Annual Report

2022

Plumbers,
Gasfitters and
Drainlayers Board



We protect the public by ensuring the competency of our practitioners.

Role and functions of the Board

The Plumbers, Gasfitters, and Drainlayers Board (the Board) was established under the Plumbers Registration Act 1912. The Board currently operates under the Plumbers, Gasfitters, and Drainlayers Act 2006 (the Act). The Board's main functions are set out in section 137 of the Act. The Board currently has 10 members, of whom six are practitioners. The members are appointed by the Minister for Building and Construction.

The primary functions of the Board are to register and license plumbers, gasfitters and drainlayers and ensure the competency of those workers to promote public health and safety.

The mechanisms available to the Board to do this are:

- setting classes of registration
- ensuring a minimum standard of competence for practitioners to be registered and issued with licences
- holding disciplinary hearings following complaints about practitioners
- prosecuting those individuals who undertake unauthorised plumbing, gasfitting and drainlaying work
- educating practitioners.

The Board supports the competency of the New Zealand plumbing, gasfitting and drainlaying industry and maintaining high standards.

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2021/2022 at a glance

The Plumbers, Gasfitters, and Drainlayers Board is pleased to submit this report for the year ending 31 March 2022 to the Minister for Building and Construction. The report is presented in accordance with section 152 of the Plumbers, Gasfitters, and Drainlayers Act 2006.



2021/2022 at a glance

Total practising practitioners

26,958 plumbers, gasfitters and drainlayers registered to practise in Aotearoa

Online examinations

1254

online examinations held for tradesmen during the year

Registrations

1571

practitioners newly registered in Aotearoa

Prosecutions

6

successful criminal prosecutions for illegal plumbing, gasfitting and drainlaying work

37

successful disciplinary prosecutions for registered practitioners who commit disciplinary offences

Standards

20 New Zealand Standards available in electronic format to practitioners

Helpdesk

1535

calls received

Complaints

54

complaints investigated

Certifying

4294 certifying plumbers

2149 certifying gasfitters

3402 certifying drainlayers

From the Chair

We are delighted to present this Annual Report for the year ending 31 March 2022.

In the past 12 months we have continued to build on our strong foundations, enhancing the ways we fulfil our functions under the Plumbers, Gasfitters, and Drainlayers Act 2006. We have achieved this through better governance, improved business operations and our commitment to public safety and practitioner competence.

I had the privilege of being elected as Chair of the Board in September 2021, alongside Barry Willcox who was elected Deputy Chair. At the Board's first meeting of 2022, both Barry and I were re-elected.

We farewelled and acknowledged the leadership of Nick Fleckney, who concluded his nine-year term on the Board, having served as Chair for a year. Nick's skills and experience helped enhance the reputation of and respect for the Board in many ways.

We have worked hard to respond to the ongoing impacts of COVID-19. Demand in the construction industry is higher than ever, rebounding out of lockdown in an unexpected way. The Board has maintained its primary focus on public safety by ensuring fit and competent plumbers, gasfitters and drainlayers.

Our focus has been on promoting and protecting the interests of the public and supporting practitioner trust, confidence and competence. One of the ways we have done this is by increasing public awareness of our role through the 'My Reno' campaign.

Thank you to everyone who provided feedback for our sight and sound and fees review consultations this year.

Our revamped industry newsletter has seen a significant increase in readership. This helps us to improve how we keep the industry informed.

I am proud of what the Board has achieved, responding to increased demands for our services and delivering positive outcomes for the public and practitioners.

In May 2021 we farewelled Chief Executive and Registrar Martin Sawyers. During his five-year tenure Martin made a significant contribution to the Board and to key stakeholders. We thank Martin for his dedication and commitment. We are thrilled to welcome our new Chief Executive and Registrar, Aleyna Hall. The Board is delighted with Aleyna's appointment and is looking forward to reaching new heights under her leadership.

The regulatory space is complex and ever-changing. We continue to give practitioners the tools and resources they need. We have worked hard to provide clarity, training in best practice and technical advice to support practitioners throughout the year.

We continue to work alongside key industry stakeholders and private-sector partners to tackle unauthorised work.

I would like to extend my thanks to Board members and staff for their support and for meeting the challenges and demands of the year.

Ngā mihi

Diana Kuhtz-Covich
Chair



Chief Executive's report

Tēnā koutou katoa.

It is with pleasure that I present my first report as Chief Executive, covering the seven months since taking up this role.

I would like to acknowledge the contribution that Martin Sawyers made to the work and leadership of the Board until the end of May 2021. His work and vision for the Board left the organisation in good shape for the challenges ahead.

It has been another year of change as we have responded to continued border closures and the ongoing effects of COVID-19.

We support practitioners to meet the standards expected of them. We do this by providing education and training through our continuing professional development programme. This year, due to cancellations of some of our roadshows, we looked for different ways to deliver these and have done this through online learning.

Our focus groups have provided valuable input. They've informed our CPD programme and changes to our communications channels. As a result, we've seen an increase in engagement with our e-newsletter 'Info Brief', our main channel of communication.

We consulted the industry on whether trainees holding limited certificates must be under direct-presence supervision for their first 12 months. We have listened to the responses and retained this requirement to ensure that trainees are getting the best possible education and support throughout their training.

Our stakeholder liaison group has helped us stay aligned with our key stakeholders. We've engaged with the sector to understand the risks and issues arising. Thank you to the group members for working with us through this time.

We protect the public by providing guidance and information through our website and our highly capable technical advisory and registration and licensing teams.

I am fortunate to work with a talented Senior Leadership Team who are committed to the role the Board has to play in ensuring public safety, competence and confidence in the profession.

We have delivered a strong and comprehensive regulatory service in challenging circumstances. We have had a range of changes to our team this year, and I acknowledge and thank all staff past and present who contributed to our work this year.

For me as Chief Executive, in a world of ever-increasing change and connectivity, effective regulation involves keeping my gaze on the future and anticipating change and risks, while at the same time firmly focusing on the present and ensuring our organisation is structured and positioned in a way that enables us to drive forward.

We are looking forward to the year ahead with optimism and a strong sense of commitment to continuing to deliver value for the benefit of the public, practitioners and New Zealand.

Ngā mihi

Aleyna Hall
Chief Executive





Audit and Risk Committee report

The Audit and Risk Committee (the Committee) is a standing committee of the Board that assists in assuring financial accountability and risk management.

The terms of reference for the Committee as approved by the Board relate to:

- business risk and risk mitigation
- business and financial reporting
- legislative compliance
- oversight of the audit
- maintenance of Board investments.

The Committee consists of four members of the Board. As part of the annual work plan, the Committee met four times during 2021/2022 and considered several matters, including:

- the budget and risk-management framework
- the 2021/2022 annual budget and fees' review
- recommending the budget to the Board for final approval.

Risk management

The Committee continued to monitor key risks, allowing the Board, management and staff to anticipate, proactively mitigate and manage issues. Significant contributions during the year include a review of the risk-management framework and the development of a comprehensive Risk Management Policy.

The Committee reviewed the annual financial statements prepared by management and liaised with the external auditors during the audit process. An unqualified audit opinion was issued by the external auditors.

I would like to acknowledge the excellent contribution of the Committee and Board staff in presenting these annual financial statements.

Barry Willcox
Chair Audit and Risk Committee



Key achievements 2021/2022

Sight and sound consultation

In May 2021 we consulted on whether trainees holding limited certificates must be under direct-presence supervision for their first 12 months. The purpose of this consultation was to seek input on the proposal which would have left it up to each Certifying Practitioner to decide on the level of control and direction required, depending on the task a trainee was being asked to do. The Board valued the input of all those who made submissions.

We listened to your responses and retained this requirement to ensure that trainees get the best possible education and support throughout their training.

Triennial fees review

This year we completed our triennial fees review. The Board proposed changes to its fees and the disciplinary levy on 20 May 2021. Feedback was sought from practitioners and stakeholders over a six-week period ending 30 June 2021.

After consideration of the feedback, the Board approved the proposed fee increases. The new fees came into effect for the licensing year commencing 1 April 2022. Ultimately the Board considers these fee increases necessary to ensure financial sustainability.



Key achievements 2021/2022

89,752
visits to pgdb.co.nz

10%
increase in licences issued

120%
increase in readership of 'Info Brief'

395,057
pageviews

240%
increase in visitors to the Board's websites seeking consumer advice

18%
increase in applications for registrations

88%
of respondents were aware of the need to use licensed tradespeople

2 million
Reached more than 2 million social-media accounts

Licensing platform

The introduction of the virtual New Zealand Practising Licence, available through the licensing app, had a positive effect on the Board's customer service. It removed the need for practitioners to experience the traditional delays and postal issues when relicensing.

The new approach provides a streamlined and convenient option when licence details are needed for compliance documentation. Since the introduction of the new licence platform, we have seen a 10% increase in the number of licences issued. Feedback across the industry has been positive.

'Info Brief'

This year we refreshed our industry newsletter, 'Info Brief'. We made design and layout changes to improve readability. Readership has since increased by more than 120%.

These changes and our stakeholder relationships ensure that, in rapidly changing times, up-to-date and relevant information is fed back to the industry.

'My Reno'

We work to promote and protect the health and safety of the public and to promote public confidence in the performance of practitioners.

This year we had a particular focus on raising awareness about the Board to strengthen trust and confidence in the industry.

The 'My Reno' awareness campaign was the cornerstone of our efforts. The campaign reached more than two million social-media accounts, and delivered more than one million campaign video views. Visitors to the Board's websites seeking consumer advice increased by 240% in the 2021/2022 year. The campaign highlighted the risks associated with DIY work.

We surveyed the public after the campaign ended. The results showed that 88% of respondents were aware of the need to use licensed tradespeople.

Strategic direction

We are responsible for regulating plumbers, gasfitters and drainlayers, raising industry standards, and being accountable for those standards by overseeing a complaint and disciplinary process that is transparent and effective.

We set and uphold high standards of professional conduct expected from registered practitioners through laws, standards and guidelines. We oversee an education programme for continuing professional development for all registered practitioners to ensure they maintain the skills and knowledge expected from a regulated profession.

We also develop consumer information and issue guides on engaging tradespeople, checking that work has been done correctly and reporting concerns. We host the consumer information on our website to make it easily accessible.

We do not receive any government funding and manage our operations on a full cost-recovery basis. Our revenue is derived from fees paid by practitioners, fines ordered by the Board and the District Court, and other sources as detailed in the notes to our forecast financial statements.

Our role is distinct from that of advocacy groups that provide membership services and benefits.



Values

Integrity

Professionalism

Respect



Vision

Excellence in plumbing, gasfitting and drainlaying – skilled, competent tradespeople protecting the health and safety of the New Zealand public.



Mission

The Board's mission is to be a leading, intelligence-led and risk-focused regulatory body.



Goal

Our high-level desired outcomes are:

A well-regulated industry, with skilled and competent tradespeople to protect:

People ensure the health and safety of New Zealanders.

Buildings make sure that the buildings in which we live, work and play have properly installed and maintained plumbing, gasfitting and drainlaying systems.

The Environment help preserve the environment and communities we all live in.



Leading

Our small size allows us to respond quickly and nimbly to challenges.

We pride ourselves on our ability to think outside the box and be innovative in the ways we achieve our goals.



Intelligence led

Our work is based on intelligence and evidence that we gather, collate and analyse. This ensures that we are aware of what happens and why. We use that analysis to help us decide on strategies and interventions to deal with the risks that we identify.



Risk focused

By focusing on risks, the Board ensures that it targets its resources at areas where it can have the greatest impact.

This allows us to design the most appropriate and proportionate interventions to deal with those risks.

Industry engagement

The Board is part of the wider construction sector in New Zealand and is responsible for ensuring that the regulatory system for which we are responsible is robust and responsive. Our stakeholders include individuals, groups and organisations that can influence or be influenced by our actions. They can assist us in achieving our fundamental objective.

Stakeholders include the public, plumbers, gasfitters, drainlayers, professional groups, employers and those with an interest in regulation, from government to other regulators. Engaging stakeholders supports our aim of ensuring that the standards it sets to protect public safety are understood and supported. Consultation on new projects, or the introduction of new initiatives, is particularly important and we value the input of all those who make submissions.

A key focus for us is to work with other government and non-government entities to promote the wellbeing of the public navigating the construction environment and working with entities to build a robust industry.

This requires us to work closely with those who manage the legal, regulatory and performance safeguards within the construction system.

Throughout the year, we work with a range of associations, people and entities that have roles to play in the construction sector and protecting the interests of the public, including Master Plumbers, the New Zealand Plumbers, Drainlayers & Gasfitters Association, the Building Practitioners Board, WorkSafe, the Electrical Workers Registration Board and the Ministry of Business, Innovation and Employment. These and other relationships are critical to our ability to have the impacts we aim to achieve.

Focus groups

The Board continued its programme of stakeholder engagement, focusing on connecting directly with practitioners through regular meetings. Our Stakeholder Liaison Group met throughout the year to discuss shared issues. The first meeting of the year was held in May 2021.

Partway through the year the Board took a different approach and began holding Focus Group sessions. Meetings were held in December 2021 and one in February 2022. Focus Groups allow the Board to bring particular issues to the table and to invite those stakeholders who will be able to provide valuable input to those sessions. These Focus Groups help us to stay in touch with what is going on in the industry. They provide us with useful insights that will help inform our decision-making in the future.

Output Agreement

Output Agreement

This report covers our achievements against our Output Agreement for the 2021/2022 year. The Board has an accountability agreement with the Minister for Building and Construction that establishes the Minister's expectations of the Board.

The Agreement enables the Minister to monitor the Board and hold the Board accountable for its performance. The following summarises the Board's activities with respect to them and performance of them.

Expectation	Performance measure	2021/2022 result	2020/2021 result
Legislative obligations			
The Board meets all obligations under relevant legislation, including reporting under the Act.	All legislative obligations are met and performance against its obligations is reported in its Annual Report.	The Annual Report was provided to the Minister by 31 July 2022.	The Annual Report was provided to the Minister by 31 July 2021.
Registration			
Registration and licensing of practitioners is efficient.	Applications for registration and licensing are approved or declined within the required timeframes.	Decisions were made in 99% of registration applications within 10 working days. 96% of licensing applications were processed within five working days.	Decisions were made in 97% of registration applications within 10 working days. 94% of licensing applications were processed within five working days.
The Board meets all obligations under relevant legislation and complies with its policies.	All legislative obligations are met and performance against obligations is reported in the Annual Report.	Policies, systems and procedures were in place to ensure operational decisions were consistent with legislative requirements.	Policies, systems and procedures were in place to ensure operational decisions were consistent with legislative requirements.

Output Agreement

Output Agreement

Expectation	Performance measure	2021/2022 result	2020/2021 result
Competency			
The Board actively engages with practitioners and industry to ensure competent and safe working practices.	The Board completes its annual stakeholder engagement programme. 90% of all practitioners complete their continuing professional development by 31 March each year.	The Board actively engaged with its stakeholders and industry throughout the year. Due to cancellations because of COVID-19 restrictions, 85% of practitioners completed their continuing professional development by 31 March 2022.	CPD and regional visits cancelled in 2020 due to COVID-19. The requirement to complete CPD was waived due to COVID-19.
The Board identifies and targets areas for enforcement.	Six targeted operations and 75 site visits were undertaken.	Seven targeted operations were undertaken and we visited 88 sites.	Six targeted operations were undertaken and we visited 82 sites.
Consumer awareness and confidence			
The public is aware of the importance of using authorised practitioners to perform restricted work.	On a biennial basis, the Board measures public awareness of the need to use authorised practitioners to carry out restricted work.	The Board's 'My Reno' awareness campaign continued through 2021.	The Board's 'My Reno' public awareness campaign was launched in February 2021.
The system is enabling consumer confidence in the competency of practitioners.	A biennial survey of consumers is carried out to measure consumer confidence in practitioners.	A survey was undertaken. There was a 3% decline in public awareness that a practitioner must be licensed since the last report. 89% of those surveyed responded they were "quite confident" that an authorised practitioner would do a good job.	A survey was not undertaken as the Board's public awareness activity for 2021 runs past 30 May 2021 and finishes mid-August. Survey to be conducted on completion.

Output Agreement

Output Agreement

Expectation	Performance measure	2021/2022 result	2020/2021 result
Complaints			
Ensure complaints regarding plumbing, gasfitting and drainlaying work are resolved fairly and efficiently.	The average time for completion of investigations is less than 80 working days from receipt of complaints. Decisions on whether to prosecute are made within 40 working days of receipt of the files.	93% of investigations were completed in less than 80 working days. 94% of decisions regarding prosecutions were made within 40 working days.	93% of investigations were completed in less than 80 working days. 78% of decisions regarding prosecutions were made within 40 working days.
Hearings			
Ensure complaints regarding plumbing, gasfitting and drainlaying work are resolved fairly and efficiently.	Disciplinary decisions are released within 40 working days of the hearings. No decisions are overturned on appeal due to a failure to follow the agreed processes or natural justice.	87% of decisions were issued within the 40-day timeframe. No decisions were overturned on appeal due to a failure to follow agreed processes or natural justice.	84% of decisions were issued within the 40-day timeframe. No decisions were overturned on appeal due to a failure to follow agreed processes or natural justice.
Strategic planning			
The Board has robust planning processes that identify strategies for improving the registration and licensing system.	The Board annually reviews its strategic plan and identifies risks, opportunities and strategies for achieving the Board's strategic goals. The Annual Report reports on the implementation of strategies to achieve the Board's strategic goals.	The Board reaffirmed its strategic plan. The Board undertook a strategic planning day to ensure its work programme was consistent with its strategic goals. This Annual Report sets out the Board's progress against its strategic directions.	The Board confirmed the its strategic plan. The Annual Report reports on the implementation of strategies to achieve the Board's strategic goals.

Output Agreement

Output Agreement

Expectation	Performance measure	2021/2022 result	2020/2021 result
Board self-appraisal			
The Board undertakes an annual self-appraisal of its performance as a Board and provides a summary to the Ministry of Business, Innovation and Employment (MBIE).	A summary of the self-appraisal is provided each year, identifying areas that are working well for Board members and areas for improvement and the action the Board intends to take as a result.	Self-appraisal was undertaken and training opportunities were identified.	Due to constraints of COVID-19 and number of new Board member appointment this was deferred to the 2021-22 year.
Board member succession			
The Board provides MBIE with its views on membership and succession.	The Board's review shows the current skills and experience of Board members and identifies any gaps and proposals for the Minister to consider in future appointment rounds.	The Board worked actively with MBIE's Governance team and provided a view of the future makeup of the Board, with consideration of skills and experience, gender balance and ethnic diversity.	The Board worked with MBIE to provide a view on the membership and future make-up of the Board.

Registration and licensing

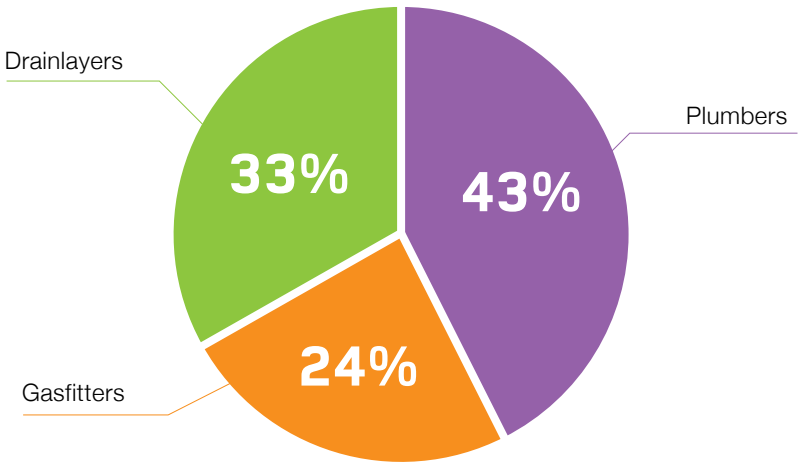
The number of authorisations issued continued to climb from the previous financial year, with a total of 26,958 issued. This was a 10% increase on the previous year. There were no practitioners registered or issued with a licence by the Board under the Electricity Act 1992.

This is broken down as follows:

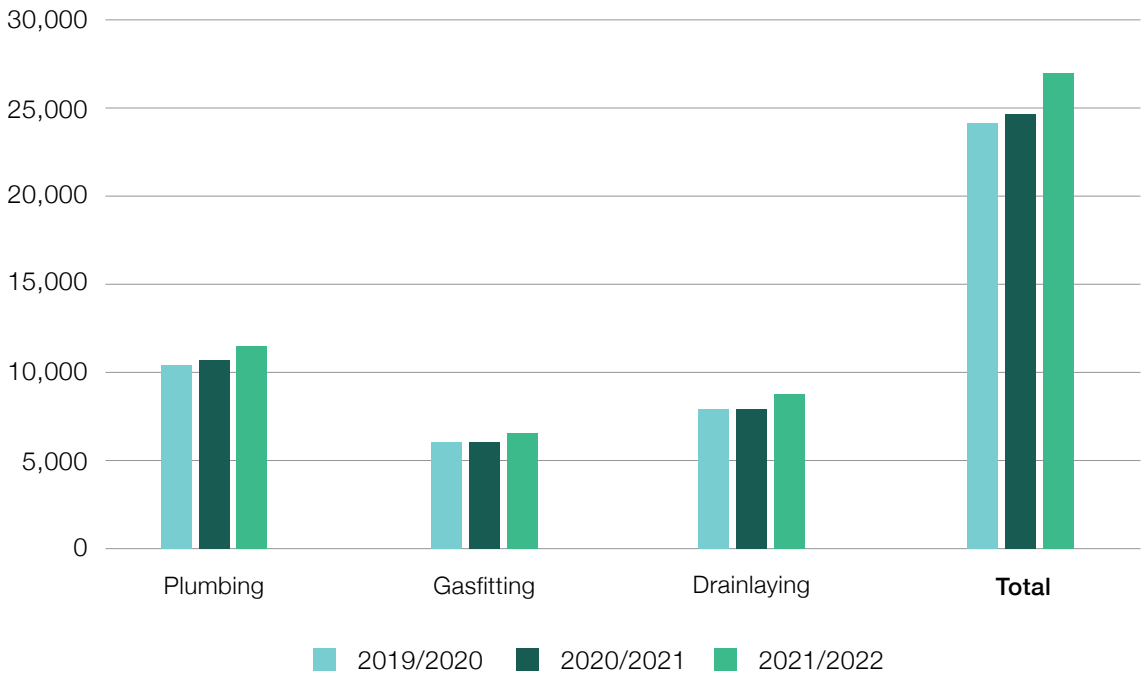
11,462
Plumbers

6573
Gasfitters

8923
Drainlayers



Over the last three years



Registration and licensing

The following table shows the number authorised practitioners broken down by registration class. Some hold more than one registration.

Total Authorisations

	2021/2022	2020/2021	% change
Certifying Plumber	4294	4077	5%
Certifying Gasfitter	2149	2024	6%
Certifying Drainlayer	3402	3219	6%
Tradesman Plumber	2142	2000	7%
Tradesman Gasfitter	938	921	2%
Tradesman Drainlayer	779	707	10%
Journeyman Plumber	298	230	30%
Journeyman Gasfitter	331	261	27%
Journeyman Drainlayer	120	122	-2%
Trainee Plumber	3262	2915	12%
Trainee Gasfitter	2524	2190	15%
Trainee Drainlayer	3599	2825	27%
Exempt Plumber	1433	1390	3%
Section 21(a)(ii) EUS	1	5	-80%
Exemption fitting of water heaters	1	2	-50%
Exempt Gasfitter	587	569	3%
Exemption specific gasfitting equipment	24	24	0%
Exempting specific plumbing equipment	0	0	–
Exempt Drainlayer	1019	1035	-2%
Employer Licence	12	11	9%
Provisional Plumber Licence	33	64	-48%
Provisional Gasfitter Licence	6	13	-54%
Provisional Drainlayer Licence	4	6	-33%
Total Authorisations	**26958**	**24610**	**10%**

Registration and licensing

The Act requires the Board to report the number of persons who applied for registration and practising licences, provisional licences, or employer licences under Part 2 during the period. This information has not been collected by the Board, and therefore is not reported. The Board is establishing a process to capture and report this information going forward.

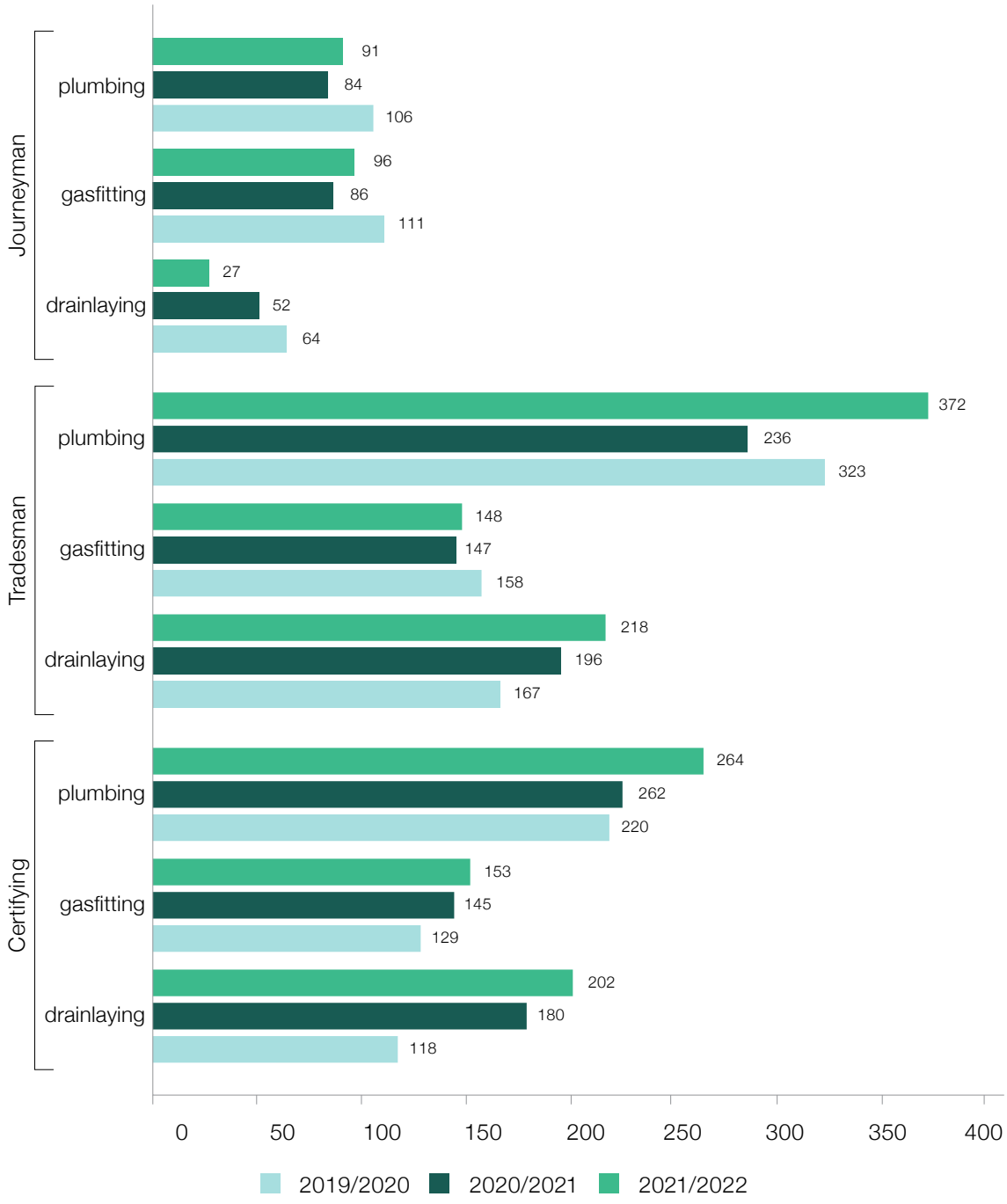
The following table shows the number of licensed practitioners broken down by registration class. Some hold more than one registration.

Journeyman registration	2021/2022	2020/2021
Journeyman plumbing	91	84
Journeyman gasfitting	96	86
Journeyman drainlaying	27	52

Tradesman registration	2021/2022	2020/2021
Tradesman plumbing	372	286
Tradesman gasfitting	148	147
Tradesman drainlaying	218	196

Certifying registration	2021/2022	2020/2021
Certifying plumbing	264	226
Certifying gasfitting	153	145
Certifying drainlaying	202	180

Registration and licensing



Examinations

We continue to improve our exam support options. We offer reader/writer, extra time and special venue options. These allow practitioners in specific circumstances or those with disabilities or impairments to better their chance to pass the exams.

2021/2022	Candidates sitting exam		Candidates who passed		Pass rate	
Examination	June	November	June	November	June	November
Certifying plumbing	164	162	143	139	87%	86%
Certifying gasfitting	76	90	67	74	88%	82%
Certifying drainlaying	110	123	93	100	85%	81%
Tradesman plumbing*	549		411		75%	
Tradesman gasfitting*	227		160		70%	
Tradesman drainlaying*	478		367		77%	

**Tradesman exams can be sat at any time in the year, while certifying exams are held in June and November.*

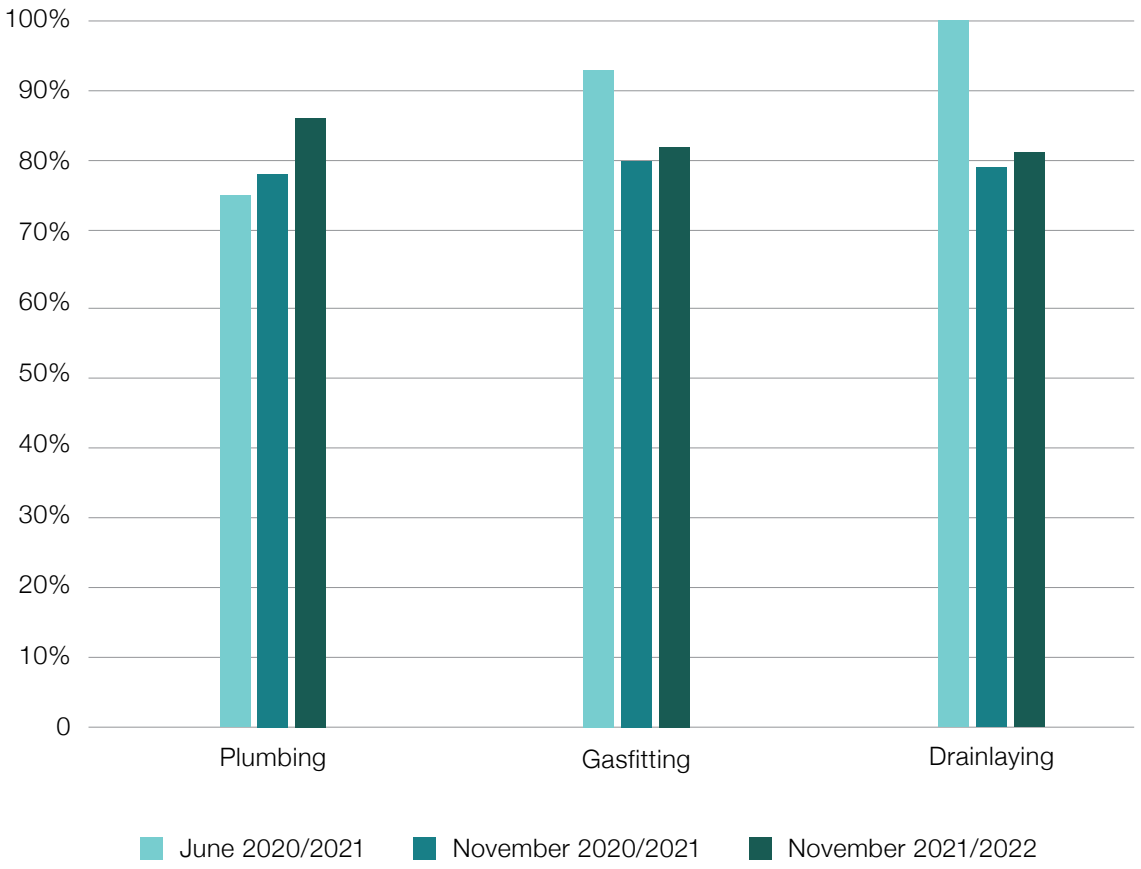
2020/2021	Candidates sitting exam		Candidates who passed		Pass rate	
Examination	June	November	June	November	June	November
Certifying plumbing	63	198	47	154	75%	78%
Certifying gasfitting	40	91	37	73	93%	80%
Certifying drainlaying	43	103	43	81	100%	79%
Tradesman plumbing*	522		390		75%	
Tradesman gasfitting*	270		167		62%	
Tradesman drainlaying*	324		232		72%	

**Tradesman exams can be sat at any time in the year, while certifying exams are held in June and November.*

Examinations

This year we saw an increase in the number of people sitting our exams.

Over the last two years



Complaints

Number of complaints

The Board received 124 complaints this year. Any person can make a complaint to the Board about the competence and/or conduct of a plumber, gasfitter or drainlayer.

We must have a clear focus on our regulatory responsibilities. We identify and respond to risks, support practitioners to meet their obligations and provide an effective complaints and disciplinary process.

2017/2018	291
2018/2019	226
2019/2020	189
2020/2021	110
2021/2022	124

The table below details complaints received by outcome in 2021/2022.

Complaints	No. of complaints
Did not proceed to disciplinary action/prosecution	100
Proceeded to disciplinary action/prosecution	24
Total	**124**

Complaints

Key themes in complaints

Unauthorised work

A significant majority of unauthorised work is carried out by registered practitioners.

Tradespeople are undertaking work without a licence or in a trade in which they are not registered or authorised.

Building consent and invoicing

Are not matters in the Board's jurisdiction, but make up 12% of complaints overall.

Workmanship

30% of complaints relate to workmanship.

Poor supervision

12% of complaints relate to poor supervision practices and directing unauthorised workers.

Wrong levels of oversight and control over Limited Certificate Trainee holders and exemption holders, and failures to make sure that employees are appropriately authorised before directing them to undertake restricted work.



District court prosecutions

2021/2022

Trade	Drainlaying & Plumbing	Gasfitting	Plumbing
No. of charges under s.122			
No. of charges under s.123	2	2	2
No. of charges under s.125		1	
Prosecution outcomes by type			
Unauthorised work			5
Failure to comply with notice to supply information or document			1
Intentionally or neligently does work in a manner dangerous to life			1

2020/2021

Trade	Plumbing, Gasfitting & Drainlaying	Plumbing & Gasfitting	Drainlaying & Plumbing	Gasfitting	Plumbing
No. of charges under s.122	1	1	1	0	1
No. of charges under s.123	3	2	0	5	12
No. of charges under s.125	0	0	0	0	2
Prosecution outcomes by type					
Unauthorised work					22
Unlicensed or unregistered person claiming to be licensed or registered					4
Knowingly permitting unauthorised work					2

Due to COVID-19 restrictions there have been delays in matters proceeding in a timely manner before the courts.

Disciplinary hearings

The Board holds hearings to determine whether registered practitioners have committed disciplinary offences.

Charges against registered practitioners can relate to: defective or non-compliant work; creating a risk of serious harm or significant property damage; failing to comply with terms or conditions of registration or a licence; carrying out work the practitioner is not authorised to do; certain forms of deceptive conduct; failing to provide statutory returns; employing, directing or permitting unauthorised people to carry out work; being convicted of an offence relating to work; and certain kinds of improper conduct.

In 2021/2022 the Board held 32 disciplinary hearings to consider charges against 37 registered practitioners. All 37 registered practitioners were found guilty, although not all of the charges brought, or all aspects of the charges brought, were proven. Some hearings involved more than one registered practitioner.

Of the cases considered by the Board, nine related to sanitary plumbing, 18 related to gasfitting and five related to drainlaying.

Where a registered practitioner is found guilty of a disciplinary offence, the Board can impose a range of penalties on them. These include cancellation or suspension of their registration and/or licence; an imposition of restrictions on their registration or licence; disqualification from doing some or all work; training; fines; censure; or no penalty. Subject to some limitations, some of these penalties can be combined.

In 2021/2022 the Board imposed the following orders on registered practitioners:

	2021/2022	2020/2021
Suspension	1	5
Training	8	5
Fine	36	24
Censure	1	2
Cancellation	0	3

These figures are based on the formal written decisions issued by the Board between 1 April 2021 and 31 March 2022.

In 2021/2022 the total amount of fines imposed by the Board was $94,600, making an average fine of $3,378.

The Board can also order a registered practitioner who has been found guilty of a disciplinary offence to contribute to the costs of the investigation, prosecution and hearing.

In 2021/2022 the total amount of costs ordered against practitioners was $196,755, making an average cost order of $5,621.

Disciplinary hearings

Description of disciplinary offences registered persons found guilty* of:

Offence	2021/ 2022
Negligent or incompetent work	15
Carrying out restricted work in a manner contrary to an enactment (while unauthorised)	10
Carrying out restricted work in a manner contrary to an enactment (non-compliant work)	4
Failure to comply with a term or condition of registration or licence (for inadequate supervision)	4
Providing a false or misleading return (gas certificate)	7
Employing, directing, permitting unauthorised person(s) to carry out restricted work	5

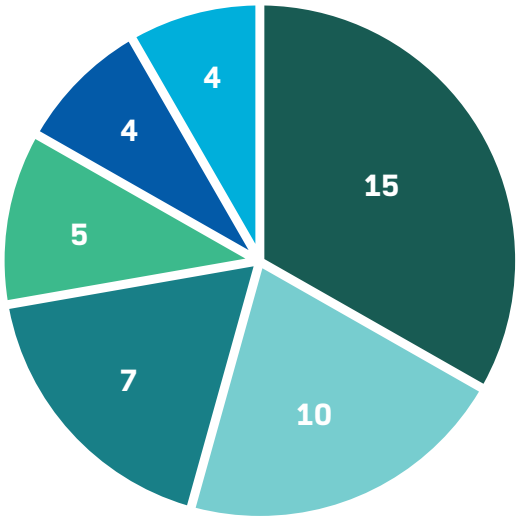
**some cases involved the registered person being found guilty of more than one disciplinary offence*

Offence	2020/ 2021
Negligent or incompetent work	11
Carrying out restricted work in a manner contrary to an enactment (while unauthorised)	5
Carrying out restricted work in a manner contrary to an enactment (non-compliant work)	6
Risk of serious harm or significant property damage	3
Failure to comply with a term or condition of registration or licence (for inadequate supervision)	9
Failing to provide a return/or providing a false or misleading return (gas certificates)	4
Employing, directing, permitting unauthorised person(s) to carry out restricted work	5
Convicted of offence under certain laws	1
Improper conduct in carrying out work	1

Disciplinary hearings

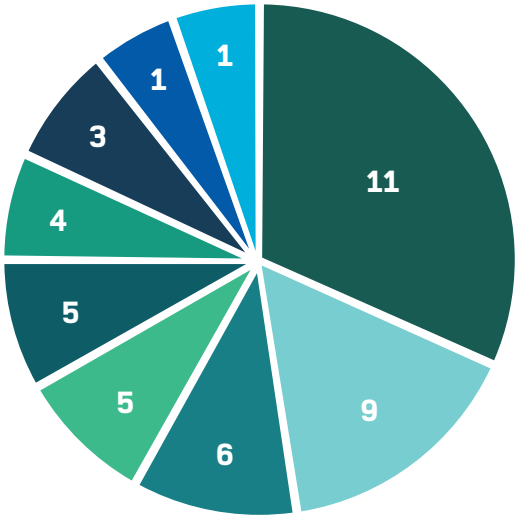
2022/2021

- Negligent or incompetent work
- Carrying out restricted work in a manner contrary to an enactment (while unauthorised)
- Providing a false or misleading return (gas certificate)
- Employing, directing, permitting unauthorised person(s) to carry out restricted work
- Carrying out restricted work in a manner contrary to an enactment (non-compliant work)
- Failure to comply with a term or condition of registration or licence (for inadequate supervision)



2021/2020

- Negligent or incompetent work
- Failure to comply with a term or condition of registration or licence (for inadequate supervision)
- Carrying out restricted work in a manner contrary to an enactment (non-compliant work)
- Carrying out restricted work in a manner contrary to an enactment (while unauthorised)
- Employing, directing, permitting unauthorised person(s) to carry out restricted work
- Failing to provide a return/or providing a false or misleading return (gas certificates)
- Risk of serious harm or significant property damage
- Convicted of offence under certain laws
- Improper conduct in carrying out work



Fees, and Disciplinary and Prosecution Levy

The Board sets the following fees
(1 April 2021 to 31 March 2022)

Fee or levy	Amount
Registration (per registration class, per trade)	$375.00
Provisional licence (per trade)	$90.00
Practising licence (per registration class, per trade)	$90.00
Notification of exemption under supervision under section 19, 21, or 25	$90.00
Trainee limited certificate (per person)	$55.00
Exemption for installing and maintaining particular sanitary plumbing equipment (section 18)	Full cost recovery
Exemption for person authorised to carry out or supervise gasfitting (section 20)	Full cost recovery
Exemption for fixing of water heaters by gasfitters (section 24)	Full cost recovery
Exemption from registration and licensing requirements and conditions (section 52)	$1,200.00
Employer licence	Full cost recovery
Advanced Proficiency assessment application Advanced	$690.00
Proficiency assessment*	$2,300.00
Advanced proficiency assessment materials^	$1,500.00
Examinations	$350.00
Examination reconsideration	$110.00
Disciplinary and prosecution levy	$285.00

**Maximum fee at the rate of $115.00 per hour for 20 hours. Balance refundable*

^Maximum fee. Charged at actual cost. Balance refundable

Annual financial statements

Statement of responsibility

The Board is responsible for the preparation of the Plumbers, Gasfitters, and Drainlayers Board's financial statements and accountability report, and for the judgements made in them.

The Board has the responsibility for establishing, and has established, a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial reporting.

In the Board's opinion, these financial statements and accountability report fairly reflect the financial position and operations of the Plumbers, Gasfitters, and Drainlayers Board for the year ended 31 March 2022.



Diana Kuhtz-Covich
Chair
29/07/2022



Barry Willcox
Deputy Chair
29/07/2022

Annual financial statements

Statement of Comprehensive Revenue and Expense
for the year ended 31 March 2022

Revenue	Notes	2022 Actual	2022 Budget	2021 Restated
Revenue from non-exchange transactions				
Disciplinary levy		1,311,587	1,170,000	1,224,239
Offences fee		824,426	735,000	769,521
License Fees		1,620,685	1,500,000	1,512,902
Disciplinary recoveries	2	349,157	260,000	381,577
Total non-exchange revenue		**4,105,855**	**3,665,000**	**3,888,239**
Revenue from exchange transactions				
Examination Fees		602,647	490,000	514,810
Interest Received		41,447	28,000	46,271
Registration Fees		465,855	389,520	426,109
CPD Revenue		93,750	125,000	–
Other revenue	2	114,350	124,000	60,611
Total exchange revenue		**1,318,049**	**1,156,520**	**1,047,801**
Total revenue		**5,423,904**	**4,821,520**	**4,936,040**
Expenditure				
Administration	3	2,810,140	3,050,534	2,994,140
Governance		228,218	305,750	264,485
Examinations		424,751	405,000	406,586
CPD Expenses		20,809	20,000	–
Registration and Licencing		384,296	484,046	373,179
Complaints and discipline		358,925	630,000	513,500
Prosecutions		84,310	100,000	121,077
Total expenditure		**4,311,449**	**4,995,330**	**4,672,967**
Net surplus/(deficit)		**1,112,455**	**(173,810)**	**263,073**
Other comprehensive revenue and expense		–	–	–
Total comprehensive revenue and expense		**1,112,455**	**(173,810)**	**263,073**

Explanations of major variances against budget are provided in note 22. The accompanying notes form part of these financial statements.

Annual financial statements

Statement of Financial Position
as at 31 March 2022

	Notes	2022 Actual	2022 Budget	2021 Restated
Accumulated funds		4,634,316	4,611,965	3,521,861
Total public equity		**4,634,316**	**4,611,965**	**3,521,861**
Represented by:				
ASSETS				
Current assets				
Cash and cash equivalents	5	1,559,365	1,200,000	1,322,481
Accrued interest		11,075	7,000	2,632
Prepayments		35,736	10,000	64,470
Receivables from exchange transactions	6	52,317	50,000	23,338
Receivables from non-exchange transactions	6	253,446	245,000	245,566
Investments	7	3,902,730	2,950,000	2,311,737
Total current assets		**5,814,669**	**4,462,000**	**3,970,224**
Non-current assets				
Investments	7	–	–	350,000
Receivables	6	140,588	100,000	47,430
Property, plant and equipment	8	49,956	39,000	46,655
Intangible assets	9	1,730,992	1,731,000	2,029,541
Total non-current assets		**1,921,536**	**1,870,000**	**2,473,626**
Total assets		**7,736,205**	**6,332,000**	**6,443,850**
LIABILITIES				
Current liabilities				
Revenue in advance	10	2,412,667	950,000	2,168,272
Payables	11	536,740	560,035	549,998
Employee entitlements	12	152,482	210,000	203,719
Total current liabilities		**3,101,889**	**1,720,035**	**2,921,989**
Total liabilities		**3,101,889**	**1,720,035**	**2,921,989**
Net assets		**4,634,316**	**4,611,965**	**3,521,861**

Explanations of major variances against budget are provided in note 22. The accompanying notes form part of these financial statements.

Annual financial statements

Statement of changes in net assets/equity
for the year ended 31 March 2022

	2022 Actual	2022 Budget	2021 Restated
Balance at 1 April	**3,521,861**	**4,785,775**	**4,278,344**
Adjustment for fees in advance February and March 2020	–	–	(1,019,556)
Adjusted opening balance			3,258,788
Total comprehensive revenue and expense	**1,112,455**	**(173,810)**	**263,073**
Balance at 31 March	**4,643,316**	**4,611,965**	**3,521,861**

Explanations of major variances against budget are provided in Note 21. The accompanying notes form part of these financial statements.

Annual financial statements

Statement of cash flows
for the year ended 31 March 2022

	2022 Actual	2022 Budget	2021 Actual
Cash flows from operating activities			
Revenues fees and levies	5,428,303	4,661,262	5,119,089
Interest received	33,004	23,632	54,331
Payments to suppliers	(2,368,761)	(2,700,187)	(2,645,094)
Payments to employees	(1,635,791)	(1,799,719)	(1,783,992)
GST (net)	48,518	(3,665)	127,604
Net cash from operating activities	**1,505,273**	**181,323**	**871,938**
Receipts from sale of investments	2,661,737	2,661,737	1,463,574
Acquisition of investments	(3,902,730)	(2,950,000)	(2,661,737)
Purchase of property, plant and equipment	(27,396)	(15,482)	(10,562)
Purchase of intangibles	–	(59)	(164,478)
Net cash from investing activities	**(1,268,389)**	**(303,804)**	**(1,373,203)**
Net increase (decrease) in cash and cash equivalents	**236,884**	**(122,481)**	**(501,265)**
Cash and cash equivalents at beginning of year	1,322,481	1,322,481	1,823,746
Cash and cash equivalents at end of year	**1,559,365**	**1,200,000**	**1,322,481**

The GST (net) component has been presented on a net basis as the gross amounts do not provide meaningful information for financial statement purposes and to be consistent with the presentation basis of the other primary financial statements.

Notes to the financial statements

1. Statement of accounting policies for the year ended 31 March 2022

Reporting entity

The Plumbers, Gasfitters and Drainlayers Board (the Board) is constituted under section 133 of the Plumbers Gasfitters Drainlayers Act 2006 (the Act). The Board is a body corporate under section 133(2) of the Act and is domiciled and operates in New Zealand.

The Board is charged with protecting the health and safety of the public by means of registering and licensing persons engaged in the provision of sanitary plumbing, gasfitting and drainlaying services. The Board is a not for profit organisation and is primarily funded by revenue from licences, registration and examination fees, disciplinary levies and CPD revenue. The Board is a public benefit entity. The Board does not operate with the sole purpose of making a profit but to regulate the plumbers, gasfitters and drainlayers industry.

The financial statements for the Board are for the year ended 31 March 2022 and were approved by the Board on 26 July 2022.

Basis of preparation

The financial statements have been prepared on a going concern basis and the accounting policies have been applied consistently throughout the year.

Statement of compliance

The financial statements of the Board have been prepared in accordance with the Act which includes the requirement to comply with generally accepted accounting practice in New Zealand (NZ GAAP).

These financial statements comply with PBE accounting standards. They have been prepared in accordance with Tier 2 PBE accounting standards because the total expenditure of the Board is less than thirty million dollars per annum.

Significant accounting policies

Measurement base

The financial statements have been prepared on a historical cost basis except where modified by the impairment of receivables to fair value.

Functional and presentation currency

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest dollar. The functional currency of the Board is New Zealand dollars (NZ$).

Revenue

Revenue is recognised to the extent that it is probable that the economic benefit will flow to the Board and revenue can be reliably measured. Revenue is measured at the fair value of the consideration received. The following specific recognition criteria must be met before revenue is recognised.

Interest revenue is recognised using the effective interest method. Interest income on an impaired financial asset is recognised using the original effective interest rate:

Revenue from Exchange transactions

Revenue from examination fees are recognised once the monthly report advising the number of examinations sat is received from ASPEQ our contractors and they have been invoiced.

Registration fees are recognised when the application is processed and paid.

CPD revenue is recognised at the date billed except for revenue that is for the following year and that is treated as revenue in advance and recognised at the beginning of the next financial year.

Revenue from Non-exchange transactions

Licence fees discipline levies and offences fees are recognised in full upon the commencement of the practising year to which it relates. Revenue from the provision of other services is recognised when the service has been provided.

Disciplinary recoveries

Disciplinary recoveries represent fines and costs resulting from the Board's decision as a result of Board hearings. The Board recognises these fines and costs when an invoice is raised.

Leases classification

Leases that do not transfer substantially all of the risks and rewards incidental to owner – ship of an asset to the Board are classified as operating leases. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the term of the lease.

Cash and cash equivalents

Cash and cash equivalents include any cash on hand, deposits held on call with the bank and short-term deposits with original maturities of three months or less.

Debtors and other receivables

Debtors and other receivables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method less any provision for impairment.

Impairment of a receivable is established when there is objective evidence that the Board will not be able to collect amounts due according to the original terms of the receivable. Significant financial difficulties of the debtor, probability that the debtor will enter into bankruptcy, and default in payments are considered indicators that the debt is impaired.

The amount of the impairment is the difference between the asset's carrying amount and the present value of future cash flows, discounted using the original effective interest rate. The carrying amount of the asset is reduced through the use of an allowance account and the amount of the loss is recognised as an expense. When the receivable is uncollectible, it is written off against the allowance account for receivables.

Investments

Investments in bank deposits are initially measured at fair value plus transaction costs. After initial recognition investments in bank deposits are measured at amortised cost using the effective interest method.

The fair value of investments approximates the carrying amount disclosed in the financial statements. At each balance date the Board assesses whether there is any objective evidence that an investment is impaired.

Property, plant and equipment

The Board reviews the fair value of assets and the depreciation rates at each balance date so that the value in the accounts is not materially different from fair value. Items of property plant and equipment costing more than $500 are initially capitalised and recorded at cost.

Property, plant and equipment are shown at cost, less any accumulated depreciation and impairment losses.

The cost of an item of property, plant and equipment is recognised as an asset only when it is probable that the future economic benefits or service potential associated with the item will flow to the Board and the cost of the item can be measured reliably.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount of the asset. Gains and losses on disposals are reported net in the surplus or deficit.

Depreciation is provided on a straight-line basis on all property, plant and equipment at rates that will write off the cost (or valuation) of the assets to their estimated residual values over their useful lives.

The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

- Leasehold improvements – over the term of the lease
- Furniture and office equipment – ten years – (10%)
- Computers and electronic equipment – four years – (25%)
- Motor vehicles – four years (25%)

Intangible assets

The database is capitalised on the basis of costs incurred in development by outside suppliers. Staff training costs are recognised as an expense when incurred.

Costs associated with maintaining computer software are recognised as an expense when incurred.

Costs associated with development and maintenance of the Board's website are recognised as an expense when incurred.

The carrying amount of an intangible asset with a finite life is amortised on a straight-line basis over its useful life. Amortisation begins when the asset is available for use and ceases at the date that the asset is derecognised. The amortisation charge for each period is recognised in the surplus or deficit.

The useful lives and associated amortisation rates of the database and website have been estimated as follows:

- New database – eight years – 12.5%. Based on the environment the Board operates in and the processes the database handles an expected life of the new database was considered to be eight years
- Website – four years – 25%

Creditors and other payables

Creditors and other payables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method.

Employee entitlements

The Board has no employee entitlements which span greater than 12 months.

Employee entitlements that the Board expects to be settled within 12 months of balance date are measured at undiscounted nominal values on accrued entitlements at current rates of pay.

These include salaries and wages accrued up to balance date, annual leave earned but not yet taken at balance date. These entitlements are classified as a current liability.

Superannuation schemes

Employer contributions to Kiwisaver are accounted for as a defined contribution superannuation scheme and are recognised as an expense in the surplus or deficit as incurred.

Provisions

The Board recognises a provision for future expenditure of uncertain amount or timing when there is a present obligation (either legal or constructive) as a result of a past event, it is probable that expenditure will be required to settle the obligation and a reliable estimate can be made of the obligation.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation using a discount rate that reflects the current market assessments of the time value of money and the specific risks of the obligation.

Changes in provisions are recognised as expenses in the surplus or deficit as incurred. There are no provisions made in these financial statements.

Goods and Services Tax (GST)

All items in the financial statements are presented exclusive of GST, except for receivables and payables, which are presented on a GST inclusive basis. Where GST is not recoverable as input tax then it is recognised as part of the related asset or expense.

The net GST paid to, or received from, the IRD including the GST relating to investing and financing activities are classified as an operating cash flow in the statement of cash flows.

Income tax

The Board is a registered charity and is therefore not subject to income tax. Accordingly, no charge for income tax has been provided for.

Budget figures

The budget figures were approved by the Board in May 2021 and were calculated on a consistent basis with previous years. The budget was prepared in accordance with PBE accounting standards.

Critical accounting estimates and assumptions

In preparing these financial statements the Board has made estimates and assumptions concerning the future. These estimates and assumptions may differ from the subsequent actual results. Estimates and assumptions are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The estimates and assumptions that have a significant risk of causing a material adjustment to carrying amounts of assets and liabilities within the next financial year are addressed below.

The Board reviews the useful lives and residual values of its property, plant and equipment and intangible assets.

Assessing the appropriateness of useful life and residual value estimates of property, plant and equipment and intangible assets requires the Board to consider a number of factors such as the physical condition of the asset, expected period of use of the asset by the Board and expected disposal proceeds from the future sale of the asset.

An incorrect estimate of the useful life or residual value will impact on the depreciation and amortisation expense recognised in the year, and carrying amount of the asset in the statement of financial position.

The Board minimises the risk of this uncertainty by:

- physical inspection of assets
- asset replacement programmes
- review of the second-hand market prices for similar assets
- analysis of prior asset sales.

Critical judgements in applying accounting policies

Management has exercised the following critical judgements in applying the Board's accounting policies for the year ended 31 March 2022.

Determining whether a lease agreement is a financing or operating lease requires judgement as to whether the agreement transfers substantially all the risks and rewards of the ownership to the Board.

Judgement is required on various aspects that include, but are not limited to, the fair value of the leased asset, whether or not to include renewal options in the lease term and determining an appropriate discount rate to calculate the present value of the minimum lease payments. Classification as a finance lease means the asset is recognised in the statement of financial position as property, plant and equipment, whereas for an operating lease no such asset is recognised. The Board has exercised its judgement on the appropriate classification of equipment leases and has determined the Board currently has no finance leases in place.

Changes in accounting policy

There has been a change in accounting policies. Non-exchange Revenue for disciplinary levies and offences fees that was previously recognised on receipt is now recognised at the start of the period to which it relates. This change in accounting policy has been applied retrospectively. Further details can be found in note 21.

2. Other revenue

	2022 Actual	2021 Actual
Other revenue from exchange transactions		
Miscellaneous revenue	114,350	60,611
Total other revenue from exchange transactions	**114,350**	**60,611**
Other revenue from non-exchange transactions		
Discipline Recoveries	349,157	381,577
Total other revenue from non-exchange transactions	**349,157**	**381,577**
Total other revenue	**463,507**	**442,188**

3. Administration

	Notes	2022 Actual	2021 Actual
Audit Fees		26,513	29,474
Depreciation & amortisation expense	8,9	322,644	328,144
Loss on disposal of fixed assets		–	–
Personnel costs	4	1,584,554	1,759,498
Legal expenses		79,378	61,709
Computer expenses		105,689	98,025
Rent		147,469	147,269
Communications & consultation		162,203	240,353
Other administration Expenses		381,690	329,668
Total administration costs		**2,810,140**	**2,994,140**

4. Personnel costs

	2022 Actual	2021 Actual
Salaries & Wages	1,604,346	1,749,515
Employer contributions to defined contribution plans	31,445	34,477
Increase/(Decrease) in employment entitlements	(51,237)	(24,494)
Total personnel costs	**1,584,554**	**1,759,498**

Employer contributions to defined contribution schemes are for Kiwisaver only. All employees are on salary only contracts and do not receive any other benefits either during or on cessation of their contracts.

5. Cash and cash equivalents

	2022 Actual	2021 Actual
Cash on hand and at bank	1,309,365	1,322,481
Term deposit with maturities 3 months or less	250,000	–
Total cash and cash equivalents	**1,559,365**	**1,322,481**

The carrying value of cash at bank and short term deposit with maturities less than three months approximates their fair value.

6. Receivables

Except for miscellaneous items and recoveries from discipline proceedings all other services are provided by the Board only when payment is received.

A number of disciplinary fines and costs are being paid by way of instalments beyond one year which show in the non current receivables.

	2022 Actual	2021 Actual
Current receivables		
Receivables from exchange transactions	52,317	23,338
Provision for doubtful debts – exchange	–	–
Receivable from exchange transactions	**52,317**	**23,338**
Receivables from non-exchange transactions	366,768	341,334
Provision for doubtful debts – non-exchange	(113,322)	(95,768)
Receivables from non-exchange transactions	**253,446**	**245,566**
Non-current receivables		
Receivables from non-exchange transactions	191,565	47,430
Provision for doubtful debts – non-exchange	(50,977)	–
Total non-current receivables	**140,588**	**47,430**

Fair value

The carrying value of receivables approximates their fair value.

Impairment

Movements in the provision for impairment of receivables are as follows:

	2022 Actual	2021 Actual
Balance at 1 April	95,768	56,840
Increase/Decrease in provisions during the year	68,531	75,398
Receivables written off during the year	–	(36,470)
Balance at 31 March	**164,299**	**95,768**

7. Investments

	2022 Actual	2021 Actual
Current portion		
Term deposits	3,902,730	2,311,737
Total current portion	**3,902,730**	**2,311,737**
Non-current portion		
Term deposits	–	350,000
Total non-current portion	**–**	**350,000**
Total investments	**3,902,730**	**2,661,737**

There were no impairment provisions made for term deposits.

8. Property plant and equipment

Movements of each class of property plant & equipment is as follows:

Cost	Computers and electronics	Office equipment and furniture	Motor vehicles	Total
Balance at 1 Apr 2020	146,468	100,488	20,000	266,956
Additions	10,562	–	–	10,562
Disposals	–	–	–	–
Balance as at 31 Mar 2021	157,030	100,488	20,000	277,518
Balance at 1 Apr 2021	157,030	100,488	20,000	277,518
Additions	27,396	–	–	27,396
Disposals	(26,950)	–	–	(26,950)
Balance as at 31 Mar 2022	**157,476**	**100,488**	**20,000**	**277,964**
Accumulated depreciation				
Balance at 1 Apr 2020	99,448	81,429	20,000	200,877
Depreciation expense	23,405	6,581	–	29,986
Disposals	–	–	–	–
Balance as at 31 Mar 2021	122,853	88,010	20,000	230,863
Balance at 1 Apr 2021	122,853	88,010	20,000	230,863
Depreciation expense	21,609	2,486	–	24,095
Disposals	(26,950)	–	–	(26,950)
Balance as at 31 Mar 2022	**117,512**	**90,496**	**20,000**	**228,008**
Carrying amounts				
At 31 Mar 2021	**34,177**	**12,478**	**–**	**46,655**
At 31 Mar 2022	**39,964**	**9,992**	**–**	**49,956**

9. Intangible assets

Cost	Database	Website	WIP	Total
Balance at 1 April 2020	2,220,763	24,700	–	2,245,463
Additions	164,478	–	–	164,478
Disposals	–	–	–	–
Balance at 31 March 2021	2,385,241	24,700	–	2,409,941
Balance at 1 April 2021	2,385,241	24,700	–	2,409,941
Additions	–	–	–	–
Disposals	–	–	–	–
Balance as at 31 March 2022	**2,385,241**	**24,700**	**–**	**2,409,941**
Accumulated amortisation				
Balance at 1 April 2020	57,542	24,700	–	82,242
Amortisation	298,158	–	–	298,158
Disposals	–	–	–	–
Balance as at 31 March 2021	355,700	24,700	–	380,400
Balance as at 1 April 2021	355,700	24,700	–	380,400
Amortisation	298,549	–	–	298,549
Disposals	–	–	–	–
Balance as at 31 March 2022	**654,249**	**24,700**	**–**	**678,949**
Carrying amounts				
At 31 March 2021	**2,029,541**	**–**	**–**	**2,029,541**
At 31 March 2022	**1,730,992**	**–**	**–**	**1,730,992**

There are no restrictions over the title of the Board's intangible assets, nor are any intangible assets pledged as security.

10. Revenue in advance

	2022 Actual	2021 Actual Restated
Fees in advance	2,412,667	2,168,272
Total revenue in advance	**2,412,667**	**2,168,272**

11. Creditors and other payables

	2022 Actual	2021 Actual
Payables under Exchange transactions		
Creditors	145,822	211,609
Accrued Expenses	58,735	54,724
Total payables under exchange transactions	204,557	266,333
Payables under non-exchange transactions		
Taxes payable (GST and PAYE)	332,183	283,665
Total payables under non-exchange transactions	**332,183**	**283,665**
Total payables	**536,740**	**549,998**

Creditors and other payables are non-interest bearing and are normally settled on 30-day terms. Therefore, the carrying value of creditors and other payables approximates their fair value.

12. Employee entitlements

	2022 Actual	2021 Actual
Accrued salaries	59,881	52,059
Annual leave	92,601	151,660
Total employment entitlements	**152,482**	**203,719**

13. Related party transactions

Related party disclosures have not been made for transactions with related parties that are within a normal supplier or client/recipient relationship, on terms and conditions no more or less favourable than those that it is reasonable to expect the Board would have adopted, in dealing with the party at arm's length in the same circumstances.

Further, transactions with other Government agencies (for example, Government departments and Crown entities) are not disclosed as related party transactions, when they are consistent with the normal operating arrangements, between Government agencies and undertaken on the normal supplier or client/recipient relationship on terms and conditions.

Related party transactions required to be disclosed: There have been no material related party transactions this year.

14. Transactions with key management personnel

	2022 Actual	2021 Actual
Board members	159,219	179,409
Full-time equivalent members	1.67	1.51
Leadership team		
Remuneration	406,662	413,279
Full-time equivalent members	2	2
Total key management personnel remuneration	**565,881**	**592,688**
Total full-time equivalent personnel	**3.67**	**3.51**

Related party transactions required to be disclosed: There have been no material related party transactions this year. The full-time equivalent for Board members has been determined based on their hours claimed multiplied by their hourly rate divided by 1920 average hours worked by employees in a year.

15. Board member remuneration

Board members remuneration paid or payable to each Board member during the year for governance:

	2022 Actual	2021 Actual
Deborah Cranko	8,321	6,504
Martin De Gouw	8,654	6,988
Ken Douglas	8,546	4,246
Nick Fleckney *(Chair ended 16.9.21)*	12,994	21,189
Tofa Gush	5,859	3,291
Beth Healy	7,418	5,536
Diana Kuhtz-Covich *(Deputy Chair ended 17.8.21, Chair Audit & Risk ended 17.8.21,Chair began 17.8.21)*	17,337	10,623
Craig O'Connell	–	7,879
Sue Simons	5,536	4,515
James Smith	2,096	–
Colleen Upton	–	1,828
Barry Willcox *(Chair Audit & Risk began 17.8.21)*	9,998	6,665
Ming-chun Wu	6,826	4,408
Total board remuneration	**93,585**	**83,672**

Board members remuneration paid or payable to each Board member during the year for discipline functions:

	2022	2021
Deborah Cranko	4,838	8,788
Martin De Gouw	8,304	7,686
Ken Douglas	4,676	10,105
Nick Fleckney *(Chair ended 16.9.21)*	12,499	22,454
Tofa Gush	3,010	968
Beth Healy	6,074	1,075
Diana Kuhtz-Covich *(Deputy Chair ended 17.8.21, Chair Audit & Risk ended 17.8.21,Chair began 17.8.21)*	12,944	16,018
Craig O'Connell	–	9,323
Sue Simons	3,709	5,886
James Smith	0	0
Colleen Upton	0	0
Barry Willcox *(Chair Audit & Risk began 17.8.21)*	7,431	13,438
Ming-chun Wu	2,150	0
Total remuneration for discipline functions	**65,635**	**95,741**
Total board remuneration	**159,220**	**179,413**

The Board has effected directors' and officers' liability and professional indemnity insurance cover during the financial year in respect of the liability or costs of board members and employees. No board members received compensation or other benefits in relation to cessation. (2020-2021 $nil)

Employee remuneration

Total remuneration paid or payable:

	2022	2021
$100,000 – $109,999	1	1
$120,000 – $129,999	3	3
$130,000 – $139,999	1	1
$160,000 – $169,999	1	–
$270,000 – $279,999	–	1

16. Events after the balance date

There have been no significant post balance date events.

17. Contingencies

Contingent liabilities

There are no known contingent liabilities as 31 March 2022 (2021 Nil).

Contingent assets

There are no known contingent assets as at 31 March 2022 (2021 Nil).

18. Financial instruments

Financial instrument categories

The carrying amounts of financial assets and liabilities in each of the financial instrument categories are as follows:

	2022 Actual	2021 Actual
Financial liabilities measured at amortised cost		
Payables (excluding deferred revenue, taxes payable and grants received subject to conditions)	204,557	266,333
Total financial liabilities measured at amortised cost	**204,557**	**266,333**
Loans and receivables		
Cash and cash equivalents	1,559,365	1,322,481
Receivables	446,351	316,334
Investments – term deposits	3,902,730	2,661,737
Total loans and receivables	**5,908,446**	**4,300,552**

19. COVID-19 impact

The ever shifting landscape of COVID-19 meant that there were adjustments required to how this was managed in the 2021-2022 year.

In January 2022, staff were split into two bubbles to reduce the likelihood of the spread of COVID-19 and providing cover in the alternate bubble if staff in one bubble were to catch COVID-19.

In February 2022, the option was given to staff that they could work from home.

Although not ideal both these options meant the Board was able to function with little disruption to the services the Board provides except for CPD which was cancelled in some areas resulting in a drop in revenue.

20. Statement of commitments as at 31 March 2022

Capital commitments and non-cancellable operating leases

1. The Board has a current lease for the office premises at 70 the Terrace, Wellington. The lease is for twelve years beginning from 1 October 2016 when the Board occupied floor 8. The annual rent is $147,100.
2. The Board has a current lease for photocopiers which was negotiated during the year with the first payment on 2 August 2020 and the final payment on 2 October 2023. The annual rental is $21,900 plus GST.
3. There is a commitment to enhancing and maintaining the database of $98,321 in the 2021-2022 year.

	2022	2021
Non-cancellable lease		
Not later than 1 year	169,001	267,322
Later than 1 year and not later than 2 years	159,876	169,001
Later than 2 years and not later than 5 years	441,302	454,077
Later than 5 years	220,651	367,751
	990,830	**1,258,151**

21. Change in Accounting Policy

During the Board's 2021-2022 audit a prior period error has been discovered.

This involves the treatment of discipline levies and offences fees received in the February and March paid at the same time as licences being paid for the next financial year.

The Board has been accounting for these payments of discipline levies and offences fees as revenue when they were paid when they should have been treating them as revenue in advance.

We have retrospectively applied a revised accounting policy by adjusting the accumulated funds at the beginning of the 2020-2021 year by $1,019,556 which were the payments received for discipline levies and offences fees in February 2020 and March 2020. They were treated as revenue in the 2019-2020 year when they should have been treated as revenue in advance to be treated as revenue in the 2020-2021 financial year.

We have therefore restated the 2020-2021 financials per the following table.

	2021	2021 Restated
Statement of Comprehensive Revenue and Expense		
Revenue		
Discipline levy	1,374,282	1,224,239
Offences fees	863,834	769,251
Total Revenue	5,180,396	4,936,040
Total comprehensive revenue and expense	**507,429**	**263,073**
Statement of financial position		
Revenue in advance	904,360	2,168,272
Total current liabilities	1,658,076	2,921,989
Total liabilities	1,658,076	2,921,989
Net Assets	4,785,774	3,521,861
Statement of changes in Net assets/Equity		
Balance at 1 April	4,278,345	4,278,345
Adjustment for fees in advance February and March 2020	–	(1,019,557)
Total comprehensive revenue and expense	**507,429**	**263,073**
Balance at 31 March	**4,785,774**	**3,521,861**

22. Explanation of significant variances against budget for the year ended 31 March 2022

Statement of comprehensive revenue and expense

Total revenue

The $602,384 positive variance between the actual of $5,423,904 and the budget of $4,821,520 reflects increase in revenue across most of the revenue streams.

The major variances are:

Examinations

The revenue of $602,647 was more than of the budgeted amount of $490,000 by $112,647 and is 17.6% higher than the previous year. Trainee numbers have increased over the last two years and Journeymen are now required to sit exams as part of their qualifications.

Licence fees

The actual revenue from licensing fees was $1,620,685 which was $120,685 above the budgeted amount of $1,500,000. The revenue from licence fees was up on budget due to increased numbers of licences issued due to the on-going high demand in the construction sector.

Discipline levy and offences fees

Discipline levies of $1,311,587 (budget $1,170,000) and offences fees of $824,426 (budget $735,000) combined they are $231,013 above budget.

Disciplinary recoveries

The actual of $349,157 was $89,157 above budget of $260,000 for fines and costs There were some large penalties imposed due to the seriousness of some of the complaints.

Expenditure

The total expenditure of $4,311,449 was $683,881 below the budget of $4,995,330. There were savings across the six major cost centers.

Total administration expenses

The spend of $2,810,140 was under the budget of $3,050,534 by $240,394. This was due mainly to salaries being $169,460 under budget as there were three key management resignations which resulted in a gap before their replacements started. The communication spend was $65,595 under budget as some of the communications budget was placed on hold as a review of the communications strategy began when the new communications advisor was appointed.

Governance

The actual costs of $228,218 were under budget of $305,750 by $77,532. This was due to COVID-19 lock downs in various areas of New Zealand. Board meetings were held by videoconference resulting in less travel and accommodation costs and Board honoraria costs.

Registration and licencing

Registration and licencing costs of $384,296 were $99,749 under the budget of $484,045. Less money was spent on ongoing improvements to the database to the amount of $47,000 and $16,000 of advanced professional assessment budget that did not occur.

Complaints and discipline

The $358,925 budget was under spent by $271,025. This was due to embedding a new complaints process which resulted in fewer complaints proceeding to a hearing.

Net surplus/deficit

The net surplus of $1,112,455 was well above the budgeted deficit of $173,809 due to the unexpected increase across the major revenue streams plus total expenditure under budget by $683,831.

Statement of financial position

Total assets

Total assets of $7,736,205 are $1,371,316 above the budget of $6,332,000. This is due to higher amounts of cash and investments held at balance date due to the larger than expected profit for the year.

Total liabilities are higher due to the adjustment for discipline levies and offences received in February and March fees now being treated as revenue in advance.

Statement of changes in equity

Statement of Changes in Equity

The net equity of $4,634,316 was $22,351 above the budgeted $4,611,965 for the year as explained in the prior explanations.

Memorandum accounts for future processes
as at 31 March 2022

	2021/2022 Actual	
Discipline process		
Revenue		
Discipline levy	1,311,587	
Fines and costs discipline	319,149	1,630,736
Expenditure		
Direct expenditure	358,925	
Allocated overheads	990,888	1,349,813
Surplus for 2021-2022 year		**280,923**
Balance brought forward from 31.3.21 (Restated)		**121,841**
Balance to carry forward to future years		**402,764**
Offences prosecutions		
Revenue		
Offences fees	824,426	
Fines and costs offences	30,009	854,435
Expenditure		
Direct expenditure	84,310	
Allocated overheads	474,847	559,157
Surplus for 2021-2022 year		**295,277**
Balance brought forward from 31.3.21 (Restated)		**369,002**
Balance to carry forward to future years		**664,279**

Statement of overheads allocation by function
for the year ended 31 March 2022

Revenue	2021/2022 Actual	Approved budget	2020/2021 Restated
Revenue from non-exchange transactions			
Disciplinary levy	1,311,578	1,170,000	1,224,239
Offences fee	824,426	735,000	769,521
License fees	1,620,685	1,500,000	1,512,902
Disciplinary recoveries	349,157	260,000	381,577
Total non-exchange revenue	**4,105,855**	**3,665,000**	**3,888,239**
Revenue from exchange transactions			
Examination fees	602,647	490,000	514,810
Interest received	41,447	28,000	46,271
Registration fees	465,855	389,520	426,109
CPD revenue	93,750	125,000	–
Other revenue	114,350	124,000	60,611
Total exchange revenue	**1,318,049**	**1,156,520**	**1,047,801**
Total revenue	**5,423,905**	**4,821,521**	**4,936,040**

Statement of overheads allocation by function
for the year ended 31 March 2022

	2021/2022 Actual	Approved budget	2020/2021 Restated
Expenditure			
Discipline direct expenditure	358,925	630,000	513,500
Discipline allocated overheads	990,888	1,101,454	1,065,016
Total discipline	1,349,813	1,731,454	1,578,516
Examinations direct expenditure	424,751	405,000	406,586
Examinations allocated overheads	59,402	66,077	63,845
Total examinations	484,153	471,077	470,431
Licensing direct expenditure	346,325	412,025	320,536
Licensing allocated overheads	1,087,755	1,209,084	1,169,130
Total licensing	1,434,080	1,621,109	1,489,666
Offences direct expenditure	84,310	100,000	121,077
Offences allocated overheads	474,847	527,830	510,369
Total offences	559,157	627,830	631,446
Registrations direct expenditure	55,705	67,500	42,308
Registrations allocated overheads	428,542	476,359	460,600
Total registrations	484,247	543,859	502,908
Total expenditure	**4,311,450**	**4,995,329**	**4,672,967**
Total comprehensive revenue and expenses	**1,112,455**	**(173,808)**	**263,073**

Signed on behalf of the Board



Diana Kuhtz-Covich
Chair



Barry Willcox
Deputy Chair

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INDEPENDENT AUDITOR'S REPORT TO THE READERS OF PLUMBERS, GASFITTERS AND DRAINLAYERS BOARD'S FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

The Auditor-General is the auditor of the Plumbers, Gasfitters and Drainlayers Board ('the Board'). The Auditor-General has appointed me, Chrissie Murray, using the staff and resources of Baker Tilly Staples Rodway Audit Limited, to carry out the audit of the financial statements of the Board on his behalf.

Opinion

We have audited:

- the financial statements of the Board on pages 29 to 53 that comprise the statement of responsibility and the statement of financial position as at 31 March 2022, the statement of comprehensive revenue and expenses, the statement of changes in net assets / equity and statement of cash flows for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information.
- The performance information of the Board on pages 12 to 28.

In our opinion the financial statements of the Board present fairly, in all material respects:

- its financial position as at 31 March 2022; and
- its financial performance and cash flows for the year then ended; and
- comply with generally accepted accounting practice in New Zealand and have been prepared in accordance with Public Benefit Entity Reporting Standards Reduced Disclosure Regime

the performance information on pages 12 to 28:

- presents fairly, in all material respects, the Board's performance for the year ended 31 March 2022, in accordance with the requirements of section 151(1)(a) of the Plumbers Gasfitters and Drainlayers Act 2006; and
- complies with generally accepted accounting practice in New Zealand.

Our audit was completed on 29 July 2022. This is the date at which our opinion is expressed.

The basis of our opinion is explained below. In addition, we outline the responsibilities of the Board and our responsibilities relating to the financial statements and we explain our independence.

Basis of opinion

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the Professional and Ethical Standards and International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the Responsibilities of the Auditor section of our report.

We have fulfilled our responsibilities in accordance with the Auditor-General's Auditing Standards.

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

Responsibilities of the Board for the financial statements

The Board is responsible for preparing financial statements that are fairly presented and that comply with generally accepted accounting practice in New Zealand.

The Board is responsible for such internal control as it determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Board is responsible on behalf of the entity for assessing the Board's ability to continue as a going concern. The Board is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless there is an intention to liquidate The Board and or to cease operations, or there is no realistic alternative but to do so.

The Board's responsibilities arise from the Plumbers Gasfitters and Drainlayers Act 2006.

Responsibilities of the auditor for the audit of the financial statements and the performance information

Our objectives are to obtain reasonable assurance about whether the financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit carried out in accordance with the Auditor-General's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers taken on the basis of these financial statements and performance information.

We did not evaluate the security and controls over the electronic publication of the financial statements and the performance information.

As part of an audit in accordance with the Auditor-General's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. Also:

- We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- We obtain an understanding of internal control relevant to the audit 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 Board's internal control.

- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the governing body.

- We evaluate the appropriateness of the reported performance information within the Board's framework for reporting its performance.

- We conclude on the appropriateness of the use of the going concern basis of accounting by the governing body and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.

- We evaluate the overall presentation, structure and content of the financial statements and the performance information, including the disclosures, and whether the financial statements and performance information represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Our responsibility arises from the Public Audit Act 2001 and section 149 of the Plumbers Gasfitters and Drainlayers Act 2006.

Other Information

The Board is responsible for the other information. The other information comprises the information included on pages 1 to 11 and page 58 to 60, but does not include the financial statements and the audited performance information, and our auditor's report thereon.

Our opinion on the financial statements and the performance information does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the financial statements and the performance information, our responsibility is to read the other information. In doing so, we consider whether the other information is materially inconsistent with the financial statements and the performance information or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on our work, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Independence

We are independent of The Board in accordance with the independence requirements of the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1(Revised): *Code of Ethics for Assurance Practitioners* issued by the New Zealand Auditing and Assurance Standards Board.

Other than the audit, we have no relationship with, or interests in, The Board.



Chrissie Murray
Baker Tilly Staples Rodway Audit Limited
On behalf of the Auditor-General
Wellington, New Zealand

Members of the Board

The Plumbers, Gasfitters, and Drainlayers Board is governed by an independent Board. The Board consists of 10 Minister-appointed members representing both the trade and the public.

The Board reports to the Minister for Building and Construction. The Board has an Audit and Risk Committee, Employment Committee and Disciplinary Administration Committee.

Members of the Plumbers, Gasfitters, and Drainlayers Board
as at 30 June 2022.



Diana Kuhtz-Covich
Chair



Barry Willcox
Deputy Chair



Ken Douglas



Tofa Suafole Gush



Beth Healy



Sue Simons



Martin de Gouw



Deborah Cranko



James Smith



Ming-chun Wu

Corporate governance

Role of the Board

Members of the Board set the strategic direction of the organisation, monitor the Chief Executive's performance and ensure the Board fulfils the requirements of the Plumbers, Gasfitters, and Drainlayers Act 2006 and other statutory obligations.

The Board is accountable for its performance and decisions to Parliament, the Minister for Building and Construction, practitioners and the public.

Board membership

The Minister for Building and Construction appoints the Board members. We aim to have members who represent a broad mix of practitioners and lay people of ages, genders and ethnicities that reflect the diversity of New Zealand society. People who have a wide general knowledge and breadth of vision. We are required to have:

- two or more registered plumbers
- two or more registered gasfitters
- two or more registered drainlayers
- two members who represent consumer interests
- up to one additional registered person
- one person with appropriate experience in relevant tertiary or vocational education.

Board committee structure

The Board operates three standing committees: Audit and Risk; Employment; and Disciplinary Administration. The Board receives Committee meeting minutes at its formal meetings and, in approving those minutes, confirms the decisions made.

Links with industry bodies

We continue to be actively involved and collaborate with other registration bodies. We share ideas for future development and maintain contact with organisations including:

- the World Plumbing Council
- the Electrical Workers Registration Board
- Standards New Zealand
- the Building Officials Institute of New Zealand
- the New Zealand Water & Waste Association
- Building Practitioners Board
- New Zealand Registered Architects Board.

As in previous years, the Board has had regular meetings with key stakeholders to discuss matters of mutual interest. Those stakeholders included:

- Te Pūkenga
- The Waihanga Ara Rau (Construction and Infrastructure) Workforce Development Council
- Master Plumbers
- Trade Lab
- the Ministry of Business, Innovation and Employment
- Energy Safety, part of WorkSafe New Zealand
- WorkSafe
- Aspeq
- Skills.

Board committees

Board standing committees as at 30 March 2022:

Audit and Risk Committee

- Barry Willcox (Chair)
- Deborah Cranko
- Ken Douglas
- Martin de Gouw

Employment Committee

- Barry Willcox
- Ken Douglas
- Martin de Gouw
- Sue Simons
- Tofa Suafole Gush

Disciplinary Advisory Committee

- Diana Kuhtz-Covich
- Barry Willcox
- Hearings Manager

Contact details

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Plumbers,
Gasfitters and
Drainlayers Board

