</b>		
Retained Members' Funds	441,469	384,617
Current Year Surplus/(Deficit)	39,624	56,852
<b>Total Members' Funds</b>	<b>\$ 481,093</b>	<b>441,469</b>

**Statement of Cash Flows**

For the Year Ended 30 June 2005

		30 June 2005		30 June 2004
<b>Cash Flow relating to Operating Activities</b>				
Receipts		\$1,616,315	(a)	\$1,452,059
Payments		\$1,554,314	(b)	\$1,305,753
<b>Net Flow from Operating Activities</b>	Note 2	\$111,594	(c)	\$146,306
<b>Cash Flow from Investing Activities</b>				
Purchase of Non-Current Assets	(\$97,992)			(\$64,231)
Sale of Non-Current Assets	\$200			\$14,545
		(\$97,792)	(d)	(\$49,686)
<b>Cash Flow from Financing Activities</b>				
Reduction Lease Liability	(\$8,151)			\$7,820
Principal Reduction – MV	-	-	(e)	\$27,675
		(\$8,151)		\$35,495

<b>Net Cash Inflow/ (Outflow)</b>		<b>\$5,651</b>	(f)	<b>\$132,115</b>
<b>plus Cash Balance (Beginning)</b>		<b>\$237,050</b>	(g)	<b>\$104,935</b>
<b>Cash Balance (End)</b>	Note 1	<b>\$242,701</b>	(h)	<b>\$237,050</b>

**Note 1****Reconciliation of Cash Balance**

Cash on Hand		\$366		\$2,135
Cash at Bank	-Operating A/C	\$225,930		\$218,648
	-Investment A/C	\$16,405		\$16,267
		<b>\$242,701</b>		<b>\$237,050</b>

**Note 2****Reconciliation of Net Cash Provided by Operating Activities to Operating Profit**

Operating Profit		\$39,624		\$56,852
Add back non-cash expenses				
- Depreciation	\$29,830			
- Loss on Sale of Fixed Assets				
- Profit on Sale of Fixed Assets	\$181			
- Provision Stock Obsolesce	-			
- Payroll Provision (eg.L.S.L.)	\$3,863			
		\$33,874		\$32,747
Add/Deduct Operating Flows on Balance Sheet				
- Debtors	(\$48,317)			
- Inventory	\$7,960			
- Creditors	(\$108,822)			
- FBT Provision	\$19,451			
- Accrued Expenses	\$4,642			
- Funds received in Advance	\$188,146			
- Prepayments	(\$24,964)			
		\$38,096		\$56,707
<b>Cash Flow from Operating Activities</b>		<b>\$111,594</b>		<b>\$146,306</b>



## Notes to and forming part of the Accounts

### 1. Summary of Significant Accounting Policies

The financial statements of the Association have been prepared as a special purpose financial report for distribution to the members for the purpose of fulfilling the directors' financial reporting requirements under the Corporations Act.

The financial statements have been prepared in accordance with applicable Australian Accounting Standards and the disclosure requirements of the Corporations Law. The Association has determined that it is not a reporting entity as defined by the Statement of Accounting Concepts SAC 1 and consequently Australian Accounting Standards do not have mandatory application. However, the directors consider that the financial statements of the Association have been prepared in accordance with applicable Accounting Standards to the extent that they coincide with the accounting policies described herein

- (a) Accrual Accounting and Historical Cost Convention**  
The financial statements have been prepared in accordance with the accrual basis of accounting, based on historical costs convention which does not recognise changes in levels of prices.
- (b) Income Tax**  
The Association is exempt from paying income tax in accordance with Section 50-5 of the Income Tax Assessment Act.
- (c) Inventories**  
Inventories are measured at the lower of cost and net realisable value. The costs of stock include material costs, labour costs and an appropriate proportion of fixed and variable overheads.
- (d) Property Plant And Equipment**  
Property plant and equipment are recorded at cost except where stated. All fixed assets are depreciated at rates so as to allocate their cost over their estimated useful lives.
- (e) Impact of Adoption of Australian Equivalent to International Financial Reporting Standards (AIFRS)**  
The association is preparing and managing the transition to Australian equivalent to International Financial Reporting Standards (AIFRS) effective for financial years commencing from 1 January 2005. The adoption of AIFRS will be reflected in the association's financial statements for the year ending 30 June 2006. On first time adoption of AIFRS, comparatives for the financial year ended 30 June 2005 are required to be restated. Any AIFRS transitional adjustments will be made retrospectively against retained profits at 1 July 2004. The association's management, along with its auditors, are assessing the significance of the expected changes and are preparing for their implementation.  
The audit committee is overseeing and managing the association's transition to AIFRS. While the impact of the above has not as yet been reliably estimated it is the expectation of the directors that there will be no key material differences in the association's accounting policies on conversion to AIFRS.
- (f) Provision for Employee Entitlements**  
Provision has been made for employee entitlements (annual leave and long service leave) at 30<sup>th</sup> June 2005 according to the estimated amounts due to the appropriate employees. Long Service leave is provided in respect to employees who have completed more than 7 years service. This provision is recorded as a non-current liability until the employee has completed 10 years service after which time it is reflected as a current liability.
- (g) Superannuation**  
Contributions are made by the Association to an employee superannuation fund and are charged as expenses when incurred. The Association has no legal obligation to provide benefits to employees on retirement.
- (h) Accounts Disclosure**  
Corporations Act requires certain terms to be used in financial statements. The directors are of the opinion many statutory terms are not appropriate to the nature of the Association's activities. For example they have replaced the term "shareholder's equity" with the term "accumulated funds" the words "profit & loss account" with "Statement of Activity" the words "balance sheet" with "Statement of Financial Position" and the words "operating profit" with "surplus".
- (l) Members' Guarantee**  
Each member of the Association has guaranteed to contribute to the assets of the Association in the event of it being wound up, to the extent of \$10.00.



# Auditors Report

## INDEPENDENT AUDIT REPORT TO THE MEMBERS OF FIRE PROTECTION ASSOCIATION AUSTRALIA

### Scope

We have audited the Special Purpose Financial Report of Fire Protection Association Australia for the financial year ended 30 June 2005 comprising the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to and forming part of the Financial Statements and the Directors' Report. The Association's directors are responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the company.

The financial report has been prepared for distribution to members for the purpose of fulfilling the directors' financial reporting requirements under the Corporations Act 2001. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements and statutory requirements so as to present a view which is consistent with our understanding of the company's financial position, and performance as represented by the results of its operations and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

### Independence

In accordance with ASIC Class Order 05/83, we declare to the best of our knowledge and belief that the auditor's independence declaration, has not changed as at the date of providing our audit opinion.

### Audit Opinion

In our opinion, the Special Purpose Financial Report of Fire Protection Association Australia is in accordance with:

- (a) the Corporations Act 2001, including:
  - (i) giving a true and fair view of the Association's financial position as at 30 June 2005 and of its performance for the year ended on that date; and
  - (ii) complying with Accounting Standards and the Corporations Regulations 2001; and
- (b) other mandatory professional reporting requirements in Australia

Kimberly Smith Partners  
Chartered Accountants

26<sup>th</sup> October, 2005  
Blackburn, Victoria

Kimberly C Smith, FCA  
Registered Company Auditor



**RENSHAW  
DAWSON  
LANG**

**Chartered  
Accountants**

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Incorporating the practice of  
**Kimberly Smith  
Partners**

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Max K. Dawson CA  
Robert J. Hurrell FCA  
Fraser W. Holt CA  
Joel L. Hernandez CA  
Anthony J. Dunstan CA

**CONSULTANTS:**  
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**AUDITOR'S INDEPENDENCE DECLARATION UNDER SECTION 307C OF THE  
CORPORATIONS ACT 2001**

I declare that, to the best of my knowledge and belief, during the year ended 30 June 2005 there have been:

- (i) no contraventions of the auditor's independence requirements as set out in the Corporations Act 2001 in relation to the audit; and
- (ii) no contraventions of any applicable code of professional conduct in relation to the audit

Kimberly C Smith  
Kimberly Smith Partners  
Chartered Accountants

26<sup>th</sup> October, 2005  
Blackburn, Victoria



## Key Personnel – As at June 2005

### Board of Directors

Mr Christopher Orr	National President
Mr Peter Johnson	Senior Vice-President
Mr Sam Aloï	Junior Vice President, Chairman of Finance/Membership Committees
Mr Robert Llewellyn	
Mr Frank Scarmacia (Alternate for Peter Sutherland)	
Mr Barry Lee, OAM	Chairman of Membership Committee
Mr Graeme Thom	
Mr Michael Kemmis	
Mr Roger Thomas	

### State Committees

State	Chairman	Secretary/Executive Officer
NSW	Mr Stephen Birch	Mr Darryl Leggett
Victoria	Mr Norman Winn	Mr Robert Bell (Hon Sec)
Queensland	Mr Ray Mergard	Mr Eon Radley
South Australia	Mr Pat Ryan	Mr Craig Taylor
Western Australia	Mr Tony Westall	Ms Tania Longman (Sec)
Tasmania	Mr Ken Hammond	Ms Kelly Marriot

### Technical Committee Convenors

Mr Barry Lee, OAM	National Technical Advisory Committee
Mr Kjell Jawerth	TC/2 - Detection and Alarm Systems Committee
Mr Roger Casey	TC/3 - Portable Equipment Committee
Mr Roger Thomas	TC/4 - Sprinkler and Hydrant Committee
Mr Brett Staines	TC/11 - Special Hazards Committee
Mr John Rakic	TC/18 - Passive Fire Systems Committee

### National Office Staff

Mr Ross Hodge	Executive Director	
Mr Robert Sutcliffe	Manager - Sales & Membership	
Mrs Amy Maney	Manager - Conference & Administration	July 2004 - March 2005
Ms Natalie Lowerson	Manager - Events & Journal	Commenced March 2005
Mrs Ann Harris	Administrative Assistant	
Mr Eoin Shearer	Technical Consultant	
Mr Vic Percival	Technical Consultant	Commenced May 2005
Mr Justin Lange	Technical Officer	
Ms Virginia Krumins	Training & Research Officer	
Mr Graeme Swan	Accountant	
Ms Fran Ludgate	Marketing	
Ms Julie Spencer	Administrative Assistant	
Mr Robert Scott	Executive Officer - Ozone Protection	