



# Annual Report 2007



ATTTO

Setting the standard for training in Aviation, Tourism, Travel and Museums

## Vision

**World class industry qualifications & customer service delivery.**

## Values

### 1. Customer focus

We:

- Meet and exceed our internal and external customers needs
- Are solutions focused, flexible, innovative and creative
- Have a "can do" attitude
- Deliver what we promise, on time and in full
- Understand our part in being the customer service leader in providing industry training
- Show motivation and passion for excellent customer service
- Provide outstanding colleague, trainee and customer support
- Know how to say no while still enhancing and growing relationships

### 2. Communication

We:

- Communicate openly, across and within functional teams and reporting lines
- Use diplomacy and tact in communication with customers, stakeholders, management and staff
- Listen openly and respectfully to all points of view, even when we disagree

### 3. Teamwork

We:

- Think and operate as "One ATTO", understanding that we all are interdependent
- Have good processes in place to orient new employees
- Recognise and appreciate individual contributions to ATTO's achievements
- Accept all colleagues for their differences and feel a sense of belonging to the team
- Work collaboratively and contribute to team projects within and across ATTO's different functional areas
- Work together to ensure ATTO's long term sustainability

## Mission

We provide national leadership. We understand our markets, provide skills strategies and develop and register qualifications.

Our qualifications help expand the technical, safety, customer service and management capabilities of the New Zealand workforce.

We are responsive and quality focused: our products and services support work-based learning, assessment and moderation, and are regarded as high quality and fit for purpose by our stakeholders.

### 4. Quality

We:

- Understand and balance quality and compliance with innovation and flexibility
- Underpin every aspect of ATTO's operation and how we work to the highest level of quality service systems and processes
- Are renowned for consistency and reliability in delivering quality solutions to our customers
- Develop world class qualifications that exceed our customers' expectations
- All understand our role in ATTO as part of the total quality system
- Speak up if we know that something needs improving
- Provide well reasoned solutions when raising problems and suggesting improvements

### 5. Integrity

We:

- Are trust-worthy and trusted in everything we do as individuals and as an organisation.
- Are loyal and committed to the organisation
- Are widely trusted by colleagues, stakeholders and customers
- Admit and take ownership of mistakes without fear of reprisal
- Are open to diversity of opinion and experience
- Model our core values

### 6. Innovation

We:

- Openly encourage and celebrate new ideas
- Are constantly improving products, systems and processes
- Are not afraid to challenge the status quo
- Are motivated by breaking new ground
- Are passionate about being leaders in our field

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## Chief Executive's and Chairman's Joint Report

This past year – 2007 – has been an exciting and stimulating time for both of us in our first year as CEO and Chair. It has also been a significant year for ATTO. We have developed a much stronger focus on our staff and systems in order to make it easier and more enjoyable for stakeholders to do business with us, and for the ATTO team to do business for us.

In many respects the year was about 'getting sorted', consolidating the organisational changes within a rapidly-expanding ATTO, and finding the best way of working with our customers and stakeholders.

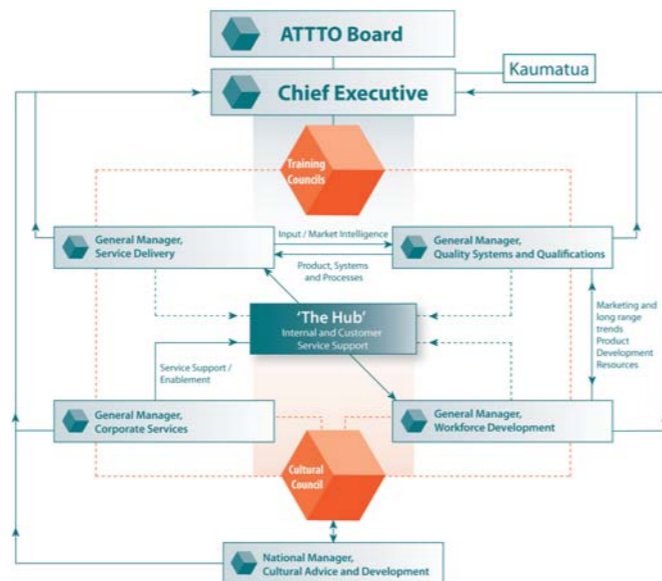
It was crucial for us to establish a platform for the growth that was anticipated. In particular, we needed to significantly improve our customer focus to provide better support for the individuals and businesses in the aviation, tourism, travel and museums industries.

With that behind us – and with a 50 percent increase in staffing – we have been able to 'hit the ground running' in 2008. Customers and our stakeholders can expect improvements to our services and delivery to continue.

Significant developments through the year included:

- The development of a vision and mission that better reflects our kaupapa and purpose. These clearly articulate where the ATTO will be putting its energies and resources in the future.
- During 2007 we implemented a new regional structure so we can provide better support for regional employment and training solutions. The new structure means we are now better placed to build robust relationships and support local workplaces, key stakeholders and trainees.
- As part of this new structure, a regional office was set up in Christchurch. An Auckland office with two Industry Training Advisors is being established in early 2008. With over a third of ATTO trainees and their employers based within the Auckland/Northland area it is crucial that we provide a strong regionally-based support system for them.

Another key step for us, and one that reflects ATTO's commitment to exceptional customer support, has been the establishment of our customer service hub. The hub is the initial point of contact for all customer service and sales queries. The dedicated team offers support for the education and training needs of all ATTO customers, including assessors, trainees and modern apprentices.



### Communicating our passion: branding, website and resources

We rebranded in 2007 to reflect that ATTO is changing. Our new brand is based around the image of a lens flare, used in many different ways to denote the fact that we're looking at things differently. Most of all it depicts that we now have a sharper focus on how we work with you – the sectors and customers we serve.

Our website has also been overhauled. The new interactive site features an online shopping cart to make purchasing resources easier. The website has been designed to provide a much-improved platform for communication and doing business online.

As well as our normal participation in promotions such as careers expos, we had excellent coverage in the Just the Job television series. The programmes follow young people through industry training in the career of their choice, in our case aeronautical engineering and tourism. It provided an exceptional chance to showcase the opportunities that are available through workplace training to those interested in our careers.

It is very important to us that we keep our training manuals and assessment materials up to date and reflecting the focus of current

training programmes. To this end we have completed a full review of our resources in 2007. Through 2008 we will be undertaking further work on existing and new materials.

### Customer engagement and entitlements

We have made several improvements to our customer engagement process. All businesses will now enter into an annual registered training agreement with us that clarifies the training commitment for the year.

Another enhancement is the new buyer-created invoice for entitlements, designed to reduce administration costs for our customers. The new entitlement system simplifies and equalises payments for all businesses, and is another example of how we are making it easier for customers to do business with us, and for our staff to do business for us.

### Excellence in workplaces

Each year ATTO takes great pleasure in presenting three awards to businesses that have shown excellence in workplace training. The awards recognise the commitment of companies that enable their staff to complete formal qualifications on the job. The winners for 2007, Skyline Skyrides, House of Travel Wellington, and Queenstown International Airport are profiled on page 10.

### Service Industry Training Alliance takes off

An alliance by New Zealand's five service industry training organisations was launched at Parliament by the then Tertiary Education Minister, Dr. Michael Cullen, on 10<sup>th</sup> October 2007. It is aimed at promoting skills growth within the service sector as a whole. Along with ATTO the Alliance comprises the Hospitality Standards Institute (HSI), the Sports Fitness and Recreation ITO (SFRITO), the Retail ITO (RITO) and Hairdressing ITO (HITO). The alliance will enable member ITOs to capitalise on similarities in their industries and collaborate on relevant work such as research and qualifications development. ITOs participating in SITA provide qualifications and training development for the aviation, tourism and travel industries, hospitality, retail and wholesale, sports fitness and recreation, and hairdressing industries. Together, these industries employ more than 600,000 people – more than a quarter of New Zealand's workforce

At the launch Dr. Cullen noted:

'It has never been more important to connect tertiary education to the needs of industry. I acknowledge that a key part of making these connections lie with ITOs. You are the crucial link between the skills that industries

are crying out for and the delivery of training. This is a very exciting development and one we have been closely involved with.'

Some of the projects we are engaged in as part of SITA are highlighted on page 12.

### Pre-employment training participation

ATTO engaged with 214 high schools in 2007 offering the National Certificate in Tourism and Travel (Introductory Skills) (Level 2), 20 state schools and 28 private training providers offering higher levels of training in tourism, travel and aviation. We remain concerned about the number of 'local courses' being offered by providers, especially where there appears to have been little industry consultation or input.

### Industry representation and engagement

ATTO recognises the tremendous value of being closely involved in developments across our sectors and ATTO's election to the Industry Training Federation Board and the across education E-learning Advisory Board are recent examples of our contribution to the wider industry training and education sector.

ATTO has never been in a better place to move forward and provide services to our customers. We have taken on the challenges of the last year and have a very effective and committed team in place.

Our grateful thanks go to the Board of Directors and management team for their dedication and especially the wider ITO team for their significant achievements. We have thoroughly enjoyed the challenges and successes the year has brought. It has been a privilege working alongside people who are all so passionate about our industries and dedicated to moving forward.

We would also like to thank the people from aviation, tourism, travel and museums who participated in Training Councils and Industry Advisory Groups. This dedicated and highly experienced group of people make an enormous and valuable contribution.

Sincerely

**Rick Bettel**  
Chairman

**Elizabeth Valentine**  
Chief Executive



## Highlights For ATTTO In 2007

### Qualifications review and development

The ATTTO Qualifications Development team, comprising four staff members, has been hard at work on a wide range of qualifications projects. Several of these came to completion in 2007.

- Registration of the new National Certificate in Aviation (Private Pilot) with strands in Aeroplane, and Helicopter.
- Revision and re-registration of the:
  - National Certificate in Museum Practice
  - National Certificate in Tourism Conventions and Incentives
  - Aircraft Operation unit standards for private pilots
  - Air Traffic Services unit standards
  - Tourism Core Skills unit standards
  - Museum Services unit standards.

Work on other projects will continue in 2008.

- Review of all Casino unit standards and qualifications.
- Ongoing review of the Tourism and Travel qualifications (Core Skills, Travel Level 2, 3 and 4).
- Review of Air Traffic Services qualification.
- Review of all Aeronautical Engineering qualifications.
- Stage 2 of the development of unit standards and qualifications for pilots (Commercial Pilot Licence, C Category and B Category Instructor).
- Review of Airport Operations unit standards and qualification.
- Development of aircraft ramp operations and passenger handling qualification(s).
- Review of National Certificate in Aviation (Flight Attendants).

### Workplace achievements

In 2007 ATTTO exceeded many of its targets as indicated in the following table.

Criteria	TEC target	Achieved
STMs	1577	2153
Certificates completed	800 and 150 Awards	716 and 220 Awards <sup>1</sup>
Credits achieved	114,000	113,172
Māori trainees	8.7%	17.5%
Pacific People trainees	3.7%	5%
Modern apprentices	200	189 <sup>2</sup>

<sup>1</sup>The increase in Awards (Limited Credit Programmes) is indicative of the industry trend towards smaller 'bite-sized chunks' of learning, especially for seasonally-influenced workplaces.

<sup>2</sup>ATTTO did not reach the Tertiary Education Commission (TEC) target for Modern Apprenticeships but did show an increase of 11 percent on 2006 achievement results.

### Assessment and moderation

There has been a much more consistent level of assessment across providers from all sectors, which has been noted through our national external moderation. We have also seen fewer instances of non-compliance and better understanding of assessment practices. We are pleased with provider participation in moderation, with very few providers failing to submit material. We expect to see even greater national consistency with our revamped moderation processes through 2008.

### Resource development

The Resources Review project began in July 2007. The project's purpose was to identify, review, prioritise, and update all ATTTO's existing resources and materials, and to ensure they are relevant and fit for purpose for learning and development.

As of early 2008, this project is complete, including rebranding. The focus in 2008 is on other priority resources to better support workplace learning and assessment.

### Secondary and tertiary education achievement

Based on our contacts with schools and tertiary providers, and the sale of ATTTO resources, in 2007 approximately 6000 secondary students studied unit standards leading to the National Certificate in Tourism and Travel (Introductory Skills) (Level 2); and approximately 20 students worked towards the National Certificate in Aviation (Introductory) (Level 2).

ATTTO made it easier for schools establishing Gateway placements in our industries by offering more unit standards suitable for workplace training at Level 3, and provided additional support through the services of an accredited workplace assessor. This has resulted in more placements of young trainees in aviation, tourism and travel workplaces.

The number of schools accredited to deliver courses against our standards for tourism and travel and for aviation-core also increased in 2007.

### Attracting employees

A key focus for ATTTO in 2007 was to raise awareness and build interest in careers across the aviation, tourism, travel and museum industry sectors.

We were involved in the Coca-Cola Career Expos held in Auckland, Wellington, Christchurch and Dunedin. These events attract over 50,000 high school students every year and provide an ideal venue for exhibitors to connect with potential employees.

The 'work personality test' delivered at the expo helped students work out to which aviation, tourism, travel and museum careers they were best suited. Students were also presented with information about careers, study, and training options available in their areas of interest.

Students and employees now have a broader range of career options across the aviation, tourism, travel and museum industries, thanks to a project undertaken with Career Services that resulted in an expanded range of careers being featured on ATTTO's new website.

### Scholarship winners

ATTTO has a strong commitment to supporting young people in their career development, having in 2003 introduced scholarships to encourage young people into aviation, tourism or travel-related tertiary study.

These scholarships allow recipients to fund studies that may not otherwise be feasible by paying some of the accommodation costs and study fees.

Nine scholarships worth \$3000 each are awarded to people who are studying or intending to study ATTTO's aviation, tourism or travel qualifications.

In 2007, the ATTTO scholarship recipients were:

Corran Maxwell, Aviation (Nelson/Marlborough Institute of Technology)

Jason North, Aviation (Nelson/Marlborough Institute of Technology)

Daniel Thomas, Aviation (Air New Zealand PD&T)

Emma Guthrie, Tourism (Bay of Plenty Polytechnic)

Jackie Roche, Tourism (Bay of Plenty Polytechnic)

Ryan Rooney, Tourism (Sir George Seymour)

Wendy Barthow, Travel (Bay of Plenty Polytechnic)

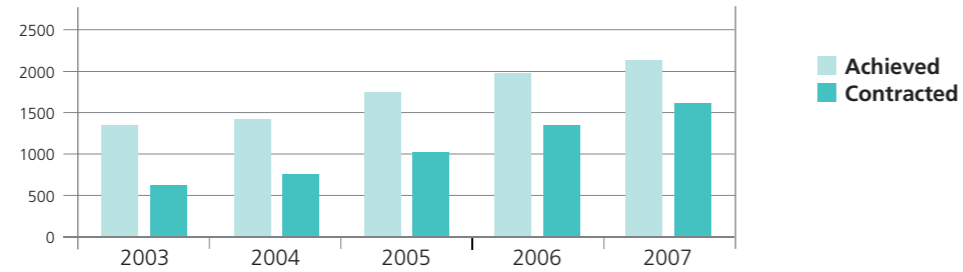
David Freeman, Travel (Sir George Seymour)

Jessie O'Sullivan, Travel (International Travel College)

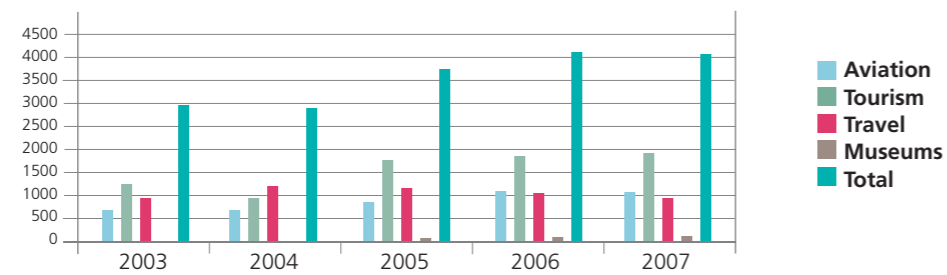
We hope their success in gaining an ATTTO scholarship is the first achievement in a long and successful career in our industries.

# ATTTO statistics 2007

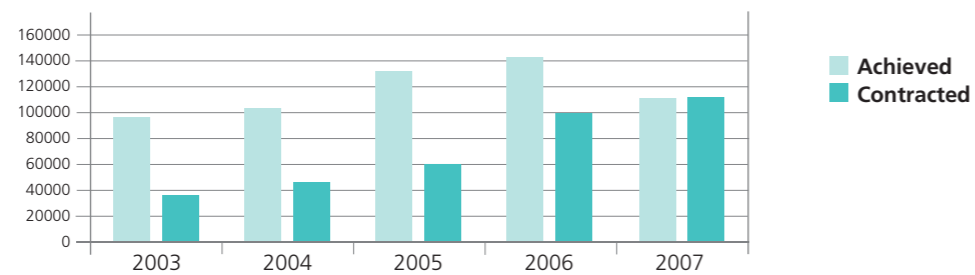
## 1. Standard Training Measures STMs



## 2. Trainees by Industry



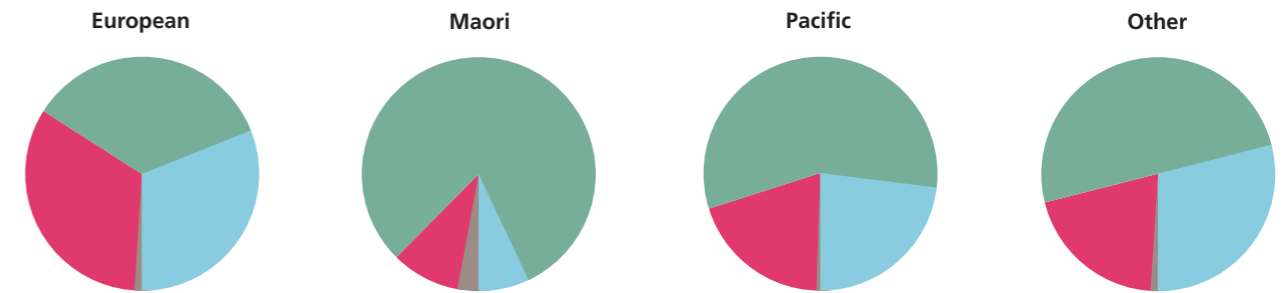
## 3. Credits Reported



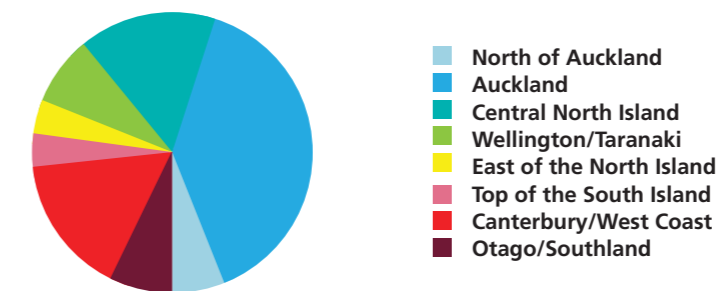
## 4. Qualifications Achieved (by industry)



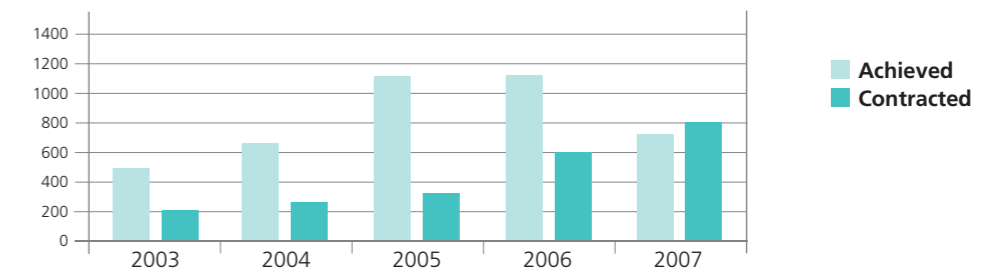
## 5. Ethnic Groups by Industry 2007



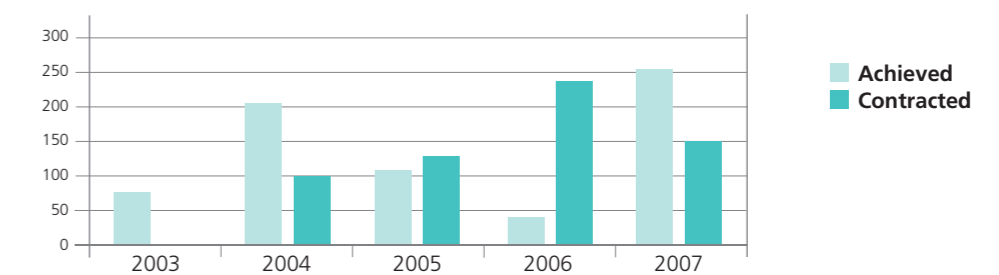
## 6. 2007 Trainees and Modern Apprentices by Region



## 7. Certificates Achieved 2007



## 8. Awards Achieved



## ATTTO Achievement Awards For Excellence In Workplace Training 2007

Each year ATTTO proudly presents awards to businesses that have shown excellence in workplace training. The awards acknowledge the important investment businesses make in supporting their staff to achieve formal qualifications.

The aviation, tourism and travel award winners proved their exceptional commitment to supporting workplace training, demonstrating innovation in training and assessing, and working to raise the profile of national qualifications and training in their industries.



### Aviation Award: Queenstown International Airport

Tourism is the lifeblood of Queenstown; 60 percent of all tourists visiting New Zealand spend time in the region. Queenstown International Airport, situated in the Wakatipu Basin, overlooked by the Remarkables, is a critical player in the tourism sector.

The airport employs 13 staff directly, with tenants and regulatory agencies employing a further 150 in and around the airport.

In a workplace where there are complicated operational requirements and high levels of security, retaining efficient, competent and well-trained staff is a must.

Chris Read, General Manager - Aeronautical, is one of the company's longest-serving staff members, and personally understands the benefits of workplace training. Mr Read was the first person in New Zealand to complete the National Diploma in Airport Operations, and has gained extensive knowledge of all facets of the airport's operations during his 15 years on the job.

'We see training as an investment. If your staff are trained properly, then the business gets the benefit of that training right up until the time they leave,' says Mr Read.

'We have a responsibility to ensure the safety of all operations at the airport. We need to ask ourselves – are we ready for an emergency or for that operational requirement, and are we trained for it? ATTTO qualifications enable us to say 'yes' to those questions.'

All Queenstown Airport operational staff have either completed or are working towards airport qualifications. In 2007 there were four continuing trainees studying for National Certificates in Airport Operations covering Airport Customer Service and Airport Safety.

Developed in partnership with aviation professionals, the airport qualifications meet the knowledge and skill requirements of the airport, and keep staff responsive to industry changes.

The training and qualifications staff gain are acknowledged in regular performance and salary reviews, reflecting the value management places on formally up-skilling staff both inside and outside the workplace.

'All staff get time off for training, and we pay any costs associated with that,' says Mr Read. 'We hold training sessions at the airport to make it easy for staff to attend, and cover all associated costs when off-site training is required.'

### Tourism Award: Skyline Skyrides, Rotorua



Skyline Skyrides is an iconic New Zealand tourism operation, hosting 10 percent of tourists to New Zealand and 30 percent of all tourists to Rotorua.

Situated on the side of Mount Ngongotaha, this popular tourist attraction includes gondolas, luges, a sky swing and scenic walking tracks. There are also function facilities, a retail operation and cafe and restaurant facilities with panoramic views of the city centre, Lake Rotorua, and the surrounding geothermal areas.

Recognised by industry as a flagship for workplace training and assessment, Skyline Skyrides is a great example of how on-the-job training is critical to business success.

Skyline Skyrides believes staff retention levels are among the highest in New Zealand tourism enterprises. Its management fosters an environment of continuous learning, ensuring a wide range of training and development opportunities for all staff.

'The majority of our staff are involved in some form of training on a daily basis, whether it be at an assessment level or at a basic coaching level,' says Hayley Murray, Human Resource and Quality Manager.

The company recognises that providing training and development opportunities for staff is one of the key factors in staff satisfaction.

'When staff members get their National Certificate it says they have achieved and recognises them for something they do well every day – that's the biggest buzz,' says Ms Murray.

In 2007, Skyline Skyrides had 59 trainees studying for National Certificates in Tourism and Travel and 13 staff members completing or working towards their Tourism Modern Apprenticeship, reflecting the clear commitment of management towards staff training and development.

'A drive to succeed from above filters down through the whole team,' says Ms Murray. 'Without that determination we are not going to move forward, and we would never have been as successful as we are today. We hope that success will grow in the future.'

### Travel Award: House of Travel, Wellington



House of Travel Wellington, with seven outlets and over 100 staff, has its own dedicated training team; a reflection of its commitment to the professional development of staff.

'We offer a comprehensive training programme for our staff. This includes one-on-one and group training courses to give them the skills required to excel in their jobs,' says Natasha Macfarlane, House of Travel Training Executive.

Training includes a six-month training plan for all new staff, role-change training support, product and airfare training, and time management and customer service training. All training is aligned with NZQA qualifications. This means staff have the opportunity to be formally recognised for the work they perform every day, while also working towards becoming better qualified for their future.

Individual training is a critical factor in House of Travel's long-term people strategy, designed to maximise the potential of their staff for the benefit of them as individuals and for the business as a whole.

'There has been a real increase in staff morale,' says Ms Macfarlane. 'Staff members who worked with us before we had our own training team have come back to join us and commented on the difference. We have also seen quite a few experienced consultants join us from other organisations due to a recommendation from our own staff, which shows they are happy.'

'The best thing about staff working towards qualifications on the job is it motivates them, and keeps their enthusiasm and passion for their job alive.'



## Service Industry Training Alliance (SITA) Projects



SITA launch, (L-R: John Meeuwse CE Retail ITO, Janice Shiner CE TEC, Erica Cumming CE HITO, Honorable Michael Cullen then Tertiary Education Minister, Steve Hanrahan CE HSI, Elizabeth Valentine CE ATTO, and Sue Fitzmaurice CE SFRITO).

In 2008, we are participating in several SITA projects, including joint qualifications in generic skills starting with management and supervisory training (led by the Hairdressing ITO).

We are also involved in the Service Centre of Excellence project in conjunction with the mayors of Nelson and Tasman, and the Nelson Regional Economic Development Agency (led by Retail ITO and SFRITO). The objective of this project is to achieve a high degree of commitment from local employers in the service sector to raise the skill level of all those engaged in these industries.

The mayor's office will act as the focal point; seeking support for promoting the concept from local employers, training providers and the community. The SITA ITOs will engage with head offices to encourage local managers, owners and franchisees to engage in industry training within the Nelson/Marlborough area.

In 2008 we will continue to work on a Māori qualifications strategy as part of a consortium of ITOs who have a strong Māori focus. The consortium was formed to foster Māori participation and development across a range of industries, and is a by-product of the Sector Leadership Component – Te Rautaki Māori Ngā mahi ā te Rēhia (led by SFRITO).

In another project aimed at delivering better customer management, ATTO is working closely with HSI on the shared development and implementation of a customer-relationship management programme (CRM). Led by HSI, this database will also provide an efficient and effective ITO trainee administration tool. On completion of this project, the software will be made available to all ITOs to enhance operational effectiveness and engagement with our customers.

ATTO has taken the lead in the largest SITA project in partnership with HSI. The Career Maps and Paths Project, a national, cross-sector project focused on researching and defining all job roles (the map) and agreeing careers paths in the tourism and hospitality sectors. We achieved significant TEC funding for the project, which reflects the growing demand for skilled staff in these dynamic sectors. We believe career mapping will help attract the right people into our industries and provide guidance for people making decisions about future careers.



## ATTO Senior Management Team



The Senior Management Team  
(L-R) Standing: Elizabeth Valentine (CEO), Brenda Christie.  
Seated: Linda Cox, Kathy Wolfe, Bob Feasey.

An extensive programme of review and reorganisation has been carried out throughout 2007, led by our new senior management team.



## The ATTO Team

The ATTO team comprises of four functional areas:

- Corporate Services (including the Hub)
- Workforce Development
- Service Leadership & Business Development
- Quality Systems & Qualifications

Each member of the ATTO team plays an important role in ensuring we achieve world class industry qualifications and customer service delivery.

Aviation Tourism and Travel Training Organisation  
Incorporated

## Auditors Report

**Auditors' Report to the Stakeholders  
of Aviation Tourism and Travel  
Training Organisation (Inc)**

The summarised statements of financial performance and position provide information about the past financial performance of the Organisation for the year ended 31 December 2007, and its financial position at that date.

The Organisation's Board is responsible for the preparation and presentation of the summarised statement of financial performance, financial position and cashflows and their appropriate extraction from the financial statements of the Organisation for the year ended 31 December 2007.

We are responsible for expressing an independent audit opinion on the financial statements presented by the Board and reporting our opinion to you.

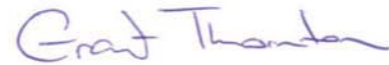
We have tested the information in the summarised statements of financial performance, financial position and cashflows against the financial statements that we have audited for the year ended 31 December 2007.

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We have obtained all the information and explanations we have required.

In our opinion the summarised statements of financial performance, position and cashflows of the Organisation have been properly extracted from the audited financial statements of the Organisation for the year ended 31 December 2007, on which we issued an unqualified opinion.

For a more comprehensive understanding of the Organisation's financial performance, cash flows and financial position for the year ended 31 December 2007, we refer you to the full financial statements and our unqualified audit opinion dated 17 March 2008.



**Grant Thornton  
Chartered Accountants  
Wellington**

**AVIATION TOURISM AND TRAVEL TRAINING ORGANISATION  
INCORPORATED**

**SUMMARY FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2007**

**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31 DECEMBER 2007**

	2007	2006
<b>INCOME</b>	<b>\$</b>	<b>\$</b>
Academic Support Income	1,023,328	1,085,350
Academic Support Expenses	(1,383,488)	(1,227,568)
	<u>(360,160)</u>	<u>(142,218)</u>
Industry Training Grants - Tertiary Education Commission	5,098,948	4,212,289
Industry Training Income	136,833	135,171
Industry Training Expenses	(3,325,299)	(3,301,806)
	<u>1,910,482</u>	<u>1,045,654</u>
Interest received	228,900	233,471
Project Income	1,155	-
<b>NET SUPPORT, TRAINING, AND OTHER INCOME</b>	<b><u>1,780,377</u></b>	<b><u>1,136,907</u></b>
<b>ADMINISTRATION</b>		
Administration	1,563,336	918,221
Board & Council	119,407	139,681
	<u>1,682,743</u>	<u>1,057,902</u>
<b>Net Surplus for the Year</b>	<b><u>97,634</u></b>	<b><u>79,005</u></b>

**Note: INDUSTRY CASH CONTRIBUTIONS**

New Zealand companies have provided evidence of costs incurred in relation to industry training during the year ended 31 December 2007 of \$397,569 excluding GST (2006 \$937,171).

AVIATION TOURISM AND TRAVEL TRAINING ORGANISATION  
INCORPORATED

STATEMENT OF MOVEMENTS IN ACCUMULATED FUNDS  
FOR THE YEAR ENDED 31 DECEMBER 2007

	2007 \$	2006 \$
Accumulated Funds at Beginning of Year	3,166,654	3,087,649
Net Surplus for the Year	97,634	79,005
Total recognised revenues & expenses for the year	97,634	79,005
Accumulated Funds at End of Year	<u>3,264,288</u>	<u>3,166,654</u>

AVIATION TOURISM AND TRAVEL TRAINING ORGANISATION  
INCORPORATED

STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 DECEMBER 2007

	2007 \$	2006 \$
Net cash (outflow)/inflow from operating activities	(383,377)	(43,029)
Net cash inflow/ (outflow) from investing activities	299,393	665,773
Net (decrease)/ increase in Cash	(83,984)	622,744
Opening Cash Balance	811,632	188,888
Closing Cash Balance	<u>727,648</u>	<u>811,632</u>

NOTES TO THE ACCOUNTS

- The specific disclosures included in this summary financial report have been extracted from the full financial report dated 31 December 2007. This summary report cannot be expected to provide as complete an understanding as provided by the full financial report of the financial performance, financial position and cash flows of the organisation.
- The Board authorised the full and summary financial statements for issue on the 12th day of March, 2008.
- There were finance lease interest payments/(recoveries) of (\$834), (2006: \$1,478).
- The full financial accounts of the entity have been prepared in accordance with New Zealand Generally Accepted Accounting Practice. The entity is defined as public benefit and qualifies for differential reporting.
- Full financial statements are available from our Head Office, P O Box 6466, Wellington, Ph 04-4996570
- The full financial statements have been audited and received an unqualified audit opinion on 12 March 2008.

AVIATION TOURISM AND TRAVEL TRAINING ORGANISATION  
INCORPORATED

STATEMENT OF FINANCIAL POSITION  
AS AT 31 DECEMBER 2007

	2007 \$	2006 \$
<b>TOTAL ACCUMULATED FUNDS</b>	<u>3,264,288</u>	<u>3,166,654</u>
Presented By:		
<b>CURRENT ASSETS</b>		
Cash & Bank	727,648	811,632
Short Term Deposits	1,600,000	2,100,000
Net Accounts Receivable	868,530	714,502
Prepayments	7,220	15,840
Accrued Income	31,547	43,940
Stock on Hand	70,635	116,690
GST Receivable	(76,227)	143,804
	<u>3,229,353</u>	<u>3,946,408</u>
<b>CURRENT LIABILITIES</b>		
Accounts Payable	242,006	1,057,467
Employee Entitlements	114,354	58,107
Financial Leases	-	10,372
	<u>356,360</u>	<u>1,125,946</u>
<b>NET WORKING CAPITAL</b>	<u>2,872,993</u>	<u>2,820,462</u>
<b>INTANGIBLE ASSETS</b>	63,372	66,811
<b>FIXED ASSETS</b>	327,923	279,381
<b>TOTAL NET ASSETS</b>	<u>3,264,288</u>	<u>3,166,654</u>



## Governance

The ATTTO Board is the governing body of ATTTO and currently has eight members. The Board is responsible for governance and strategic leadership, and employs the Chief Executive. ATTTO's constitution is its main governing document and can be downloaded from [www.attto.org.nz](http://www.attto.org.nz).



**The ATTTO Board (as at December 2007).**

(Left to right)

Standing:

Mr Strachan Crang	NZ Amalgamated EPMU	Union Representative
Dr Rodney Wilson	Independent Director	Museums and Art Galleries representative
Mr James Langton	Global Travel Management	Travel representative
Mr John Barrett	Independent Director	Maori representative / Tourism

Seated:

Mr Graeme McCardle	Auckland International Airport Ltd	Deputy Chair Aviation Representative
Mrs Jill Hatchwell	Independent Director	Aviation representative
Mr Rick Bettle	Independent Director	Chairman
Ms Fiona Luhrs	Tourism Industry Association	Tourism representative

## Sector Training Councils

The Sector Training Councils provide advice and assistance to the Chief Executive and staff at a strategic level. They contribute to developing sector training plans, sector resource forecasting, have sector training provider oversight and look after sector-specific licensing/qualifications.

The Training Councils also help ATTTO form industry advisory groups (IAGs) as required. IAGs are made up of people with the high level of technical knowledge and skills required to build the content of a

qualification. They are responsible for qualification and programme development, review and industry sign-off. For details refer to the ATTTO website.

The Chief Executive of ATTTO convenes each Sector Training Council.

### Aviation Training Council

Mike Drinkall (Chair)	Air New Zealand Ltd
Steve Holtum	NMIT
Natalie Lombe	Christchurch International Airports Ltd
Rob van Lent	RNZAF
John McKinlay	Civil Aviation Authority
Wattie Solomon	Hawke's Bay Aviation Ltd
Capt. John Lenghan	Mount Cook Airlines
Phil Knight	NZ EPMU
Linda Cox	ATTTO
Elizabeth Valentine	ATTTO Chief Executive

### Museum Training Council

Dr Rodney Wilson (Chair)	
Jenny Harper	Christchurch Art Gallery
Greg McManus	Rotorua Museum of Art and History
Cressida Bishop	Millennium Public Art Gallery
Ann Neill	NZ Historic Places Trust
Kirsty Tyler	The New Dowse
Tracy Puklowski	National Services Te Paerangi
Phillipa Tocker	Museums Aotearoa
Chas Charlton	Army Museum Waiouru
Catherine Lomas	Auckland Art Gallery
Elizabeth Valentine	ATTTO Chief Executive

### Tourism Training Council

Jeff Tippen (Chair)	NZ Tourism Board
Peter Kitchen	NZ Mori Tourism Council
Paul Yeo	Inbound Tour Operators Council
Geoff Ensor	Tourism Industry Association
Alastair Duncan	Service & Food Workers' Union
Bryan Hughes	Hell's Gate Thermal Reserve
Viv Joyce	Christchurch Casino
Cushla Armstrong	Tourmasters South Pacific
Elizabeth Valentine	ATTTO Chief Executive

### Travel Training Council

The Travel Training Council was disbanded in 2007 and has been reinstated in 2008.

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Wellington**

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**Fax: 04 499 6577**

**Email: [info@atto.org.nz](mailto:info@atto.org.nz)**

**Website: [www.atto.org.nz](http://www.atto.org.nz)**



**ATTTO**

**Setting the standard for training in Aviation, Tourism, Travel and Museums**