

## AFRC ANNUAL GENERAL MEETING

Friday 10<sup>th</sup> February 2012

9.30am – 10.00am

AWA Offices

Meeting Room 3, Ground Floor, 71 Ridge St, Gordon, NSW, 2072

<b>Present:</b>	Robert Cussigh (RC)	Nigel Carpenter (NC)
	Tracey Gramlick (TG)	Ian Frame (IF)
	Ross Maher (RM)	Suranga Perera (SP)
	Richard Hamber (RH)	Robert Mayer (RM)
	Mark Foord (MF)	
<b>Apology:</b>	Dominic Ogburn (DO)	Neil Cunningham (NC) TAC
	Michael O'Keefe (MO), proxy to TG	Phil Jones (PJ), proxy to NC
	Mike Miller (MM), proxy to TG	Glenn Johnston (GJ), proxy to MF

AGM opened at 9:45am with Tracey Gramlick in the chair.

### 1. Last Year AGM

Tracey tabled the minutes from the 2011 AGM and asked that they be approved as a true and accurate record.

**Moved RM, Seconded IF Unanimous**

### 2. President's Report – Tracey Gramlick

At the end of my second year as President I would like to take this time of the year to revisit the constitution and the Council's objects as a reminder of what the AFRC stands for:

The AFRC has been set up to develop, administer and approve comparative energy and related rating programs that serve the public and satisfy the needs of its private sector partners by providing fair, accurate and credible, user-friendly information on fenestration product performance.

Leading up until 2012 the primary achievements are:

- A wealth of comprehensive technical work to underpin all NFRC Australian specific activities.
- The positioning of AFRC to be recognised by governments and their regulatory agencies as an authoritative group for the fenestration products sector of the building industry on technical matters; an excellent relationship with DEWHA has been formed.
- AFRC now referenced in the BCA 2009 information sections for both residential and commercial energy provisions.
- Contracts with DCCEE to develop a new system of default windows to replace the existing generics thereby forcing validation and compliance by suppliers and more realistic outcomes for simulated houses.
- An AFRC simulator's training program to facilitate the growth of Australian raters using agreed AFRC/NFRC protocols and procedures.
- A comprehensive dedicated glazing training module initiated by DCCEE and to be implemented as mandatory for all accredited energy raters.

2011 was another significant year for the AFRC with the recognition that dedicated time and expertise was required to grow the council into its charter. The business plan entered its third year with the full injection of funds by its agreed key stakeholders.

Suranga Perera continued to lead the TAC part of the project team to work with DCCEE on the next version of AccuRate and our major achievement of 2011 which was to replace the current generics with a default listing for energy raters that will need to have validated and verified windows supplied at the end of the process, thus satisfying both ends of the market. It was this project that culminated in AFRC being awarded the project by DCCEE in December to develop the window library files and our first serious injection of funds from the federal government.

Further Australian variations were identified and written into the AFRC program and CMA training was undertaken for assessment under the Australian code requirements: just part of the work facilitated by the dedicated and hard work of the Technical Advisory Committee (TAC). Without this group of experts the charter of AFRC could not have been met and the industry and regulators owe the members of it a huge debt and our sincerest thanks.

The advances made in 2011 will provide the perfect springboard to take the AFRC further into an assured and credible future. The type of work completed and relationship with the government departments positions the AFRC as the entity to deal with for regulatory development in the fenestration area. We have come too far to turn back.

With database development finalised and awaiting upload, training packages due for completion in March 2012, AccuRate defaults under testing by a selected group of energy raters, the window library for the AFRC website link to the software complete, this leaves us with a real focus on what must be tackled in 2012. Labelling and market awareness.

### **3. Financial Report – Ian Frame**

#### **PROFIT & LOSS**

The EOY financial report was tabled and Ian noted that the Income and Expenses for 2011 basically tracked according to budget.

**Income:** There was one minor difference which positively affected this financial area relating to Interest received of \$1,612.74 that was not budgeted.

#### **Expenses:**

General expenses: There was slight over spending/under spending across the expense items which did not affect the net result according to budget. This area's performance concluded with a spending below budget of \$1,559.02.

Business Plan Expenses: Administration and employment expenses were on budget. However expenses relating to the DCCEE Default Window Project were not realized. Only \$1.1K of the budgeted \$19K was spent.

Operating Profit/Loss:

An operating loss was budgeted of \$30,138. The realised loss for 2011 was \$17,944 – primarily due to the under spend on the DCCEE Default Window Project.

There are however payments owing by BPIC (as noted in the Balance Sheet under Liabilities) of \$8,615; (Approximately 60% of which is related to Payroll obligations (Superannuation & PAYG withholding tax)

The Cash on Hand from the previous financial year was able to carry the costs of the Profit & Loss deficit.

At the end of the year the Cash on Hand totaled: \$34,190.46.

Special thanks to the help received over the past 12 months from Alan Clark and Dorothy Anania.

**Ian moved that the treasurer's report approved.      Seconded (NC)      Unanimous**

#### **4. Technical Report – Neil Cunningham**

Neil apologised for not being able to attend the meeting and asked Suranga to read the report on his behalf.

There were ten TAC meetings (five face to face, five GoToMeeting) over the year.

##### TAC Work Progress 2011

- NFRC Round Robin
  - 2010 NFRC Round Robin issued to the NFRC Accredited trained simulators and passed onto the AUS trained simulators. Results were consistent across all the simulators.
  - 2011 NFRC Round Robin issued to the NFRC Accredited trained simulators and passed onto the AUS trained simulators. Results will be collated by the end of February.
- DCCEE Default Windows Project
  - The construction of the 88 DCCEE default windows has been completed and the report submitted to DCCEE.
  - AccuRate window binary library files were created, tested and submitted to DCCEE who is in the process of validating the windows.
- DCCEE Training
  - DCCEE commissioned a training package to aid the introduction of the DEFAULT windows into NatHERS programs. Majority of the content was completed and the rest will be completed by the end of March 2012.
- Awning Window Size Review

There is a perceived problem with the rating size of Awning Windows. NFRC have introduced an alternative Awning size which better reflects Australian practice. Initial modelling confirms that the ratings are more realistic. TAC commenced exploring the issues that would result from a change in the modelling size.
- Move to Therm 6/Window 6

NFRC discontinued WINDOW 5/THERM 5 from 1 July 2011, and moved to WINDOW 6/THERM 6. AFRC adopted the NFRC decision at the same time.

- Glazing Registry

A spreadsheet was developed to enable consistent naming convention and better communication between simulators and AFRC.
- AFRC Technical Document Review

Technical Documentation on the AFRC website was reviewed. All NFRC documents were removed and link to the NFRC website has been provided to make sure all NFRC documents are always up to date.
- CMAST evaluation

A presentation to the board was given on CMAST. It was agreed the cost of implementing CMAST in Australia is very high and the Australian Market is not ready for it.
- AAMA 507-03

As an alternative to CMAST, AAMA 507-3 was considered. The method uses data from Therm 6/Window 6 files and presents it graphically. The main issue will not be technical but revolve around the use of At-Size vs. Rating-Size.
- Approved AFRC Technical Interpretation Requests (ATIRs)
  - ATIR-2008-13-Simulation Procedure for Skylights
  - ATIR-2007-07-Simulation Method for Sashless Windows
  - ATIR-04-05-2011-Low E-powder coat

**The AGM closed at 10:15 am.**