

The Voice of Fire Protection
for the Community



2009—2010 Annual Report

Our Vision

FPA Australia aims, through excellence in education and representation, to promote the protection of life, assets and the environment from fire and related emergencies.

Mission

Our purpose is to work cooperatively with all governments, corporate and community organisations for the continuous improvement in standards, legislation, education, products and services.

Values

The Values that guide FPA Australia are:

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 products and services.



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Message from Our National President

The past year has again been a successful one for FPA Australia; we have seen strong growth in all aspects of the association's work. We have experienced a continued growth in membership at all levels and an increased member involvement. From time to time we ask the question; why join FPA Australia? Often the response includes, "I want to use the logo". This in itself is evidence of FPA Australia's relevance and its recognition as Australia's Peak Fire Protection Association.

The association continues its international involvement through active participation in both the Confederation of Fire Protection Associations – International (CFPA-I) and the Confederation of Fire Protection Associations – Asia (CFPA-A) groups. Mr. Robert Llewellyn, previous director and national president of FPA Australia, continues as chair of the CFPA-A with FPA Australia providing the secretariat to the Asia group. This year we signed a Memorandum of Understanding with the Korean Fire Safety Association to work together and exchange information. Linkages like these provide for the exchange of ideas, a forum for a co-operative approach to fire protection and an opportunity for members to participate in the Asia region in particular.

An outcome of the Federal election has seen a change in name for the Australian Government - Department of the Environment, Water, Heritage and the Arts (DEWHA) to the Department of Sustainability, Environment, Water, Population and Communities (DSEWPaC). While this has seen some changes to the responsibilities of the department, its core responsibilities to the environment, and in turn its partnership with FPA Australia and its commitment to the industry, remain strong.

The Ozone Depleting Substances & Synthetic Greenhouse Gas (ODS & SGG) licensing roll out continues with a great deal of work being done by our national office staff to ensure an awareness of the requirements to be licensed. Our training group, assisted technically by members, continues to develop the technical competencies that underpin the ODS & SGG licensing scheme. The efforts of Carlos Santin in continuing to manage this important relationship needs to be acknowledged; as does the continued efforts of the members who make up the Fire Industry Board (ODS & SGG).

We have introduced the new E-newsletter "FireSignals" as a way of staying in touch with members on a more frequent basis. This combined with other specialist publications; Hazmat, FireTalk the Burning Bush and GasBag continue to provide members with a valuable source of information. Australia's leading fire safety publication, the Fire Australia Magazine, has continued to grow providing members with a key source of both technical and general information. Our partnership with Institution of Fire Engineers Australia (IFE), Australasian Fire and Emergency Services Authorities Council (AFAC) and the Bushfire Cooperative Research Centre (Bushfire CRC) provides a wider scope for content. 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.



This year we reviewed the membership structure to ensure our growing membership and the diversity of member interests can be accommodated; that membership represents value for money and an opportunity for participation is provided. The new structure provides a better definition of the membership level and entitlements.

This year we also conducted a periodic review of our technical committee structure to ensure continued relevance. We have expanded the number of Technical Advisory Committees (TACs) to cover areas such as bushfire and training. The TACs and Special Interest Groups (SIGs) have continued to be effective forums for members to contribute to the advancement of fire protection within Australia. The TACs and SIGs provide an important technical forum from which FPA Australia can establish best practice and input into the standards and codes development process. Members of the TACs and SIGs continue to make a significant and valuable contribution through their expertise, time and commitment.

We have some 260 individuals involved in TACs and SIGs with an estimated in kind contribution of \$750,000.00 per annum. The body of technical expertise that resides in our technical committees is unquestionable and I would like to thank those members, and employers who support their staff, for their participation. From a commercial sense the value of the investment in time and money for participation is sometimes questioned. But I would suggest participation is an important investment not only for 'the now' but also for 'the future'. Input from the overarching National Technical Advisory Committee (NTAC) has, as usual, been rock solid this year. NTAC's role in co-ordinating the individual technical committees, and as the peak technical advisory committee to the board, is vitally important.

FPA Australia's nominated representatives on Standards Australia Committees, selected from the TACs and SIGs, make an irreplaceable contribution to the Standards development process. Their numbers and contribution reflect FPA Australia's position as a key stakeholder within the development process.

Work on the establishment of a national competency framework has continued this year. The credentialing of practitioners in the fire protection discipline remains one of the association's highest priorities. Our learning and development team continues to work on what we hope to be nationally endorsed competencies. These competencies coupled with the association's status as a Registered Training Organisation (RTO) will lead to the provision of better training and certification of fire safety practitioners. 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.

The past year has been challenging but a highly successful one for FPA Australia. The year ahead promises more of the same. Our operational results show the association is in a strong position financially. This year we celebrate our 50th year anniversary and we took ownership of our building at Box Hill; a \$1.5m asset for the association.

I would like to thank the Board members for their stewardship and vision for the future of the Association; Scott Williams for taking up the challenges and making them his own, his national office team for their dedication and professionalism and the state divisional committees for their time and efforts.

Finally I would like to thank the membership at large for the support given to FPA Australia, I stand down as National President this year, and it has been a privilege to have held this position. I have enjoyed working directly with a great many of the members and do appreciate the level of support I have received from the Board of Directors, Members and Staff.

I will finish as I always do - this is member association representing the members at a state, national and international level. Some members can participate more than others but I would encourage all members to participate as best they can, even if only via email. Like all membership based organisations the level of member participation, supported by the national office, drives the way forward. I look forward to your continued support for FPA Australia in the year ahead, that support will secure the continued achievements and growth of the Association.



Chris Orr
National President



Message from the Chief Executive Officer

This year marked a very special occasion within FPA Australia with the celebration of our 50th anniversary since being founded in Melbourne in May 1960 under the guidance of the late Harry Marryatt.

This year was been a wonderful opportunity to reflect on the tremendous history of the association and how far we have progressed as an organisation, as well as the challenges we have faced along the way and the molding of the association to what it is today as the preeminent fire safety organisation within the fire protection industry.

To celebrate this milestone, various commemorative celebrations took place around the country including dinners and forwarding of special commemorative gifts to each and every member in recognition of their support.

Throughout the past 50 years, our focus has always been on our members and we are continually looking at ways to enhance and improve membership benefits. We will continue to review the scope and direction of our activities and adapt and broaden these to meet the current demands more effectively to meet new challenges and satisfy increased expectations of all stakeholders.

To ensure we continued to offer value for money to our members, considerable work took place throughout the early part of 2010 to completely restructure our membership benefits framework which will be introduced on the 1st July 2010. This included the consolidation of Student, Retired and International membership categories into a new Associate category and the introduction of a new Corporate Bronze category to replace the previous Corporate.

Not only did this work streamline and simplify our membership offering, many new benefits were introduced including a website listing for Corporate Bronze members, educational vouchers across all levels of the membership, Qantas Club discounts to all levels except Associate level and also a whole suit of other value added benefits.

The restructure of our membership was also the result of completely restructuring the associations Technical Charter in the way our Technical Committee's, now known as Technical Advisory Committee's (TAC's) and Special Interest Groups (SIG's) operated. Several new TAC's were created increasing the total amount of TAC's to 11. This included the introduction of Maintenance TAC1, Emergency Planning TAC17, Fire Safety TAC18, Bushfire Safety TAC20, Tunnels TAC23 and Training TAC/T.

New representation guidelines were also introduced where eligible members could become Corresponding Members. This introduced a one page summary report of the various activities of the TAC which could be supplied to non-attendees. Part of the restructure of the TAC's and SIG's also introduced revised rules of operation and governance of the TAC's and SIG's.

One of the other significant developments in 2009/2010 was in November 2009, when FPA Australia signed a four year contract with two (2) year options to continue operating as the implementing agency for those parts of the Ozone Protection and Synthetic Greenhouse Gas Management Act 1989 that relate to the fire protection industry.

As part of the contract with the Department of Sustainability, Environment, Water, Population & Communities (DSEWPaC) the Fire Protection Industry (ODS & SGG) Board has developed new learning and assessment materials which support the national competencies listed within The Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995. These learning and assessment resources will provide an opportunity for technicians to enhance their skills, while also obtaining a qualified persons licence. Through licensing, we are not only improving the level of expertise within the fire protection industry, we are also ensuring our commitment to reducing the hole in the ozone layer.

The fire protection industry will continue to take a leadership position in achieving substantial reductions in the emissions of ozone depleting and synthetic greenhouse gases while actively promoting compliance with all provisions of the legislation.

The cooperation between FPA Australia and the Australian Government serves as a valuable model for cooperative partnerships between FPA Australia member companies and the Australian Government. This engagement serves also to highlight the extremely positive light in which FPA Australia is held by regulators around the country, across state and federal governments.

We look forward to continuing our successful partnership with the Department of Sustainability, Environment, Water, Population & Communities while actively promoting industry's products, services and knowledge.

Many members from all over Australia also attended Fire Australia 2009 which was held this year in Hobart Tasmania. The program was reduced to 2 days as a direct result of the concerns held immediately following the Global Financial Crisis and what appeared to be tougher trading times for some of our members. The two day format proved to be very successful with strong Sponsorship and we were very encouraged by good attendance and positive feedback. We look forward to Fire Australia 2010 to be held on the Gold Coast.

This year also saw considerable focus within the Learning and Development area of the association where FPA Australia operates a Registered Training Organisation (RTO). A tremendous amount of effort and consultation occurred to assist members with units of competency to support both Ozone Depleting Substances and Synthetic Greenhouse Gases Licensing requirements, Building Services Authority QLD Occupational Fire Licenses and Certificate II & III Qualifications in Asset Maintenance Fire Protection along with various individual units of competency. This area of the association will continue to expand as we assist our members in improved competencies and qualifications that will hopefully ultimately lead to recognised accreditation, practitioner schemes and licensing within the fire protection industry in to future.

On a very pleasing note, after a difficult year in 08/09 where the association reported an operating deficit of \$68,107, the association reported a net operating surplus this year of \$318,383 on total revenue of \$2,780,256. This result helped to further consolidate the balance sheet with total assets and membership funds of \$974,604 as of the 30th June 2010.



The association continued to perform well in all areas with strong emphasis on the business operation and building capacity to allow the association to continue expanding the range of services available to our members. The association reduced its liability related to the property located at 13 Ellingworth Parade, Box Hill, Victoria from \$469,237 at 1st July 2009 to \$18,250 at 30th June 2010, a reduction of some \$450,987. The property today that the association occupies has a market value of approximately \$1.5m placing the association in a strong asset position.

I would like to thank the Business Committee, Mike Donegan (Treasurer) and Glenn Talbot (Senior Vice President) for their support throughout the year and to all staff and management within the association for their continued support and hard work to achieve this excellent result.

Whilst the past year has been very rewarding for the association with strong achievements, we are also faced with many challenges as we embark on 10/11. We will continue to work closely in partnership with key stakeholders and continue to advocate the fire safety message to all aspects of the industry and community on a broad scale.

Professional development and ensuring competency within our industry continues to be a clear mandate for our association as we move toward potential national licensing in the future. I would like to encourage and urge all members to take every opportunity to up-skill and develop further your level of competence and expertise to ensure the services you deliver are of the highest possible standard.

I would like to thank the FPA Australia Board for their continued professional work throughout the year and dedicating their time in-kind to ensure the success of the association.

I would also like to thank all members of the association for your continued support, and the many generous supporters, sponsors, staff and committee members which have all contributed to position FPA Australia as the preeminent fire safety organisation within the fire protection industry which it is today.

I look forward to 2010/2011 and reporting on our successes throughout the year.

Scott Williams
Chief Executive Officer

Board of Directors

Chris Orr

National President

Elected

Chris has a Master of Fire Safety Engineering and a Graduate Diploma in Design for Bushfire Prone Areas, sits on a number of Standards Australia committees and brings to FPA Australia a wealth of knowledge on many facets of the industry.



Glenn Talbot

Senior Vice President

Elected

Glenn holds an Associate Diploma in Applied Science (Fire Technology) and has been in the fire protection industry for over twenty years. His roles have included State and General Manager of some of the industry's largest service providers.



Trevor Voevodin

Junior Vice President

Co-opted

Trevor has been involved in the fire protection industry since 1980. His roles have included State and Divisional manager for large industry participants and in 1994 he founded Fire Service Professionals, a company that provides fire protection solutions for customers.



Mike Donegan

Treasurer

Elected

A small business operator in the fire industry for 26 years, Mike understands the challenges small business owners face. It is this perspective Mike brings to the FPA Australia Board. He has been heavily involved in FPA Australia for over twenty years.

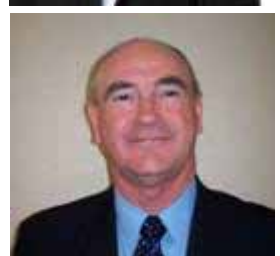


Graeme Thom

Director

Elected

Graeme became a member of the AFPA/FPIA in 1990 as the fire service representative with the Queensland branch of the Association. Since then, Graeme has become Queensland's Senior Fire Safety Officer as the Executive Manager State Community Safety.



Graham Harris

Director

Co-opted

Graeme retired from Chubb Fire having worked for 28 years having held a number of roles, his final position being Director, Products and Consumer. His experience gives him a variety of perspectives and sound technical, commercial and financial experience.



Roger Thomas

Director

Elected

Roger is the convenor of FP-001 maintenance for Standards Australia, a member of several Standards Australia committees and has recently taken on the role of NTAC Chair.



Bill Lea
Director
Co-opted

Bill has contributed to various technical committees and is currently chair of TC4. He has contributed to the Fire Australia magazine and to the annual conference and has also been heavily involved with the NSW State Committee.



Russell Porteous
Director
Elected

Russ has been working within the industry for over 21 years. He is CEO and works face to face with building owners, property managers, fire authorities, regulators, engineers and other industry professionals.



Advisors to Board

Barry Lee OAM
Past National President

Barry has over fifty years experience in the industry and was awarded the OAM in 1990 for services to industry, particularly in the field of fire protection. Barry chairs several Standards Australia Committees. His involvement also extends internationally as member of ISO TC21-SC8.



Robert Llewellyn
Past National President

Rob is Managing Director and principal consultant of International Fire Protection Pty Ltd, a company specialising in higher-level fire risk management services, evacuation procedure development, emergency service education delivery and safety audits.



Peter Johnson
Past National President

Peter is an Arup Fellow and a Director of the Global Consulting Sector Board at Arup, an international firm of engineering and business consultants. Peter leads Arup's international fire engineering business and has particular interests in fire safety engineering.



Member of the Board

Scott Williams
Chief Executive Officer

Scott is the Chief Executive Officer of FPA Australia. Scott has a background establishing detailed and comprehensive budgets, as well as reporting and analysis of financial data.



Business Operations

Membership

FPA Australia offers its members a layered and integrated suite of high value products designed to provide assistance, education tools and resources.

FPA Australia membership continued through this year with extremely favourable results, even though the Global Financial Crisis was still in full force.

Both new member uptake and membership retention rates remain extremely high, and well in excess of expectations.

Key to this growth has been our growing focus on developing changes in the membership structure in 2009-2010 that assists our members in achieving their goals. These changes will come into effect on 1 July 2010. Changes include the renaming of Corporate to Corporate Bronze; this is to keep in line with other Corporate named categories.

This screenshot shows a table titled 'Membership Levels and Benefits' with columns for 'Associate', 'Corporate', and 'Organisational'. Below the table is a section titled 'TAC Seats and Representation Guidelines' with three columns: 'Associate', 'Corporate', and 'Organisational'.

This screenshot shows a table titled 'Corporate Membership Levels and Benefits' with columns for 'Corporate', 'Corporate Bronze', and 'Organisational'. Below the table is a section titled 'TAC Seats and Representation Guidelines' with three columns: 'Corporate', 'Corporate Bronze', and 'Organisational'.

Increased benefits to members include:

- Category changes – removal of Student, International & Retired all rolled into Associate level;
- Website listing for Corporate Bronze level;
- Greater representation for Technical Advisory Committees (TACs);
- Corporate Bronze and Organisation members are eligible to apply for representation on TACs;
- Qantas Club Corporate Membership (discounted rates);
- Electronic Industry Updates - "FireSignals" weekly news, bulletins and briefs; and
- \$50 Education vouchers which are redeemable for national run events and FPA Australia Learning & Development opportunities.

Importantly, our members tell us that they highly value the range of products and membership which is provided by FPA Australia throughout the year.



Benefits to Corporate Members

The benefits to Corporate Members established and/or maintained over 2009/2010 are outlined as follows:

Reduce your PL and PI insurance premiums

FPA Australia has teamed with Alan Wilson Insurance to provide an Insurance Facility specifically for corporate members.

Website Listing

Open to all corporate levels of membership (refer benefits flyer for details), FPA Australia provides a product and/or service listing in the online directory under Providers of fire protection products and services.

Logo Usage

Corporate members may publicise their membership of the association on stationery, advertisements and other promotional materials, using the FPA Australia Corporate Member Logos in accordance with the guideline.

Learning & Development

FPA Australia offers Asset Maintenance training courses: corporate and organisation level members receive discounts on their enrolment fees, however there are benefits for all Members - Corporate, Personal and Organisation.

Sales Centre- member discounts

FPA Australia has a huge range of publications, videos, texts, books, Australian Standards and NFPA Standards available for purchase. Members receive a minimum 10% discount on all purchases.

Quarterly Fire Australia Magazine

Fire Australia is the premier Australian magazine providing articles, information and news on fire safety and protection that is reliable and up to date. It is published 4 times per year and is available free to all members.

Informative Newsletters

Newsletters covering many areas of fire safety are circulated to members: these include FireTalk, HazMat, GasBag, Cable Talk.

Sales Centre

FPA Australia has a huge range of publications, videos, texts, books, Australian Standards and NFPA Standards available for purchase. Members receive a minimum of 10% discount on all purchases.

The Association also publishes a number of items itself; including the industry popular Maintenance Recording and Reporting log books which have been a major selling item this financial year. These items continue to be extremely popular – all updated to reflect Amendment 2 of AS1851.

We will continue to add value to the fire protection industry by providing items such as the portable fire extinguisher pocket guides and wall charts, hot work permits, Good Practice Guides and NFPA Guides.

Adding value to the products offered this year has been the introduction of a new range of Training DVD's from Safety Care Australia which include Australian content and can be bought by members at discounted rates relevant to their membership category.

Looking forward, the Association will continue to seek out new publications including those from overseas to add value to our growing sector and improve the overall range of products offered to the membership.

The Membership and Sales team will continue our constant communication with all members to notify them of new and upcoming items.

Special Projects

FPA Australia was fortunate to host three Engineering students from the Worcester Polytechnic Institute in the USA. As part of their studies in Fire Protection Engineering at the Institute, Greg Trumbull, Gerard Libby and Eric Camiel assisted FPA Australia with the development of the fire protection interactive website while also completing research to contribute to their courses of study.

During their short study placement with us, Eric, Gerard and Greg have observed and recorded fire protection tasks and solutions at a number of metropolitan and rural Victorian locations. They have also conducted surveys to find opinions on useful website content and features.

FPA Australia has enjoyed hosting the students and wishes them well in their future endeavours.



Communications

FPA Australia has strengthened its communications strategy over the past 12 months, giving members and interested parties even more access to relevant information affecting the fire protection industry.

The introduction of the association's first ever fortnightly electronic newsletter 'FireSignals' has been met with great support, with over 5000 subscribers now signed up.

The e-newsletter, distributed on a fortnightly basis, is a fast and effective way to disseminate relevant information to a wide audience.

FPA Australia will look to expand on the way it engages with members over the next 12 months with the introduction of Social Media platforms such as Facebook and Twitter.

Media interest in the association and its events has remained strong, with exposure given to all our events and seminars including Fire Australia 2009 and HazMat 2010 Conference and Exhibitions.

The association's flagship publication, Fire Australia Magazine, continues to be a tremendous resource for many throughout the industry.

Advertising revenue remained sound and on average, although new and innovative ways in which to attract new clients needs to be considered, as does editorial support.

FireTalk, HazMat and GasBag newsletters have all been distributed to members throughout the year.

In an ever evolving technological landscape, the need to improve the associations IT capacity has never been more evident. The website and it's content management capabilities is sorely out-dated and needs to be addressed as a priority to ensure the association continues to strengthen its brand.

This is a major project scheduled for the 2010/2010 year with a considerable amount of time and money to be invested.

Events

Fire Australia 2009 Conference and Exhibition

The Fire Australia Conference, run in conjunction with the Institution of Fire Engineers Australia (IFE) Australia, was held in Hobart in November 2009 with the theme "The Great Debate". The 2009 conference and exhibition incorporated for the first time debate format panel discussions after presentations which proved a popular way of asking questions and consolidating thinking. More than 400 fire protection professionals attended and sessions focused on contentious issues within the industry covering specific topics of current and future interest, including the new 'Prepare. Act. Survive' campaign predominantly in relation to bushfire safety.

The exhibition component of the conference was smaller than in previous years, with 21 exhibitors over 23 booths. The water front venue at Wrest Point with beautiful views across the River Derwent to Hobart made an excellent location.

The Fire Australia Conference Dinner took on a nautical theme and saw many interesting and elaborate outfits. Funds were raised via various raffles and auctions throughout the night culminating in \$15,000 being raised for the Royal Hobart Hospital Burns Unit.

Thanks go to IFE Australia for their continued support and assistance in running this event and to the membership for their attendance, especially with the financial climate at the time.

HazMat Conference & Exhibition 2010

The HazMat Conference took place in Melbourne in May 2010 and brought together more than 250 hazardous materials, chemical management and dangerous goods professionals. Day one focused on chemical issues of concern, reviews of existing and proposed chemical regulations and nanoparticles. Day two looked at dangerous goods, risk assessment and major hazards.

Keynote speakers included Rosa Garcia Couto, Secretary of the Sub-Committee of Experts on the GHS United Nations Economic Commission for Europe and Prof. Milton Hearn, Director, Centre for Green Chemistry, Monash University.

Jeff Simpson has been a major force behind this conference since it was first run in 2000 and his involvement once again assisted the Association greatly in putting on a successful event.

National Seminars

The 2009-10 year saw the delivery of several national seminar series around the country.

- In September 2009 a full day seminar on Passive Fire Protection attracted over 350 attendees. The program and presentations were developed by Keith Nicholls, Vince Dowling and Garry Collins.
- March 2010 saw the half day workshop on AS ISO 14520 visit most capital cities. DSEWPaC, Carlos Santin, along with Brett Staines and Ralph Garbutt presented to over 350 delegates.
- Andre Mierzwa provided a half day seminar in May 2010 on the newly revised FM Data Sheets in six capital cities. More than 250 industry personnel attended.

US Study Tour

A two week industry based study tour was arranged to visit San Francisco and Los Angeles before attending the NFPA annual conference in Las Vegas in June 2010. Fourteen FPA Australia members and their partners enjoyed various industry tours and site visits in addition to several social activities in the lead up to the NFPA annual conference.



FPA Australia 50 year Anniversary

FIRE Protection Association Australia has come along way since 1960 The Australia Fire Protection Association (AFPA) and the Fire Protection Association Australia joined forces in 1997 to form FPA Australia, and the essence of the association celebrated 50 years in 2010.

FPA Australia historian and former president, Mr Barry Lee OAM, takes a walk down memory lane and discusses some of the landmark occasions over the journey.

The 1960's

- The inaugural meeting of the Australia Fire Protection Association (AFPA) was held in May 1960 with HW Marryatt in the chair. The meeting was arranged after many discussions with the senior insurance people, fire brigades, state and federal governments, government departments and fire protection companies, which pointed to a sufficiently diverse prospective membership. The Association was established as a not for profit technical and educational organisation to safeguard life and property against fire.
- AFPA's January-March 'Fire News' no.6, 1963, reported that membership had passed 500 and that the associations office had re-located to Record Chambers - a sprinkler-protected building at 479 Collins Street, Melbourne. The same year saw a visit to Australia by the legendary Percy Bugbee, General Manager of NFPA. He came at the expense of NFPA to support the work of the AFPA. During a press conference he famously cited 'men, women and children' as the three principle causes of fire. Bugbee met with the premiers of NSW and Victoria, fire brigades and senior officials in Sydney, Canberra and Melbourne and industry and commerce leaders
- AFPA's first national conference on fire was held in Melbourne during 1965. There were 346 attendees with all states, New Zealand and the Northern Territory being represented. Only 16 per cent of the delegates came from the fire protection industry, demonstrating the widespread concern with fire problems in the industry. Governments, the architectural profession, universities and organisations such as the National Safety Council and Standards Association of Australia, also attended. Papers presented at the conference covered a wide range of topics, including: bush and fire firefighting cryogenics, fire brigade equipment, Atomic energy, burns and asphyxiation, the petrochemical industry, parts and harbours, high rise buildings, plastics, fire detectors, LPG standards, power generation, airports, air conditioning systems, high-piled storage and automatic sprinkler systems.
- Triggered by an AFPA proposal, the International Conference of Fire Protection Associations (CFPA) first met in Wiesbaden, Germany, during 1966. CFPA Europe is now a significant force in fire protection and, also following a recent FPA Australia imitative, CFPA Asia is rapidly growing in regional stature. In February 1967, disastrous bushfires occurred in Southern Tasmania, causing 62 deaths and property losses estimated at \$40 million. H.W Marryatt inspected the fire area and prepared a detailed report which was published internationally.

- Around the mid 60s, it was suggested that since Australia was the only country in the world with complete records of fires involving automatic sprinkler systems, it would be a valuable contribution to fire protection literature if the record could be printed. Marryat undertook the required research and the book was launched in 1971 by Sir Donald Anderson, Director General of Civil Aviation. It was published by AFPA, and it soon became an international reference, and was followed in 1988 by updated titles "Fire: A century of Automatic Sprinkler Protection in Australia and New Zealand 1886-1986.

1970's

- By 1974, membership had grown to 1251 and the New Zealand branch was hired off as a separate association.
- A series of 'One day fire prevention courses for management' were introduced during 1979. They were held in all states and were well attended. That same year industrial fire officers training courses, already conducted successfully by AFPA's Victorian State Committee at the Fiskville Training Wing of the CFA, were introduced in NSW.

1980's

1985 was AFPA's silver anniversary year, it could claim then to have increased public awareness of fire risk through the wide distribution of printed material, fire protection week publicity and conferences and seminars. It had achieved international recognition through its publications, and played a leading role in the establishment of the International Conference of Fire Protection Associations. Its standing was demonstrated by Vice-Regal support both nationally and at the state level, particularly by Patronage from successive Governor-Generals – including to this day patronage of FPA Australia by Her Excellency Ms Quentin Bryce AC, Governor General of the Commonwealth of Australia.

1990's

1997 was a big year for the association. After lengthy negotiation, AFPA merged with Fire Protection Industry Association of Australia (FPIAA) to form Fire Protection Association Australia. Not only was FPA Australia much stronger technically (and enabled to participate fully in the work of Standards Australia's fire protection technical committees) but also was much strengthened membership wise.

About that time it moved the national HQ into its own well appointed (and recently extended) premises in the Melbourne suburb of Box Hill, Victoria.

2000's

- The close working relationship with Standards Australia, which has prospered over three decades, was enhanced in 2001 by the signing of a Co-operation Agreement between the two not-for-profit organisations. The agreement covers such matters as representation on technical committees, production of miscellaneous joint publications and collaboration on joint seminars.
- Following promulgation of the Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995, the Fire Protection Industry (ODS & SGG) Board was set up under the aegis of the Australian Government Department of the Environment, Water, Heritage and the Arts (DEWHA). FPA Australia operates the ODS & SGG Board and the complex of licensing requirements administered by the Board under contract to DEWHA. This co-working with the Australian Government is aimed at minimising the discharge of ozone depleting substances and synthetic greenhouse gases to the atmosphere.



- National fire conferences, conducted jointly with The Institution of Fire Engineers, have been increasingly dedicated to a particular theme and supported by major exhibitions. They continue to be well supported. Conference dinners contribute financially to such causes as hospital burns units and the like. The 2010 Fire Australia Conference and Exhibition, themes 'Communities and Infrastructure: Protecting our Assets; will be held on the Gold Coast from November 10-12. FPA Australia also presents the highly regarded annual Hazmat Hazardous Materials and Chemical Management Conference and Exhibition, together with national seminars on fire related topics.
- FPA Australia has doubtless saved many lives and assets from the ravages of uncontrolled fires. Unfortunately, as this 50 year period draws to a close, the deadliest bushfires in Australia history raged through Victoria claiming 173 lives and destroying 1800 homes. FPA Australia representatives have contributed to the 2009 Victorian Bushfires Royal Commission, and much work lies ahead.

Entering our golden jubilee year, our outreach has vastly improved and our membership currently stands at 1800, consisting of corporate and individual members, representing over 12,000 people working within the fire protection industry.

We've come a long way since 1960 – and we aim to continue to represent the voice of fire protection for the community well into the future.

Below are the two 50 Year Anniversary logo's created to identify and promote the occasion.



Learning and Development

The Registered Training Organisation (RTO) of FPA Australia continues to be an innovative market leader in delivery and assessment services to the fire protection industry.

During the 2009/2010 year we have increased our learning offering ensuring that the industry has a range of opportunities with our existing and new self-paced modules and with additional on-line services. Our CD rom modules continue to be popular. In meeting the demand for more flexible learning methods we have added to the range of products with an additional two on-line units.

The role out of Extinguishing Agent Handling Licenses 1 & 4 has increased the number of technicians undertaking the required units of competency which has steadily increased the number of enrolments. We therefore can report a significant increase in the number of students who are completing their qualifications.

There has also been a 47% increase in the completions for Certificate II and Certificate III in Asset Maintenance (Fire Protection Equipment), of which 12.75% of this figure accounts for Certificate III in Asset Maintenance completions.

We have undertaken a full internal audit against the Australian Quality Training Framework (AQTF) and have improved our processes and services to members as a result. Improvements such as those made to our enrolment processes and Workplace Assessor Guidelines have occurred to ensure we continue to comply with AQTF requirements and minimise any risks associated to retaining our Registered Training Organisation status.

The Bushfire Planning and Design Certification Scheme continues to be of interest to those in the Industry. We anticipate a greater uptake of this scheme and a more national approach to Bushfire Planning and Design competency recognition in the coming financial year as a result of the Victorian Bushfires Royal Commission into the Black Saturday Bushfires.



Training Special Projects

Working closely with the Learning and Development team, the Training Special Projects team has continued to broaden the range of services and products on offer from the education arm of FPA Australia.

The Fire Protection Industry (ODS & SGG) Board has now developed new learning and assessment materials which support the national competencies listed within *The Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995* (Licence category 1 -5.).

In addition to these Licenses we commenced development of the learning resources for the Electrotechnology units required for License 6: Control Systems Installation, Commissioning and Decommissioning. These units are vast and their development will continue into the next financial year.

The Recognition Gateway went live in October 2009 to coincide with the roll out of qualified licensing 1 and 4. The gateways objective is to help fire protection technicians:

- Check if they hold the skills and knowledge, required to obtain an Extinguishing Agent Handling Licence.
- Gather evidence to show that they have the skills and knowledge.
- Identify any gaps in their skills and knowledge.

We were successful in our submission to gain funding from the Department of Innovation, Industry and Regional Development and Multimedia Victoria for the development of an Interactive Website Project to generate and share fire protection equipment maintenance information.

The Interactive Website Project led by the Fire Protection Association Australia in partnership with the Country Fire Authority (CFA), Fire Equipment Maintenance Division (FEM), Swinburne University of Technology and other members of the fire protection industry will also be utilised to support training pathways and access to information. Fire protection service technicians will use innovative web 2.0 technology to access and share best practice workplace examples on this website.

The website will also: offer technicians the chance to develop information technology skills and create an e-portfolio to store evidence of the own work tasks.

This project is currently under development and is due for completion within the next financial year.

Ozone Protection Project

In 2009, FPA Australia signed a four year contract to continue operating as the implementing agency for those parts of the *Ozone Protection and Synthetic Greenhouse Gas Management Act 1989* that relate to the fire protection industry.

Through FPA Australia, the Fire Protection Industry (ODS and SGG) Board has successfully issued many extinguishing agent handling licenses, halon special permits and extinguishing agent trading authorisations to a wide range of technicians and companies, in excess of 1200 licenses have been approved since the project commenced. This in part is recognition by our industry of the importance of working in a professional and responsible manner.

As part of the contract with the Department of Sustainability, Environment, Water, Population and Communities (DSEWPaC), the Fire Protection Industry (ODS & SGG) Board has developed new learning and assessment materials which support the national competencies listed within *The Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995*. These learning and assessment resources will provide an opportunity for technicians to enhance their skills, while also obtaining a qualified persons license. Through licensing, we are not only improving the level of expertise within the fire protection industry, we are also ensuring our commitment to reducing the hole in the ozone layer.

In 2009 the Board began to undertake a roll out of qualified licensing. The Board will continue to implement the rollout for categories 2, 3, 5 and 6 and provide pathways for technicians who currently hold an experienced person's license to have their skills and knowledge assessed against the national units of competency. A transition period for other categories will need to be implemented to minimise the possible disruption from such a significant change to industry.

The Fire Protection Industry (ODs & SGG) Board looks forward to continuing our successful partnership with DSEWPaC while actively promoting industry's products, services and knowledge.



ODS & SGG

2009-2010 Board

Chris Orr - Brooks (Chair)
Scott Williams - FPA Australia
Pat McNerney - DSEWPaC
Barry Lee OAM - Lee Fire Management
Roger Thomas – Tyco Fire & Security
Brett Staines – Chubb Fire Safety
Ray Walton – Kidde Aerospace & Defence
Vic Percival - Lateral Fire Design
Brian Hobsbawn – DSEWPaC (Observing)
Carlos Santin – FPI (ODS & SGG) Executive Officer

Learning and Assessment Resources

New learning and assessment materials are now available which support the national competencies listed within *The Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995*.

The *Regulations* take in Fire Protection Service Technicians who handle Ozone Depleting Substances & Synthetic Greenhouse Gas (ODS & SGG) extinguishing agents.

All technicians handling ODS & SGG extinguishing agents must hold an extinguishing agent handling licence (EAHL). New Qualified Persons licences are being phased in gradually to minimise any disruption to industry. These licences will in time replace the temporary Experienced Persons licence.

Technical

Revision of the Rules for operation of Technical Committees and Special Interest Groups

The *Rules for the operation of Technical Committees and Special Interest Groups* underwent revision from November 2009 to May 2010 and will come into effect on 1 July 2010.

This has been a large project undertaken by the Board of Directors, the National Technical Advisory Committee (NTAC) and the National Office.

The revision aims to open the Technical Committees to more members, improve the governance of the Technical Committees and Special Interest Groups, and improve the correlation between our Technical Committees and the Standards Australia Fire Protection committees.

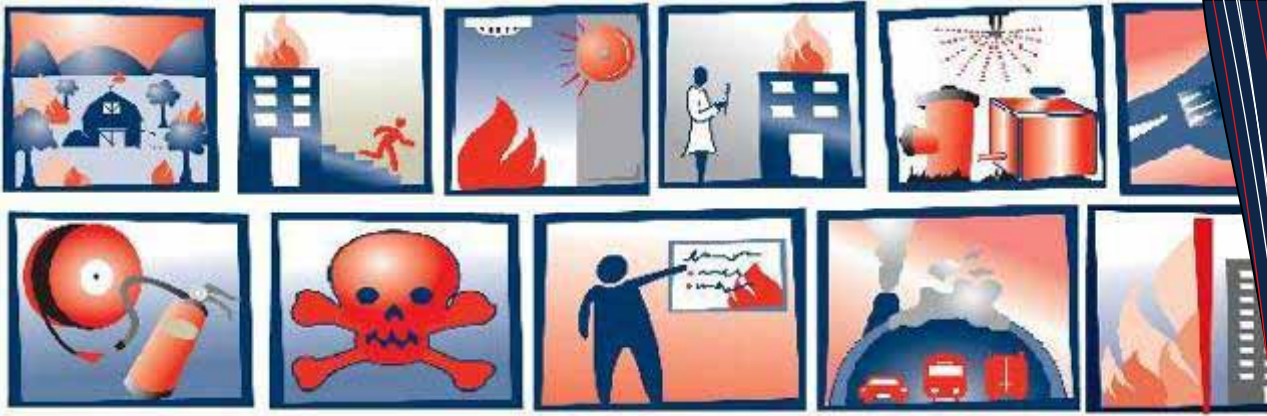
The major changes in this review include:

- The Technical Committees (TCs) being renamed Technical Advisory Committees (TACs).
- The addition of 6 new TACs, some of which have evolved from Special Interest Groups (SIGs).
- The numbering and names of the existing TCs being changed to reflect their scope and relationship to the Standards Australia Fire Protection committees.
- Participating and Corresponding membership introduced.
- FPA Australia Corporate Bronze membership (when introduced in the membership restructure) to be allowed Participating TAC membership.
- FPA Australia Organisation members to be allowed Participating TAC membership.
- An increase in the number of committees a member can sit on.
- Deputy Chair positions added to TACs and SIGs.

National Technical Advisory Committee (NTAC)

NTAC has been heavily involved in the revision of the *Rules for the operation of Technical Committees and Special Interest Groups*, the development of the TAC and SIG Terms of Reference, coordinating and prioritising the TCs input into Australian Standards and the review of the Asset Maintenance certificates.

Also, with the loss of Sharon Merritt as Technical Officer, the TC Chairs that make up NTAC have stepped up to assist in answering technical queries for which the National Office is very grateful.



Technical Committees

Throughout 2009/10, Technical Committees provided input to:

- The revision of AS 1851 Maintenance of fire protection equipment.
- The revision of Certificates II and III Asset Maintenance (Fire Equipment Maintenance).
- The technical review of learning materials for the national ODS & SGG Extinguisher Agent Handling Licenses (EAHLs).
- Terms of reference for their Technical Committee.

TC/2 Fire Detection and Alarm Systems

TC/2 has been crucial in the technical review of learning materials for Extinguishing Agent Handling Licence 6 (Control Systems Installation, Commissioning and Decommissioning) as well as for other EAHLs.

This committee has also provided valuable input to Standards Australia's FP-002 committee which has continued its work on AS 4428.3, AS 1603.11, AS 1603.17 & AS 3786.

TC/3 Portable Mobile Equipment

TC/3 has provided valuable input into the learning materials for EAHLs 1 and 4.

TC/4 Fire Sprinkler Systems and Hydrants

TC/4 has provided input to:

- FP-004, which has been working on AS2118.1 amendment 1 and revisions of AS2118.2 and AS2118.3 (which are soon to be completed);
- FP-008, which has been working on a standard for Water Storage Tanks for Fire Protection Systems;
- FP-009, which has been working on a revision of AS2419.1.

TC/11 Special Hazard Protection Systems

TC/11 has been crucial in the technical review of learning materials for all EAHLs.

This committee provided input into the adoption of the ISO 14520 series as Australian Standards which was published in October 2009 and will allow for the future withdrawal of AS 4214.

TC/11 members also assisted FPA Australia with AS 14520 seminars around Australia.

TC/18 Passive Fire Protection Equipment

TC/18 has begun the groundwork for an amendment to AS 1905.1 to allow for cross-core testing of door hardware for fire doors.

Standards Australia Committees

FPA Australia has provided representatives on the fire related Australian Standards Committees and working groups throughout the year. These representatives have provided significant and valuable input into the development and review of Australian Standards as well as keeping the technical committees up to date.

Special Interest Groups

Inspectors & Certifiers SIG

The Inspectors & Certifiers SIG met twice in 2009/10 allowing its members to update themselves on the activities at the TACs and at Standards Australia. It also offered them the opportunity to discuss issues they had come across in their work with other members of the industry.

Training SIG

The Training SIG met in March 2010. The members were updated on the revision of Certificates II and III in Asset Maintenance (Fire Protection Equipment); the status of the recently endorsed Fire Systems Design Diploma and the development of learning materials for the Extinguishing Agent Handling Licences.

The SIG was also informed of the creation of an RTO sector cooperative training working group under the Construction & Property Services Industry Skills Council (CPSISC). Made up of Registered Training Organisations (RTOs) this working group offers its members the ability to have their assessment tools validated and to gain access to CPSISC's assessment tools.

The other SIG's, whilst continuing to operate, have not held any significant projects or development to report on.



State Divisional Committees

New South Wales

The NSW State Divisional Committee strengthened its focus on the ongoing State regulatory issues continuing to impact the industry within the State, further building its membership's knowledge growth and supporting the National FPA Australia agenda.

Over the last year the Committee continued to forge stronger linkages with the key State statutory authorities such as the NSW Department of Planning, Building Professionals Board, Sydney Water Corporation, NSW Fire Brigades and NSW Rural Fire Service. Convening a number of subcommittees to provide key input in areas including the false alarm reduction campaign with the NSW Fire Brigades, Building Code of Australia Alternative Solutions and Sydney Water Pressure Management campaigns with the NSW Department of Planning. Recently the State Committee also provided a formal submission towards the revision of the NSW Environmental Planning & Assessment Regulation.

The Committee held successful membership workshops covering a range of fire protection topics, including reduction in false alarms, annual fire safety audits and competency based qualifications and associated licensing developments, with a very good response from members.

It once again held a very successful golf day attracting 65 players.

Emerging issues on the Committee's radar during the year that will impact on its membership for the upcoming year include, the development of new AOTF Inspection & Testing qualifications and gaining momentum for industry licensing, the further requirements of Extinguishing Agent Handling Licensing (EAHL) and lobbying for clearer requirements to essential services certification activities.

Tasmania

The Tasmania State Divisional Committee had another busy year with a number of events on the agenda. A fire panel workshop was held for interested members, including representatives from the Tasmanian Fire Service. It was designed as a Panel familiarity exercise, and as the major panel suppliers were represented, an additional opportunity to seek technical advice from their representatives.

A successful Golf day was held at a different venue in April this year and an excellent turnout resulted.

The committee has worked closely with the Tasmanian Building Industry Reference Group to resolve some issues relating to building regulation requirements and ongoing changes. The committee now endeavors to hold two of our meetings in Launceston every year and with the good attendances to date this will continue into the future.

Victoria

Another year has flown by and as always it has been busy and challenging.

Events

The annual charity dinner (Christmas in July) was a sell out on 17 July with over \$4,000 raised for the Royal Children's Hospital Burns Unit.

The Golf Day which once again proved to be a most enjoyable and well patronised event, thanks to the hard work of the committee and the contributions of our sponsors. My thanks go to Rod Buncle, David Jemmeson, Bob Bell, Dan Amarant, Norm Winn and Julie Spencer for their contributions in making the day such a success.

With both these events, we are able to make a significant contribution to the Burns Unit of the Royal Children's Hospital. This year marks another milestone in that we have established a trust fund for the advanced training of nurses in the burns unit as the dedicated recipient of our fund raising activities.

Committee Activities

Although we didn't run any workshops or seminars this year, committee members have been active representing the Victorian Division on other committees like the Plumbing Industry Commission (Rod Buncle), the Victorian Building Commission Sprinkler Water Saving Steering Committee (Rod and Andre Mierzwa), the Water Industry Reference Group (Norm Winn and Andre Mierzwa), etc.

Most members of the committee are also active in many other committees and groups representing their employers or respective associations and bring back to our committee meetings invaluable information and feedback on all sorts of issues and activities that are both of high importance and of interest to the rest of the committee. It is this valuable sharing of information within the committee that is of most value.

Some of this information sharing involves Australian Standards committee deliberations, ABCB activity, issues from AIBS, Society of Fire Safety, AFAC, the fire services and the Victorian Bushfires Royal Commission to name just a few. Thank goes to Bob Bell for his untiring dedication in his role as our Secretary in recording this information diligently in the minutes.

Finances

Financially we enjoy the legacy of past committees and their training courses that generated impressive income such that we are in a most enviable position financially. This has allowed us to contribute significantly to FPA Australia National activities and scholarships in the past. Working on the financial legacy, we are in a position to donate all of our annual activities income to the Burns Unit Trust.

Thanks go to our Treasurer – David Jemmeson for an outstanding job in keeping our finances in great shape.

FPA Australia Web Site

This is another major change happening at National and with it is our own Victorian State Divisional Page. Here is the challenge for the incoming committee - to make the most of this vehicle. We will need a champion to volunteer, take ownership and make this vehicle work for us. There are numerous issues raised at every committee meeting that would be of interest to our members. Going through the proper channels to ensure alignment and political correctness, etc, this should be the vehicle of choice for information sharing. Announcements could be made through "Fire Signals" pointing to our page for details.



Conclusion

Thank you to the whole outgoing committee for the time and effort they have all put in to make our committee meetings an informative, open and frank discussion platform, as well as fostering a great network of like minded professionals dedicated in making our community as fire safe as possible and making our functions and fundraising such a success.

Queensland

The Queensland Divisional Committee has had a very busy year being involved with a number of issues, including changes to regulation, and changes to the Building Services Authority licensing especially in the Pre-Engineered systems area.

We have been busily organising our 50th year dinner celebrations with our vice chair Christian McGuire and Graeme Thom driving this event.

The Queensland committee has continued to be strong with active participation from a group of committed members; it is nice to see companies such as Chubb once again actively participating in the committee.

South Australia

We held another successful Breakfast Seminar focusing on the SAMFS Alarm Signalling Equipment change over. Speakers from SAMFS, Raycom and Telstra were in attendance. The seminar attracted 70 people.

The committee is currently working with the SAMFS to improve their eligibility registration guidelines which is currently required by any person / company wishing to install, alter or repair any fire sprinkler system or fire detection equipment, monitored by the SAMFS.

Licensing

After a lot of consultation with the South Australian Government Departments we were informed that based on current legislation there is no requirement to have a license to undertake the testing and inspection of fire protection equipment in South Australia including fire extinguishers, fire panels and fire sprinkler systems.

With overwhelming support for some form of licensing in South Australia, from the membership an alternate concept was put forward at the State AGM.

The committee noted that the FPA Australia Code of Ethics required that only competent people are to undertake the testing, inspection and maintenance of fire protection equipment. However the Code of Ethics does not prescribe what a competent person is.

The South Australian Divisional Committee proposed a motion to the State AGM that defined what a competent person was. The following motion was passed at the AGM:

- FPA Australia SA State Divisional Committee define a competent person for testing and inspection of fire equipment and systems as someone who has received formal recognition of the relevant subjects in the Certificate II in Asset Management (Fire Protection Equipment); and
- That all members of FPA Australia operating in South Australia be encouraged to have their staff, undertaking and testing and inspection of fire protection equipment and systems, achieve the above competency within 2 years of the competencies being defined for all fire systems. (All competencies are expected to be defined by December 2010 with all service technicians therefore required to have achieved the competencies by December 2012); and
- That all non-corporate Members be encouraged to be signatures of the Code of Practice

The committee is now working with the National Office to implement a training program for existing service technicians along with new people to the industry to achieve these competencies. It is anticipated that this program will be ready to roll out in early 2011.

Western Australia

The goal that the WA State Divisional Committee has set for ourselves is to:

- Be the recognised voice of the fire industry in Western Australia;
- To be the primary point of referral for industry and stakeholders, including legislators, for advice or commentary relating to fire issues in Western Australia.

Over the last year the WA Committee achieved:

- Discussions with the Building Commission about the new Building Act and accreditation of fire professionals;
- Delivery of foam and major incident command workshops for industry;
- Met with the Financial, Administrative & Professional Services Training Council Incorporated to discuss training and career promotion opportunities for the fire industry;
- Provided comment to the Western Australian Department of Training and Workforce Development on training requirements for our industry in WA;
- Addressed complaints about quality of service offered with the members involved.

What will we be doing over the next year?

Continue to implement the existing strategy. In particular we will lobby for and promote the accreditation of fire professionals in WA. We will also promote the establishment of training schemes in WA that will support our members and assist the establishment of accreditation systems in WA.

It is proposed to table a motion at the AGM that:

- The WA State Divisional Committee defined a competent person for testing and inspection of fire equipment and systems as someone who has received formal training and assessment.
- That all members of FPA Australia operating in Western Australia will use only staff assessed as competent.

In support of this goal the FPA Australia is preparing suitable training courses, and you may have seen the e-mails that have circulated calling for expressions of interest to provide training and assessment services.



Directors' Report

The directors are pleased to present their report on the financial statements for the financial year ended 30 June 2010 of Fire Protection Association Australia ("the Association").

Directors

The Names, Qualifications/Experience and Responsibilities of the Directors in office at any time during the 2009-10 year are:

Director	Qualifications/Experience	Responsibilities SC = Sub-Committee
Christopher Orr	Director since 1997	President BPAD Certification SC FPI (ODS & SGG)
Glenn Talbot	Assoc Dip. In Applied Science (Fire Tech) Director since 2006	Senior Vice President Business Finance SC Fire Australia Conference SC
Trevor Voevodin	Fire Services Director since 2007	Junior Vice President Awards SC Fire Australia Conference SC Events SC
Mike Donegan	Director since 2007	Treasurer Business Finance SC
Graeme Thom	Director since 2006	Membership SC Awards SC Fire Australia Conference SC
Graham Harris	Director since 2009	Fire Australia Conference SC Editorial SC
Roger Thomas	Dip. Mechanical Engineering Director since 2003	Learning, Development & Education SC NTAC SC
Bill Lea	Director since 2009	Learning, Development & Education SC
Russell Porteous	Director since 2009	Membership SC Nominating SC Awards SC
Barry Lee, OAM	Director since 1989	Editorial SC Relationships & MOUs SC
Robert Llewellyn	Director since 1988	Nominating SC NFPA Projects SC Events SC
Peter Johnson	Director since 2000	Editorial SC
Scott Williams	Chief Executive Officer since 2009	BPAD Certification SC FPI (ODS & SGG) Fire Australia Conference SC

Principal Activities

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 other emergencies, and no significant change in the nature of those activities has taken place during that period.

Short Term Objectives

The association's short term objectives are to:

- Continue to be the preeminent Fire Safety organisation within the Fire Protection Industry;
- Through active membership, promote the protection of Life, assets and the environment from fire and other emergencies, measurement of memberships are by the number and type of membership within FPA Australia;
- Work cooperatively with all governments, corporate and community organisations and key stakeholders for the continued improvement in standards, legislation, education, products and services.

Long Term Objectives

The association's long term objectives are to:

- To support our members and the industry with continual improvement in fire education that will lead to national competencies and qualifications that meet legislative requirements and potential licensing within the fire protection industry – these are measured by the number of training unit enrolments;
- Continue with our Technical charter and focus through active membership on our Technical Advisory Committees and Special Interest Groups to enable the association to have input to Australian Standards, technical policies and submissions to regulatory bodies at both local and federal government level;
- Continue to support all members of FPA Australia and provide them with the necessary tools, support, pathways and information that enables them to deliver professional services that are regarded as the benchmark within the Fire Protection industry.

Strategies

To achieve these objectives, the association has adopted the following strategies:

Lead the way through being the driver for change in

- Environmental Sustainability;
- Home, Structural and Bushfire Fire Safety;
- Through Supporting Convergent Technology.

Build profile & capacity to influence

- Federal Government;
- State Governments;
- Key Standards and Regulatory Development Organisations;
- Education and Career Development;
- Licensing & Accreditation;
- Key related Stakeholders.

Enhance communications through:

- Magazines, Publications, Website information and E-Newsletters;
- Annual Fire Australia Conference & Exhibition;
- Seminars / Workshops.

Build competitive advantage by:

- Enhancing the members benefits and services;
- Effective Technical Advisory Committees and Special Interest Groups;
- Developing certification Programs;
- Strengthening the Presence of State Committees.



Meeting of Directors

The following table sets out the number of meetings of the Association's directors held during the year ended 30 June 2010.

Director	Number eligible to attend	Number attended
C. Orr	6	5
G. Talbot	6	6
T. Voevodin	6	6
P. Johnson	6	2
B. Lee OAM	6	6
R. Llewellyn	6	5
G. Harris	3	3
R. Thomas	6	5
M. Donegan	6	3
G. Thom	6	3
R. Porteous	3	3
B. Lea	6	5
S. Williams	6	6

Association Wind Up

The entity is incorporated under the Corporations Act 2001 and is an entity limited by guarantee. If the entity is wound up, the constitution states that each member is required to contribute a maximum of \$1.00 each towards meeting any outstanding obligations of the entity. At 30 June 2010 the collective liability of the members was \$13.00 (2009 - \$11.00).

Auditor's Independence Declaration

The lead auditor's independence declaration for the year ended 30 June 2010 has been received and can be found on page 43 of the directors' report.

Signed in accordance with a resolution of the Board of Directors

Christopher Orr
President

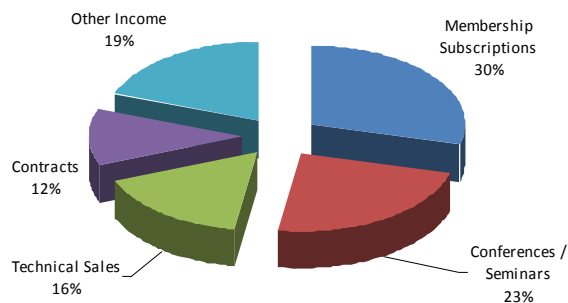
Glenn Talbot
Senior Vice President

Statement of Activity

Financial Overview Year Ended 30 June 2010

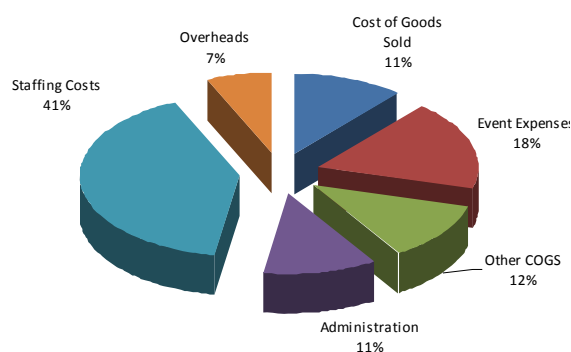
WHERE THE MONEY COMES FROM

Membership Subscriptions	\$811,568
Conferences / Seminars	\$648,230
Technical Sales	\$456,555
Contracts	\$325,120
Other Income	\$538,782
TOTAL	\$2,780,255



WHERE THE MONEY IS SPENT

Cost of Goods Sold	\$270,327
Event Expenses	\$446,909
Other COGS	\$295,909
Administration	\$280,188
Staffing Costs	\$1,007,460
Overheads	\$161,079
TOTAL	2,461,872



Statement of Comprehensive Income For the year ended 30 June 2010

ACTIVITY	2010			2009	
	INCOME	EXPENSES	NET PROFIT	INCOME	NET PROFIT
Membership Subscriptions	811,568	(106,122)	705,446	761,387	624,826
Sponsorship and Grants	-	-	-	-	-
Functions/Industry Events	57,138	(37,555)	19,583	35,421	8,436
Sale of Publications & Videos	456,555	(270,327)	186,228	406,246	110,211
National Conference	270,216	(239,957)	30,259	440,034	118,490
ODS & SGG project Mgmt	325,120	(139,392)	185,728	249,899	86,586
Seminars	320,876	(169,397)	151,479	241,975	28,729
FPA Australia Journal	98,621	(118,556)	(19,935)	96,397	(28,625)
Learning & Development	169,082	(133,101)	35,981	124,688	(16,548)
Training Projects	182,394	(191,179)	(8,785)	148,748	(47,290)
FPA Publications	2,000	(20,910)	(18,910)	1,818	(27,549)
Fire Awareness Week	-	-	-	-	-
Interest Received	10,933	-	10,933	16,656	16,656
Sundry Income	1,243	(2,478)	(1,235)	495	495
WPI Project	-	(4,802)	(4,802)	-	(1,229)
Certification	7,380	(7,454)	(74)	8,888	(879)
Bad Debts Recovered	-	-	-	-	-
Profit on Sale of Assets	-	-	-	-	(466)
ACA Cabling Provider Regs	67,129	(22,000)	45,129	36,129	4,721
TOTAL INCOME	2,780,255	(1,463,230)	1,317,025	2,568,316	876,564
Administration			(280,188)		(249,826)
Staffing Costs			(1,007,460)		(899,415)
Staffing Costs trf to costs			450,085		400,955
Library Services			-		(100)
Audit Fees			(7,262)		(3,380)
Interest Paid			(17,864)		(39,976)
Depreciation of Fixed Assets			(45,704)		(47,246)
I.T. Expenses			(42,295)		(41,885)
Building Maintenance			(6,672)		(3,644)
Technical Committees			(36,173)		(38,591)
Donations			(5,000)		(5,000)
National President			-		(2,005)
Other Costs			(109)		(14,557)
TOTAL OPERATING EXPENSES			(998,642)		(944,671)
NET SURPLUS / (DEFICIT)			318,383		(68,107)
Other comprehensive income:					
Net gain on revaluation of non-current assets			-		-
Other comprehensive income for the year, net of tax			-		-
Total comprehensive income for the year			318,383		(68,107)
Total comprehensive income attributable to members of the entity			318,383		(68,107)

The accompanying notes form part of these financial statements

Statement of Financial Position

As at 30 June 2010

	Note	2010		2009
Current Assets				
Cash				
Cash on Hand		600		600
Cash at Bank - Operating Accounts		202,359		300,224
Cash at Bank - Investment Accounts		38,371		38,162
Total Cash at banks and on hand	7	241,330		338,986
Inventory	3	85,393		82,646
Receivables	2	99,635		110,983
Undeposited Funds		17,427		8,879
Prepayments		110,187		38,247
Total Current Assets		553,970		579,741
Non Current Assets				
Property, plant & equipment (WDV)				
Land & Building		1,075,444		1,091,417
Fixtures & Fittings		30,393		20,038
Office Equipment		71,569		29,292
Software		24,548		39,203
Motor Vehicle		0		0
Total Property, plant & equipment (WDV)		1,201,955		1,179,950
Trademarks		1,240		1,120
Total Non-Current Assets	4	1,203,195		1,181,070
TOTAL ASSETS		1,757,165		1,760,810
Current Liabilities				
Trade Creditors		219,755		153,725
Accrued Expenses		12,902		24,744
Membership Subs & Revenue received in advance		300,092		212,569
Lease Liability	6	0		2,685
GST/FBT Liability		56,819		56,211
Scholarship/ External Funds		59,948		77,033
Payroll Provisions		109,795		101,981
Total Current Liabilities		759,311		628,948
Non-Current Liabilities				
Conference Seed Money		5,000		5,000
Lease Liability	6	0		0
LSL Provision		0		0
Mortgage - Building Extension	5	18,250		469,237
Lease Residual Payments	6	0		1,405
Total Non-Current Liabilities		23,250		475,642
TOTAL LIABILITIES		782,561		1,104,590
Net Assets		974,604		656,221
Presented by:				
Retained Members' Funds		656,221		724,328
Current Year Surplus/(Deficit)		318,383		(68,107)
TOTAL MEMBERS' FUNDS		974,604		656,221

The accompanying notes form part of these financial statements

Statement of Cashflow

For the year ended 30 June 2010

	Note	30 June 2010	30 June 2009
Cash Flow relating to Operating Activities			
Receipts from customers		3335,129	2851,559
Payments to suppliers and employees		(2,890,380)	(2,794,848)
Interest received		10,933	16,656
Finance costs		17,896	(39,976)
Net cash provided by (used in) operating activities	7b	437,786	33,391
Cash Flow from Investing Activities			
Proceeds from sale of property, plant & equipment			
Payment for property, plant & equipment		(67,830)	(5,863)
Net cash provided by (used in) investing activities		(67,830)	(5,863)
Cash Flow from Financing Activities			
Proceeds from borrowings		0	0
Repayment of borrowings		(467,612)	(74,061)
Net cash provided by (used in) financing activities		(467,612)	(74,061)
Net increase/(decrease) in cash held		(97,655)	(46,533)
Cash at beginning of year		338,985	385,518
Cash at end of year	7a	241,330	338,985

The accompanying notes form part of these financial statements

Statement of Changes in Equity

For the year ended 30 June 2010

Balance at 1 July 2008	\$724,328
Profit attributable to the entity	\$(68,107)
Balance at 30 June 2009	\$656,221
Profit attributable to the entity	\$318,383
Balance at 30 June 2010	\$974,604

The accompanying notes form part of these financial statements

Notes to and Forming Part of the Accounts

Statement of Significant Accounting Policies

The financial reports of the Association have been prepared as a special purpose financial report to satisfy the financial reporting requirements of the Corporations Act 2001. The directors have determined that the company in is not a reporting entity.

Basis of Preparation

The financial statements have been prepared in accordance with the requirements of the Corporations Act 2001, and the following applicable Australian Accounting Standards and Australian Accounting Interpretations:

- AASB 101: Presentation of Financial Statements;
- AASB 107: Cash Flow Statements;
- AASB 108: Accounting Policies, Changes in Accounting Estimates and Errors;
- AASB 110: Events after the reporting period;
- AASB 117: Leases;
- AASB 1031: Materiality;
- AASB 1048: Interpretation of Standards.

No other Accounting Standards, Australian Accounting Interpretations or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

Reporting Basis and Conventions

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.

Income Tax

The Association is exempt from paying income tax in accordance with Section 50-5 of the Income Tax Assessment Act.

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.

Property Plant and Equipment Property

Freehold land and buildings are shown at cost except where stated.

In April 2009, local commercial real estate agents valued the land and buildings in the vicinity of \$1.4 to \$1.5 million

Depreciation

The depreciation rates used for each class of assets are:

Class of Fixed Asset	Depreciation Rate
Buildings	1.5%
Office Equipment	40%
Leased Plant & Equipment	10%
Software	20%
Motor Vehicle	18.75%

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the income statement. When revalued assets are sold, amounts included in the revaluation reserve relating to that asset are transferred to retained earnings.



(e) Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, that are transferred to entities in the economic entity are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leases property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period. Leased assets are depreciated on a straight-line basis over their estimated useful lives where it is likely that the economic entity will obtain ownership of the asset or over the term of the lease.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Provision for Employee Entitlements

Provision has been made for employee entitlements (annual leave and long service leave) from services rendered by employees to balance date. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled.

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.

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".

Revenue

Revenue from new member annual subscriptions and January to December anniversary subscriptions are recognised in full when payment is received.

Adoption of New and Revised Accounting Standards

During the current year the Association had adopted all of the new and revised Australian Accounting Standards and Interpretations applicable to its operations which became mandatory.

The adoption of these standards has impacted the recognition, measurement and disclosure of certain transactions. The following is an explanation of the impact of these standards and interpretations has had on the financial statements of the Fire Protection Association Australia.

AASB 101: Presentation of Financial Statements

In September 2007 the Australian Accounting Standards Board revised AASB 101 and as a result, there have been changes to the presentation and disclosure of certain information within the financial statements. Below is an overview of the key changes and the impact on the company's financial Statements.

Disclosure impact

Terminology changes – The revised version of AASB 101 contains a number of terminology changes, including the amendment of the names of the primary financial statements.

Reporting changes in equity – The revised AASB 101 requires all changes in equity arising from transactions with owners, in their capacity as owners, to be presented separately from non-owner changes in equity. Owner changes in equity are to be presented in the statement of changes, with non-owner changes in equity presented in the statement of comprehensive income.

The previous version of AASB 101 required that owner changes in equity and other comprehensive income be presented in the statement of changes in equity.

Statement of comprehensive income- The revised AASB 101 requires all income and expenses to be presented in either one statement, the statement of comprehensive income, or two statements, a separate income statement and a statement of comprehensive income.

The previous version of AASB 101 required only the presentation of a single income statement.

The company's financial statements now contain a statement of comprehensive income.

Other comprehensive income – The revised version of AASB 101 introduces the concept of 'other comprehensive income' which comprises income and expenses that are not recognised in profit or loss as required by other Australian Accounting Standards. Items of other comprehensive income are to be disclosed in the statement of comprehensive income.

(r) New Accounting Standards for Application in Future Periods

The AASB has issued new and amended accounting standards and interpretations that have mandatory application dates for future reporting periods. The association has decided against early adoption and believe that the impact of these standards will be minimal.



Annual Report 2009/2010 Notes

	30 June 2010	30 June 2009
Note: 2 Receivables		
Current		
Trade Receivables	105,692	117,606
Provision for impairment of receivables	(6,057)	(6,623)
Other Receivables		
Total Receivables	99,635	110,983
Note: 3 Inventories		
Current		
Inventories at cost	107,991	105,244
Work inprogress/development	0	0
Provision for stock write-off	(22,598)	(22,598)
Total Inventories	85,393	82,646
Note: 4 Property Plant and Equipment		
Land and Buildings		
Buildings at cost	1,064,841	1,064,841
Accumulated depreciation	(103,297)	(87,324)
Total Buildings	961,544	977,517
Land at cost	113,900	113,900
Total Land and Buildings	1,075,444	977,517
Furniture and Fittings		
Furniture & Fittings at cost	39,890	27,762
Accumulated depreciation	(9,497)	(7,724)
Total Furniture & Fittings	30,393	20,038
Office Equipment		
Office Equipment at cost	142,536	86,954
Accumulated depreciation	(70,966)	(57,662)
Total Office equipment	71,569	29,292
Software		
Software at cost	141,917	141,917
Accumulated depreciation	(117,369)	(102,715)
Total Software	24,548	39,202
Capitalised leased assets		
Motor Vehicle	0	0
Accumulated depreciation	0	0
Total Capitalised leased assets	0	0
Trademarks	1,240	1,120
Total Property Plant and Equipment	1,203,195	1,181,069
Note: 5 Borrowings		
Bank loan secured	18,250	469,237
The bank loan is secured by a registered first mortgage over the freehold property.		

	30 June 2010	30 June 2009
Note: 6 Leasing Commitments		
Finance Leasing		
Payable - minimum lease payments		
- not later than 12 months	0	4,034
- between 12mths and 5 years	0	0
Minimum Lease payments	0	4,034
Less future finance charges	0	(1,349)
Present value of minimum lease charges	0	2,685
Note: 7a Reconciliation of Cash Balance		
Cash on Hand	600	600
Cash at Bank		
- Operating account	202,359	300,224
- Investment account	38,371	38,161
	241,330	338,985
Note: 7b Reconciliation of Cashflow		
from Operations with Profit from Ordinary Activities		
Profit from ordinary activities	318,383	(68,107)
Non-cash flows in profit from ordinary activities		
- Depreciation	45,704	47,246
- Net gains on disposal of fixed assets	0	(466)
	45,704	46,780
Changes in assets and liabilities, net of the effects of purchase and disposal of subsidiaries		
- Increase in receivables	2,800	95,667
- Decrease in other assets	(71,940)	(108,977)
- Increase in inventories	(2,747)	18,021
- Increase in payables	66,726	11,994
- Increase in provisions	78,252	38,013
- Increase/(Decrease) in deferred taxes payable	608	0
	73,699	54,718
Cashflows from Operations	437,786	33,391
Note: 8 Statement of Recognised Income and Expenditure for the year ended 30 June 2010		
	Retained Earnings	
Balance at 1 July 2008	724,328	
Profit attributable to the entity	(68,107)	
Balance at 1 July 2009	656,221	
Profit attributable to the entity	318,383	
Balance at 1 July 2010	974,604	

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF FIRE PROTECTION ASSOCIATION AUSTRALIA



**R E N S H A W
D A W S O N
L A N G**

**C h a r t e r e d
A c c o u n t a n t s**

60-64 Railway Rd, Blackburn
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P.O. Box 189, Blackburn, 3130.
Renshaw Dawson Lang
Pty Ltd ACN 006 634 028
ABN 84 164 947 290

Incorporating the practice of
**Kimberly Smith
P a r t n e r s**

Report on the Financial Report

We have audited the accompanying financial report, being a special purpose financial report, of Fire Protection Association Australia (the company), which comprises the statement of financial position as at 30 June 2010, and the statement of comprehensive income, statement of cash flow statement and statement of changes in equity for the year then ended, a summary of significant accounting policies, other explanatory notes and the directors' declaration.

Directors' Responsibility for the Financial Report

The directors of the company are responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statements, which form part of the financial report, are appropriate to meet the requirements of the Corporations Act 2001 and are appropriate to meet the needs of the members. The directors' responsibility also includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial 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 financial 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 made by the directors, as well as evaluating the overall presentation of the financial report.

DIRECTORS:
Robert J. Hurrell FCA
Fraser W. Holt CA
Joel L. Hernandez CA
Anthony J. Dunstan CA

CONSULTANTS:
Max K. Dawson CA
Robert J. Lang CA
William F. Renshaw FCA

The financial report has been prepared for distribution to members for the purpose of fulfilling the directors' financial reporting 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.

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

Independence

In conducting our audit, we have complied with the independence requirements of the Corporations Act 2001.

Auditor's Opinion

In our opinion the financial report of Fire Protection Association Australia is in accordance with the Corporations Act 2001, including:

- a. giving a true and fair view of the company's financial position as at 30 June 2010 and of its performance for the year ended on that date in accordance with the accounting policies described in Note 1; and
- b. complying with Australian Accounting Standards to the extent described in Note 1 and complying with the Corporations Regulations 2001.

Renshaw Dawson Lang
Chartered Accountants



Rob Hurrell, FCA
60-64 Railway Road
Blackburn, Victoria

23 November 2010

**AUDITOR'S INDEPENDENCE DECLARATION UNDER
SECTION 307C OF THE CORPORATIONS ACT 2001
TO THE DIRECTORS OF FIRE PROTECTION ASSOCIATION
AUSTRALIA**

I declare that, to the best of my knowledge and belief, during the year ended 30 June 2010 there have been:

- i. no contraventions of the auditor 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.

Renshaw Dawson Lang
Chartered Accountants



Rob Hurrell, FCA
60-64 Railway Road
Blackburn, Victoria

23 November 2010



**R E N S H A W
D A W S O N
L A N G**

**C h a r t e r e d
A c c o u n t a n t s**

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Pty Ltd ACN 006 634 028
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Incorporating the practice of
**K i m b e r l y S m i t h
P a r t n e r s**

DIRECTORS:
Robert J. Hurrell FCA
Fraser W. Hall CA
Joel L. Hernandez CA
Anthony J. Dunstan CA

CONSULTANTS:
Max K. Dawson CA
Robert J. Lang CA
William F. Renshaw FCA

Key Personnel

National Office Staff

Mr Scott Williams	Chief Executive Officer
Ms Fran Ludgate	Manager Business Operations Left December 2009
Mrs Fiona Tapply	Executive Assistant to Chief Executive Officer Commenced March 2010
Ms Rebecca Daire	Learning & Development Coordinator
Mr Chris Dayson	Events Manager
Ms Katherine Ebbs	Training & Research Officer
Ms Lynne Fabel	Accounts Assistant
Ms Julie Spencer	Membership & Sales Team Leader
Mr Ian Findlay	Technical Secretary
Mrs Ann Harris	Training & Licensing Coordinator
Ms Sharon Merritt	Technical Officer Left October 2009
Ms Lauren Richardson	Office Support Coordinator
Mr Carlos Santin	Executive Officer – Ozone Protection
Ms Janine Stewart	Learning & Development Manager Left April 2010
Mr Graeme Swan	Accountant
Ms Carla Tooley	Communications Coordinator Left December 2009
Mr Geoff Warren	Training & Research Officer
Mr Patrick O'Driscoll	Sales Executive
Ms Kelly Crowley	Licensing Coordinator Commenced May 2010
Mr Jonathan Brent	Technical Writer Commenced April 2010
Mr Mark Murray	Communications Coordinator Commenced January 2010
Ms Bloss Oliver-Skuse	Technical Report Writer Commenced January 2010



Board of Directors

Mr Christopher Orr	National President, Elected
Mr Glenn Talbot	Senior Vice-President, Elected
Mr Trevor Voevodin	Junior Vice-President, Co-opted
Mr Mike Donegan	Treasurer, Elected
Mr Graeme Thom	Director, Elected
Mr Roger Thomas	Director, Elected
Mr Graeme Harris	Director, Co-opted
Mr Bill Lea	Director, Co-opted
Mr Russell Porteous	Director, Elected

Advisors to Board

Mr Barry Lee, OAM	Past National President
Mr Rob Llewellyn	Past National President
Mr Peter Johnson	Past National President

Member of the Board

Mr Scott Williams	Chief Executive Officer
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State Committees

State	Chairman	Secretary or Exec. Officer
New South Wales	Mr Dennis Dinse	Mr Ben Girard
Victoria	Mr Andre Mierzwa	Mr Robert Bell
Queensland	Mr Trevor Voevodin	Mr Ray Mergard
South Australia	Mr Jason Lohf	Mr Alan Short
Western Australia	Mr Robert Davis	Ms Tania Longman
Tasmania	Mr Gerry Mullock	Mr Simon Allen

Technical Committee Convenors

Mr Roger Thomas	National Technical Advisory Committee
Mr Kjell Jawerth	TC/2—Detection and Alarm Systems Committee
Mr Roger Casey	TC/3— Portable Equipment Committee
Mr Bill Lea	TC/4—Sprinkler and Hydrant Committee
Mr Brett Staines	TC/11—Special Hazard Protection Systems
Mr Keith Nicholls	TC/18—Passive Fire Systems Committee

National Office Contacts

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