



Te Pūkenga Work Based Learning Limited Board Meeting

Date Wednesday, 28 September 2022

Time 12.30 – 3.30pm

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

Board Members

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

Apologies Murray Strong
Vanessa Eparaima

In Attendance Toby Beaglehole (WBL Chief Executive)
Vaughan Payne (DCE Operations)
Lyn Butler (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.	Directors' Declaration of Interests – Andrea McLeod & Craig Stinson
12.40 – 12.55pm	1.5.	Board Member Introduction – Andrea McLeod
	2.	Board Minutes
12.55 – 1.00pm	2.1.	Minutes of the Open Board Meeting – 24 August 2022
	2.2.	Action Items Register - Open
	3.	Performance Reporting
1.00 – 1.10pm	3.1.	Chief Executive's Report
1.10 – 1.20pm	3.2.	People Wellbeing & Safety Report
	4.	Formal motion for moving into Committee



Te Pūkenga

Te Pūkenga Work Based Learning Board

Register of Interests as at 28 September 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 Institute of Technology Limited (SIT) 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 and 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

Poari o Te Pūkenga Work Based Learning Limited Purongo | Report

28 September 2022

Title	Directors' Declaration of Interests Form – Andrea McLeod & Craig Stinson
Provided by	Lyn Butler, Board Secretary
For	Approval

Te Taunaki | Recommendation(s)

It is recommended that the WBL Board:

a.	Approve the Directors' Declaration of Interest Forms for Andrea McLeod and Craig Stinson
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Background

Approval is sought for the attached signed Directors' 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:	Andrea McLeod
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	self	Non-financial	01/09/2022
Careerforce	Director	self	Non-financial	20/02/2019
Presbyterian Support Northern	General Manager Social Services	Self	Non-financial	13/3/2013

Name	Nature of Interest	Nature of involvement	Date
Andrea McLeod	Deed of Indemnity executed on behalf of the Company	Indemnified person, as defined in the Deed	01/09/2022

Declaration & Agreement

Declaration		
<p>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.</p>		
Andrea McLeod		13/09/2022



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
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Te Pūkenga Work Based Learning Limited Board

Declaration of Interests Form

Name:	Craig Stinson
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.

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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	19/9/2022
Calibre Salon	Director	Personal	Financial	18/11/1995
HITO Board	Elected Board member	Other	Non-financial	1/08/2020

Name	Nature of Interest	Nature of involvement	Date
Craig Stinson	Deed of Indemnity executed on behalf of the Company	Indemnified person, as defined in the Deed	19/9/2022

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.		
Craig Stinson	Signature	Date 22/9/2022



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
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Minutes of the Te Pūkenga Work Based Learning Limited Board Meeting

held on Wednesday, 24 August 2022 at 12.30pm
at 277 Broadway, Newmarket, Auckland & via Zoom

Present

Board Members	John Brockies (Chair)	Bryn Thompson
	Murray Strong	Vanessa Eparaima
	Maryann Geddes	Mike King
	Grant Florence	Brian Warren
	Bruce Robertson	

Apologies Andrew Clearwater

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. Vaughan Payne followed with a karakia.

Open Agenda

1. Governance

1.1 Welcome/Apologies/Notices

Apologies noted from Andrew Clearwater.

1.2 Directors' Register of Interests

Noted.

1.3 Directors' Register of Specific Interests

No specific interests were declared.

2 Board Minutes

2.1 Confirmation of Minutes of the Open Board Meeting held on 29 July 2022

Resolved

The WBL Board approved the Minutes of the Open Board Meeting of Work Based Learning Limited held on 29 July 2022 as a true and correct record of the meeting.

Moved: Bryn Thompson

Seconded: Murray Strong

CARRIED

2.2 Matters Arising from Previous Open Board Meeting

Noted.



3 Performance Reporting

3.1 Chief Executive’s Report

The report was taken as read.

Resolved

The WBL Board received the Chief Executive’s report.

Moved: Bryn Thompson

Seconded: Murray Strong

CARRIED

3.2 People, Wellbeing & Safety Report

The paper was taken as read.

Resolved

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

Moved: Bryn Thompson

Seconded: Murray Strong

CARRIED

Prior to moving into Public Excluded, the Chair advised that the Board wished to discuss the Te Pūkenga Group Banking Facilities during the Public Excluded session.

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 29 July 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	That the public conduct of this item would be likely to result in



		<p>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>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>
6.	Decision Items		
6.1.	Primary ITO Transfer Agreement	<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>
6.2.	2021 Audit NZ Fee	<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>
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>	<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.	Information		



Te Pūkenga

8.1.	ServiceIQ 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>	<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>
8.2.	Te Pūkenga Organisation Structure	<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>
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>	<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>
8.4.	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>	<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 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



Te Pūkenga

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.

Sinead Hart, Sean Kirk and Andrew McSweeney will join the meeting during the public excluded session to speak to specific items as required.

Moved: Bryn Thompson
Seconded: Murray Strong

John Brockies, Chair

Date

DRAFT

Te Pūkenga Work Based Learning Limited Board
Action Items as at 28 September - Open

Action #	Meeting Date	Agenda Item	Action	Responsible	Due Date	Status
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Poari o Te Pūkenga Work Based Learning Limited Board Report

28 September 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 August 2022.
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Summary

This report provides an August 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 Careerforce, whose operations are also profiled in this meeting. Our safety performance covers incidents and near misses, largely vehicle related, and our financial performance remains strong, albeit impacted by the forecast negative contribution from the final transitions.

The consultation process on the future Te Pūkenga organisational structure, Tā Tātou Huarahi, was delayed approximately a month and commenced on 15 August. WBL's planning is well advanced for engaging with our people, and we're putting particular efforts into ensuring people understand and are supported to be comfortable in a Tiriti-based organisation.

TITO Progress

The last remaining transitions remain on track.. Transfer Agreements are signed, completion statements underway.

- ServiceIQ (1 July) was completed as planned.
- Careerforce (1 September) has also been completed as planned, albeit with a change in Divisional Director. Issues over IT Upgrade have been resolved with an additional \$750k agreed to cover future spend.
- HITO (19 September) have transitioned at the time of this report.
- We are close to finalising SkillsOrg with some matters to be dealt with post-completion. Communications remain open, there is some industry noise over historical underservicing and we remain on track to transition the team (as EarnLearn) into Connexis and ServiceIQ.
- PrimaryITO tabled some alternative transitional structure options for WBL within Te Pūkenga, however transition remains on course.

Change Programme

WBL's change programme covers includes both the dashboard and more detailed reporting on three projects that are progressing appropriately and described in detail in the closed session.

Underpinning all three is WBL's willingness to explore opportunities between divisions and with our campus-based whanau to deliver better outcomes for learner and employers. While it feels like we say that a lot, it is also an underpinning belief that we can and will do better collectively, which is consistent with the RoVE vision for Te Pūkenga.

Poario Te Pūkenga Work Based Learning Limited Pūrongo Report

28 September 2022

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

Te Taunaki | Recommendation(s)

It is recommended that the WBL Board:

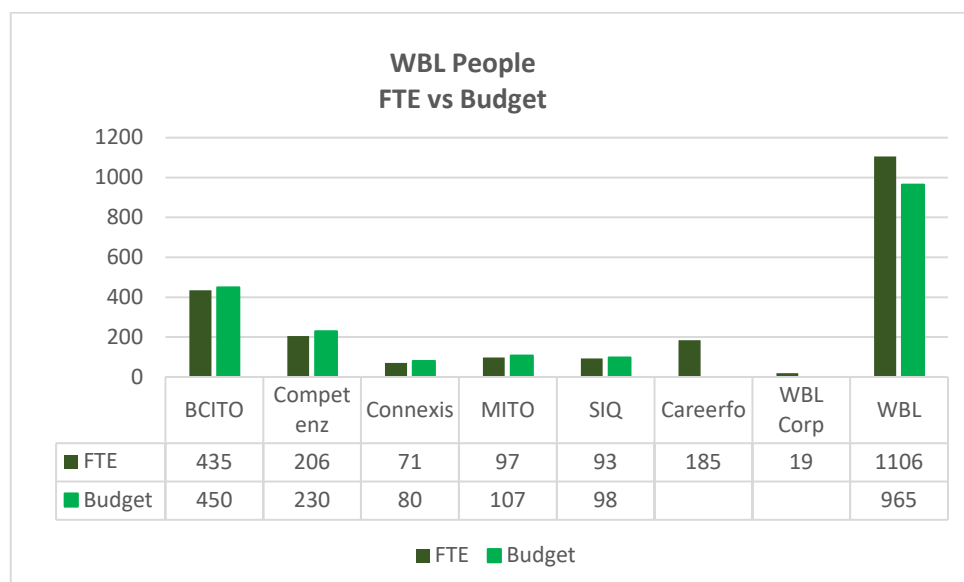
a.	Receive the People, Wellbeing and Safety Report for August 2022.
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What has been working well	What to focus on
Support to transitioning Skills employees	Employee onboarding to Te Pūkenga
WBL P&C Collaboration	Te Pūkenga Engagement/Consultation decision
WBL People & Leader Support	WBL People & Leader support

The following report summarises the People, Wellbeing & Safety activity across the five Divisions of WBL. Divisional reports are provided in the appendices of this report.

Employee Numbers

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



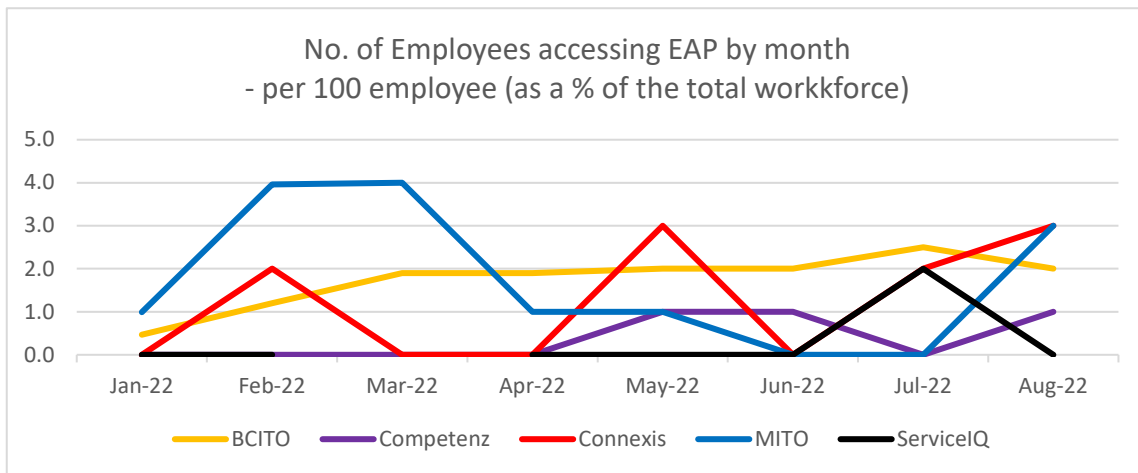
We continue to align with the wider Te Pūkenga network, with any new recruitment activity (backfill or new) within WBL, will follow an approval process. This also ensures that resourcing is being assessed/reviewed across the WBL, not just at a Divisional level.

We continue to share weekly, all vacancy opportunities across the wider Te Pūkenga network.

Te Whare Tapa Whā

Taha hinengaro Mental & emotional

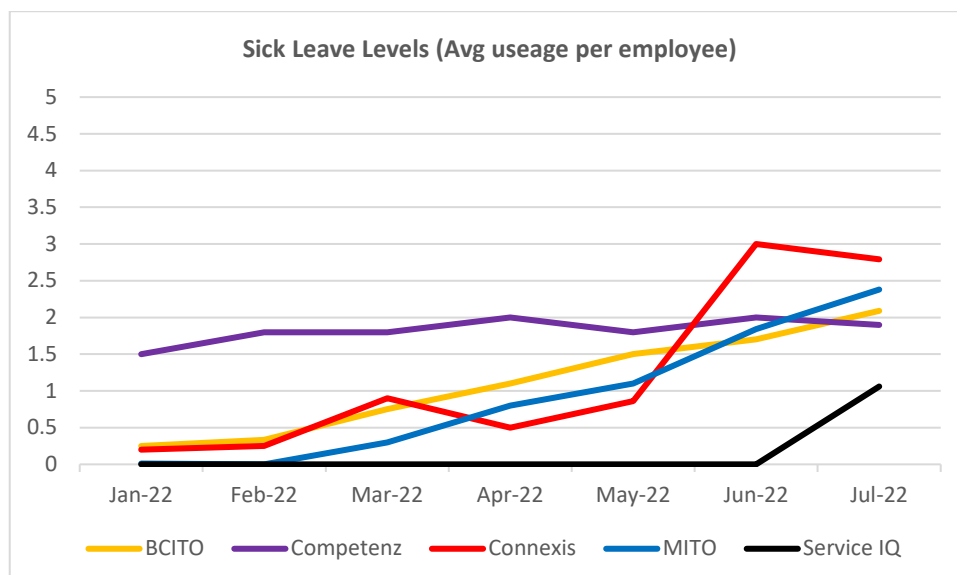
EAP Usage



The above graph provides an overview of EAP usage for WBL people. Of our 896 employees (excludes Careerforce), approximately seven have used EAP services in the past month. This is on par with other organizations and relative to previous months.

We will be monitoring this over the coming months, as Te Pūkenga consultation tranches take effect.

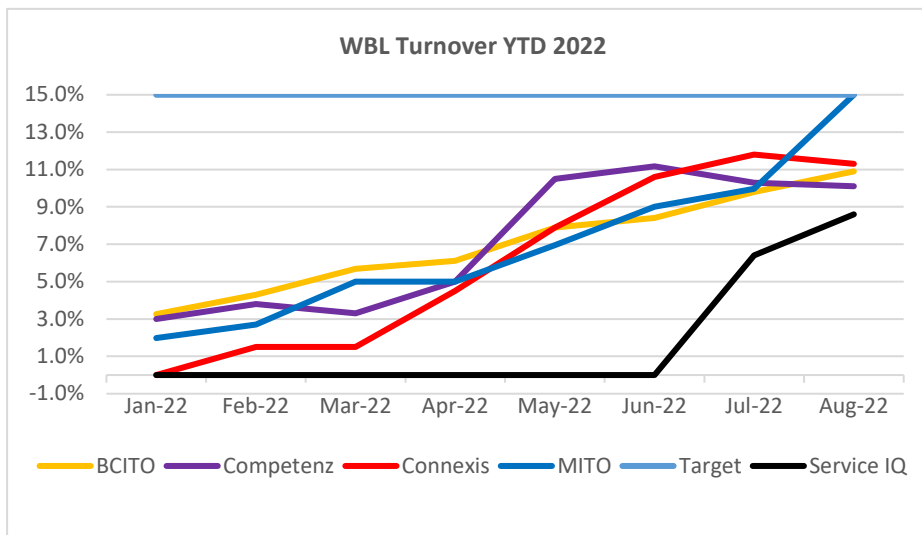
Sick Leave



Sick Leave levels for WBL people have continued to increase over the last several months, a reflection of the increasing levels of COVID-19, flu, and colds being experienced across New Zealand, though appears to be tailoring off. 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 our size.

Taha tinana
Physical

Turnover

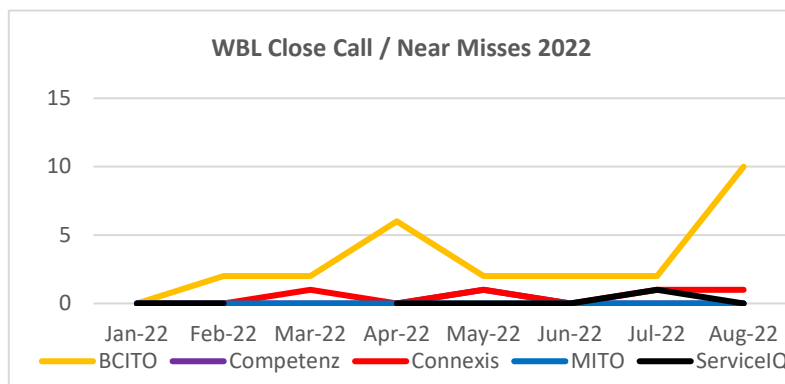


Turnover levels across the divisions remain similar, and expected, given the level of change, uncertainty, and activity in the labour market. We continue to monitor this carefully, particularly as the upcoming consultation tranches are released. From both a WBL and Divisional perspective, we continue to provide good support to employees during the change.

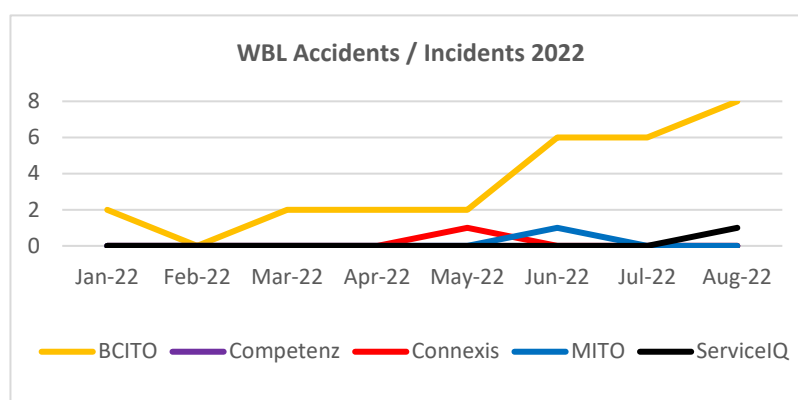
We are tracking closer to the target than hoped, but the first half of the year does typically have a higher level of turnover than the last six months. Processes are in place to identify key talent/risk areas, with plans in place to mitigate these.

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 twelve close calls reported in August, ten were from BCITO all involving vehicles, and the other from Connexis. One close call from ServiceIQ is not captured in the graph above due to timing.



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

Of the nine incidents reported, nine were from BCITO, and one was from Connexis.

Five incidents involved vehicles, including a truck swerving into the passenger side of the BCITO vehicle and others regarding reversing into other vehicles or objects, with nil injuries. Three onsite incidents involved tripping on stairs, gravel footpath, and a protruding ladder leg, with minimal injuries.

OTHER UPDATES

- The process of identifying key kaimahi and retention plans, continues. Retention of key talent remains a key risk for the WBL through the changes, and working together across WBL is an important part of this.
- There was good engagement on the Te Pūkenga consultation on the proposed high-level organisation structure, with WBL people having the opportunity to attend three sessions (Auckland, Wellington & Virtual) with Peter Winder. Many feedback submissions were provided on the proposal. The key objectives remain for WBL through these consultation tranches, to ensure our people are well informed, prepared and supported.
- Collaboration, planning, and implementation is occurring across the Divisions on the alignment of Te Pūkenga values, providing part of the change pathway for WBL Kaimahi
- Planning is well underway for the upcoming Leaders and Kaimahi korero and hui, with a number occurring over the coming months, key to supporting the change.
- P&C Leads through the WBL, continue to have an important voice as part of the Te Pūkenga Workstream projects. This includes; Recruitment, Remuneration, CEA, policies and P&C systems. The perspective from WBL and the work environment and practices are often quite different, so it's vital that this voice is heard.

Appendix 1: BCITO People, Wellbeing & Safety Report

Poario Te Pūkenga Work Based Learning Limited Pūrongo Report

15 September 2022

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

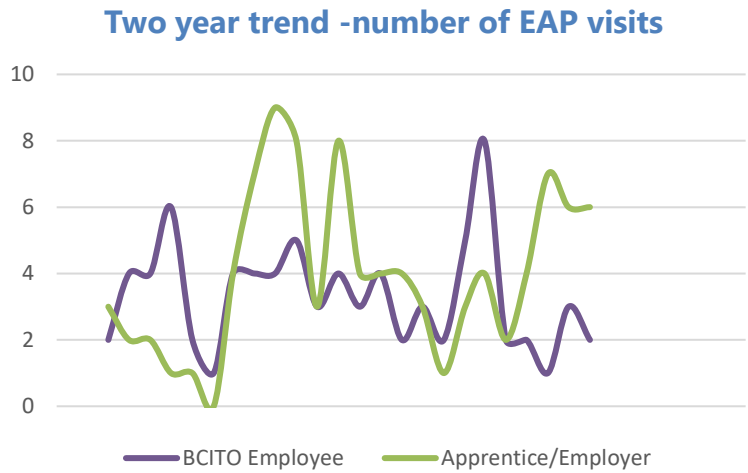
Working well	Things to focus on
During the month of August, our recruitment plateaued, and we were recruiting backfill positions as opposed to any growth positions. The team believe that it will pick up again in September.	The Pulse survey has now closed with just over 80% of our people completing the survey. We now need to collate the information for SLT perusal.
The Conference programme is coming together, with the Conference only being a week away. The SLT is working on the final deliverables, and we are hoping that our people enjoy the upcoming experience.	Now that the remuneration process has been completed, we will roll 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.
The remuneration round has now been completed. There were a small number of queries for those who were at the top of their Band, but it seems most of our people have accepted their salary increases.	We are also working with the leaders in the organisation to look at their Retention & Succession Planning for critical roles.

Employee Numbers

BCITO Division – Employee Makeup					
	Permanent	Fixed Term	Current All	External Recruitment	Total
Director	2	0	2	0	2
Customer Experience Group	343	10	353	3	356
Te Kahui Whakawhitinga	30	0	30	2	32
Finance Group	6	1	7	1	8
Digital Group	30	0	30	0	30
People & Culture	9	4	13	0	13
Totals	420	15	435	6	441

Taha hinengaro
Mental & emotional

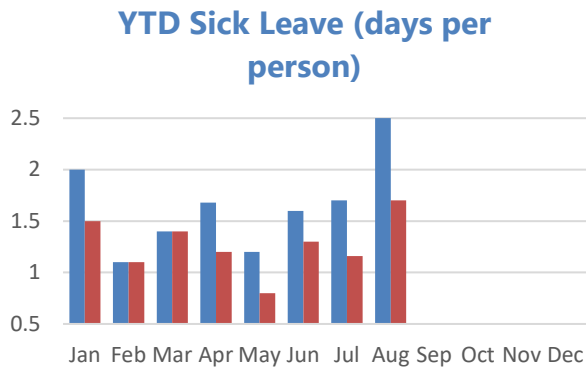
EAP Usage



Employee Assistance Programme

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

Sick Leave



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%

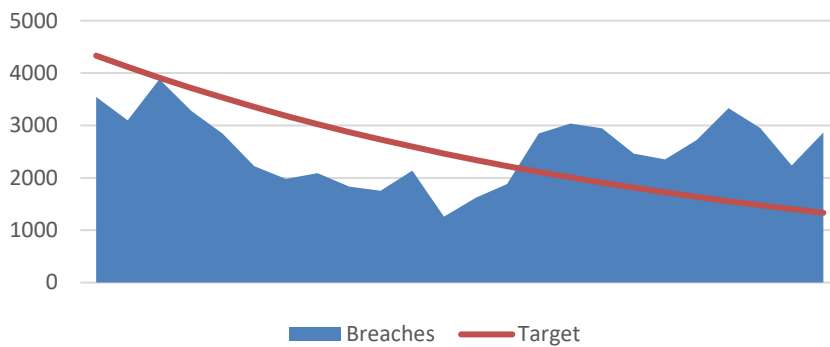
	2022 at 31 August		2021 Total		2020 Total	
	Close Calls	Incidents	Close Calls	Incidents	Close Calls	Incidents
Total No	38	52	53	35	45	36
Hours lost due to injury						
Median days taken to report	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0
Median days taken to investigate	<2.0	<1.0	<1.0	<1.0	<1.0	<1.0
No. investigated	100%	100%	100%	100%		

Action & investigation

- In August there were **10 x close calls and 8 x incidents** reported, all close calls were classified as **vehicle** related
 - anti-collision activation, tyres spinning on road markings, 2 x avoiding collisions with unsafe vehicle manoeuvres, lapses of concentration and a swarm of bees on transmission gully
- 3 x incidents were vehicle related
 - whilst overtaking a truck, the truck has swerved into the passenger side of the BCITO vehicle, the driver has had to take evasive action, extensive damage to the BCITO vehicle, nil injuries
 - 2 x incidents reversing into parked vehicle/power pylon
- 3 x onsite incidents involved tripping on stairs, gravel footpath, and a protruding ladder leg
 - office incidents involved superficial burn and twisted back when moving tables (injury)

Any other reporting

Two year trend - GPS breaches vs. target

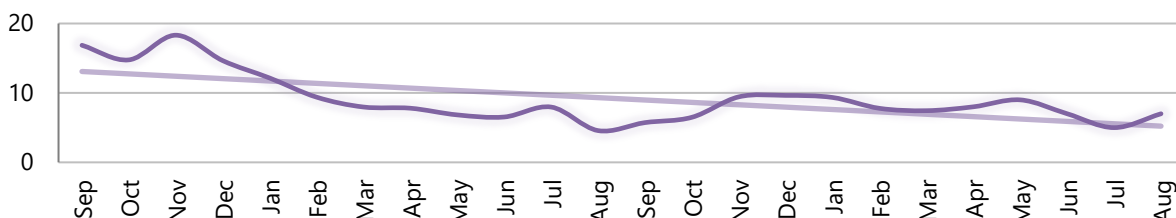


GPS Breaches (Breaches are 20% above speed limits)



We have **326 vehicles with GPS installed**. The overall target for lowering the number of breaches (orange line) is by **2**. In August there was an average of **7** breaches per vehicle. Working with area managers in this area.

Two year trend - average GPS breaches per vehicle



OTHER UPDATES/REPORTING

August Highlights

- GoodYarn workshops rolled in Whangarei & Palmerston North offices
- Suicide Prevention workshop attended by GY facilitators and management
- Wellbeing & Safety committee quarterly meeting
- Synergy Health extended for a further 8 months, BCITO uptake 40%
- Draft Safe 365 report indicates BCITO has scored 62 % this is above the benchmark for tertiary & vocational education providers at 52%

Appendix 2: Competenz People, Wellbeing & Safety Report

Poari o Te Pūkenga Work Based Learning Limited
Pūrongo I Report

8 September 2022

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

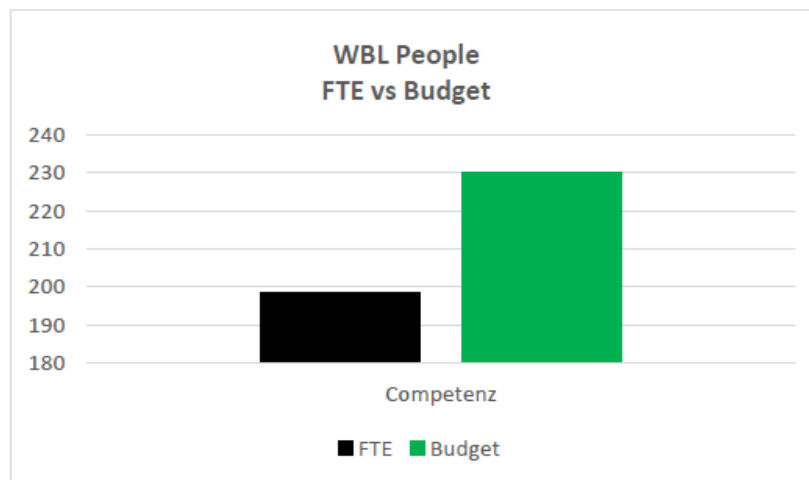
What has been working well

Involvement in TP projects
Health & Safety review
Mid year review process

What to focus on

Employee wellbeing
Consultation/engagement support

Employee Numbers

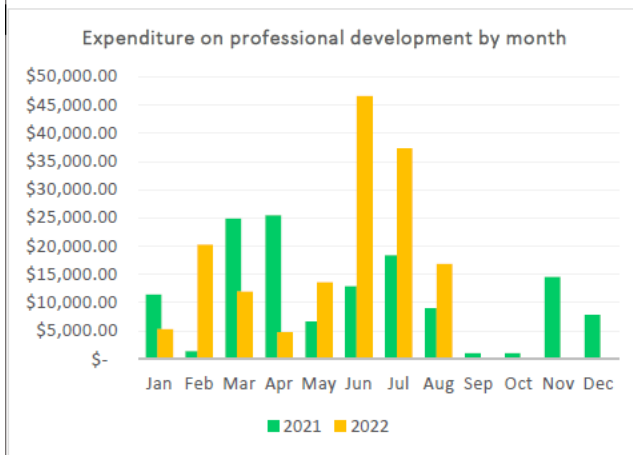


	Budget	Curr.	FTE
SLT	9	8	7.68
Industry Training	97	81	78.45
Learning Design & Innovation	32	30	29.3
Employer and Learner Experience	60	58	54.3
Finance	9	8	7.94
People and Culture	6	6	6
Nga Kaiurungi	1	0	0
Strategic Advisory	16	15	15
Totals	230	206	198.67

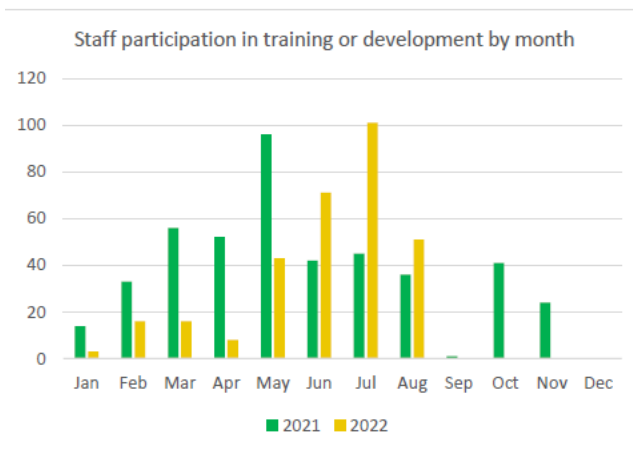
We have had a number of new starters in August which has increased our FTE and it is expected this will remain stable through to the end of the year with current approved roles likely to be filled Oct/Nov and then waiting on notice periods.

ORGANISATIONAL DEVELOPMENT GL5760

Against an annual budget of \$ 308,333



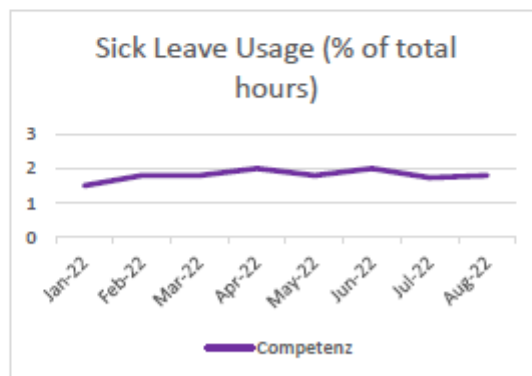
Expenditure has reduced to reflect the slightly in August with the completion of the leadership activities and only one Te Whai Oranga session.



Steady update on cultural capability courses. The leadership programmes are winding down with completion on 31 August. Total Participation over all is 87% against an annual goal of >80%.

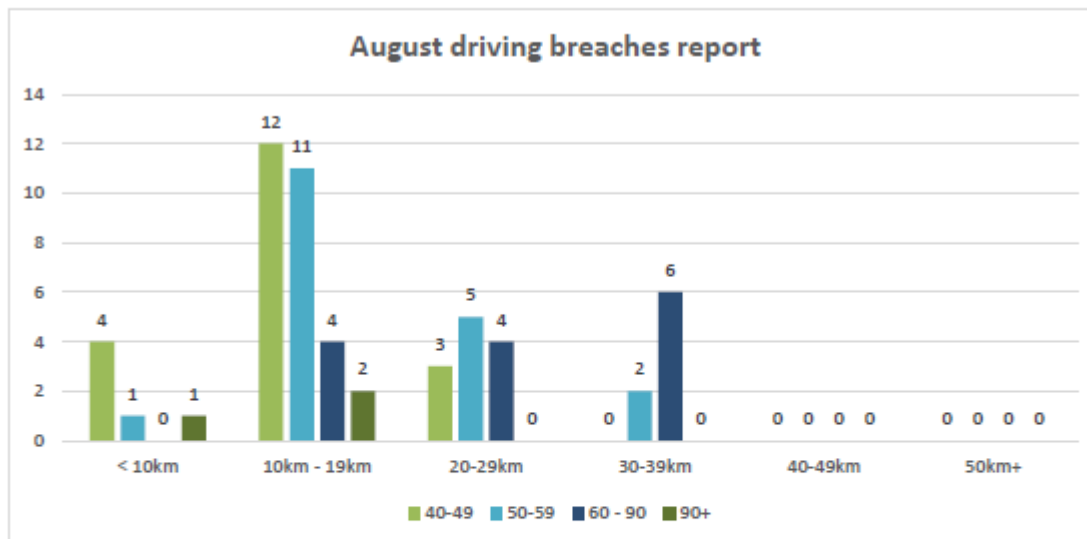
EAP usage continued to be low in August with one new client. We released a wellness pack to all staff which included a refresh on EAP and what they can assist with that was received well. We have had 2 requests for extra sessions for existing clients in August.

Sick Leave



Sick leave usage continues to remain relatively consistent through August. There are ongoing conversations with employees around taking sick leave when they're sick rather than working from home. Despite predictions, Covid cases remained low in August.

Any other reporting



OTHER UPDATES/REPORTING

- Currently the team is working through the process of converting our Hays sized roles to SP10. As part of this process we got 4 staff in the business accredited.
- The new Senior Health and Safety Advisor has made an immediate impact and is making great in roads to refreshing H&S culture and linking it to the Te Pūkenga initiatives.
- L&D report for August is attached.

Appendix 3: Connexis People, Wellbeing & Safety Report

Poari o Te Pūkenga Work Based Learning Limited

Pūrongo Report

12 September 2022

Title	Connexis People, Wellbeing & Safety Report – August 2022
Provided by	Kelvin Wong, Chief Financial Officer 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 Skills Org and assisting with their recruitment
Health, Safety and Wellness outcomes	Supporting our people with the Te Pūkenga consultation process
	Recruitment – multiple roles for Connexis and EarnLearn
	Upcoming Connexis organisation wide inductions
	Connexis 2022 Annual Connection 27-29 Sept

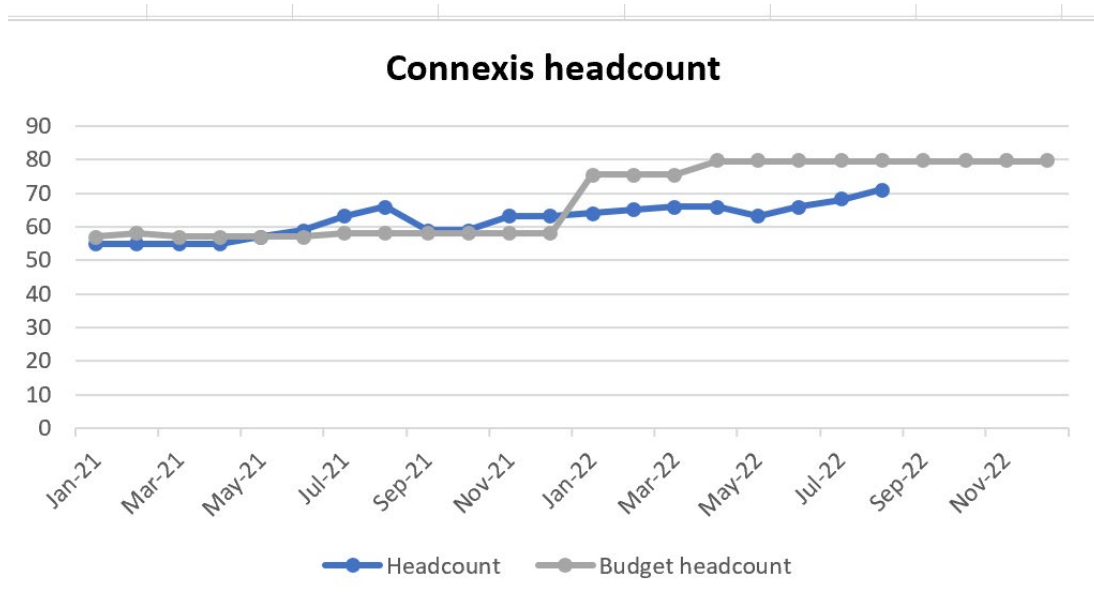
Overall, the Connexis team remain highly engaged as evidenced by a positive employee engagement survey result and there no adverse people issues that require highlighting.

We continue to monitor our people for wellbeing and engagement issues and we are acutely aware of the work demands on our people which has been exacerbated by the Te Pūkenga consultation. We continue to work hard to provide appropriate support for them with engagement activities, regular communication and external assistance such as Employee Assistance Programme (EAP).

Staffing levels

Our current headcount at the end of August 2022 is 71. This represents an 1.2% increase in headcount in the past 12 months. We had no resignations in August but had three new staff join our whānau.

Connexis anticipates headcount growth to continue in September towards our budgeted 2022 headcount with three people scheduled to start their employment and other recruitment processes also underway.



Current Recruitment

Position	Status
Quality Assurance Administrator	On hold
Senior Communications Executive	Advertising
Reporting and Insights Manager	Reference checking stage

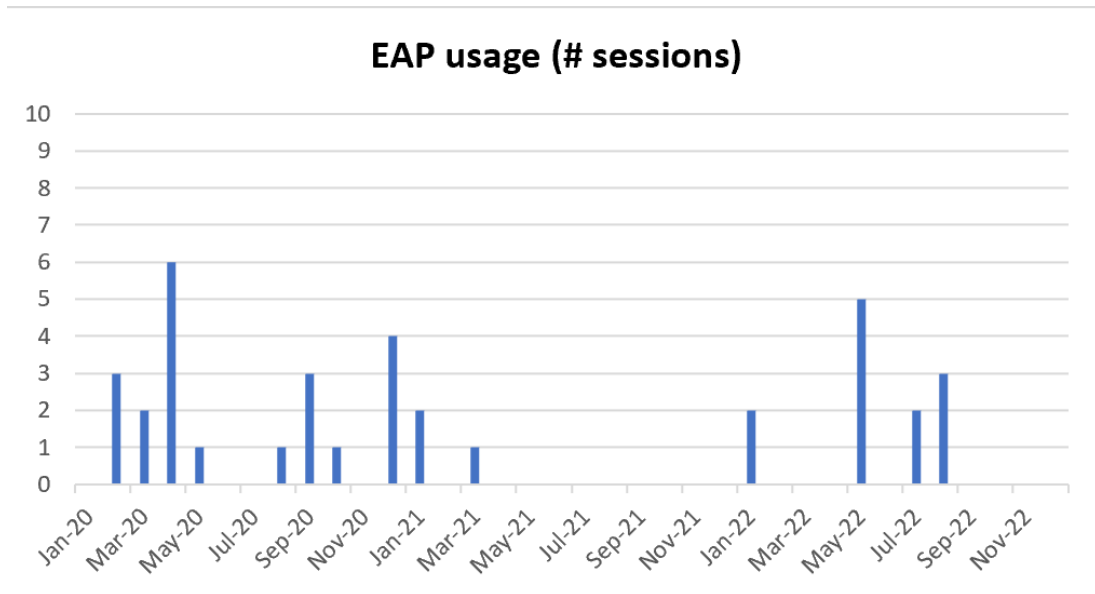
Recruitment activity in recent months has resulted in contrasting success with some roles being straight-forward to fill despite tight market conditions and other roles proving very difficult (the Senior Communications and the Reporting & Insights roles in particular).

Our P&C team is also assisting in some of the EarnLearn recruitment with five roles being actively recruited for (Instructional Designers x3, Senior Programme Manager – Specialist Trade and an Office/Facilities Administrator).

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

EAP Usage

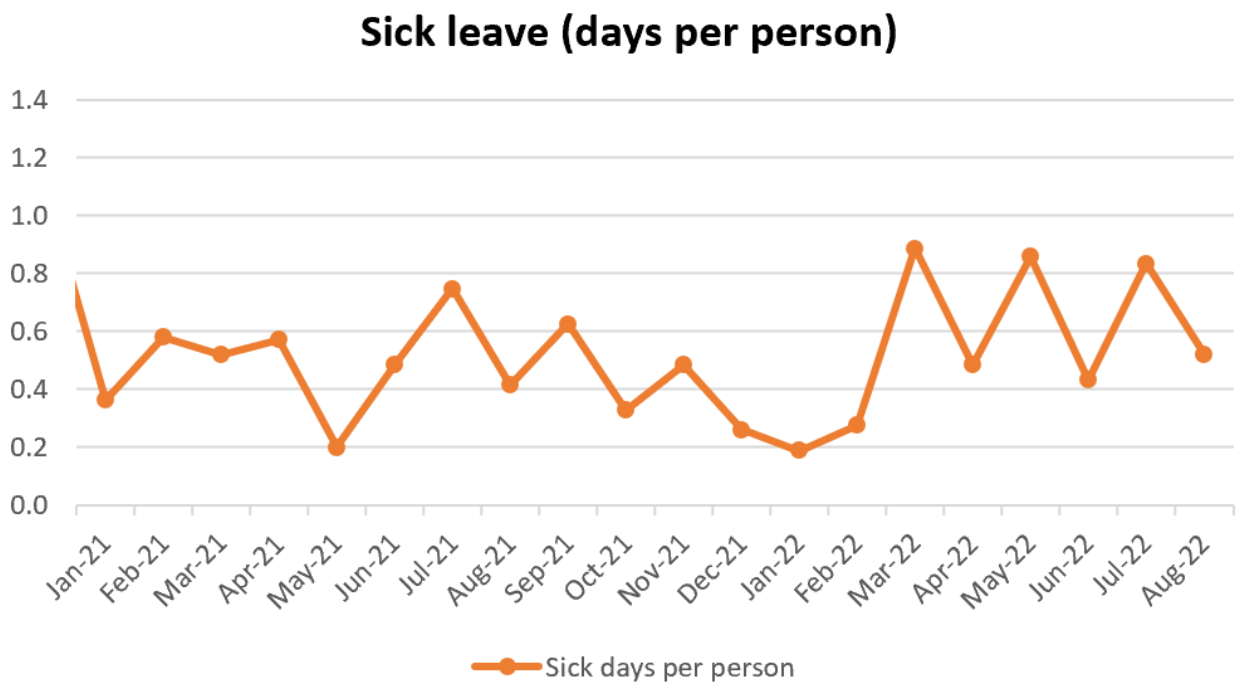
Connexis managers continue to actively encourage their people to use EAP to manage wellbeing issues, whether work or personal, and this is well promoted by our people managers. Connexis has historically had regular but low levels of EAP usage as shown in the graph below.



Sick Leave

Sick leave taken in August 2022 (0.52 days per person) was at a rate consistent with the time of the year. The 12-month Connexis average is 6.2 days per person which is below expectations (average sick leave usage for public service employees was 8.1 days in 2021).

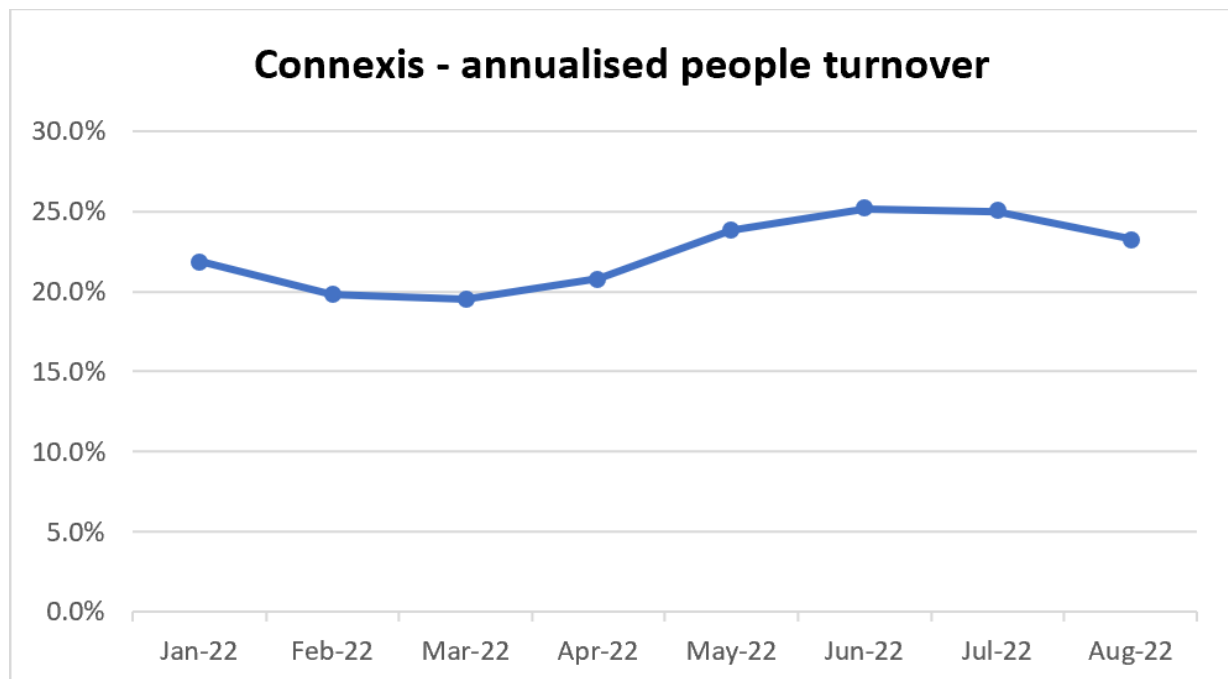
Sick leave taken (paid and unpaid) is summarised in the graph below.



Te Whare Tapa Whā - Taha tinana (physical health)

Turnover

Our annualised people turnover rate (as illustrated below) sits at 23.3% for the year to August 2022. This turnover figure includes resignations resulting from staff moving to Waihanga Ara Rau and, for the past 6 months, this represents 7 people leaving Connexis (annual turnover (over the past 12 months) excluding WDC related resignations is 17.1%).

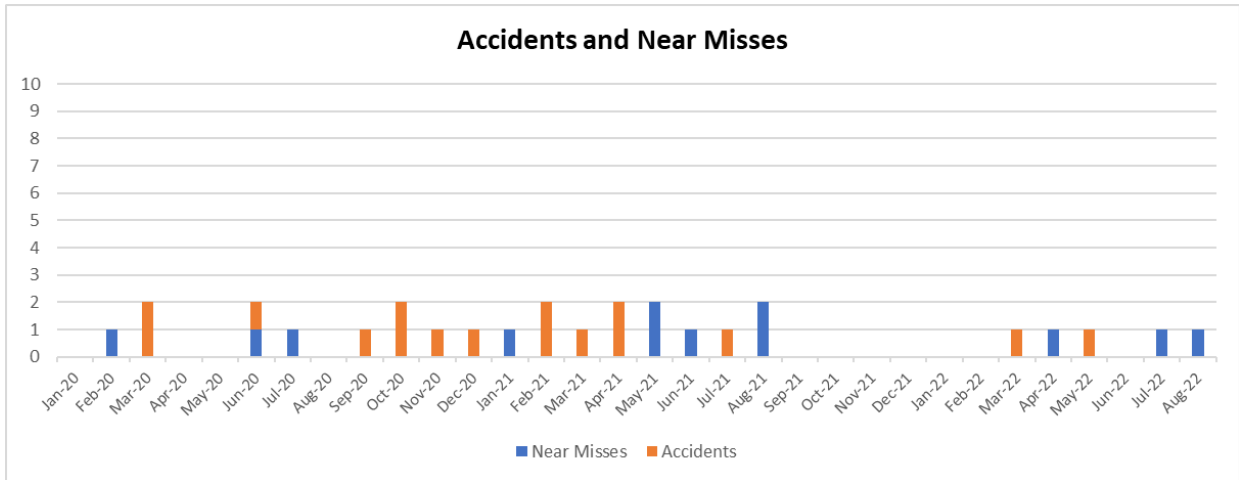


Incident and Close Call reporting

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.

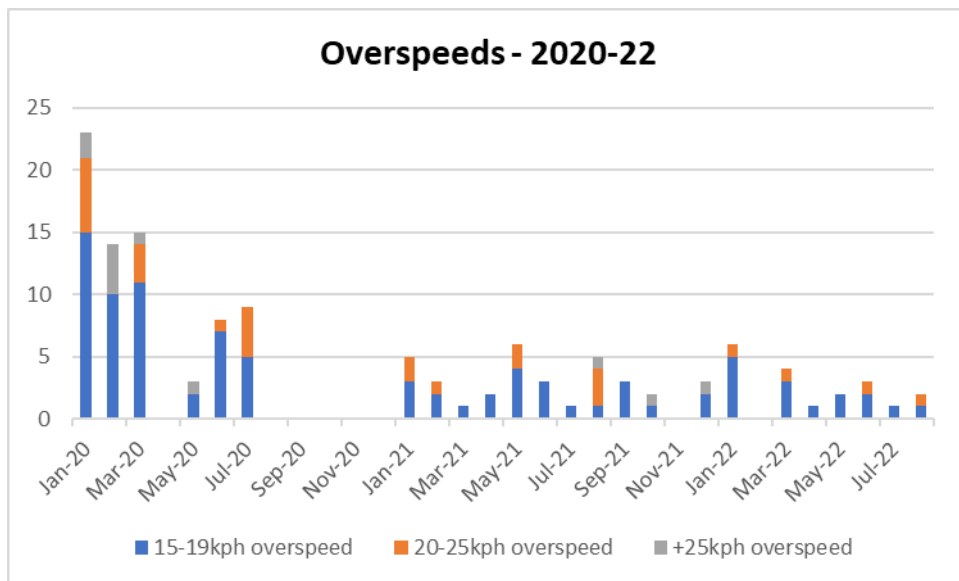
Management actively monitor and manage workplace safety and HS&W continues to be the responsibility of all our people and people managers. HS&W is embedded in every employee's employment agreement and is specified as mandatory KPI in our 2022 performance plans for every staff member. Connexis SLT consider 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 influencing 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.



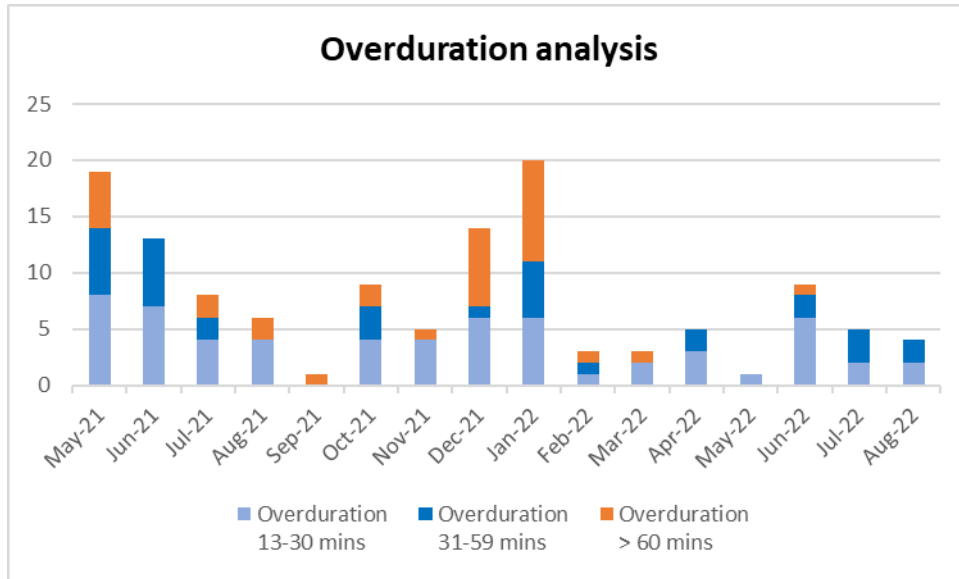
Vehicle overspeed monitoring

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 are satisfied with the low incidence of overspeeding in 2022.



Driving overduration monitoring

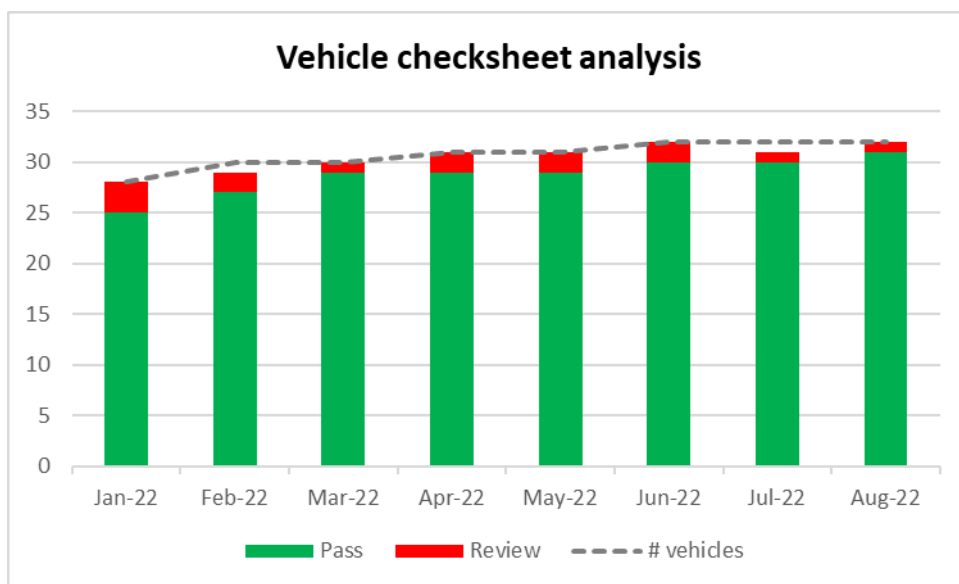
Overduration driving is also considered a risk factor and Connexis drivers are required to take an adequate rest break from driving at least every two hours. Overduration above two hours of driving is measured and is addressed with employees where this occurs. As evident from the graph below, the frequency and the magnitude of those incidents has reduced since oversight of this risk factor commenced in mid-2021 and 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 are 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 eight months to the end of August, 19 of our people (27%) 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.

All Connexis staff undertook a 10-week Te Reo Māori programme and, at 12 September, have now completed the course. Engagement and feedback on the programme has been positive and has already created a noticeable increase in the use of basic te reo māori and a basic understanding of elements of tikanga. Further discussion around Te Tiriti o Waitangi is scheduled for late-September.

Appendix 4: MITO People, Wellbeing & Safety Report

Poari o Te Pūkenga Work Based Learning Limited Pūrongo Report

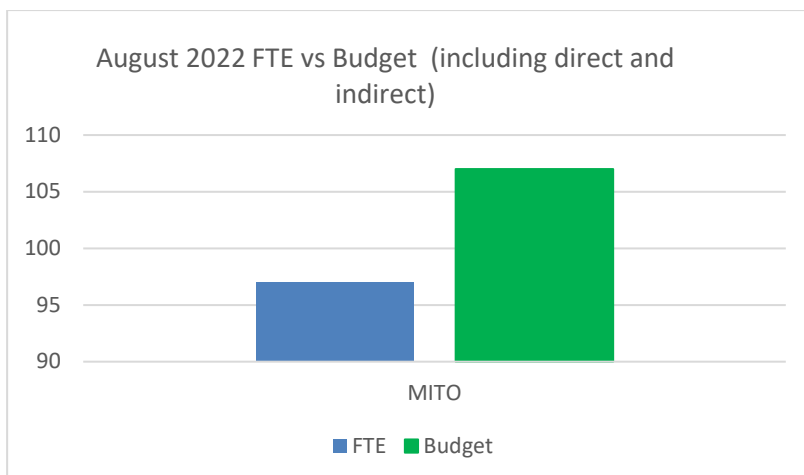
5 September 2022

Title	MITO People, Wellbeing & Safety Report – June
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 during winter months	
Staff Engagement – Starship Hospital Fundraising Day (\$650)	

Employee Numbers

Current	FTE	Budget
MITO	97	107



Current Recruitment

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

We have received three resignations in August, with those staff leaving the Division in September. Applications have been made to WBL PC&W to recruit for those positions.

Two Learning Designers and one Learning Content Editor have been seconded to the Programme Unification Project (one day per week) and the Programme Publisher is seconded in a fulltime capacity. The Programme Publisher has resigned. 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
MITO	1	4	4	1	0	0	0	3
Total Workforce	102	102	102	102	102	102	107	107

Sick Leave

Sick day usage totaled 44 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. 29.5 days in August were provided to staff as COVID-19 leave.

Total sick leave and Covid leave = 73.5 days

Taha tinana

Physical

Turnover

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

Reasons for leaving	%
Promotion in industry	39%
WDC	22%
Other	17%
Relocation	11%
Promotion in Government	6%
Promotion in ITP	6%

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 August was 2.

OTHER UPDATES/REPORTING

41 team members have completed 91 LinkedIn Learning courses since the beginning of the year. Top five courses were:

1. Six morning habits of high performers
2. Speaking confidently and effectively
3. Project management simplified
4. How to speak so people want to listen
5. How to be both assertive and likeable.

Staff attended the Te Pukenga engagement hui to hear further details on the proposed structure.

Appendix 5: ServiceIQ People, Wellbeing & Safety Report
 Poari o Te Pūkenga Work Based Learning Limited
 Pūrongo Report

31 August 2022

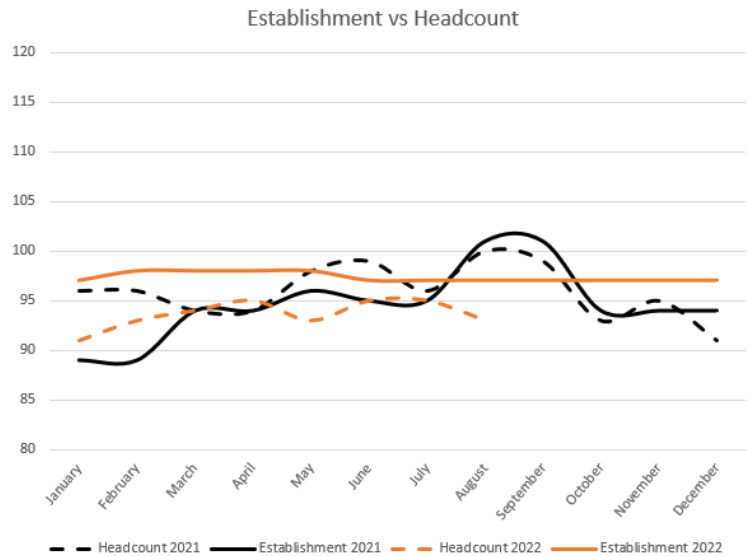
Title	ServiceIQ People, Wellbeing & Safety Report – August
Provided by	Liz Jull, General Manager Human Resources
For	Review

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

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 31 August 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	33.80	36.6
Total	93	90.73	98

Current Recruitment

The team has been busy recruiting vacant roles from SkillsOrg transitioning to ServiceIQ as part of the Services workstream. We have seen 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.

We are pleased to report that while our struggle to fill the Lead Advisor Oritetanga role resulted in skewed year to date Time to Fill (TTF) and Time to Hire (TTH) metrics, the position has been filled and the new employee due to start in early October. Key metrics for the reporting period and year to date are represented in the table below.

	August 2022	2022 YTD
Active	5	
Completed	2	12
Average Time to Fill (TTF)	0.12	0.2
Average Time to Hire (TTH)	0.14	0.27

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

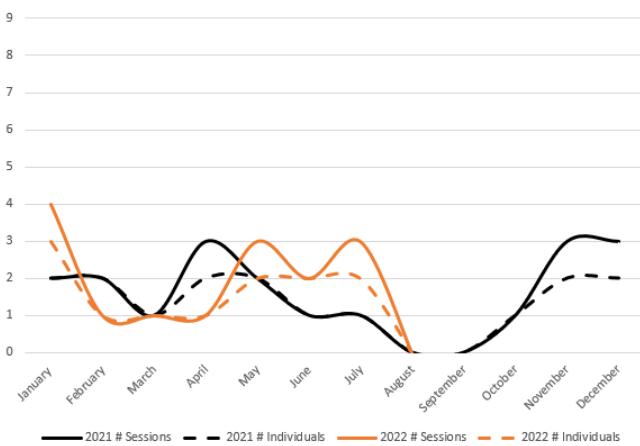
Taha hinengaro

Mental & emotional

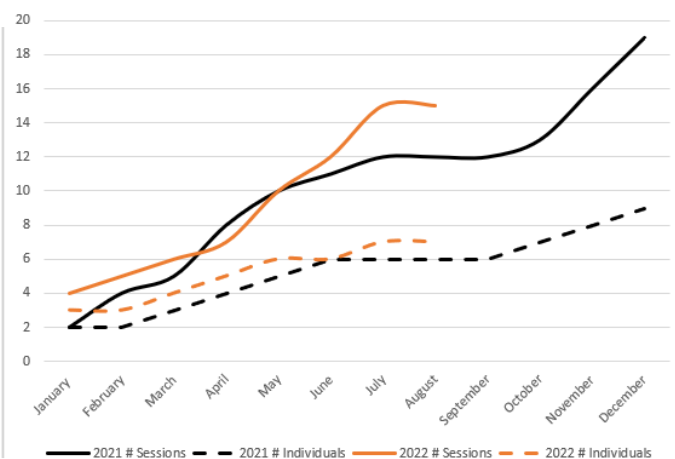
EAP Usage

There was no employee engagement with the EAP service provider in August. The number of sessions year to date remains higher than in previous years, with all identified issues in 2022 categorised as personal.

EAP Usage 2021 - 2022



Cumulative EAP Usage 2021-2022



Sick Leave

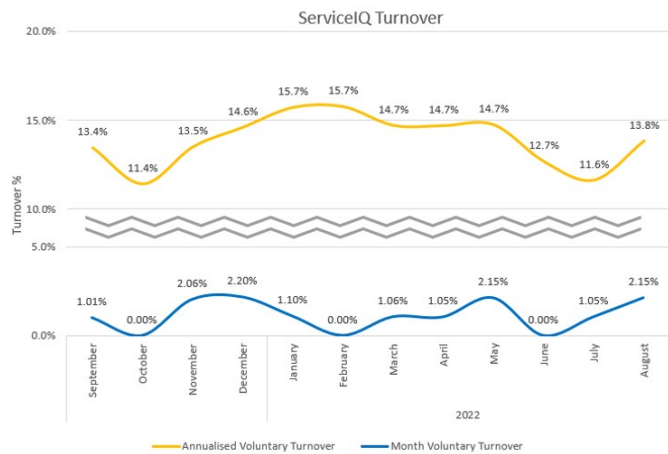
Sick leave usage remains an important indicator of our employee wellbeing.

Overall use of sick leave across the division in August was 61.25 days (0.66 days average per person), a further decrease from the July report (0.86 days average per person).

Taha tinana Physical

Turnover¹

With two voluntary exits from the division in the reporting period, voluntary turnover was 2.15% in August 2022 and annualised voluntary turnover swung back to 13.8%.



Incident and Close Call reporting:

One vehicle related Health and Safety incident in August as a result of a nose to tail at an intersection, classified as minor and without injury – no lost time.

Any other reporting

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

Two kaimahi are currently on a graduated return to work plans, both from sustaining personal injury (one January 2022, one August 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.

OTHER UPDATES/REPORTING

Annual Leave

The **average annual leave balance** across all employees is **110.99 hours**. This is comparable to the same time in 2020 (110.99).

The **annual leave liability** as of 31 August 2022 was **\$522,230.95**.

¹ Turnover is calculated on voluntary exits from ServiceIQ

4. FORMAL MOTION FOR MOVING INTO COMMITTEE

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 24 August 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>	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)(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>	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).
5.3.	Ratification – Te Pūkenga Banking Facilities	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	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

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>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>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 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>
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</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>

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
		prejudice or disadvantage, commercial activities	
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).
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</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).

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
		prejudice or disadvantage, commercial activities	
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		

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.