

2008

annualreport





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John Simmiss

Presenting the PGDR ITO 2008 Annual report I am pleased to see the gains made by our organisation and congratulate Ian Elliott and the team on another successful year.

The continued commitment to training by our industries' employers is backed by the increased numbers of trainees reported. It is great to see that the ITO made provision for this increase by having in place night sessions and increased regional staff numbers to provide support for the employers and trainees.

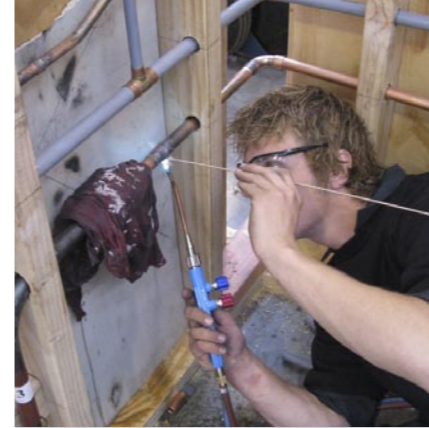
It is pleasing to see the ITO working closely with our industry bodies and other ITOs – the outcomes from these collaborations will benefit employers and trainees.

I can not overlook the challenges facing our industries in 2009. I believe the ITO is well placed to deliver benefits to our industries and has the capability to support them.

The make up of the ITO board has changed with the appointment of a new director and the resignation of two directors. Nominations for two directorships have been sought and the new directors will be appointed in 2009.

The ITO Board will continue to actively support the PGDR ITO in 2009 and we look forward to working with our industries and building on recent achievements made.

John Simmiss
Chairman



Our vision is for New Zealand to have one national system of plumbing, gasfitting, drainlaying and roofing qualifications.

Our mission is to ensure training, assessment and moderation will lead to the registration of a sufficient number of suitably qualified and skilled tradespeople to meet the needs of industry and the public.





Ian Elliott

We have many success stories to tell for 2008. The return of plumbing to World Skills Competition (formerly Skill Ex) was great to see. Our night sessions and examination preparation workshops were well attended. Eleven hundred employers, employees and apprentices completed our workforce requirements survey, which gave us a great deal of valuable information to dig into.

The ITO experienced strong numbers of sign ups in 2008, and also a healthy number of trainees completing qualifications. Modern Apprenticeships in plumbing and gasfitting increased from 332 to 471.

Most importantly we experienced some excellent collaboration between key bodies. The ITO worked closely with the Roofing Association of New Zealand (RANZ), Master Plumbers, the PGD Board, TEC, NZQA, EECA, to name only some of the organisations that have both supported us and shown a willingness to work collaboratively.

We would also like to acknowledge the support of a number of other ITOs, and in particular the members of the BETA (Built Environment Training Alliance) Group of ITOs.

It is important to acknowledge the work done by our contracted providers. Our 2300 trainees receive quality block courses and distance learning from a group of dedicated tutors. We depend on our contracted providers to meet the needs of our trainees, and we appreciate their efforts.

I would like to thank the ITO Board for their continued support, encouragement and trust. And of course my hard-working staff. We now have six regional staff. While this does not allow us the full national coverage that is desirable, we are certainly seeing the benefits of being able to get out on the road and work with trainees and employers face to face.

It is a privilege to be working as a well-supported team to meet the training needs of the plumbing, gasfitting, drainlaying and roofing industries.

Ian Elliott
Chief Executive



Provide a Fully Supported Career Pathway

- Training and registration are more closely aligned
- Qualifications and training provide a lifetime career pathway
- Trans-Tasman and wider collaboration ensures international recognition of our qualifications
- Greater assistance provided to trainees (including literacy and numeracy support) to ensure they complete training, qualifications and registration
- PGDR ITO takes a lead role nationally with all the Modern Apprenticeship Coordinators

Foster Leadership by Partnership with Industry

- Work with industry to quantify the productivity gains resulting from training
- Understand and meet workforce requirements
- Strengthen advisory groups and industry consultation

Build a Stronger Organisation, Focusing on People and Processes

- Continue to extend team performance
- Ensure a financially sustainable organisation
- Maintain fit-for-purpose systems, processes and quality

Be Customer Focused: Employers and Trainees

- Monitor employer and trainee satisfaction to make sure needs are being met
- Increase the number of employers who have staff in training
- Produce high-quality products, from training agreements to learning resources
- Increase participation in training, including under-represented groups



Support in the Workplace

Literacy and Numeracy

Highlights and initiatives have included:

- A trial of evening study groups held with the aim of supporting trainees on their distance learning materials. A second trial will be held in 2009.
- Exam workshops teaching the literacy and study skills needed for sitting registration exams.
- Collaborative work with the Plumbing Gasfitting & Drainlaying Board (PGDB) on the workshops.
- Embedded literacy and numeracy (reading and study strategies) in updated plumbing and gasfitting distance learning and Gateway programme materials.
- Literacy and numeracy awareness training for ITO staff, moderators and assessors, provider tutors and Modern Apprentice Coordinators.
- Development of a literacy and numeracy assessment now being trialled by Regional Training Advisers at sign up. This informs apprentices of the literacy and numeracy demands of the distance learning materials, and indicates to the ITO if the employer and the ITO need to put in place further support for the trainee.

Research Workforce Requirements

- The ITO gained funding that allowed research to be carried out on the workforce and skills needs of the PGD and Roofing industries.
- Collaboration with PGDB and Master Plumbers
- A survey of plumbing, gasfitting and drainlaying employers, employees and apprentices conducted
- 1154 surveys completed by this group
- The findings from this survey have been made into a report.

Increased Coverage

- The ITO now has 6 Regional Training Advisors (RTAs) out working in the regions.
- The ITO has contracted G&H Training in Auckland, WINTEC Hamilton, WELTEC Wellington, CPIT Christchurch, SIT Invercargill and The Open Polytechnic of New Zealand to deliver training for plumbing gasfitting and drainlaying.
- Trainee numbers at the end of 2007 totalled 1695. By the end of 2008 they totalled 2312, an increase of 36%.

Qualifications Development

New Qualifications

The Metal Roof and Wall Cladding Stage 4 learning materials have been developed and sent to trainees.

Upgraded Qualifications

Upgraded Drainlaying qualifications are developed and the distance learning materials are issued by the Open Polytechnic of New Zealand.

Plumbing and Gasfitting

- Stage 1 distance learning materials have been sent to trainees/apprentices enrolled in 2009.

Gateway Packages for Plumbing, Gasfitting and Drainlaying

Rongotai College of Wellington was one of the 35 secondary schools that signed up for the Gateway package. 55 students have received their Gateway packages. The PGDR ITO congratulates those plumbing, gasfitting and drainlaying businesses that have given their time to host the students.



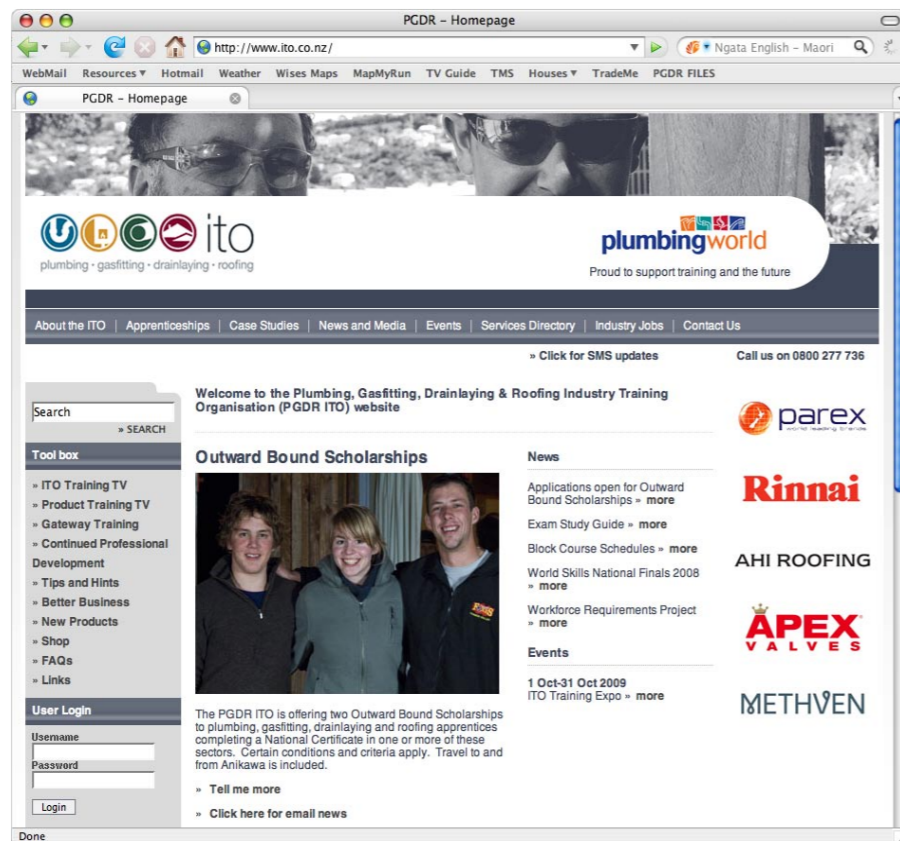


Media Marketing Partnership

The ITO announced the partnership with Trends Media Services in the August 2008 Training Focus, the PGDR ITO newsletter given a creative overhaul by Trends Media Services.

An event promoting prostate cancer research was hosted as a platform to launch the new PGDR ITO website.

Trends Media Services continues to provide high-quality creative solutions to the PGDR ITO.



Events

Outward Bound Scholarships

The ITO sponsored two trainees, Nathan Oakly of Masterton Plumbing and Adrian Holmes of Waihi Plumbing, to attend the 2009 BETA Outward Bound Course. The ITO will again be sponsoring two PGDR ITO trainees to attend the 2009 Outward Bound course starting August 2009.

World Skills

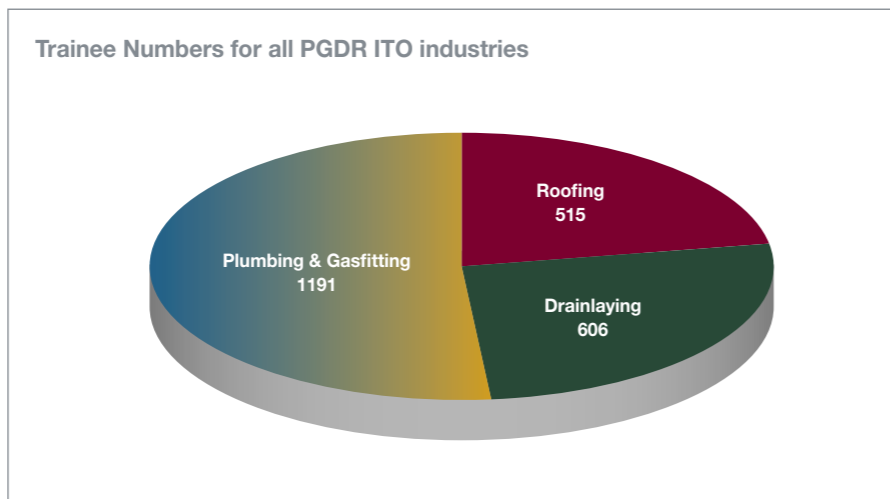
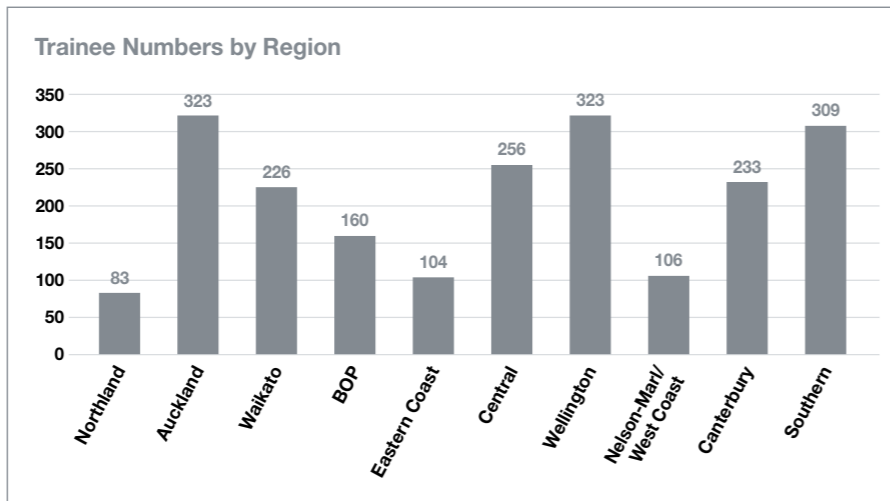
The PGDR ITO is proud to be the principal sponsor of plumbing and gasfitting skills. Seven regional winners met in Wellington for the National finals, hosted by WELTEC. The winner of the National Final would go on to represent New Zealand plumbing skills at the World Skills Finals held in September 2009 in Calgary, Canada.

Peter Fuller of the NZDF will be competing for New Zealand at Calgary and will be supported by Ritchie Gorrie, the National Skills Expert.



Dimond Award

Ashley Clark from Calder Stewart in Wanaka was the 2008 Dimond Roofer of the year.



National Certificates Achieved by Quarter in 2008	1	2	3	4	Total
NC in Concrete Roof Tiling			1		1
NC in Drainlaying (Level 3)	48		54	34	136
NC in Gasfitting (Level 4)	52	1	52	45	150
NC in Plumbing (Level 4)	59	1	62	56	178
NC in Roofing - Strand Membrane Roofing (Level 4)	12		9	1	22
NC in Roofing - Strand Metal Roof & Cladding (Level 4)	25		13		38
NC in Roofing - Strand Metal Roofing Tiles (Level 4)	10	3	2	4	19
NC in Roofing - Strand Shingle Roofing (Level 4)			1		1
NC in Roofing - Strand Torch on Membrane Roofing (Level 4)	1		3	8	12
Total	207	5	197	148	557

National Certificates Achieved	2006	2007	2008
NC in Plumbing (Level 4)	96	105	178
NC in Gasfitting (Level 4)	91	97	150
NC in Drainlaying (Level 3)	118	98	136
NC in Concrete Roof Tiling		13	1
NC in Roofing - Strand Membrane Roofing (Level 4)	21	47	22
NC in Roofing - Strand Metal Roof & Cladding (Level 4)	66	211	38
NC in Roofing - Strand Metal Roofing Tiles (Level 4)	35	58	19
NC in Roofing - Strand Shingle Roofing (Level 4)		8	1
NC in Roofing - Strand Torch on Membrane Roofing (Level 4)		9	12
Total	427	646	557



- Updated qualifications registered with NZQA
- Increased coverage with the appointment of six Regional Training Advisors
- PGDR ITO takes a leadership role in Modern Apprenticeship Coordination
- The Open Polytechnic of New Zealand delivers upgraded Drainlaying qualifications
- Delivery of the upgraded Plumbing & Gasfitting qualifications
- Release of new learning and assessment packages for Roofing qualifications
- PGDR ITO is principal sponsor of plumbing skills for the 2008 World Skills national competition
- Literacy and Numeracy support in the workplace provided through the Training Success Scheme
- Workforce Requirements Project, in collaboration with the PGDB and Master Plumbers
- Survey of workforce trends and needs is completed
- Survey report published
- Focus Group meetings throughout New Zealand
- Gateway package released for Secondary Schools
- Marketing media partnership formed with Trends

Plumbing, Gasfitting & Drainlaying Industry Training Organisation Limited Summary Statement of Financial Position • As at 31st December 2008

	2008	2007
	\$	\$
CURRENT ASSETS		
Cash and Cash Equivalent	628,579	2,856,290
Short Term Deposits	3,400,000	
Advance to related parties	2,059	2,061
Account receivables	450,235	202,523
Tax receivables	12,095	
Sundry debtors	194,217	
Total current assets	4,687,185	3,060,874
CURRENT LIABILITIES		
GST Payable	38,581	40,563
Account payable	401,260	255,322
Income received in advance	1,737,259	1,593,022
Sundry creditors	799,560	207,723
Total current liabilities	2,976,660	2,096,630
NET CURRENT ASSETS	1,710,525	964,244
NON CURRENT ASSETS		
Fixed Assets	132,833	94,937
NON-CURRENT LIABILITY		
Term loans	1,789	4,007
NET NON-CURRENT ASSETS	131,044	90,930
NET ASSETS	1,841,569	1,055,174
TOTAL EQUITY	1,841,569	1,055,174

Plumbing, Gasfitting & Drainlaying Industry Training Organisation Limited Summary Statement of Financial Performance • For the Year Ended 31st December 2008

	Year ended 31 December 2008	Year ended 31 December 2007
	\$	\$
Government Grants	4,204,183	3,299,554
Apprentice fees	1,557,237	1,276,748
Interest received	313,337	180,537
Other incomes	387,094	120,021
Net income	6,461,851	4,876,860
Cost of good sold	(3,242,496)	(3,208,342)
Gross margin	3,219,355	1,668,518
Personnel expenses	(1,417,161)	(1,076,900)
Professional fees	(136,397)	(95,195)
Marketing & research expenses	(194,219)	(155,303)
Rental expenses	(138,485)	(81,628)
Administration expenses	(378,203)	(237,093)
Depreciation expenses	(43,676)	(54,743)
Other expenses	(124,819)	(98,484)
Net surplus (deficits) for the year	786,395	(130,828)

Plumbing, Gasfitting & Drainlaying Industry Training Organisation Limited Summary Statement of Movements and Equity • For the Year Ended 31st December 2008

	2008	2007
	\$	\$
Opening equity's balance	1,055,174	1,186,002
Net surplus for the year	786,395	(130,828)
Closing equity's balance	1,841,569	1,055,174

Plumbing, Gasfitting & Drainlaying Industry Training Organisation Limited
Notes to the Summary Financial Statements • For the Year Ended 31st December 2008

The summary financial statements have been extracted from the full financial statements for the reporting entity, Plumbing Gasfitting & Drainlaying Industry Training Organisation Limited, a registered company under the Companies Act 1993. The full financial statements have been prepared in accordance with generally accepted accounting principles, in accordance with New Zealand Financial Reporting Standards. The company satisfies the Accounting Standards Review Board criteria for small to medium size businesses and has not been required to apply NZ IFRS.

The summary financial statements cannot be expected to provide as complete an understanding as provided in the full financial statements. The summary financial statements have been examined for consistency with the full financial statements. The full financial statements are available on request and can be obtained from the CEO, Plumbing Gasfitting Drainlaying Industry Training Organisation Limited, Level 8, 142 Lambton Quay, Wellington 6011. The full financial statements have been subject to audit and an unqualified audit report was issued on 27 May 2009.

There were no contingent liabilities at balance date and there are no post balance date events that need to be disclosed.

During the period the company purchased services at market rates from Inspire Group, Stephenson Thorner and Simon Rees – Thomas who are related officers and shareholders of the company.

There has been no change in accounting policies. All policies are consistent with previous periods.



Audit Report

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To the Stakeholders of Plumbing, Gasfitting and Drainlaying Industry Training Organisation Ltd

We have audited the summary financial report of the company for the year ended 31 December 2008.

Responsibilities of the Board and Auditor

The Board is responsible for the preparation of a summary financial report in accordance with generally accepted accounting practice, in accordance with New Zealand Financial Reporting Standards. It is our responsibility to express to you an independent opinion on the financial report presented by the Board.

Basis of Opinion

Our audit was conducted in accordance with New Zealand Auditing Standards and involved carrying out procedures to ensure the summary financial report is consistent with the full financial report on which the summary report is based. We also evaluated the overall adequacy of the presentation of information in the summary financial report against the requirements of FRS-39: *Summary Financial Reports*.

Other than in our capacity as auditors of the Company, we have no relationships with or interests in the Institution.

Unqualified Opinion

In our opinion, the information reported in the summary financial report complies with FRS-39: *Summary Financial Reports* and is consistent with the full financial report from which it is derived and upon which we expressed an unqualified opinion in our report to the readers dated 27 May 2009.

We completed our work for the purposes of this report on 8 June 2009.

Grant Thornton
Wellington
8 June 2009

Business Advisers & Chartered Accountants
Grant Thornton Wellington, an independent member firm of Grant Thornton New Zealand.
Other independent member firms in Auckland, Christchurch and Dunedin. Grant Thornton New Zealand is a member of Grant Thornton International Ltd.



John Simmiss – Chairman

John has run his own plumbing company in Hastings for the past 27 years. He has been a committed participant in industry training and currently employs some PGD ITO apprentices. John has been heavily involved in industry at all levels since he first joined the Hawke's Bay Regional Association of Master Plumbers, Gasfitters and Drainlayers NZ Inc in 1982. John has been the Chairman of the PGDR ITO Board since July 2005.



Trevor Helm – Deputy Chairman

Trevor began his career as an apprentice plumber and gasfitter in 1979 with the Manukau City Council. After completing his apprenticeship, Trevor gained registration followed by a craftsman's licence in plumbing and gasfitting. Trevor is the managing director of his own Plumbing and Gasfitting company, T.J.Helm Plumbing Ltd, and employs several PGD ITO apprentices. He holds directorships with Ignite Gas Ltd and the Plumbing, Gasfitting, Drainlaying and Roofing Industry Training Organisation. Trevor is a member of the Auckland Master Plumbers, and was President of the NZ Society of Master Plumbers in 2005. He is a member of the NZ Institute of Directors. Trevor is also a Life Member of the NZ Kindergarten Association. Trevor has been a PGDR ITO board member since July 2005 and was elected Deputy Chairman in August 2008.



John Duncan

John is the Principal of Platform Consulting Ltd, a Human Resource Development Consultancy, and has over 15 years' senior corporate and consulting HR development experience. He has provided consulting services to a wide range of medium to large organisations in New Zealand and Australia. Prior to founding his own consulting firm, John held senior HR leadership roles at Air New Zealand, ANZ Bank, Forum Corporation and Christchurch International Airport. He worked for the New Zealand Trade Development Board in international export development and has acted as a relieving Trade Commissioner in Asia. John's working life began as an apprentice aircraft engineer. After completing his trade training he undertook an additional five years' training as a Non Destructive Testing Engineer. During this time John served as an employer representative on the Aircraft Engineering National Apprenticeship Committee. John has always had an interest in industry training and was previously a member of the Management Committee of the Banking Industry Training Organisation. John has been with the PGDR ITO Board since 2006.



Rod De Spong

Rod has a good background in the plumbing and gasfitting trades, having completed an apprenticeship in the late '80s, following up with both Trade Certificate and Craftsman qualifications. A career change saw Rod retrain as an accountant in the mid '90s. Rod's career has subsequently seen him take on a range of roles across auditing, management consulting, strategy and planning, business development, corporate finance, and supply chain operations in New Zealand and abroad. Rod is currently the Chief Financial Officer of Douglas Pharmaceuticals Limited. Rod is a member of the New Zealand Institute of Chartered Accountants, Institute of Directors of New Zealand, and the World Supply Chain Council. Rod De Spong was elected to the PGDR ITO Board in June 2008.



Stephen Parker

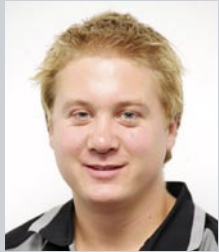
Stephen has been the Executive Director of the Gas Association of New Zealand since 1998. His experience includes a first career in the aircraft industry with the Royal New Zealand Air Force, then subsequently the gas industry. He has a Certificate in Company Direction and is a Member of the New Zealand Institute of Management. His other business interests cover property administration and infrastructure software, which underscores his passion for "NZ Inc". He is active across both corporate and management structures, with a passion for competency, quality and customer service. Stephen was appointed to the PGDB in 2008 and resigned from the PGDR ITO Board in July 2008.



Mark Whitehead

Mark has a wealth of experience in the plumbing trade. He began his career in 1973 when he started his apprenticeship with White and Taylor in Christchurch and went on to work at Foley Plumbers, Dunedin and H Balderstone in Christchurch. In 2001 he founded Whitehead Plumbing and Gas in Christchurch. Mark has an extensive corporate background that began when he joined Canterbury Master Plumbers Gasfitters & Drainlayers NZ Inc Regional Association in 1982. He then became junior vice president, followed by senior vice president and finally President of the Canterbury Regional Association. In 1992 Mark was elected to the Master Plumbers, Gasfitters & Drainlayers NZ Inc, "the Society", Council and in 2002 was elected President. He is still a board member of the Society and is also Chairman of MasterLink Ltd, an industry group training scheme, and is on the Plumbers Gasfitters and Drainlayers Board. Mark has been on the ITO Board since 2005. In 2008 he was appointed to the PGDB and resigned from the PGDR ITO Board in March 2009.

Our Six Regional Training Advisors and Their Coverage



2/3/5/7
Jak Elliott
sweeps through Auckland City from Western Springs to Howick through to Manukau and the Bay of Plenty.
021 569 077



1/2
Peter Gembitsky
covers Northland to the North Shore and West Auckland from Waitakere to Point Chevalier.
021 318 435



3/4
Sam Gilmour
looks after Takanini southwards, into the Waikato and Coromandel and Rotorua.
021 759 279



6/7/8
Peter Reilly
looks after the Central North Island through to Wellington.
027 217 5529



9/10
Robyn Brown
covers Nelson Marlborough, down the West Coast and through to Canterbury.
021 220 7645



11
Carmen Hope
looks after all of Southland
021 822 718

