



Te Pūkenga Work Based Learning Limited Board Meeting

Date Wednesday, 26 October 2022

Time 12.30 – 3.30pm

Venue The Foundry/Cannery, Competenz, 277 Broadway, Newmarket & via Zoom

Board Members

John Brockies (Chair)	Mike King
Bryn Thompson	Andrew Clearwater
Grant Florence	Bruce Robertson
Maryann Geddes	Murray Strong (Zoom)
Andrea McLeod	Brian Warren (Zoom)
Rick Powdrell	Vanessa Eparaima (Zoom)
Craig Stinson	

Apologies

In Attendance

Toby Beaglehole (WBL Chief Executive)
 Vaughan Payne (DCE Operations)
 Lyn Butler (WBL Board Secretariat)
 Jeanine McAuley (incoming WBL Board Secretariat)

Opening Karakia

Timings	Open Agenda	
	1.	Governance
12.30 – 12.35pm	1.1.	Welcome & Apologies
	1.2.	Register of Interests
	1.3.	Register of Specific Interests
12.35 – 12.40pm	1.4.	Director’s Declaration of Interests – Rick Powdrell
12.40 – 12.55pm	1.5.	Board Member Introduction – Craig Stinson
	2.	Board Minutes
12.55 – 1.00pm	2.1.	Minutes of the Open Board Meeting – 28 September 2022
	2.2.	Action Items Register - Open
	3.	Performance Reporting
1.00 – 1.05pm	3.1.	Chief Executive’s Report
1.05 – 1.10pm	3.2.	People Wellbeing & Safety Report
	4.	<i>Formal motion for moving into Committee</i>



Te Pūkenga

Te Pūkenga Work Based Learning Board

Register of Interests as at 26 October 2022

Name	Interest
<p>John Brockies Chairperson</p>	<p>Director Branz Inc, Branz Ltd, Branz Pty Ltd Director Resolve Group Ltd Director Walworth Ltd Chair Waiari Project Advisory Board (Tauranga City Council) Director Northland Polytechnic Limited (NorthTec) Director Te Pūkenga Council Member Australian Institute of Directors Chair Te Pūkenga Work Based Learning Limited Board Independent Chair Civic Centre Group (Tauranga City Council)</p>
<p>Murray Strong Member</p>	<p>Chairperson Centre of Digital Excellence Director Tai Poutini Polytechnic Limited (TPP) Director The Open Polytechnic of New Zealand Limited Independent Chairman Southern Lakes Events Investment Panel Chairperson Te Pūkenga Council Director Te Pūkenga Work Based Learning Limited Board Independent Chairman Digital Transformation Programme Board, New Dunedin Hospital, Southern District Health Board</p>
<p>Mary-Ann Geddes Member</p>	<p>Director Ara Institute of Canterbury Limited (Ara) Director Otago Polytechnic Limited Director Southern Lakes English College Director Te Pūkenga Council Director Te Pūkenga Work Based Learning Limited Board</p>
<p>Bryn Thompson Member</p>	<p>Principal & Director Metalcraft Engineering Company Ltd President NZMEA Principal Cassem Holdings Chair Mancan Shareholder & Director Avid Group Ltd Chair & Trustee Canterbury Manufacturing Trust Director Ara Canterbury Institute Ltd Chair Ara Property Development Committee Trustee Otautahi Education Trust Director Te Pūkenga Work Based Learning Limited Board Member Engineering Manufacturing Logistics Industry Stakeholders Group</p>
<p>Brian Warren Member</p>	<p>Director Te Pūkenga Work Based Learning Limited Board Director Rock and Pillar Ltd Board Member Civil Trades Board (Division of CCNZ)</p>

Grant Florence Member	Director Te Pūkenga Work Based Learning Limited Board Director Building and Construction Training Fund Managing Director Halo Guarantees Limited
Mike King Member	Director Te Pūkenga Work Based Learning Limited Board Principal Shareholder & Director A2B Project Management Ltd Employee & Shareholder Summerset Management Group Director Building and Construction Training Fund Member New Zealand Institute of Building Member New Zealand Institute of Directors
Vanessa Eparaima Member	Director Te Pūkenga Work Based Learning Limited Board Member Forestry & Wood Processing Industry Transformation Advisory Group Director Tuaropaki Power Company Director TPC Holdings Director Tuaropaki Kaitiaki Limited Director Te Pūia Tāpapa GP Limited Trustee Tuaropaki Trust Member, Chair Te Wānanga O Aotearoa Director Raukawa Asset Holding Company Limited Director, Co-Chair Cni Iwi Land Management Limited Director Cni Iwi Holdings Limited Trustee Cni Iwi Holdings Trust Director, previous Chair Raukawa Iwi Development Limited Director Eparaima Rental Limited Director Whakatika Limited Director Aroha Nui Properties Limited Trustee, Secretary Peggy Hapi Whānau Trust
Andrew Clearwater Member	Director Te Pūkenga Work Based Learning Limited Board Chair, Director MITO Trustee Inspiring Futures Foundation
Bruce Robertson Member	Director Te Pūkenga Work Based Learning Limited Board Chair Christchurch Casino Ltd Chair Hospitality Training Trust Independent Trustee Tourism Industry NZ Trust Chair Go with Tourism Industry Advisory Group
Andrea McLeod Member	Director Te Pūkenga Work Based Learning Limited Board Director Careerforce General Manager Social Services , Presbyterian Support Northern
Craig Stinson Member	Director Te Pūkenga Work Based Learning Limited Board Director Calibre Salon Elected Board Member HITO
Rick Powdrell Member	Director Te Pūkenga Work Based Learning Limited Board Director, Chair Stakeholder Council, Chair Wool IPG, Primary ITO Director Outlook Farm Limited Director Tauranga Netball Centre Trustee/Director Campaign for Wool NZ Trustee RJ & RA Powdrell Family Trust

Poari o Te Pūkenga Work Based Learning Limited Purongo | Report

26 October 2022

Title	Director's Declaration of Interests Form – Rick Powdrell
Provided by	Lyn Butler, Board Secretary
For	Approval

Te Taunaki | Recommendation(s)

It is recommended that the WBL Board:

a.	Approve the Director's Declaration of Interest Forms for Rick Powdrell.
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Background

Approval is sought for the attached signed Director's Declarations of Interest Form.

Directors' interests will be reported and updated at each Board Meeting with any changes notified to the Board Secretary as they occur.

Each member will be asked to complete and sign a declaration of interests to be formally approved by the Board on an annual basis.

Te Pūkenga Work Based Learning Limited Board

Declaration of Interests Form

Name:	Rick Powdrell
Position:	Director

Declaration of Interests

Please complete and sign this form which seeks essential information on your personal and professional interests.

Public declaration of your interests allows those actual or perceived conflicts that may arise from time to time between your interests, or those of your close family and business partners to be identified and managed proactively.

Actual conflict of interest arises in a situation where financial or other personal or professional considerations compromise your objectivity, professional judgement, professional integrity and/or ability to perform your responsibilities.

Potential or perceived conflict of interest exists in situations where there is a close relationship, a financial interest, personal relationship or professional association with a third party such that your activities could appear to be biased against the organisation by the interest or the relationship.

The Board Secretariat is responsible for holding the Register of Interests which is available to the public. You will be asked to formally update and sign your declaration annually, however, under the principle of continuous disclosure, it is your responsibility to declare any further interests as they arise and ensure that your declaration is current. Ongoing responsibility for declaring and managing interests always rests with the individual.



Notes on completing the form:

Name: of company, partnership, body or organisation

Nature of Interest for instance are you an owner, shareholder, patron, employee, contractor, trustee, director, donor, or member

Whose interest? Please answer 'self' or 'other' – i.e. yourself, your immediate family or business partner

Nature of Involvement: Please answer whether the nature of your interest is a financial or non-financial one.

Date: what was the approximate date that the interest began

Name	Nature of Interest	Whose interest	Nature of involvement	Date
Te Pūkenga Work Based Learning Limited	Director	Other	Non-financial	01/10/2022
Primary ITO	Director, Chair Stakeholder Council, Chair Wool IPG	Other	Non-financial	25/5/2020 13/12/17 1/4/16
Outlook Farm Ltd.	Director	Self	Financial	1/7/2022
Tauranga Netball Centre	Director	Other	Non-financial	28/10/2019
Campaign for Wool NZ	Trustee / Director	Other	Non-financial	1/6/2019
R J & R A Powdrell Family Trust	Trustee	Self	Financial	1/7/1990

Name	Nature of Interest	Nature of involvement	Date
Rick Powdrell	Deed of Indemnity executed on behalf of the Company	Indemnified person, as defined in the Deed	01/10/2022

Declaration & Agreement

Declaration		
I confirm that the above details are correct to the best of my knowledge and I make this declaration in good faith. If at any time following the submission of this declaration, I become aware of any actual or potential/perceived conflict of interest I will promptly advise the Chair and Board Secretariat. I understand that if the information is later found to be false, I may be subject to disciplinary proceedings.		
Rick Powdrell	Signature	Date 29 September 2022



TePūkenga

Approved and signed by the Board Chair or in the case of the Chair, the Council Chair			
Print Name	Signature	Date:	Further action required to mitigate the risk? Yes No

1.5. Board Member Introduction (Verbal) - Craig Stinson



Te Pūkenga

Minutes of the Te Pūkenga Work Based Learning Limited Board Meeting

held on Wednesday, 28 September 2022 at 12.30pm
at 277 Broadway, Newmarket, Auckland & via Zoom

Present

Board Members	John Brockies (Chair)	Bryn Thompson
	Maryann Geddes	Mike King
	Grant Florence	Brian Warren
	Bruce Robertson	Andrew Clearwater
	Andrea McLeod	Craig Stinson

Apologies	Murray Strong
	Vanessa Eparaima

In Attendance	Toby Beaglehole (WBL CEO)
	Vaughan Payne (DCE Operations)
	Lyn Butler (WBL Board Secretariat)

The Chair noted that a quorum of members was present at the meeting and declared the meeting open, followed by a karakia.

Open Agenda

1. Governance

1.1 Welcome/Apologies/Notices

Apologies noted from Murray Strong and Vanessa Eparaima.

1.2 Directors' Register of Interests

Noted.

1.3 Directors' Register of Specific Interests

No specific interests were declared.

1.4 Directors' Declaration of Interests – Andrea McLeod & Craig Stinson

Resolved

The WBL Board approved the Directors' Declaration of Interest Forms for Andrea McLeod and Craig Stinson.

Moved: John Brockies

Seconded: Bruce Robertson

CARRIED



1.5 Board Member Introduction – Andrea McLeod

Andrea is currently GM, Social Services at Presbyterian Support Northern. Previously Chair of Home & Community Health Association for eight years, with position on Careerforce Board representing that sector.

Careerforce has a diverse and complex mix of services, including; urban pest control, cleaning, aged residential care, home & community health and disability sectors.

The pay equity legislation mandated employers to train staff to certain levels during their employment, which boosted learner numbers. There has been a slow down since the legislation expired.

Challenges for the sector have been recruitment, availability of staff and lack of funding. Biggest challenge is the inability to take staff away from their roles into classrooms, with no payment or backfill available. This has been one of Careerforce Board's concerns around the change in vocational education.

Careerforce seriously considered a PTE option, but subsequently chose to transition into Te Pūkenga following discussion with stakeholders. A new Director was appointed, with the Chief Executive stepping down, and staff felt warmly welcomed at the Pōwhiri.

Careerforce reserves were not transferred to Te Pūkenga, with their Board still determining what to do with these.

The Board thanked Andrea for her informative presentation.

2 Board Minutes

2.1 Confirmation of Minutes of the Open Board Meeting held on 24 August 2022

Resolved

The WBL Board approved the Minutes of the Open Board Meeting of Work Based Learning Limited held on 24 August 2022 as a true and correct record of the meeting.

Moved: Mike King

Seconded: Grant Florence

CARRIED

2.2 Matters Arising from Previous Open Board Meeting

None.

3 Performance Reporting

3.1 Chief Executive's Report

The Chief Executive provided an update on the following:

- A large number of submissions were received in response to the Te Pūkenga proposed organisational structure, with a further update expected next week.
- TITO transitions are on track, with Primary/ITO being the final to transition on 1 October.

Resolved

The WBL Board received the Chief Executive's report.

Moved: Grant Florence

Seconded: Bryn Thompson

CARRIED

3.2 People, Wellbeing & Safety Report

The paper was taken as read.

Now that all Business Divisions are in WBL, there is a challenge around an appropriate level of support to ensure everyone is at the same standard in their understanding around Te Tiriti, working in a Crown Entity, etc. People have indicated they are finding huge demands on their time, which is being monitored.

Turnover continues to be actively monitored, with the consultation process likely to have an impact on retention. CEO to check whether the EAP visits relate to repeat visits. WBL will conduct a further Engagement Survey in October, with Pulse Surveys being undertaken within Business Divisions.

Monthly WBL SLT and All Staff korero are being held each month to keep people informed.

Resolved

The WBL Board received the People, Wellbeing & Safety Report.

Moved: Mike King

Seconded: Maryann Geddes

CARRIED

4 Resolution to Exclude Public in accordance with the Public Excluded Agenda.

It was moved by the Chair that the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (**LGOIMA**) and the particular interests protected by section 9 of the Official Information Act 1982 which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public. The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of LGOIMA for the passing of the resolution are as noted as follows:

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
5.	Board Minutes		
5.1.	Minutes from Public Excluded Board Meeting of 24 August 2022	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga I is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
5.2.	Action Items Register – Public Excluded	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the	That the public conduct of this item would be likely to result in the disclosure of information for



Te Pūkenga

		<p>free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
5.3.	Ratification – Te Pūkenga Banking Facilities	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga I is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
5.4.	Minutes of Special Board Meeting – 14 September 2022	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga I is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
6.	Decision Items		
6.1.	Draft 2023 WBL Budget	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>



Te Pūkenga

		prejudice or disadvantage, commercial activities	
7.	Performance Reporting		
7.1.	Chief Executive's Report	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.	Information		
8.1.	Careerforce Business Division Review	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.2.	WBL Business Division Reporting	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.3.	WBL Change Programme Update	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).



Te Pūkenga

8.4.	Integrated Learning Trials	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.5.	TITO Transition Summary	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
9. General Business			
<p>The Chair also moved that certain employees from Te Pūkenga Work Based Learning Limited, namely Toby Beaglehole, Vaughan Payne and Lyn Butler be permitted to remain at the meeting after the public has been excluded, because of their specific knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters.</p> <p>Sinead Hart, Sean Kirk and Rod Bentham will join the meeting during the public excluded session to speak to specific items as required.</p> <p>Moved: John Brockies Seconded: Maryann Geddes</p>			

John Brockies, Chair

Date

Te Pūkenga Work Based Learning Limited Board

Action Items as at 26 October - Open

Action #	Meeting Date	Agenda Item	Action	Responsible	Due Date	Status
#24	28/9/22	People Wellbeing & Safety Report	<ul style="list-style-type: none">CEO to check whether the EAP visits relate to repeat visits.	Toby Beaglehole/ Amanda Herron- Quan	October	<i>Included in report</i>

Poari o Te Pūkenga Work Based Learning Limited Board Report

26 October 2022

Title	Chief Executive's Report (Open)
Provided by	Toby Beaglehole, CEO, WBL
For	Review

Te Taunaki | Recommendation(s)

It is recommended that the WBL Board:

a.	Receive the Chief Executive's Report for September 2022.
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Summary

This report provides a September 2022 update for Work-Based Learning (WBL) business as usual performance, progress with final TITO transitions, and Change Programme updates for core projects.

WBL Performance

Operational performance is captured in the Business Division reporting, now including PrimaryITO and EarnLearn (the elements of SkillsOrg who transferred to WBL). HITO will provide an operational update in this month's meeting, and will be included in the Business Division reporting next month.

Our safety performance covers incidents and near misses, largely vehicle-related as they were last month, and mainly from BCITO. There are no injuries to report.

Our financial performance remains strong, noting that there are various requests from the parent for improvements to performance this year and improvements to budget next year.

The consultation process on the future Te Pūkenga organisational structure, Tā Tātou Huarahi, has been released and completed. Feedback has been reasonably neutral, however the more recent announcement (subsequent to the September period being reported on) regarding WBL's dissolution has had a more mixed reception, particularly for the most recent divisions to arrive.

TITO Progress

The last remaining transitions completed on 1 October, with comments as below:

- HITO (19 September) transitioned without issue;
- SkillsOrg transitioned as EarnLearn into WBL, hosted within Connexis (c.90 staff) and ServiceIQ (around 10 people). We have triggered dispute provisions for SkillsOrg and discussions are ongoing.
- PrimaryITO have successfully transitioned.

Change Programme

As noted above, the Council's decision to dissolve WBL at year end has a range of implications for Divisions, enabling functions, and the change programme. We intend to move the Change Programme into Te Pūkenga's Programme Management Office (PMO) by year end, or in any case by mutual agreement. Our change team and the PMO have a strong existing relationship, and there has been proactive sharing of knowledge and methodologies in both directions.

Additional papers discussing the Change Programme are included in the Closed Session.

Poario Te Pūkenga Work Based Learning Limited Pūrongo Report

26 October 2022

Title	People, Wellbeing & Safety Report – September
Provided by	Amanda Herron-Quan, WBL GM People & Culture
For	Review

Te Taunaki | Recommendation(s)

It is recommended that the WBL Board:

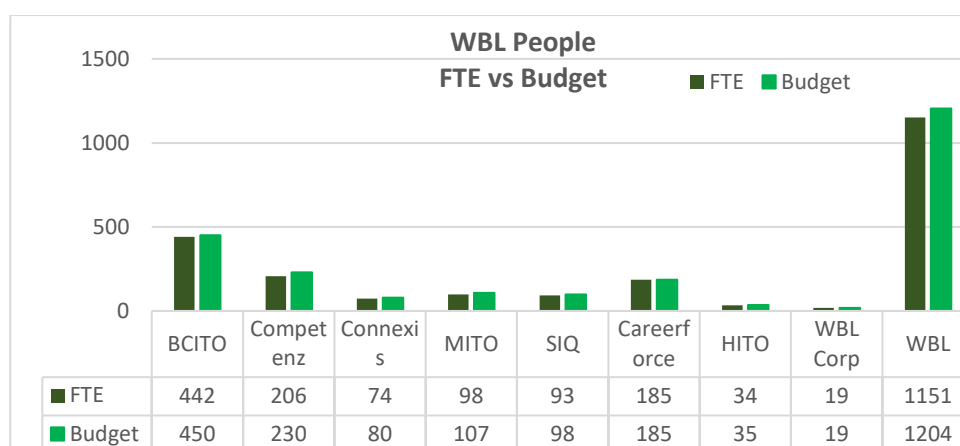
a.	Receive the People, Wellbeing and Safety Report for September 2022.
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What has been working well	What to focus on
Support to transitioning Skills employees	WBL P&C Leader Hui
WBL P&C Collaboration	Te Pūkenga Tranche - People Support
	WBL Transition to Te Pūkenga

The following report summarises the People, Wellbeing & Safety activity across the seven Divisions of WBL. This month we have reports from Careerforce and HITO, as part of the divisional reports provided in the appendices of this report.

Employee Numbers

The following graph provides employee numbers, across each of the WBL divisions.

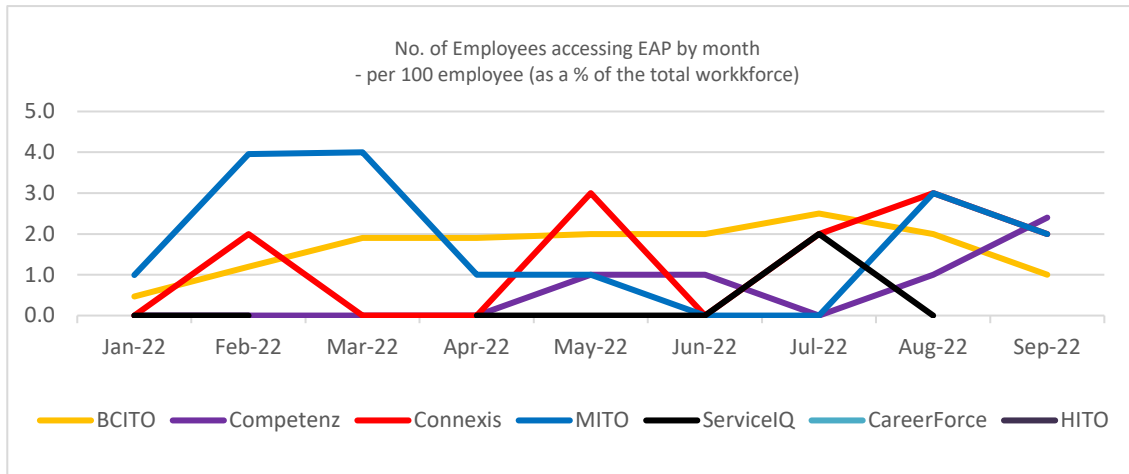


We continue to align with the wider Te Pūkenga network, with any new recruitment activity (backfill or new) within WBL, following an approval process. This also ensures that resourcing is being assessed/reviewed across the WBL, not just at a Divisional level. We continue to share weekly, all vacancy opportunities across the wider Te Pūkenga network.

Te Whare Tapa Whā

Taha hinengaro Mental & emotional

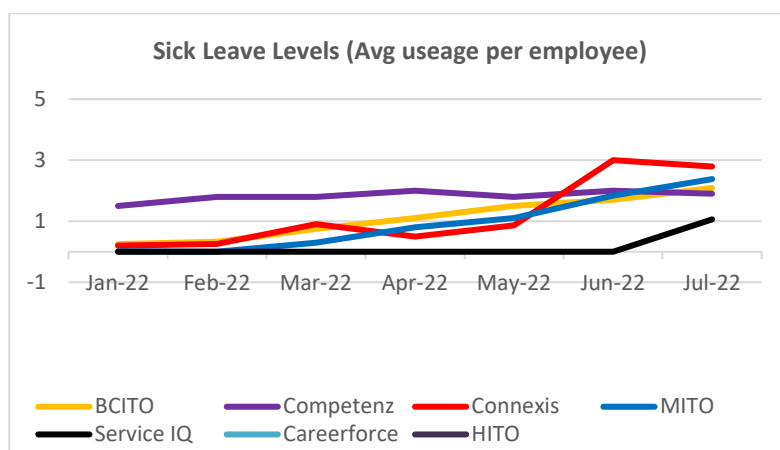
EAP Usage



The previous graph provides an overview of EAP usage for WBL people. Of our 1151 employees, approximately eight have used EAP services in the past month. This number could be made up of employees on their first EAP visit or follow-up visit. Across the divisions, the provision for EAP visits, is between 3-6 visits annually, with further visits allowed on confidential approval. Some Divisions also provide provision for employers and learners to utilize EAP services.

We will be closely monitoring this over the coming months, with each of the consultation tranches.

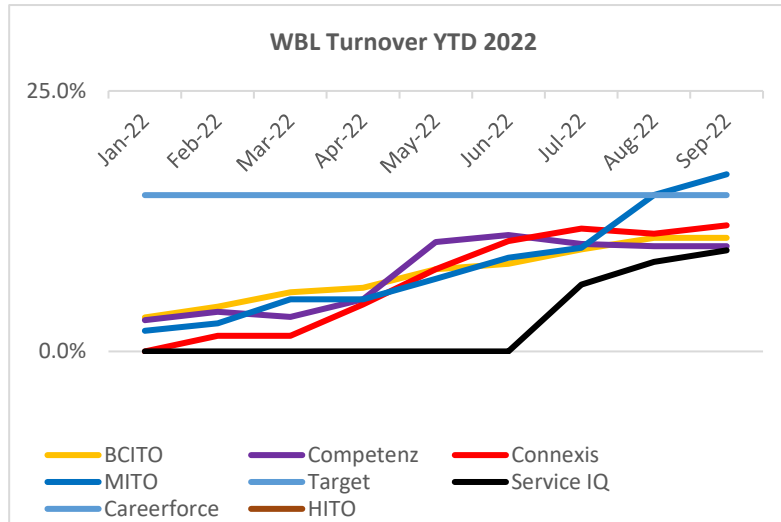
Sick Leave



Sick Leave levels for WBL people have steadied with the tail end of the peak with COVID, flu and cold season. Employees are being supported through this and reminded of the importance of rest and recovery. Levels, however, remain at the lower end of usage for an organisation of this size.

Taha tinana
Physical

Turnover

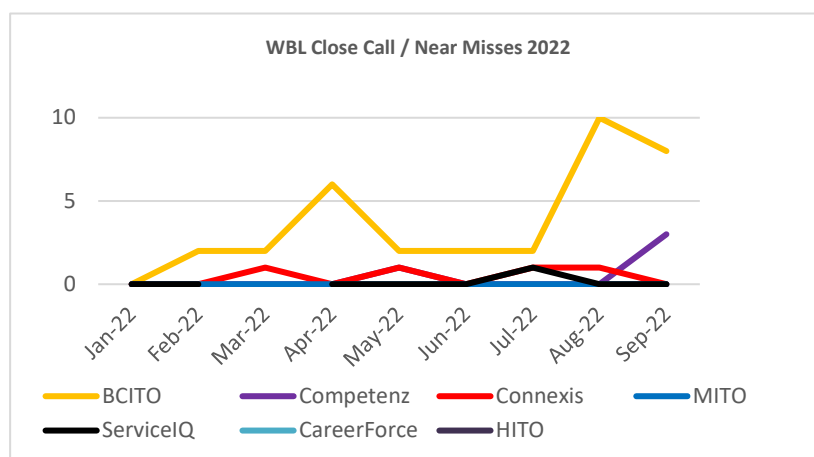


Turnover levels for the majority of divisions have remained stable over the past month, and are at expected levels, given the level of change, uncertainty, and activity in the labor market. Spikes are not unexpected given the operational environment.

We continue to monitor this carefully, particularly as the upcoming consultation tranches are released. From both a WBL and Divisional perspective, we continue to provide good support to employees during the change.

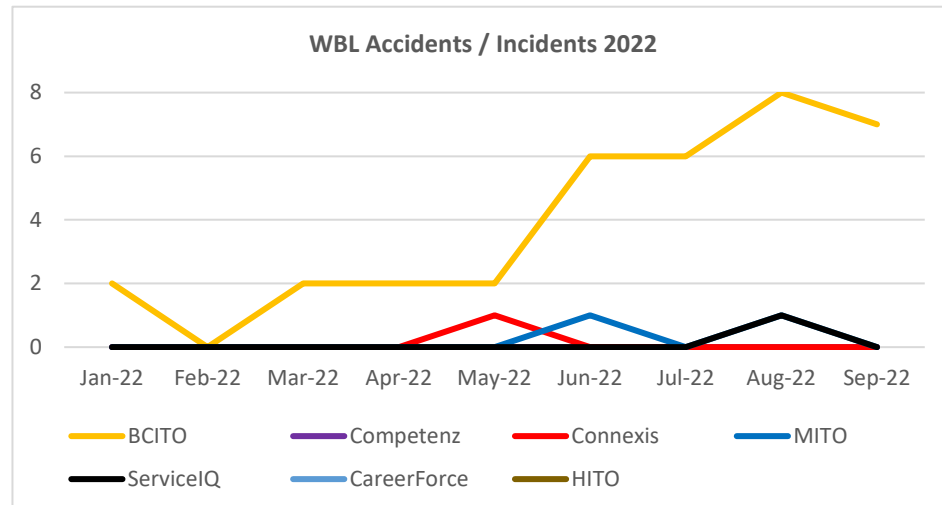
Taha tinana
Physical cont.

Incident and Close Call reporting:



The previous graph shows the consolidated view for Near Misses / Close calls for WBL 2022.

Of the eleven close calls reported in September, eight were from BCITO all involving vehicles, and the other three were from Competenz, also vehicle related.



A consolidated view of Accidents / Incidents is provided for WBL 2022 in the above graph.

Of the seven incidents reported, all were from BCITO, and the majority involving vehicles, with no injuries received.

OTHER UPDATES

- Work is underway to implement the legal process (letters of offer) or WBL Kaimahi to transition to Te Pūkenga.
- Support is continuing to be provided to Kaimahi across the WBL with the ongoing change environment, with the high level structure of Te Pūkenga confirmed and tranches of structure change to begin soon.
- Our next WBL Kaimahi survey will be in the last two weeks of October and will incorporate survey questions from the Te Pūkenga Aromātai Kaimai (employee survey).
- Planning is well underway for the upcoming WBL Leaders' Hui in early November
- P&C Leads through the WBL, continue to have an important voice as part of the Te Pūkenga PCW Workstream projects. This includes; Recruitment, Remuneration, CEA, policies, and P&C systems. The perspective from WBL and work environment and practices areas is important in understanding future work operations.

Appendix 1: BCITO People, Wellbeing & Safety Report

Poario Te Pūkenga Work Based Learning Limited Pūrongo Report

15 October 2022

Title	BCITO People, Wellbeing & Safety Report – September
Provided by	Jackie Nixey, GM People and Culture
For	Review

Working well	Things to focus on
During September, recruitment was steady, and the team have been focussing on backfilling positions as opposed to growth positions. There were a small number of growth positions that were advertised.	The SLT has been presented with the results of the Pulse survey. We are now working on areas where we can improve.
The Conference was successfully delivered, celebrating the BCITO on the first day but then changing the focus on the second day to the imminent transition into Te Pūkenga.	We are rolling out ‘Check-ins’ to our people as it is now the time to focus on what needs to be achieved over the next six months. In conjunction, we are working with our Leaders on Retention and Succession Planning for critical roles in their business areas.
The Recognise, Respond and Refer workshops have had a very good response from the Field teams. These workshops have been rolled out around the country and will be completed by the beginning of November.	With the Conference behind us, we can now focus on organising a Nationwide Quiz night for the end of November.

Employee Numbers

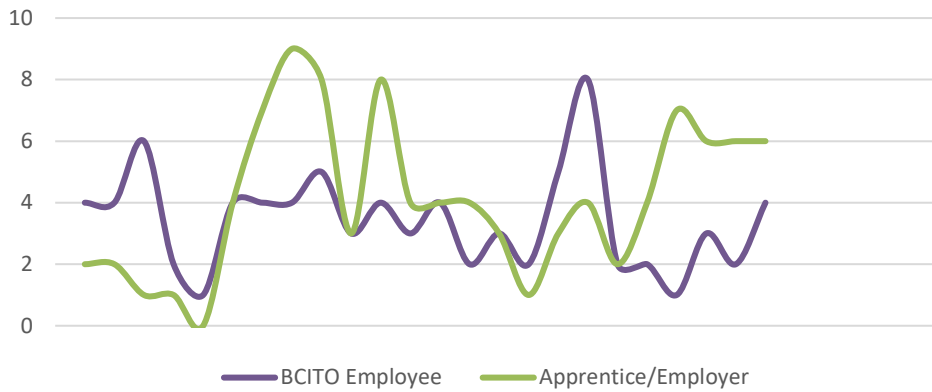
BCITO Division – Employee Makeup					
	Permanent	Fixed Term	Current All	External Recruitment	Total
Director	2	0	2	0	2
Customer Experience Group	347	10	357	6	363
Te Kahui Whakawhitinga	32	1	33	2	35
Finance Group	7	0	7	1	8
Digital Group	30	0	30	0	30
People & Culture	9	4	13	0	13
Totals	427	15	442	9	451

*These numbers include employees who have accepted and signed employment who are about to start.

Te Whare Tapa Whā

Taha hinengaro Mental & emotional

Two year trend - number of EAP visits

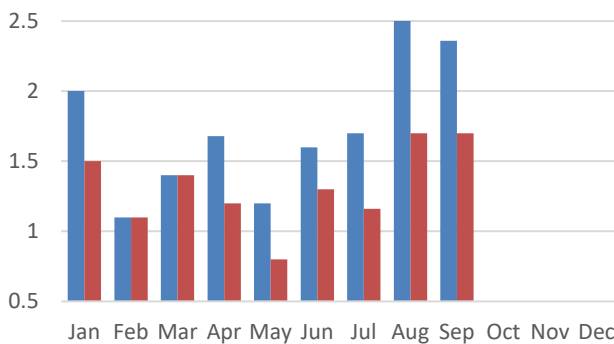


Employee Assistance Programme

At the end of September BCITO Employee/Family usage of EAP was at 0.47 per 100 employees.

Sick Leave

YTD Sick Leave (days per person)



The sick leave totals indicate that people are still taking sick leave due to Covid.

Taha tinana

Physical

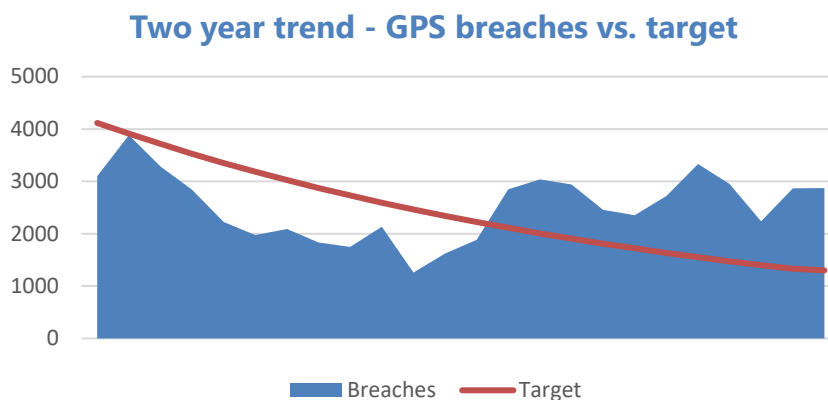
Turnover

	2022	2021
No of terminations YTD	47	57
Total Turnover Ratio YTD	10.9%	13.79%
No. Voluntary Turnover Ratio YTD	47	55
Voluntary Turnover Ratio YTD	10.9%	13.29%
Voluntary Turnover Ratio Target	<15%	<15%

1. Action & investigation

- In September there were **8 close calls and 7 incidents 11 vehicle** related
 - 3 x Mitsubishi Forward Collision Mitigation system which detects obstructions ahead and issues a visual and audio alert where there is a danger of collision, automatically applying the brakes to avoid collision or reduce impact anti-collision activation
 - 3 x incidents were related to minor damage panel when BCTO vehicle have been parked
 - 3 x incidents driver has taken evasive action to avoid collisions
 - 1 x incident reversing into parked vehicle flat tyre cause by screw
 - 1 x staff member has been involved in a minor collision whilst riding in an uber
- **2 Physical** staff member tripped in office (cables) & minor injury when participating in an icebreaker exercise at conference
- **2 Onsite** staff member nipped by dog onsite & a shovel landed on stairwell after a site visit

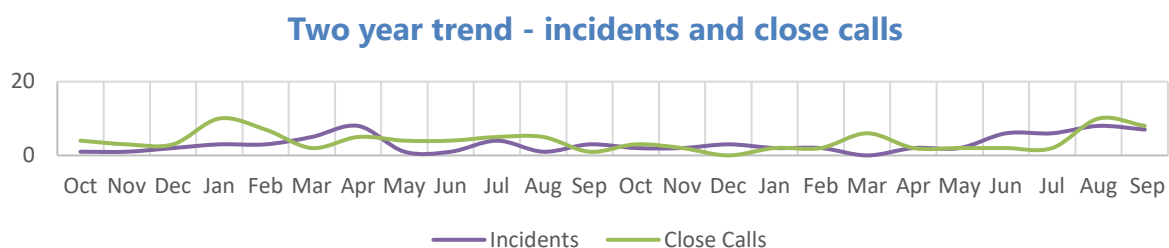
Any other reporting



GPS Breaches (Breaches are 20% above speed limits)

We have **326** vehicles with GPS installed. The overall target on lowering the number breaches

(orange line) is up **2** In September there was an average of **8** breaches per vehicle. Working with area managers in this area.



Appendix 2 : Competenz People, Wellbeing & Safety Report

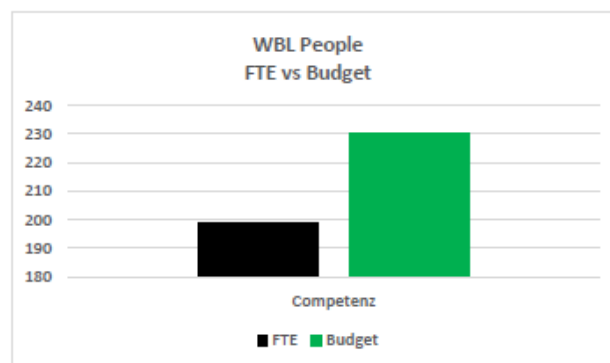
Poario Te Pūkenga Work Based Learning Limited Pūrongol Report

7 October 2022

Title	Competenz People, Wellbeing & Safety Report – August
Provided by	Rob Eden, GM People & Culture
For	Review

What has been working well	What to focus on
Involvement in TP projects	Transition support for upcoming changes
Health & Safety refresh	End of year reviews

Employee Numbers



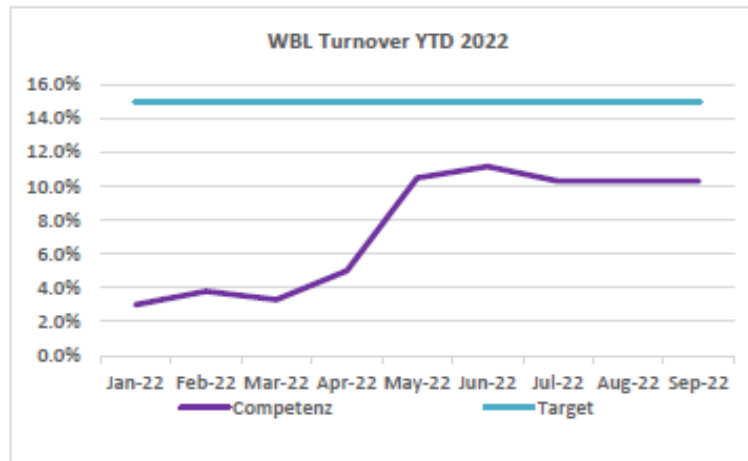
	Budget	Curr.	FTE
SLT	9	8	7.68
Industry Training	97	81	78.45
Learning Design & Innovation	32	30	29.3
Employer and Learner Experience	60	58	54.3
Finance	9	8	7.94
People and Culture	6	6	6
Nga Kaiurungi	1	0	0
Strategic Advisory	16	15	15
Totals	230	206	198.67

FTE remained steady for September. This may increase again in October with a number of long standing vacancies due to be filled. Given notice periods and the time of year it is unlikely that some of these will start in 2022.

Taha finana

Physical

Turnover



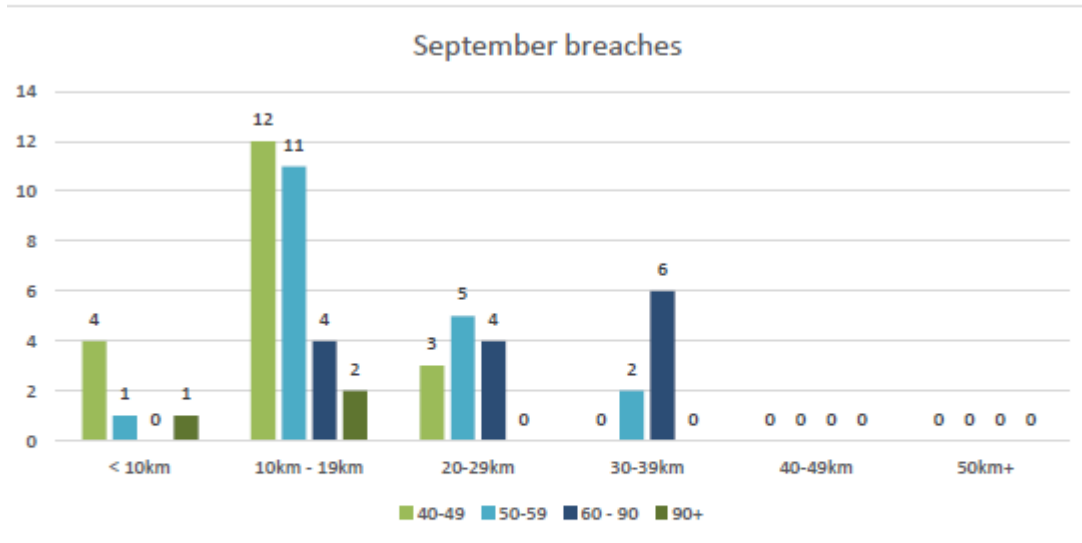
Turnover continued to hold well below the target for September. October may see this increase slightly with a couple of expected resignations taking effect. The impact of the new operating model is yet to be seen in these figures.

Incident and Close Call reporting:

There were no injuries reported for September and 3 near misses reported. These near misses were all vehicle related. Over the next month there is regular communications planned to encourage the reporting of incidents and the tools the business has to do so. Almost all historical open incidents have been investigated and closed off now with no further actions required.

For the next month a review of fire and health and safety reps in offices is underway with refresher training to be organised.

Any other reporting

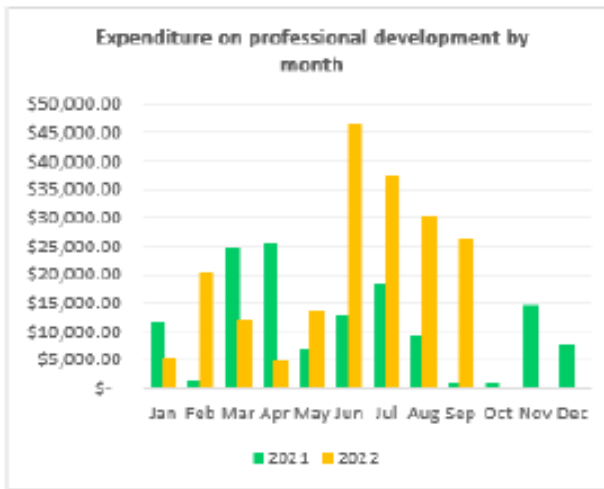


OTHER UPDATES/REPORTING

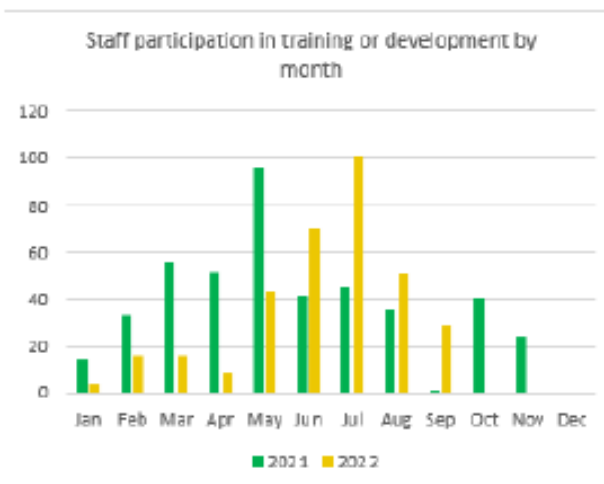
- L&D report for September is attached. We continue to have strong attendance to training courses.

ORGANISATIONAL DEVELOPMENT GL5760

Against an annual budget of *****



Expenditure is steadily decreasing as programmes for 2022 are winding up. Activities from personal development plans are still underway and there is one further Te Whai Oranga session scheduled on 21/22 November.



Total Participation to period end is 30% against an annual goal of >80%.



Appendix 3: Connexis People, Wellbeing & Safety Report

Poari o Te Pūkenga Work Based Learning Limited Pūrongo I Report

7 October 2022

Title	Connexis People, Wellbeing & Safety Report – September 2022
Provided by	Kelvin Wong, Chief Financial Officer Cam Good, P&C Manager Suzanne Wood, HR Manager
For	Review

What has been working well	What to focus on
Te Reo Māori language training for all Connexis staff plus some WBL people – 10-week course now completed	Integration of kaimahi from Skills Org into WBL
Health, Safety and Wellness outcomes	Supporting our people with the Te Pūkenga consultation process
Organisation wide induction completed	Recruitment – multiple roles for Connexis and EarnLearn
	WBL Engagement Survey in October

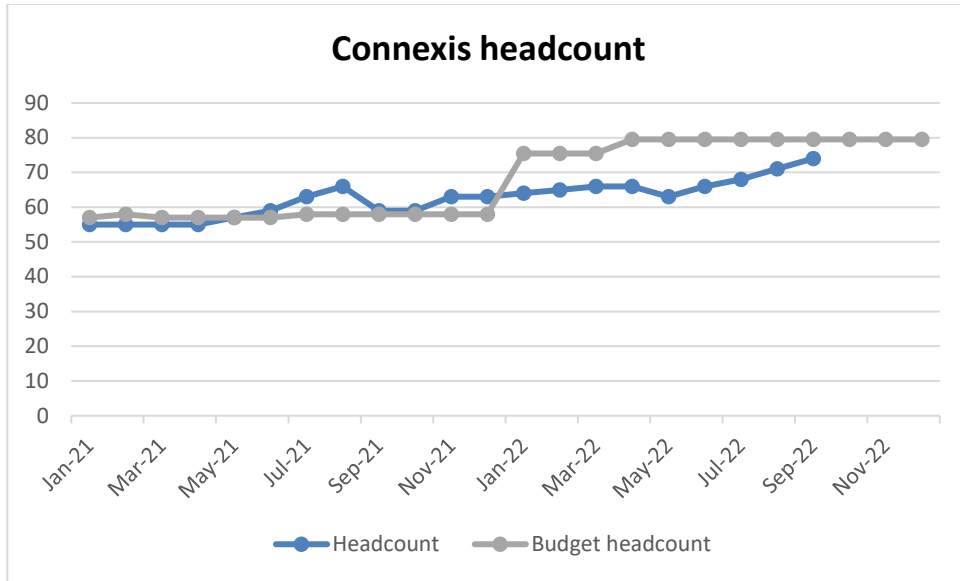
Overall, the Connexis team remain highly engaged and there no adverse people issues that require highlighting. However, the recent announcement of the Te Pūkenga tier-2 structure and the timetable for future tranches of consultation are now making future changes very real for some people and there are likely to be impacts from this.

We continue to monitor our kaimahi for wellbeing and engagement issues, and we are acutely aware of the work demands on our people. We continue to provide appropriate support for our people through engagement activities, regular communication and external assistance such as Employee Assistance Programme (EAP).

Staffing levels

Our current headcount at the end of September 2022 is 74. This represents an 1.25% increase in headcount in the past 12 months. We had no resignations in September but had three new staff join our whānau.

Connexis anticipates headcount growth to continue in October towards our budgeted 2022 headcount with one person scheduled to start their employment and other recruitment processes also underway.

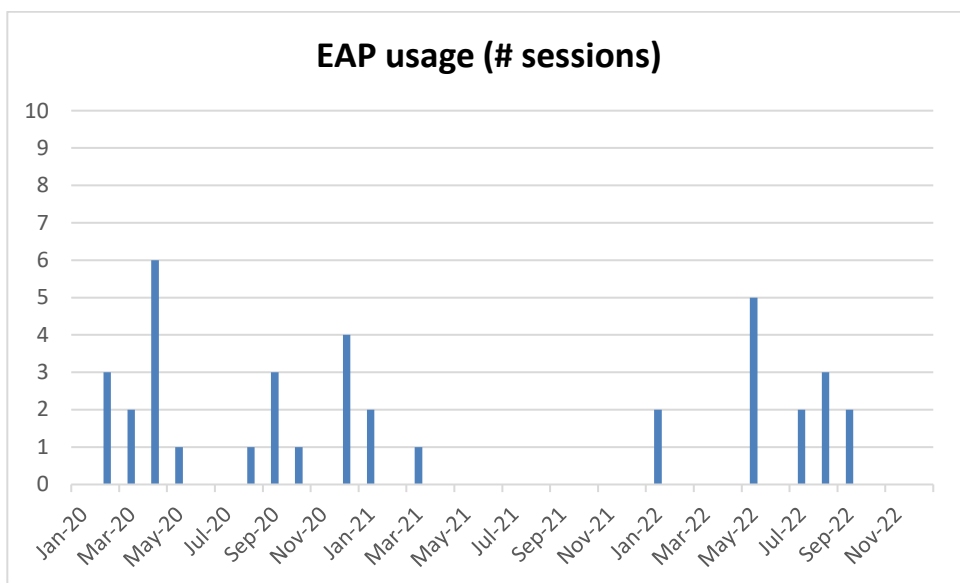


Our P&C team is also assisting with some of the EarnLearn recruitment with three active roles (Credit Controller/Accounts Receivable, Instructional Designer and Senior Programme Manager – Specialist Trade).

Te Whare Tapa Whā - Taha hinengaro (Mental & emotional health)

EAP Usage

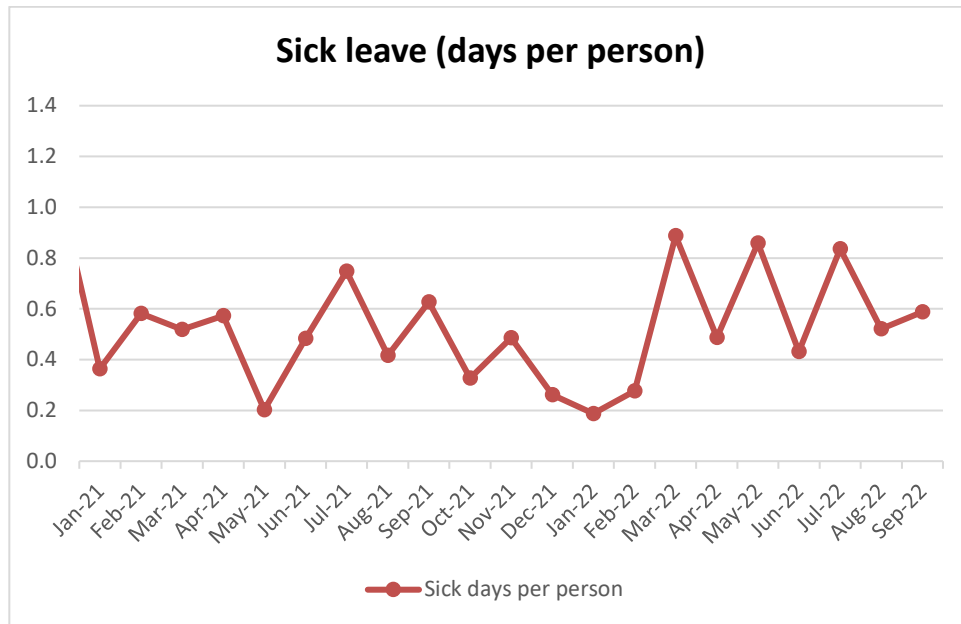
Connexis continues to actively encourage and remind its kaimahi of the availability of EAP Services to manage wellbeing issues, whether work or personal. Connexis has historically had regular but low levels of EAP usage as shown in the graph below.



Sick Leave

Sick leave taken in September 2022 (0.59 days per person) was at a rate consistent with the time of the year. The 12-month Connexis average is 6.1 days per person which is below benchmark levels (average sick leave usage for public service employees was 8.1 days in 2021).

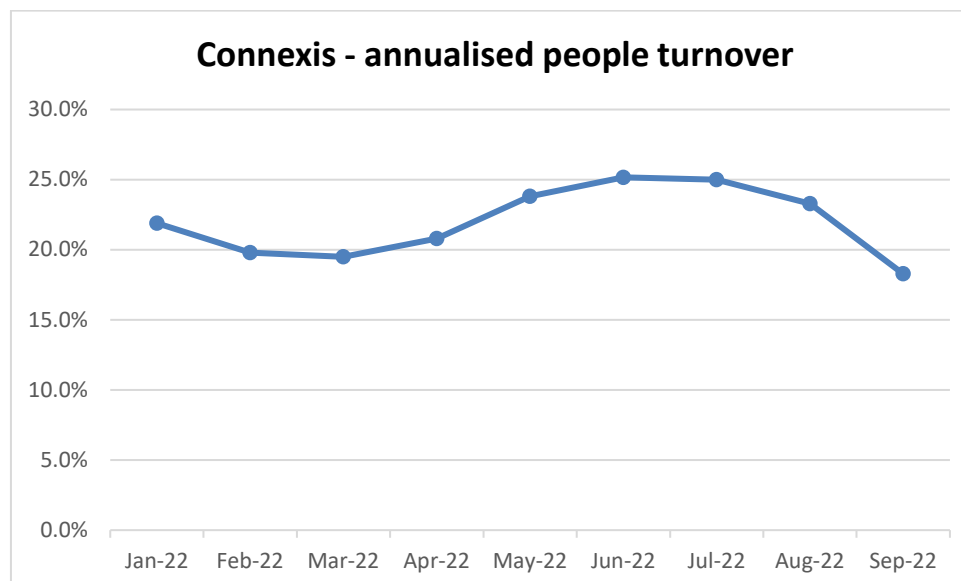
Sick leave taken (paid and unpaid) is summarised in the graph below.



Te Whare Tapa Whā - Taha tinana (physical health)

People turnover

Our annualised people turnover rate (as illustrated below) sits at 18.3% for the year to September 2022. This turnover figure includes resignations resulting from staff moving to Waihanga Ara Rau. Annual turnover over the past 12 months excluding WDC related resignations is 16.8%.

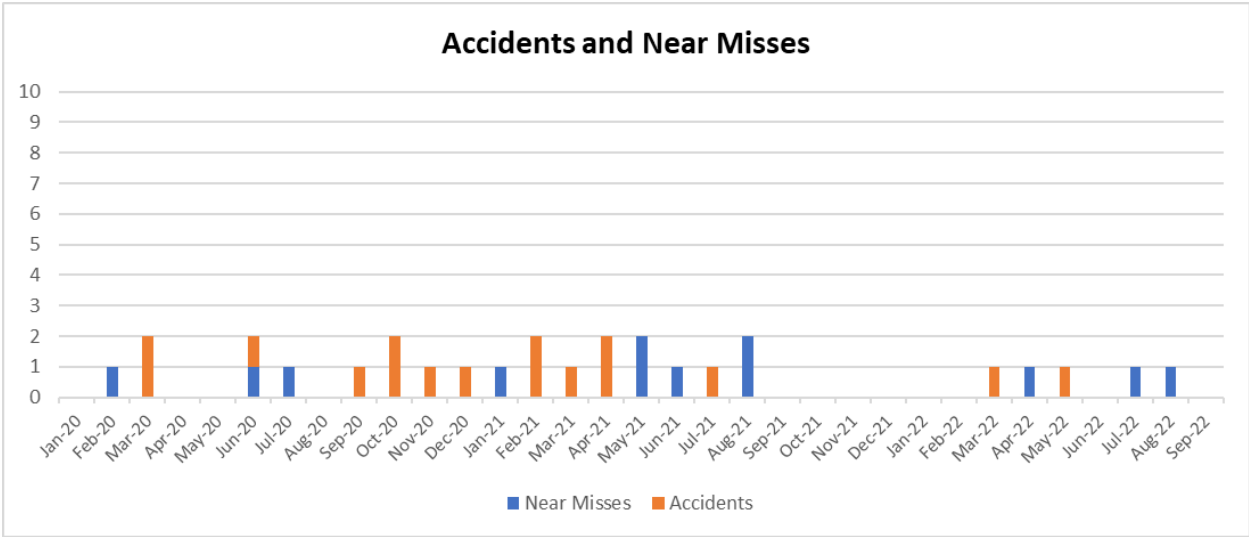


Incident and Near Miss reporting

Connexis continues to achieve good levels of workplace safety and wellbeing, as evidenced by the metrics detailed below and there are no HS&W issues which require highlighting.

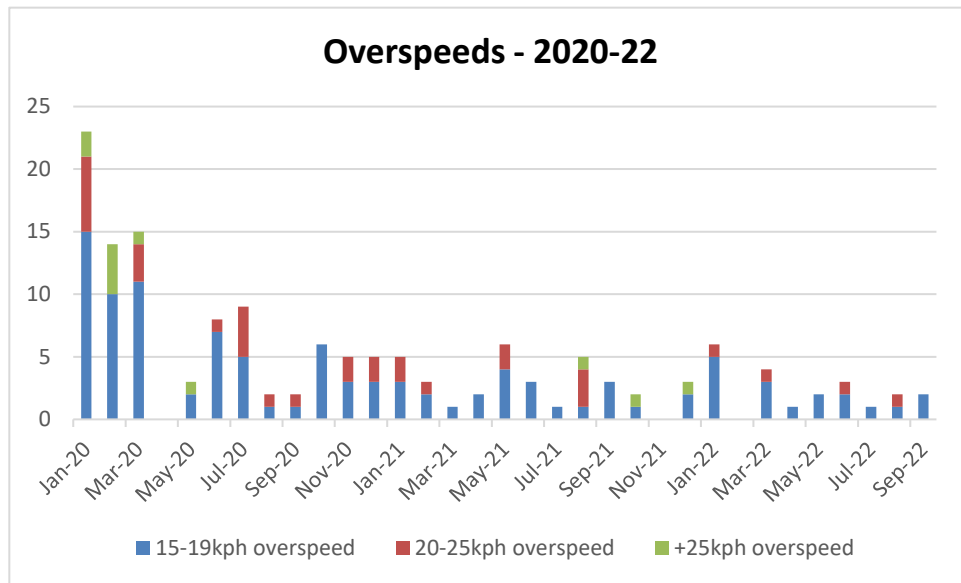
Management actively monitor and manage workplace safety and this is reinforced as the responsibility of all our people and people managers. HS&W is embedded in every employee’s employment agreement and is a specified KPI in our 2022 performance plans for all kaimahi. Connexis management consider that they maintain appropriate HS&W practices, policies, monitoring and reporting to maintain safe working environments for our people at or above the legal minimum standards.

Connexis continues to experience a low accident rate with just two (minor) accidents and three near misses recorded in 2022 as shown in the graph below. The increased level of working from home plus various COVID related lockdowns are likely to be factors further reducing our accident and near-miss rates. Our people are regularly reminded of the need to, and reasons for, reporting accidents and near misses and there is no evidence of under-reporting.



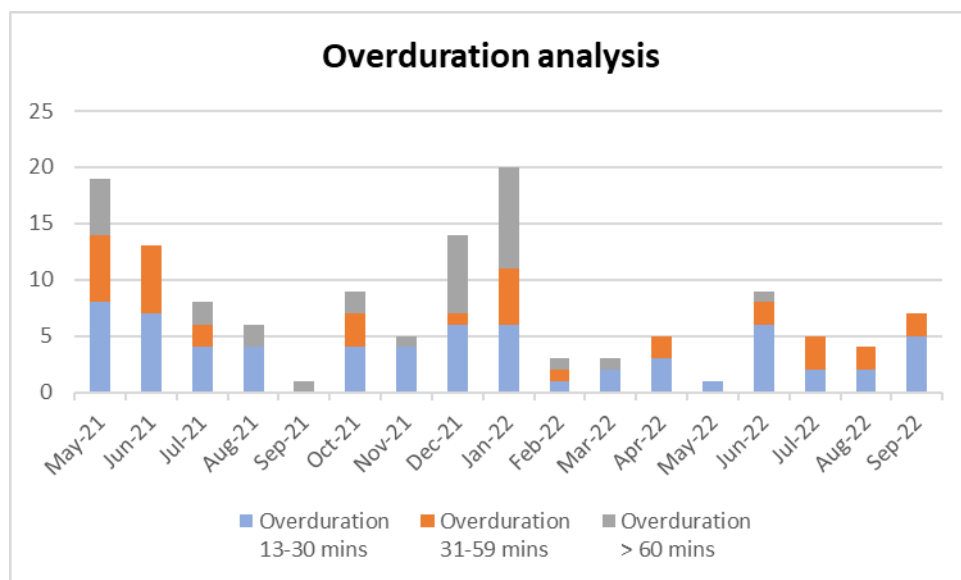
Vehicle overspeed monitoring

Vehicle overspeeding, which is considered a significant risk, has decreased significantly since mid-2020 when increased management attention was applied to this risk. Many overspeed incidents occur at speed reduction points (e.g. 100 to 70 kph) but nonetheless each overspeed incident is addressed with the driver. Multiple instances of overspeeding lead to further safe driving training and possibly disciplinary action. Management is satisfied with the low incidence of overspeeding in 2022.



Driving overduration monitoring

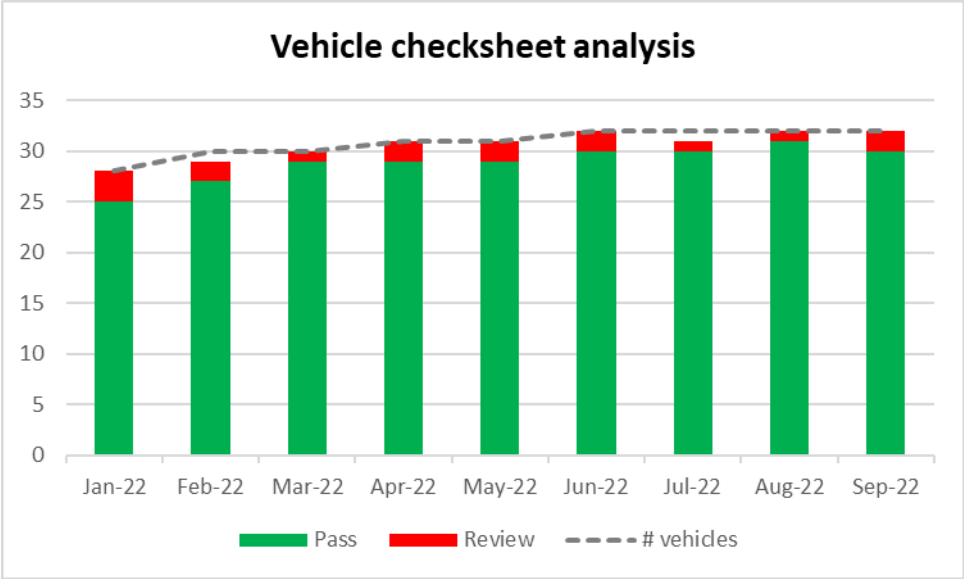
Overduration driving is also considered a risk factor and Connexis drivers are required to take an adequate rest break from driving at least every two hours. Driving for longer than two hours without a break is measured and is addressed with employees where this occurs. As evident from the graph below, the frequency and the magnitude of those incidents has reduced since oversight of this risk factor commenced in mid-2021 and incidents have generally been at acceptable levels since February 2022.



Vehicle roadworthiness

All Connexis drivers are required to complete a monthly check of their vehicle's condition, e.g. condition of tyres, windscreen and other general safety features. Should any vehicles fail an item on the checklist, their manager and Corporate Services are automatically advised so that the faults can be remedied swiftly, and the vehicle is then rechecked.

Completion rates of the monthly vehicle check is very good, and the value of the control is evident in a small but regular number of items which require attention. The overall completion rate and the pass/fail ratio is analysed below. Management is satisfied with the overall timeliness and completion levels of inspections and the speed of resolution of items requiring remediation. Input from the HSW committee have seen continuous improvement in the vehicle roadworthiness checking process.



Learning & Development

Learning and development (L&D) is a key focus for our people, and we measure the number of employees who have achieved at least 1 day of formal L&D linked to their professional development (excluding technical training, e.g. licensing accreditation, IT training, and Health and Safety training).

For the nine months to the end of September, 19 of our people (26%) had completed at least one full day of L&D in 2022. Our target is for 80% of our people to complete one full day of L&D and our aspirational target is for 100% of our people to achieve this L&D target.

Connexis kaimahi recently completed a 10-week te reo māori programme. Engagement and feedback on the programme has been positive and has already created a noticeable increase in the use of basic te reo māori in the work environment, as well as a basic understanding of elements of tikanga. In addition, our kaimahi were recently treated to a workshop on the history of the signing of Te Tiriti o Waitangi, the relevance of te tiriti to our mahi and a visit to view te tiriti in the National Library.

Appendix 4: HITO People, Wellbeing & Safety Report

Poario Te Pūkenga Work Based Learning Limited Pūrongo Report

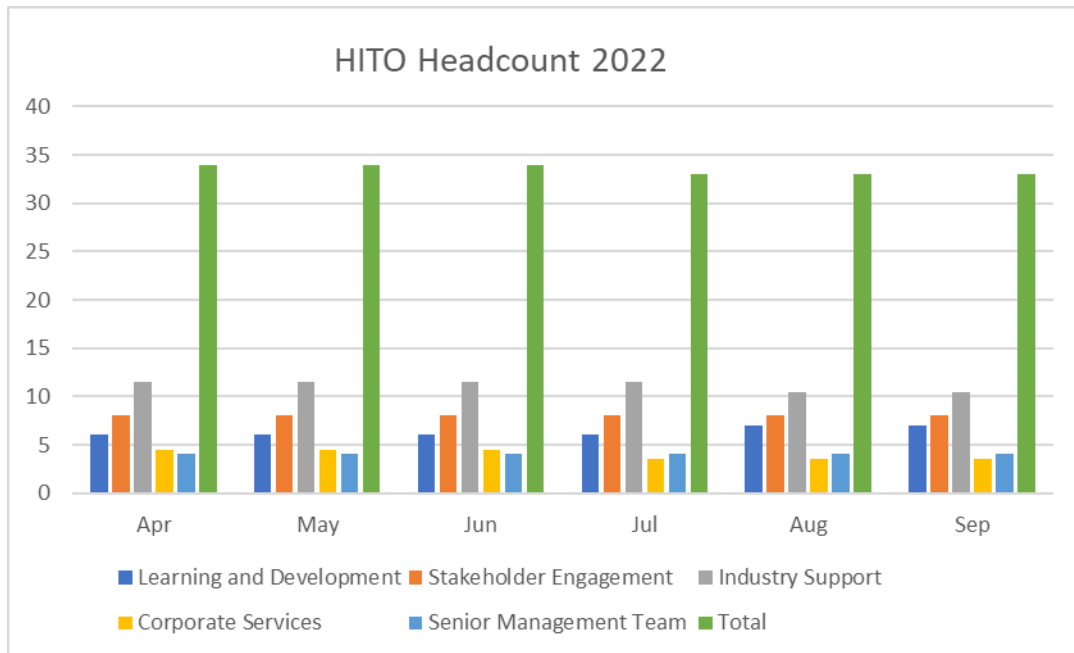
11 October 2022

Title	HITO Division People, Wellbeing & Safety Report – October 2022
Provided by	Rob Sewell and Penny Robson
For	Review

What has been working well	What to focus on
We have seconded staff internally to cover a vacancy and provide opportunities for development and progression. This has meant we have vacancies for a more junior role, rather than the senior roles.	Rebalancing of Sales and Training Advisor (STA) regions to ensure equity of workload across roles. We are in the process of transferring some clients that our Northern STA has been looking after to our Auckland STA and moving some Hamilton clients to be looked after by the Mid Central STA.
The work done prior to transition on running the 'Challenge of Change' programme with staff has provided tools to cope with the stress and uncertainty around transition.	Planning is underway for HITO Days in early December. We will be continuing work on our Team Management Profiles to ensure teams are communicating and working well together.
We are ensuring our usual communication channels remain open with staff, including our meetings with managers, regular updates and monthly internal newsletter. This is particularly important through the early stages of change to keep staff informed and connected.	Planning will need to start soon for the rewrite of the hairdressing programme as this will have workload implications for current staff as well as requiring additional staff to be hired for the project. Specialist staff are in short supply so may need a longer lead time for recruitment than usual.

Employee Numbers

The following graph provides details on employee numbers for HITO. We continue to operate with a complement of just over 30 staff. Stakeholder Engagement includes our Sales and Training Advisors. Industry Support includes our Industry and STA Support team. Corporate Services includes our finance and marketing/communication and graphic design.



Please note – excludes contractors (assessors and markers)

We have one vacancy within our current minimum complement of staff. This is for an Industry Support Coordinator. We will be using the Te Pūkenga portal to advertise this role.

We continue to use casual staff, university students recruited through Student Job Search, for registering units, auditing data and office support during peak times.

Current Recruitment

- Industry Assessors

We have had up to 80 industry assessors on our books across our three disciplines, however over the past few years we have been experiencing a shortage of industry assessors. With Covid, we have a backlog of assessments that were not able to be completed due to the contact restrictions that were required for our industries as they involve a lot of personal contact. This means that now the restrictions are off, we have a larger demand for assessments than usual, hence the need to increase our pool of assessors. So, we are hoping that we will have a few of these for your approval over the next few months.

Te Whare Tapa Whā

Taha hinengaro
Mental & emotional

EAP Usage

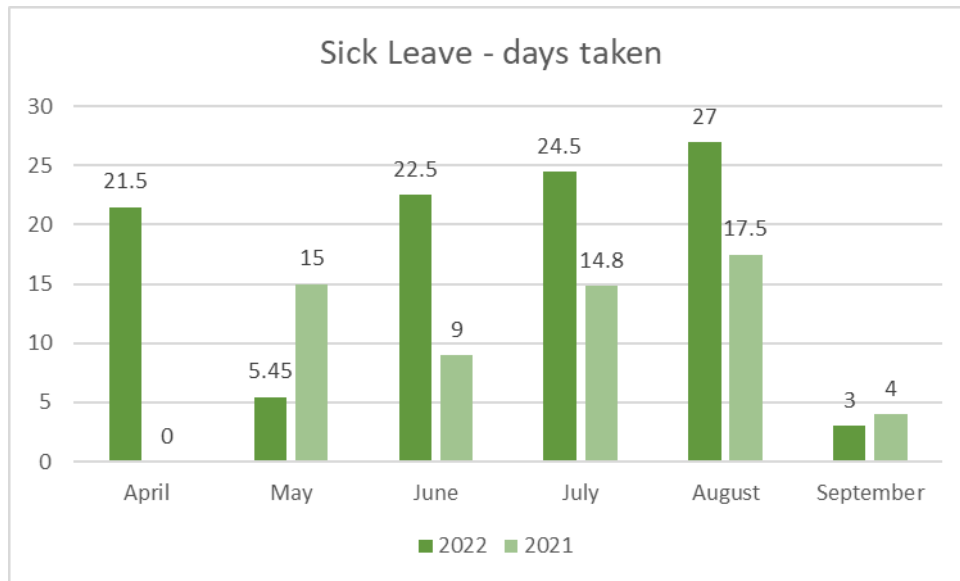
2022: No cases referred

2021: 2 Cases

At the last formal Health and Wellbeing committee meeting on 3 October, team representatives indicated that morale was good and while people were busy, the workload was under control. The transition was not causing undue stress or uncertainty for staff.

Sick Leave

The following graph shows the sick leave days taken for the past 6 months. As shown, there has been an increase in sickness in 2022 compared with 2021. This is due to the high levels of colds and flu being experienced following the extensive periods where people were wearing masks and not getting the usual exposure to winter viruses and bacteria. We also had a number of staff members that contracted COVID 19.



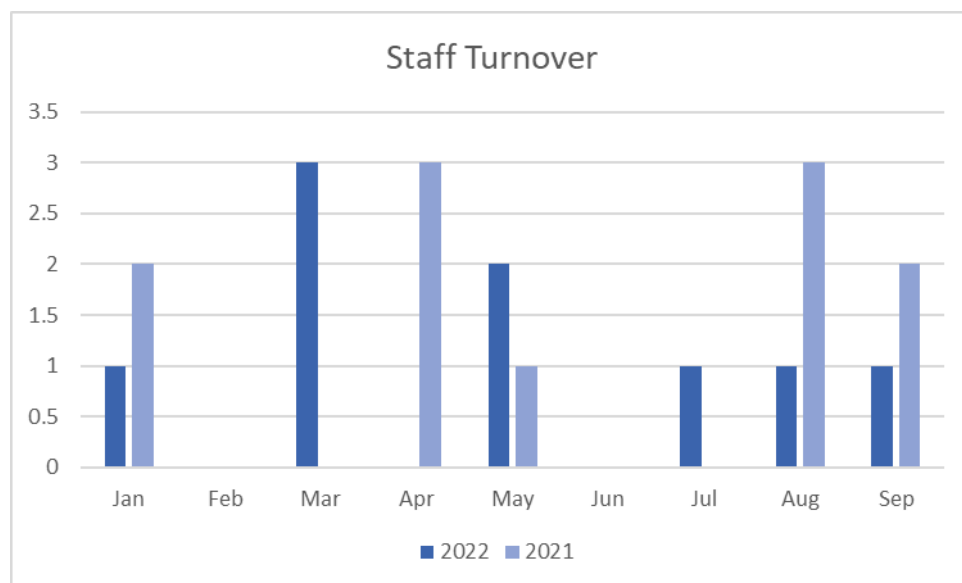
Taha tinana

Physical

Turnover

YTD 2022: 9

YTD 2021: 11



In general, the reasons for staff leaving were for career progression, higher level jobs with higher pay. We also have a number of young people who have left or are planning to leave in April/May next year for do their Overseas Experience that was missed out on during the pandemic.

Incident and Close Call reporting:

Health and Wellbeing meetings are held every two months. At this meeting we monitor the risk register and report any incidents or close calls.

2022: No close calls or incidents to report.

Any other reporting

HITO does not use any GPS tracking or other measures or reporting.

OTHER UPDATES/REPORTING

The uncertainty around the transition has contributed to staff being less certain about whether the future will be similar to the past, which makes them more open to exploring new career opportunities. The recent suggestion of regions as the split for delivery has caused heightened concern for staff in terms of how this would be implemented and what the consequences would be for a small, national division like HITO.

Appendix 5: MITO People, Wellbeing & Safety Report

Poario Te Pūkenga Work Based Learning Limited Pūrongo Report

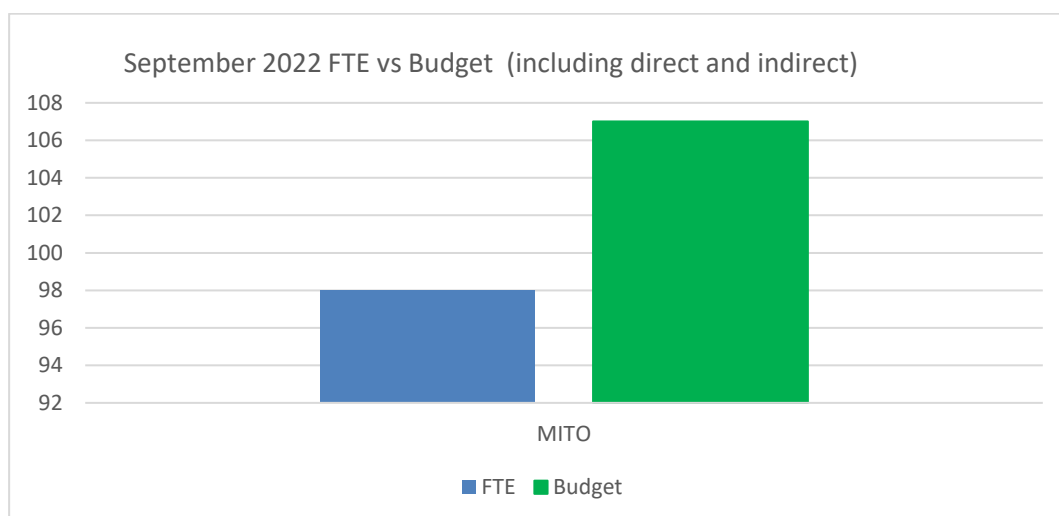
12 October 2022

Title	MITO People, Wellbeing & Safety Report – as at 30 September 2022
Provided by	MITO
For	Review

What has been working well	What to focus on
COVID support for staff	Building cultural capability
WBL All Staff Korero	Change management
Flexible working arrangements	

Employee Numbers

Current	FTE	Budget
MITO	98	107



Current Recruitment

MITO currently has 107 positions on our organisation chart and nine vacancies. Recruitment is underway to fill Training Advisor vacancies (five positions) – Tauranga, Wellington, Wairarapa, Hawkes Bay.

We have received four resignations in September. All applications for recruitment were approved by WBL PC&W. All vacant positions are advertised within the Te Pūkenga portal alongside external advertising.

Two Learning Designers and one Learning Content Editor have been seconded to the Programme Unification Project (one day per week). The Group Manager (Qualifications) is seconded to Competenz in a strategic advisory role up to 1 day per week. Alignment and collaboration continue between MITO and Competenz Divisions with the Manager Assessment and Moderation being seconded to the Quality Support Manager role (20 hours per week).

Te Whare Tapa Whā

Taha hinengaro Mental & emotional

EAP Usage

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22
MITO	1	4	4	1	0	0	0	3	2
Total Workforce	102	102	102	102	102	102	107	107	107

Sick Leave

Sick day usage totaled 60.5 days. MITO has extended its sick leave policy to align with WBL policy of five days COVID leave for staff that contract COVID, and a further five days on approval.

A total of 47 MITO staff have tested positive for COVID-19, 44% of staff YTD. 7.75 days in September were provided to staff as COVID-19 leave.

Total sick leave and Covid leave = 68.25 days

Taha tinana Physical

Turnover

18 staff have resigned. This represents 17% turnover year to date.

Reasons for leaving	%
Promotion in industry	33%
WDC	19%
Other	19%
Relocation	14%
Promotion in Government	10%
Promotion in ITP	5%

Incident and Close Call reporting:

Nil for the year

Any other reporting

The number of MITO vehicle overspeed's over 100km as captured by Argus in September was 1.

OTHER UPDATES/REPORTING

Planning has commenced for a follow-up online presentation for all staff by Clare Turnbull covering topics that support the health and well-being of our people. This builds on the presentation Clare delivered in March 2022.

Appendix 6: ServiceIQ People, Wellbeing & Safety Report

Poario Te Pūkenga Work Based Learning Limited Pūrongo Report

30 September 2022

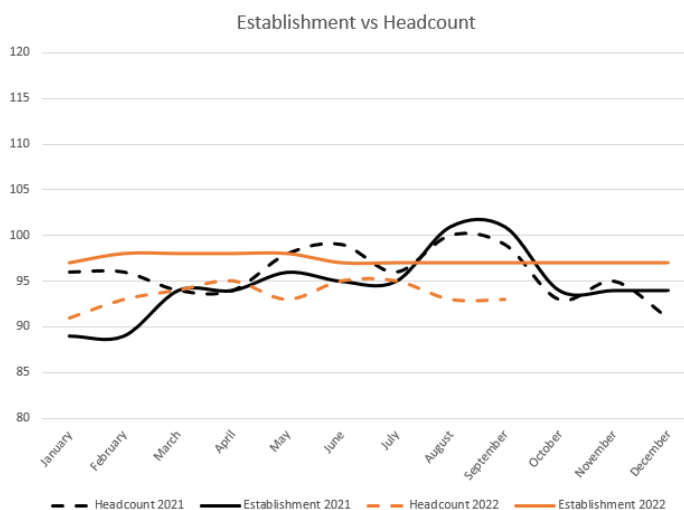
Title	ServiceIQ People, Wellbeing & Safety Report – September
Provided by	Liz Jull, General Manager Human Resources
For	Review

What has been working well	What to focus on
Recruitment for skills org roles	Safe365 recommendations
Cross business-division collaboration	Pride Pledge – diversity and inclusion
Ask Your Team pulse survey planning (SIQ BD)	

Employee Numbers

The following graph shows the current establishment, against headcount for the current year, in comparison to 2021. The table represents actual headcount and FTE effective 30 September 2022.

Please note there are a number of budgeted positions not reflected in this graph, that only form part of the establishment, once a need is determined.



Business Unit	Headcount	FTE	Establishment
Chief Executive	2	2	3
Finance	4	3.75	3.95
Human Resources	3	3	3
Industry Engagement	43	41.18	44.4
Information Technology	7	7	7
Talent Supply Transitions and Operations	34	33.55	36.6
Total	93	90.48	98

Current Recruitment

The team has a low level of recruitment activity including recruiting vacant roles from SkillsOrg that have now transitioned to ServiceIQ as part of the Services workstream. We continue to have a good response to our adverts both in volume and calibre of candidate which gives us confidence that any recruitment requirements going forward should receive a similar response.

Key metrics for the reporting period and year to date are represented in the table below.

	September 2022	2022 YTD
Active	7	
Completed	3	15
Average Time to Fill (TTF)	0.1	0.18
Average Time to Hire (TTH)	0.15	0.24

TTF is calculated on the time taken between advertising the role and the candidate accepting our offer. Depending on the time the advert opened, typical TTF is expected to be between 0.08 and 0.12 (4-6 weeks).

TTH is calculated on the time taken between advertising the role and the candidate commencing employment. Depending on the success of the sourcing activity and the successful candidates notice period, typical TTH is expected to be between 0.17 and 0.25 (2-3 months).


Te Whare Tapa Whā

Taha hinengaro
Mental & emotional

EAP Usage

A delay in receiving information from the EAP service provider for September means there is no month specific data available at the time of writing. Below is a screenshot of the customer portal which shows usage on a rolling 12-month average.

Annual Usage Summary



alotgether better with habit health

<p>Period End September 2022</p> <p>Customer All</p>	<p>Summary</p> <table border="1"> <thead> <tr> <th></th> <th>Oct-21 to Sep-22</th> <th>Oct-20 to Sep-21</th> </tr> </thead> <tbody> <tr><td>No of Programmes</td><td>9</td><td>9</td></tr> <tr><td>No of Sessions</td><td>22</td><td>17</td></tr> <tr><td>No of New Programmes</td><td>9</td><td>8</td></tr> <tr><td>Headcount</td><td>128</td><td>128</td></tr> <tr><td>Utilisation</td><td>7.0%</td><td>7.0%</td></tr> <tr><td>Avg # of Sessions per Case</td><td>2.00</td><td>2.50</td></tr> <tr><td>Completion Efficiency</td><td>77.8%</td><td>90.0%</td></tr> </tbody> </table>		Oct-21 to Sep-22	Oct-20 to Sep-21	No of Programmes	9	9	No of Sessions	22	17	No of New Programmes	9	8	Headcount	128	128	Utilisation	7.0%	7.0%	Avg # of Sessions per Case	2.00	2.50	Completion Efficiency	77.8%	90.0%	<p>Gender</p> <table border="1"> <thead> <tr> <th></th> <th>Oct-21 to Sep-22</th> <th>Oct-20 to Sep-21</th> </tr> </thead> <tbody> <tr><td>Female</td><td>4</td><td>5</td></tr> <tr><td>Male</td><td>4</td><td></td></tr> <tr><td>Total</td><td>9</td><td>8</td></tr> </tbody> </table>		Oct-21 to Sep-22	Oct-20 to Sep-21	Female	4	5	Male	4		Total	9	8	<p>Age Groups</p> <table border="1"> <thead> <tr> <th>Age Group</th> <th>Oct-21 to Sep-22</th> <th>Oct-20 to Sep-21</th> </tr> </thead> <tbody> <tr><td>30 - 39 years</td><td>4</td><td></td></tr> <tr><td>40 - 49 years</td><td>3</td><td>3</td></tr> <tr><td>Total</td><td>9</td><td>8</td></tr> </tbody> </table>	Age Group	Oct-21 to Sep-22	Oct-20 to Sep-21	30 - 39 years	4		40 - 49 years	3	3	Total	9	8			
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Sick Leave

Sick leave usage remains an important indicator of our employee wellbeing.

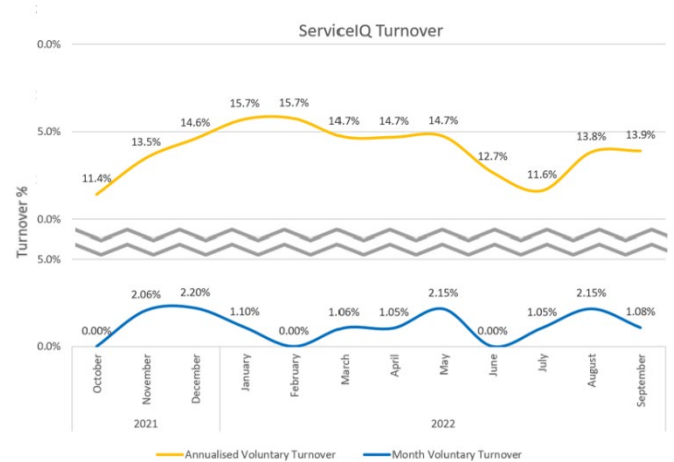
Overall use of sick leave across the division in September was 40.88 days (0.44 days average per person), a continued declining trend from the peak we saw in June report (1.02 days average per person).

Taha tinana

Physical

Turnover¹

With only one voluntary exit from the division in the reporting period, voluntary turnover was 1.08% in September 2022 and annualised voluntary turnover remained consistent at 13.9%.



Incident and Close Call reporting:

No Health and Safety incidents or near misses to report in September.

Any other reporting

No other accidents, incidents or near misses were reported in the period.

One kaimahi remains on a graduated return to work plan after sustaining personal injury in January 2022.

27 of 36 planned, enhanced (Level 2 – Drive Forever) or refresher (Level 1 – Drive to Survive) driver training sessions have been completed in 2022. This training is required for to all kaimahi who have an allocated vehicle or are regularly required to drive as part of their role and is a key mitigation for our most significant hazard, being vehicles and their use.

One Auckland-based kaimahi completed the St John’s Mental Health First Aid training, with 2 Wellington based staff due to complete the same course in November.

One Kaimahi completed the Level 1 Health and Safety Representative training.

OTHER UPDATES/REPORTING

Annual Leave

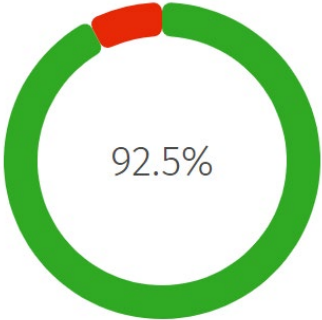
The **average annual leave balance** across all employees is **112.32 hours**. This is marginally more favourable than the same time in 2021 (118.56).

The **annual leave liability** as of 30 September 2022 was **\$522,771.18**.

¹ Turnover is calculated on voluntary exits from ServiceIQ

ServiceIQ Employee ‘Pulse’ Survey

We regularly check in with Kaimahi (at least 6 monthly) using the Ask Your Team surveys. Our full baseline survey was run in March this year, and 3 months into our transition, we wanted to hear how the tīma was getting on in a few key areas; our experiences of and confidence in the transition (past, present and in the future), general wellbeing across our business division and how we are progressing on our cultural journey.



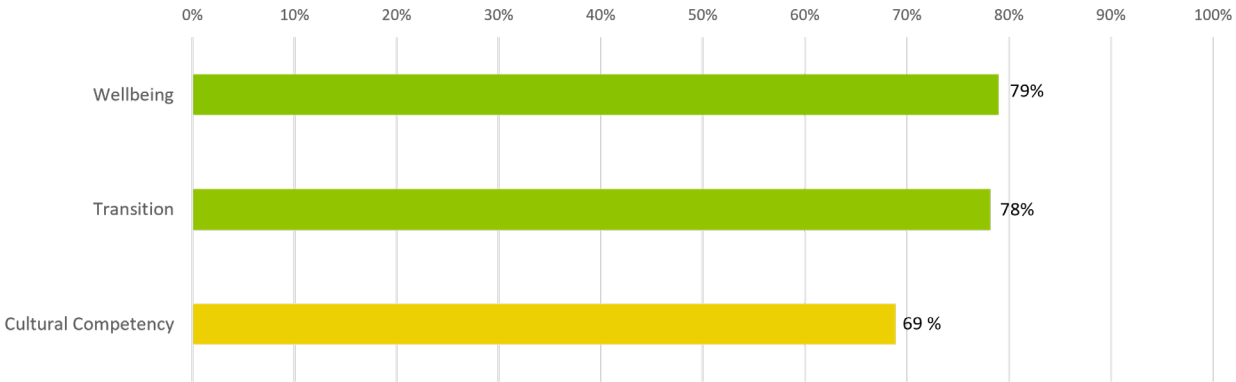
The ServiceIQ Business Division Employee ‘Pulse’ Survey was undertaken 21 – 29 September 2022.

Participation Rate

We had excellent participation with 92.5% of all of our people completing the survey, which is similar to the response rate from the employee engagement survey earlier in the year.

How we scored

We asked targeted questions across the 3 key areas. Each category covered a number of questions; “Wellbeing” focused on our team connections, mental health and wellbeing and general energy and satisfaction levels; “Transitions” covered the Te Pūkenga transition and induction as well support and communication around RoVE and Cultural Competency touched on Kaimahi confidence in Te Reo Maori, Te Tiriti, Te Ao Maori and Tikanga. The chart below shows the average question score in each category.



Notably, our response to these cultural competency questions has increased to 69%, up from 51% when we asked the same questions as part of the baseline Te ara ki tua – the pathway forward survey in April 2021.

Te Pūkenga Work Based Learning Limited

Board Meeting

PUBLIC EXCLUDED AGENDA

It will be moved by the Chair that the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (**LGOIMA**) and the particular interests protected by section 9 of the Official Information Act 1982 which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public. The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of LGOIMA for the passing of the resolution are as follows:

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
5.	Board Minutes		
5.1.	Minutes from Public Excluded Board Meeting of 28 September 2022	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga I is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
5.2.	Action Items Register – Public Excluded	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
6.	Decision Items		
7.	Performance Reporting		
7.1.	Chief Executive's Report	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
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7.2.	2023 Draft Budget	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
7.3.	Quarterly Financial Reporting	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.	Information		
8.1.	HITO Business Division Review	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.2.	WBL Board Dissolution	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
		<p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>Section 9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons.</p>	
8.3.	WBL Business Division Reporting	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.4.	WBL Change Programme Budget	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.5.	Integrated Learning Trials	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.6.	TITO Transition Summary	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the	That the public conduct of this item would be likely to result in the disclosure of information for

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
		<p>free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	<p>which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
8.7.	WBL Roadmap	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
8.8.	WBL PTE Collaboration	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
9.	General Business		

The Chair will also move that certain employees from Te Pūkenga Work Based Learning Limited be permitted to remain at the meeting after the public has been excluded, because of their specific knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters.