

# ADHA

Architectural  
Door Hardware Association



QUALITY / TRAINING / CHOICE / CONSULTANCY / STANDARDS

## FROM THE PRESIDENT

I wish all ADHA members a very prosperous year ahead!

Also on behalf of myself and the entire ADHA Executive Committee, I would like to extend our best wishes to our members and their families affected by floods, fire and cyclone. May your businesses be restored promptly and you and your families are in our thoughts!

May all of your businesses grow only stronger as we travel through this brand new year! It has not taken long for the first month to disappear already! What is driving this forceful momentum of lack of time?

This question has puzzled many and I must admit I am included in wondering how on earth we can slow it down. Time has become such a luxury now. It does not matter which business we apply this rule to, it is always the same. We see it while we shop for our food, we see it dealing

with the people within our industry and we see it in our homes. TIME has become something we all need more of!

Our industry is constantly undergoing changes while we seek ways of improving our businesses. We all need to keep in mind that change is good! It offers the possibility of new and fresh ideas as we evolve through these changes with the positive outcome and firm belief that we are forging the new path to greater clarity!

As we struggle to deal with the challenges, we also find solutions and this makes it all worthwhile! ADHA are involved in the challenges associated with AS 1905.1. A lot of time and effort is devoted to this very important issue that has shaken us to the core of our businesses but once this is resolved, the benefits will be significant!

We are also involved in a major challenge of training our future consultants!! Our training challenges

are never-ending but here, again, WE WILL reap the benefit of this process.

ADHA stands strong to meet the challenges on your behalf and are committed to improving any situation that needs our attention.

At this point, I would also like to thank all of you for your support while we address these challenges. As for the Executive Committee, your consistent time and effort is very much appreciated. May we stand strong and find the answers we are looking for to uphold this challenging industry we are all so devoted to!!

I look forward to another productive year for all and please, if there are any issues you would like to bring to the table, do not hesitate to do so!

Thanking you

Lydia Vujica  
ADHA President

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## CONTACT US

Architectural Door  
Hardware Association Inc.  
PO Box 1027, Research  
Victoria 3095  
ph: 03 9430 5025  
fax: 03 8640 0474  
e-mail: [info@adha.net.au](mailto:info@adha.net.au).

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# PAID PARENTAL LEAVE — A Quick Guide for Members



PAID PARENTAL LEAVE (PPL) IS A SCHEME FUNDED BY THE AUSTRALIAN GOVERNMENT, AND IS DESIGNED TO PROVIDE PAID LEAVE TO PARENTS WHEN THEY HAVE A BABY OR ADOPT A CHILD. THE SCHEME WILL COME INTO FORCE ON 1 JANUARY 2011, AND WILL PROVIDE PARENTS WITH UP TO 18 WEEKS' PAY AT THE MINIMUM WAGE, WHICH IS CURRENTLY \$570 GROSS PER WEEK.

Leave is actually provided by the National Employment Standard – eligible employees are entitled to up to 52 weeks of unpaid leave, and may request up to another 52 weeks of unpaid leave. The Paid Parental Leave scheme then provides payment for a portion of that leave. Employees may also choose to take paid leave entitlements such as annual leave or long service leave, as well as receiving PPL payments.

In order to access PPL, claimants need to satisfy a work test, an income test and a residency requirement. The leave must be taken in one continuous period, although the parent who is on leave may not work but is entitled to 'keep in touch' with the workplace.

## When does an employer have to make PPL payments?

Generally employers are expected to pass on the payments from the government to the employee, although there are some exceptions which would result in the employee being paid directly by the Family Assistance Office.

Between 1 January and 1 July 2011, the employer may choose to provide PPL to eligible employees, but if the employer chooses not to do so, the Family Assistance Office will pay the employee directly. This is partly to avoid the employer having to make changes to their payroll system half way through a financial year. From 1 July 2011, if an eligible employee makes a claim for PPL and it is accepted, then the employer is required to make the payments to the employee.

For the purposes of the PPL scheme,

an eligible long term employee is someone who has a baby or adopts a child and:

- ◇ Will have been one of your employees for 12 months or more prior to the expected date of birth or adoption;
- ◇ Will be one of your employees for the PPL period;
- ◇ Are based in Australia; and
- ◇ Are expected to receive eight weeks or more of PPL pay.

## How are employers funded for PPL?

The Government has given a commitment that PPL funding will be provided to employers before the employer is required to pay the employee. Employers will be able to choose between getting the funding in up to nine fortnightly instalments, or in three six-weekly instalments. In order to receive the funding, employers must register with the Family Assistance Office at [www.familyassist.gov.au](http://www.familyassist.gov.au), and provide details of bank accounts, business name, ABN and the employee's pay cycle.

## How do employers pass on the PPL payments?

Employers will pay employees using the funds provided by the government. The payment must be taxed as normal, and a payslip must be provided to the employee. The PPL payments do not attract superannuation contributions, and will not result in the accrual of additional leave entitlements. You will not have to include PPL payments when calculating payroll tax or workers compensation for the business.

Funding from the government for PPL is considered income for the business

and is taxable, consistent with other income received by the business. You can then claim a tax deduction for the amount of PPL pay provided to an employee in the same way that you claim a deduction for wages paid. Employees receiving PPL payments are entitled to be paid 7.6 hours at the minimum wage (currently \$15/hour) for each week day, including public holidays. Employees who have automatic deductions in place may need to modify those, and the payments can be salary sacrificed if the employee chooses. Child support deductions can be made from an employee's PPL pay.

## What is 'keeping in touch' with the workplace?

An employee can participate in activities at the workplace for up to ten days from the birth or adoption of a child until the end of their PPL period without losing PPL pay. This participation must be by agreement between the employer and the employee, and may include attending training or planning sessions at the workplace. Any time the employee spends in the workplace would need to be paid under the employee's contract or award in addition to receiving the PPL payment.

## How do employees claim PPL?

Employees can submit a claim for PPL up to three months prior to the birth or adoption of a child. The Family Assistance Office handles PPL claims – [www.familyassist.gov.au](http://www.familyassist.gov.au).

### More information?

If you have any queries about Paid Parental Leave, visit [www.familyassist.gov.au](http://www.familyassist.gov.au) or contact Emma Watt on (03) 8822 3712 or 0411 708 073, or by email on [emma@emmawatt.com.au](mailto:emma@emmawatt.com.au).

# INNOVATION: OPPORTUNITY CAPTURE: IS THIS JUST FOR THE BIG BOYS?



THE STATISTICS MAKE IT CLEAR IN A RECENT BOOK BY AN MIT PROFESSOR THE STARTLING STATISTIC WAS REVEALED THAT IN THE 1920'S THE LIFE EXPECTANCY OF A US COMPANY WAS 65 YEARS, TODAY IT IS LESS THAN 10!

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Companies that do not embrace change, Innovation and Opportunity Capture are destined for the scrap heap; or to be immersed in the mire of competitive bidding where the ultimate winner is always the customer as businesses compete in a downward competitive price spiral.

## These are the facts

But do not despair the solution is at hand. It is real, practical, tried and proven and it's all about understanding what innovation and opportunity capture means, and moreover how you do them.

Further, this is not "rocket science" and the smaller the business the easier it is since the political impediments present in large corporation are virtually non existent.

## Where to start?

The starting point is to first accept that there is no product, process or service in the world that cannot in some way be innovated. By that I mean, changed in some way to add value. If you wish to disagree with that, what you are really saying is that what you do today will be the same in 100 or more years, this is clearly ridiculous.

So accept that change is essential, and that change is possible and let innovations abound. Further this can be done in a structured way that is virtually guaranteed to yield results and perhaps surprisingly, the risks are almost non existent.

## Some Small Business Examples

Some examples where small companies have embraced change and scored massive wins.



five times what he had paid for it just a few years earlier.

- ◇ A session in Colombia with a company that sold small diameter, 100mm long drinking straws commonly used in that country to stir take away coffee. (A ridiculous stirrer if ever I have seen one). Using the innovation tool of "Frustration" the new stirrer had several enhancements that left competitors in its wake.

Examples of innovation and opportunity capture like this abound and can be applied to every product, process and service in the universe - now there's a big statement!

Just accept it and move on with the task.

## About Roger

Roger La Salle, is the creator of the "Matrix Thinking"™ technique and is widely sought after as an international speaker on Innovation, Opportunity and business development. He is the author of three books, Director and former CEO of the Innovation Centre of Victoria (INNOVIC) as well as a number of companies both in Australian and overseas.

He has been responsible for a number of successful technology start-ups and in 2004 was a regular panellist on the ABC New Inventors TV program. In 2005 he was appointed to the "Chair of Innovation" at "The Queens University" in Belfast. Matrix Thinking is now used in more than 26 countries. [www.matrixthinking.com](http://www.matrixthinking.com)

- ◇ A company in Scotland that had just a single product in a competitive market, canoe paddles. In a single workshop we "innovated" that product to add a "New Function". The new paddle won international acclaim and propelled the business into the multi-million dollar elite.

- ◇ A company in Melbourne that sold just one product in competition with Chinese imports. Tent poles!

Yes believe it or not this was their one and only product sold through some 239 retail outlets. One workshop later the company commenced what we refer to as Channel Enhancement. They now have some five products, all new and all sold into the same channel. Before we started talking innovation and opportunity they had no idea of the value of their channel.

- ◇ Another company, a Milk Bar (Convenience store). The owner implemented the innovation of "Complementary Products". Believe it or not within three years the owner tuned his business into a gold mine and later sold it for

# ADHA TRAINING

## ADHA Level 1 and II Training

<http://www.adha.net.au>

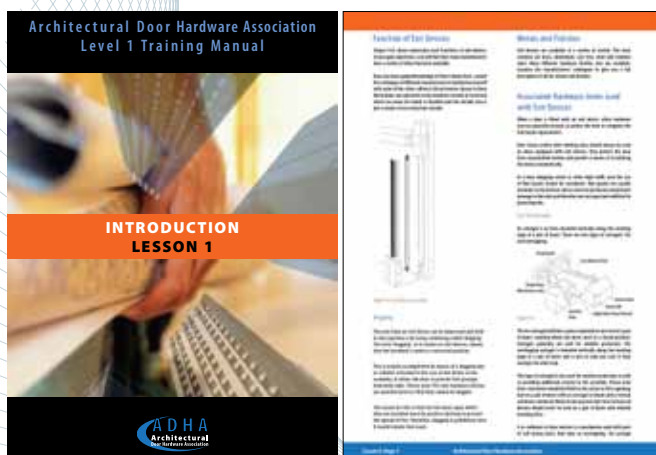


All members have been advised of their username and password to gain access to the Web based ADHA training material.

If you have not received this information or require additional logins for your staff please contact the Association to arrange access.

The level I training has been completely revised and is ideal for new employees or existing employers who want to brush up on their knowledge prior to commencing the level II training.

Web-based examinations for level I and II training can be arranged on application and will normally be conducted twice a year unless a large group of applications are received.



## Development of nationally recognised training for the architectural hardware industry

Your training committee has spent considerable time working with Manufacturing Skills Australia (MSA) to develop nationally recognised training which will be available as part of a Certificate IV qualification. Two units have now been endorsed by the National Quality Council (NQC) and are due to be completed soon.

These two units will be available as a skill set and include:

- ◇ Recommend security technology, hardware and services
- ◇ Prepare architectural door hardware schedules.

## Become an Architectural Door Hardware Consultant

The ADHA committee has now endorsed the process by which members of the Association can apply to become an Architectural Door Hardware Consultant (ADHC).



As previously advised there are now a number of avenues by which members can gain the ADHC recognition including by exhibiting extensive experience in industry and submission of supporting documentation.

The ADHC recognition will be promoted widely by the Association and the Association encourages all members to submit their applications promptly thus enabling your business to gain the benefit of the program.

An application form is included with this newsletter or you can download it from our website at [www.adha.net.au](http://www.adha.net.au).

A fee of \$250 is payable upon submission of an application for ADHC status which includes the first year of membership of the programme and the provision of a membership certificate and support material. The ADHC logo is a registered trade mark of ADHA and use of that logo is restricted to eligible members of the association who commit to maintain their professional skills by complying with the ADHA continuing professional development requirements.



# TECHNICAL MATTERS

## DEVELOPMENT OF A HYDRAULICALLY OPERATED DOOR CONTROLS STANDARD

Following the submission by ADHA to Standards Australia for prioritisation of a project to develop a new standard for hydraulically operated door controls using the BS EN 1154 standard as a basis ADHA was advised that the project application was successful and that the standard would be part of the AS 4145 suite of standards.

The CS 082 committee first met at the offices of Australian Standards in Sydney on October 26th in 2010 to commence development of the standard and has since met on the 25th of November 2010 and the 3rd of February 2011. The draft standard is expected to be available for public comment from very late March through to late May 2011 with publication expected to be in September 2011.

ADHA members are encouraged to review the draft standard at public comment stage and consider whether you need to submit comments for review before the closing date. All comments are considered in detail by the Committee and, if necessary, further drafting is undertaken. ADHA will advise our members when the standard is out for public comment and you can also continue to check the Australian Standards web site for details.

Other than ADHA the committee meetings are attended by The Australia New Zealand Locksmiths Association Mr. Gary Tyrell, Australian Window Association Craig Brennan, Australian Industry Group Mr. Alan Gibby and Harry Lambrou, Certification Interests (Australia) Mr. Sam Guindi, NSW Police Force Mr. Rick Simpson, Security Construction & Equipment Mr. Garry Wilson, University of Western Sydney

Mr. Brian Uy and Standards Australia Ms Chelo Francisco and the chair Mr. Hans Esser.

This is the first application made by the industry under the new prioritisation process established by Standards Australia and will include the provision of management services by Standards Australia at no cost to the Association apart from industry representation.

## AUSTRALIAN STANDARD 1905.1

When AS 1905.1 - 2005 was published reference was made to the development of an additional option for the testing of door hardware and non-essential door seals in a more cost-effective manner.

It was originally intended that this initiative would occur within 12 months of publication of the standard however this was not the case.

The ADHA executive committee has met with representatives of standards Australia on a number of occasions during 2010 and with their support a number of initiatives have developed.

1. Industry meeting to consider the review of A S 1905.1. In conjunction with Standards Australia a number of meetings were held between interested parties to discuss the issues surrounding the testing of hardware in accordance with AS 1905.1. Following these meetings a working group has been established to identify the issues involved and prepare a submission to Standards Australia for prioritisation of the project to review the standard.
2. Following the initial industry meeting it was decided to hold a meeting between the hardware and core manufacturers in conjunction with the testing authorities to

look at issues which impact on the testing regime. A meeting was held on the 21 October, 2010 and a broad range of issues were identified. It has now been agreed that industry representatives will develop a series of protocols and work towards improving the relationship between the various parties with the objective of reducing the time from start to finish and associated issues.

3. Following the industry meeting on the 21 October, 2010 a number of Association members met to consider whether ADHA could take a united position to future meetings regarding the review. It was agreed at this meeting that the review of AS1905.1 was of critical importance and that the Association should take every step necessary to ensure the prompt review of the standard. A future meeting of members will be held to update them on progress and fine tune the ADHA position.

## CS 082 COMMITTEE REPRESENTATION:

The CS 082 Locksets and Hardware technical committee of Standards Australia has recently been reactivated with the responsibility of preparing the content of a new Australian Standard for Hydraulically Operated Door Standards. Following the retirement of Mr David Ross of Ingersoll Rand Security Technologies the ADHA position on the technical committee was vacant.

The ADHA Executive Committee resolved to appoint Mr Malcolm McKenzie of Dorma as the ADHA representative on this committee. Mr McKenzie was involved in the development of the submission to Standards Australia for the development of the standard and has significant knowledge in the area.



# EXECUTIVE COMMITTEE

## REVIEW OF MEMBERSHIP CRITERIA

The Association's membership currently focuses on the member's role as either a manufacturer or distributor. As a result of ongoing changes in the industry the executive committee has resolved to consider adopting a single category for manufacturers/importers and distributors as well as looking at the various member types.

## INDUSTRY MEETING 1ST MARCH 2011

A meeting of representatives of core manufacturers, hardware manufacturers and distributors and testing authorities will be held at Standards Australia Level 10, 20 Bridge St Sydney at 2PM to continue discussions regarding opportunities to improve the current testing regime. Full details will be forwarded to ADHA members soon —note ADHA must be advised of your intention to attend so that access to Level 10 can be arranged.

## TRADE SHOWS

In 2008 it was decided to trial the conduct of an annual trade show to promote the architectural hardware industry. In 2009 the show was held in Glenelg South Australia and was considered satisfactory for a first attempt.

Unfortunately the 2010 show was not supported widely by the specified community (Melbourne) and accordingly the Association is now reviewing what other opportunities may exist to promote the industry and the services that you our members can provide.

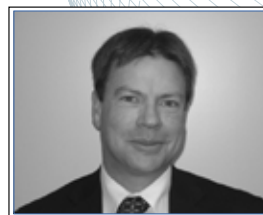


## FUTURE OF OUR ANNUAL FORUM

A survey of members will be conducted soon to identify your preferred structure of future industry events — annual forum as previously or more localised activities in conjunction with ADHA Executive meetings for example.



**Ms Lydia Vujica (President)**  
Jomon Architectural Hardware Pty Ltd  
4-6 Ramsay Road, Five Dock NSW 2046  
(02) 9712 8899 (02) 9712 8866  
lydia@jomon.com.au



**Malcolm McKenzie,**  
Door Control Australia/New Zealand  
DORMA Door Controls Pty Ltd  
52 Abbott Road, Hallam VIC 3808  
(03) 9796 3555 (03) 9796 3955  
malcolm.mackenzief@dorma.com



**Joseph Monorchio, Director,**  
Jomon Architectural Hardware Pty Ltd  
4-6 Ramsay Road, Five Dock NSW 2046  
(02) 9712 8899 (02) 9712 8866  
joe@jomon.com.au



**Craig Keeler-Milne**  
Keeler Hardware Pty Ltd  
184 High Street, Willoughby NSW 2068  
(02) 8966 5999  
(02) 8966 5977  
keelermilne@keelerhardware.com.au



**Richard Brooks – (ADHA Secretary)**  
PO Box 1027 Research 3095  
(03) 9430 5025 (03) 9445 9219  
richardb@adha.net.au



**Lindsay Orford,**  
National Sales Manager, Architectural  
Assa Abloy Australia Pty Ltd  
235 Huntingdale Rd, Oakleigh, Vic 3166  
(03) 8574 3888 (03) 8574 3780  
lindsay.orford@assaabloy.com



**Robin Carter, National Sales Manager**  
Raven Products Pty Ltd  
22 Aldershot Road, Lonsdale SA 5160  
(08) 8384 5455 (08) 8382 8885  
robin\_carter@raven.com.au



**Cameron Lord, Managing Director**  
Kaba Australia Pty Ltd  
42 Redfern St, Wetherill Park, NSW 2164  
(02) 8787 4777 (02) 9609 6656  
clord@kaba.com.au



**Graeme Williams (Sales Director)**  
Lorient Australia Pty Ltd,  
256 Coward Street, Mascot NSW 2020  
(02) 9938 8899 (02) 9317 4299  
graeme@lorient.com.au



**Alan Gibby (Manufacturer)**  
Product Development Manager  
Australian Lock Company  
17 Doyle Avenue, Unanderra NSW 2526  
(02) 4272 4922 (02) 4272 4677  
alang@bilock.net

# BUSINESS TIPS: HOW TO GO GREEN & SAVE MONEY



THESE TIPS WILL HELP YOU MEET THE TWIN GOALS OF CUTTING COSTS AND MAKING YOUR COMPANY GREENER.

## Complete an energy audit

Perhaps the best way to start the process of 'greening' your workplace is to conduct an energy audit to research how much energy you are using, where the most energy is being consumed, how energy efficient your equipment is and how much you are spending on your energy requirements.

Smart companies should also use the results of their energy audit to shop around for a better deal from their gas and electricity supplier. This could include a discussion about purchasing green power for your business.

## Install a kill switch

If people are not switching off appliances it might be a good idea to hook appliances up to power boards that have kill switches – a single button that cuts the power to all of the appliances connected to that board.

It is also a good idea to combine your new kill switch strategy with a few signs urging staff to complete a proper shutdown – including turning off standby power – before they leave for the night.

## Get the right lights

The use of environmentally friendly lighting is one of the best ways a company

can reduce its energy bills. The first and most obvious step is to replace incandescent globes – which not only burn out very quickly, but also lose up to 95 per cent of their energy through heat loss – with compact fluorescent lights, or CFLs. Not only do CFLs last about 10 times longer than incandescent globes, but they also use about 80 per cent less energy.

Businesses should also work as hard as they can to capitalise on natural light in their workplaces. Where desks are located close to windows or other natural light sources (such as skylights) it may be possible to remove desk lamps and keep overhead lights off for a large portion of the day.

## Start the paper chase

There are a few ways to cut your paper usage and your stationery bill. For starters, consider making the switch to email-based invoices and correspondence with customers and

suppliers. Secondly, make sure you buy paper with the highest-possible level of recycling.

When you do have to print, you'll at least be doing so on quality paper.

Thirdly, attack those paper-hungry beasts – the printer and the fax machine. Ensure staff are printing

double-sided at all times and install a timer on the printer, so that it shuts down after hours and doesn't chew up power. There are also services that turn faxes into emails to cut down paper use.

Finally, ensure recycling bins are prominently placed around the office so that paper recycling becomes a part of your staffs' daily habit.

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## SHARE WITH US

**DO YOU HAVE ANY NEW PRODUCTS OR INDUSTRY NEWS THAT YOU CAN SHARE WITH US?**

ADHA is keen to provide information to members on any new products, forthcoming events and other industry news.

E-mail your submission to [richardb@ADHA.net.au](mailto:richardb@ADHA.net.au) and provided it satisfies the Association's editorial policy it will be included in the next newsletter.

The ADHA newsletter will be published four times per annum in January, April July and November.

# Minutes of the ADHA ANNUAL GENERAL MEETING 2010

HELD ON THURSDAY 12TH AUGUST, 2010 AT 4:30PM, AT THE SOFITEL ON COLLINS MELBOURNE EAST TOWER SUITE, 25 COLLINS ST, MELBOURNE, VICTORIA

## PRESENT:

Nineteen representatives of member companies were in attendance.

### 1.0 WELCOME

The President Lydia Vujica welcomed those members present and made a particular mention of the support shown by the member companies who had sponsored the ADHA Forum and those companies that were participating as exhibitors.

The meeting showed its appreciation of the sponsors by acclamation.

### 2.0 APOLOGIES

The secretary, Richard Brooks, advised that two apologies had been received.

### 3.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING HELD 6TH AUGUST 2009

It was moved T Gotje Seconded A Gibby that "the minutes of the meeting held on the 6th August 2009 as distributed be confirmed as a true and correct record".

CARRIED

### 4.0 BUSINESS ARISING FROM PREVIOUS MEETING

There was no business arising from the previous minutes.

### 5.0 PRESIDENT'S REPORT

Ms Lydia Vujica provided a verbal report advising members of the events and activities undertaken by the association in the past 12 months. Particular mention was made of the following:

- ◇ A productive year with a focus on training and technical issues
- ◇ Significant focus of the committee in the past year has been the continued commitment to the development of nationally recognised training for the sector – an ongoing project in conjunction with Manufacturing Skills Australia – unfortunately the issues associated with endorsement/

approval have been far more time consuming than expected

- ◇ Completion of the review of ADHA's Level 1 training program and inclusion on website with access to members at no cost – fees are applicable at time of sitting the examination.
- ◇ Continued development of the Architectural Door Hardware Consultants concept
- ◇ The technical and marketing committees have been reformed
- ◇ Lydia concluded her report by thanking the ADHA management team for their efforts and support.

### 6.0 FINANCIAL REPORT FOR YEAR ENDING 30TH JUNE, 2009

The secretary, R. Brooks, provided an overview of the accounts to 30th June, 2010 and It was resolved that "the accounts for the period to 30th June, 2010 be received and noted".

### 7.0 APPOINTMENT OF AUDITOR

The secretary reported that the committee had discussed at length the appointment of the auditor in 2009 and that they recommended that an independent person review the accounts but no auditor be appointed. Following changes to the Associations Incorporation Act in 2009 the change proposed at the 2009 AGM was not adopted.

Accordingly the procedures required under the revised legislation had been followed and the motion had been circulated to members no less than 60 days prior to the meeting and the auditors advised accordingly.

The following motion submitted by the committee was Moved M McKenzie Seconded R Carter: "that in light of the Association Incorporation Act 1981 requirements re conduct of an audit of prescribed associations does not apply to ADHA and the cost of the annual audit it is agreed that these services be terminated

and that the ADHA accounts be prepared by the secretariat and reviewed by a suitable person independent of the secretarial/management function".

CARRIED

### 8.0 ELECTION OF COMMITTEE AND OFFICE BEARERS

The secretary took the role of returning officer and advised that there were twelve positions on the committee of which nominally six positions were identified for manufacturers and six for distributors. He then reported that five nominations had been received for positions on the committee:

Mr Craig Keeler-Milne of Keeler Hardware Pty Ltd; Mr Malcolm McKenzie of Dorma Door Controls; Mr. Joe Monorchio of Jomon Architectural; Mr. Terry Gotje of Gainsborough Hardware Industries and Mr. Graeme Williams of Lorient Australia

Following a request for any further nominations R. Brooks advised that the above five nominations were accepted and congratulated the nominees on being duly elected to the position of executive committee members of the Architectural Door Hardware Association for the 2010/11 association year. The incoming committee members were duly welcomed and congratulated.

### 9.0 MEETING CLOSE

There being no further business the meeting was declared closed.