



Te Pūkenga

Te Pūkenga Work Based Learning Limited

Board Meeting

Date Wednesday, 27 October 2021

Time 12.30 – 3.30pm

Venue Meeting to be held via Zoom

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

In Attendance Toby Beaglehole (WBL Chief Executive)
Fiona Kingsford (TITO Transition Capability Lead)
Vaughan Payne (DCE Operations)
Lyn Butler (WBL Board Secretariat)

Opening Karakia

Timings	Open Agenda	
	1.	Governance
12.30 – 12.40pm	1.1.	Welcome & Apologies (Maryann Geddes)
	1.2.	Directors' Declaration of Interests – Mike King, Grant Florence, Vanessa Eparaima (for approval)
	1.3.	Directors' Register of Interests
	1.4.	Directors' Register of Specific Interests
12.40 – 12.55pm	1.5.	Board Member Introduction – Mike King
	2.	Board Minutes
12.55 – 1.00pm	2.1.	Confirmation of Minutes of the Open Board Meeting held on 29 September 2021
	2.2.	Matters Arising from Previous Open Board Meeting
	3.	Performance Reporting
1.00 – 1.10pm	3.1.	Chief Executive's Verbal Update
1.10 – 1.20pm	3.2.	People, Wellbeing & Safety Report
	4.	General Business
	5.	<i>Formal motion for moving into Committee</i>



TePukenga

Timings	Closed Agenda	
	6.	Board Minutes
1.20 – 1.25pm	6.1.	Confirmation of Minutes of the Closed Board Meeting held on 29 September 2021
	6.2.	Matters Arising from Previous Closed Board Meeting
	7.	Decision Items
1.25 – 1.35pm	7.1.	MITO Transfer Agreement (Sinead Hart)
1.35 – 1.45pm	7.2.	Business Division Reserves (Sinead Hart)
1.45 – 1.55pm	7.3.	Chief Executive's KPIs (John Brockies)
1.55 – 2.05pm	7.4.	COVID-19 (Toby Beaglehole)
	8.	Performance Reporting
2.05 – 2.15pm	8.1.	Chief Executive's Verbal Update
2.15 – 2.25pm	8.2.	Quarterly Financial Reporting (Sean Kirk)
	9.	Information
2.25 – 2.55pm	9.1.	Monthly Division Business Review – Jason Hungerford, BCITO
2.55 – 3.15pm	9.2.	TITO Transition Deep Dive/Review (Fiona Kingsford)
3.15 – 3.20pm	9.3.	TITO Transition Summary (Fiona Kingsford)
	10.	General Business
	10.1.	Ideas and Opportunities
	11.	<i>Formal motion for moving out of Committee</i>

Closing Karakia

1.1. Welcome & Apologies

Poari o Te Pūkenga Work Based Learning Limited Purongo I Report

27 October 2021

Title	Directors' Declaration of Interests Form – Mike King, Grant Florence, Vanessa Eparaima
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 Mike King, Grant Florence and Vanessa Eparaima.
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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:	Mike King
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	04/10/2021
A2B Project Management Ltd	Principal Shareholder & Director	Self	Financial	2002
Summerset Management Group	Employee & Shareholder	Self	Financial	2010
Building and Construction Training Fund	Director (Chair)	Other	Non-financial	2009 (BCITO)
New Zealand Institute of Building	Member	Other	Non-financial	2004
New Zealand Institute of Directors	Member	Other	Non-financial	2014

Name	Nature of Interest	Nature of involvement	Date
Mike King	Deed of Indemnity executed on behalf of the Company	Indemnified person, as defined in the Deed	4/10/2021

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.



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Mike King	Signature	Date 13/10/21
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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

Te Pūkenga Work Based Learning Limited Board

Declaration of Interests Form

Name:	Grant Florence
Position:	Director

Declaration of Interests

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

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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	04/10/2021
NZ Certified Builders Association	Chief Executive	Self	Non-financial	Jan 2012
Industry Training Association Building Incorp	General Manager	Self	Non-financial	Jan 2012
Building and Construction Training Fund (post BCITO)	Director	Self	Non-financial	Jan 2014
Halo Guarantees Limited	Managing Director	Self	Non-financial	Oct 2020

Name	Nature of Interest	Nature of involvement	Date
Grant Florence	Deed of Indemnity executed on behalf of the Company	Indemnified person, as defined in the Deed	4/10/2021

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.



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Grant Florence	Signature	Date 14 th October 2021
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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



Te Pūkenga Work Based Learning Limited Board

Declaration of Interests Form

Name:	Vanessa Eparaima
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	04/10/2021
Forestry and Wood Processing Industry Transformation Advisory Group	Member	Other	Non-financial	07/06/2021
Tuaropaki Power Company	Director	Other	Non-financial	07/06/2021
TPC Holdings	Director	Other	Non-financial	07/06/2021
TUAROPAKI KAITIAKI LIMITED	Director	Other	Non-financial	17/04/2018
TE PŪIA TĀPAPA GP LIMITED	Director	Other	Non-financial	23/01/2018
TŪAROPAKI TRUST	Trustee	Other	Non-financial	04/08/2017
TE WĀNANGA O AOTEAROA	Member, Chair	Other	Non-financial	30/06/2015
RAUKAWA ASSET HOLDING COMPANY LIMITED	Director	Other	Non-financial	01/10/2014
CNI IWI LAND MANAGEMENT LIMITED	Director, co-Chair	Other	Non-financial	24/06/2013
CNI IWI HOLDINGS LIMITED	Director	Other	Non-financial	30/03/2012
CNI IWI HOLDINGS TRUST	Trustee	Other	Non-financial	30/03/2012
RAUKAWA IWI DEVELOPMENT LIMITED	Director, previous Chair	Other	Non-financial	17/06/2010
EPARAIMA RENTAL LIMITED	Director	Personal	Financial	04/12/2009



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WHAKATIKA LIMITED	Director	Personal	Financial	04/01/2009
AROHA NUI PROPERTIES LIMITED	Director	Personal	Financial	05/06/2003
PEGGY HAPI WHANAU TRUST	Trustee, secretary	Personal	Financial	12/12/2003

Name	Nature of Interest	Nature of involvement	Date
Vanessa Eparaima	Deed of Indemnity executed on behalf of the Company	Indemnified person, as defined in the Deed	4/10/2021

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.		
Vanessa Eparaima	Signature	Date 20/10/2021

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

Te Pūkenga Work Based Learning Board

Register of Interests

as at 27 October 2021

	Member	Chairperson/ Deputy Chairperson / Member
1.	John Brockies (Chairperson)	<p><u>Disclosure of Member's Interests (if any) in relation to matters being considered by WBL Board under these resolutions</u></p> <p>Director Branz Inc, Branz Ltd, Branz Pty Ltd</p> <p>Director Resolve Group Ltd</p> <p>Director Walworth Ltd</p> <p>Chair Waiari Project Advisory Board (Tauranga City Council)</p> <p>Chair Te Maunga Project Advisory Board (Tauranga City Council)</p> <p>Trustee Natomi Family Trust</p> <p>Director Northland Polytechnic Limited (NorthTec)</p> <p>Director Te Pūkenga Council</p> <p>Member Australian Institute of Directors</p> <p>Chair Te Pūkenga Work Based Learning Limited Board</p>
2.	Murray Strong (Member)	<p><u>Disclosure of Member's Interests (if any) in relation to matters being considered by WBL Board under these resolutions</u></p> <p>Chairperson Centre of Digital Excellence</p> <p>Director National Infrastructure Service, Wellington</p> <p>Director Tai Poutini Polytechnic Limited (TPP)</p> <p>Director The Open Polytechnic of New Zealand Limited</p> <p>Independent Chairman Southern Lakes Events Investment Panel - effective 1 November</p> <p>Chairperson Te Pūkenga Council</p> <p>Member Te Pūkenga Work Based Learning Limited Board</p>
3.	Mary-Ann Geddes (Member)	<p><u>Disclosure of Member's Interests (if any) in relation to matters being considered by WBL Board under these resolutions</u></p> <p>Director ServiceIQ</p> <p>Director Ara Institute of Canterbury Limited (Ara)</p> <p>Director Otago Polytechnic Limited</p> <p>Director Southern Institute of Technology Limited (SIT)</p>

	Member	Chairperson/ Deputy Chairperson / Member
	Director Te Pūkenga Council	
	Member Te Pūkenga Work Based Learning Limited Board	
4.	Bryn Thompson (Member)	
	<u>Disclosure of Member's Interests (if any) in relation to matters being considered by WBL Board under these resolutions</u>	
	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	
	Member Te Pūkenga Work Based Learning Limited Board	
5.	Brian Warren (Member)	
	<u>Disclosure of Member's Interests (if any) in relation to matters being considered by WBL Board under these resolutions</u>	
	Director Ashburton Contracting Ltd	
	Member Te Pūkenga Work Based Learning Limited Board	
	Director Rock and Pillar Ltd	
	Board Member Civil Trades Board (Division of CCNZ)	
6.	Mike King (Member)	
	<u>Disclosure of Member's Interests (if any) in relation to matters being considered by WBL Board under these resolutions</u>	
	Member Te Pūkenga Work Based Learning Limited Board	
	Chief Executive NZ Certified Builders Association	
	General Manager Industry Training Association Building Incorp	
	Director Building and Construction Training Fund (post BCITO)	
	Managing Director Halo Guarantees Limited	
7.	Grant Florence (Member)	
	<u>Disclosure of Member's Interests (if any) in relation to matters being considered by WBL Board under these resolutions</u>	
	Member Te Pūkenga Work Based Learning Limited Board	
	Principal Shareholder & Director A2B Project Management Ltd	
	Employee & Shareholder Summerset Management Group	

	Member	Chairperson/ Deputy Chairperson / Member
	Director (Chair)	Building and Construction Training Fund
	Member	New Zealand Institute of Building
	Member	New Zealand Institute of Directors
8.	Vanessa Eparaima (Member)	
	<u>Disclosure of Member's Interests (if any) in relation to matters being considered by WBL Board under these resolutions</u>	
	Member	Te Pūkenga Work Based Learning Limited Board
	Director	Te Pūkenga Work Based Learning Limited
	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	Tūaropaki 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

1.5. Board Member Introduction - Mike King



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Te Pūkenga Work Based Learning Limited

Minutes of Board Meeting Wednesday, 29 September 2021 at 12.30pm

Minutes

These are the minutes of a meeting of the Te Pūkenga Work Based Learning Board held on Wednesday, 29 September 2021 via Zoom.

Present

Board Members John Brockies (Chair)
 Mary-Ann Geddes
 Bryn Thompson
 Brian Warren

Apologies Murray Strong

In Attendance Fiona Kingsford (Acting WBL CEO)
 Vaughan Payne (Deputy Chief Executive Operations, Te Pūkenga)
 Lyn Butler (WBL Board Secretariat)

Quorum

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

Open Agenda

Karakia

The Chair opened the meeting with a karakia.

1. Governance

1.1 Welcome/Apologies/Notices

Apologies noted from Murray Strong, due to a long standing commitment prior to this meeting being scheduled.

1.2 Director's Declaration of Interests – Brian Warren

Resolved

The WBL Board approved the Directors' Declaration of Interest Form for Brian Warren, with the addition of 'Board Member – Civil Trades Board'.

Moved: John Brockies

Seconded: Mary-Ann Geddes

CARRIED

1.3 Directors' Register of Interests

No further updates were advised to the Directors' Register of Interests.



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1.4 Directors' Register of Specific Interests

No conflicts with matters on the agenda were declared.

The Chair advised that he had sought clarification from Director, Legal & Risk as to whether Directors had a specific conflict with the Directors' Fees Adjustment item to be discussed in the Closed agenda. Confirmation was received that they did not.

1.5 Board Member Introduction – Brian Warren

Mr Warren outlined his background and experience in the infrastructure sector, with focus over many years on creating an environment to enable people to succeed on their chosen path. Experience at Connexis has highlighted the importance of pastoral care, sector promotion and women in trades. Vision for WBL will be challenging in the short term integrating TITOs into one organisation, together with maintaining continuity and ongoing commitment to training people.

WBL Board expressed an interest in connecting social procurement guidelines in various industries.

The Chair thanked Mr Warren for his introduction.

2 Board Minutes

2.1 Confirmation of Minutes of the Open Board Meeting held on 23 August 2021

Resolved

The WBL Board approved the Minutes of the Open Board Meeting of Work Based Learning Limited held on 23 August 2021 as a true and correct record of the meeting.

Moved: John Brockies

Seconded: Mary-Ann Geddes

CARRIED

3 Performance Reporting

3.1 Chief Executive's Verbal Update

The Chief Executive provided a verbal update on the Connexis transition, which has progressed well with no issues to note.

Competenz and Connexis Business Divisions have reported no impact on training numbers or projected growth due to COVID restrictions, which will continue to be closely monitored.

BCITO are on track for transitioning on 4 October. Due to COVID restrictions, an online Welcome will be held, followed by a formal Powhiri in November.

Joint WBL and TITO Chief Executives' Meeting was held last month, which also included TITOs yet to transition to work on Day 2 activity. Formal Terms of Reference have been agreed.

Resolved

The WBL Board received the Chief Executive's verbal update.

Moved: John Brockies

Seconded: Brian Warren

CARRIED

4 General Business

4.1 Draft WBL 2022 Board Meeting Schedule

Proposed dates for 2022 Board Meetings were discussed. It was agreed that these meetings should be scheduled as outlined, noting that Mary-Ann Geddes is unable to attend February and June meetings. Board workshops will be scheduled at a later date.

Resolved

The WBL Board approved the WBL 2022 Board Meeting Schedule as outlined.

Moved: John Brockies

Seconded: Bryn Thompson

CARRIED

5 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
6.	Board Minutes		
6.1.	Minutes from Public Excluded Meeting of 23 August 2021	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 the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
6.2.	Minutes from Public Excluded Extraordinary Meeting of 10 September 2021	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 the Council is specified, in Schedule 2 of



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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
		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	LGOIMA, as a body to which LGOIMA applies).
6.3.	Matters Arising from Previous Public Excluded Meeting	<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 the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
7.	Decision Items		
7.1.	Director's Fees Adjustment	<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>9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</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 the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
7.2.	WBL Chief Executive KPIs	<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>9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</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 the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.	Performance Reporting		
8.1.	Chief Executive's Update	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	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 the Council is



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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>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>specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
9.	Information		
9.1.	Monthly Division Business Review - Connexis	<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 the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
9.2.	Update on Operating Model & Engagement Timeline	<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 the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
9.3.	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 the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
10.	General Business		
10.1.	Ideas & Opportunities	<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</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 the Council is</p>



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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
		any organisation or employees of any organisation in the course of their duty Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
<p>The Chair also moved that certain employees from Te Pūkenga Work Based Learning Limited, namely Vaughan Payne, Fiona Kingsford 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>Moved: John Brockies Seconded: Brian Warren</p> <p>Close of open session of meeting at 1.15pm Closed session commenced at 1.15pm and closed at 3.20pm</p>			

John Brockies, Chair

Date

Te Pūkenga Work Based Learning Limited Board

Public Action Items as at 29 September 2021

Action #	Meeting Date	Agenda Item	Action	Responsible	Status	Due Date
#1	29/9/21	Directors' Declaration of Interests	<ul style="list-style-type: none">Brian Warren: add 'Board Member – Civil Trades Board'.	Board Secretary	Closed	October
#2	29/9/21	2022 WBL Board Meetings	<ul style="list-style-type: none">2022 WBL Board Meetings to be scheduled, noting apologies from Mary-Ann Geddes for February and June meetings.	Board Secretary	Closed	October

3.1. Chief Executive's Verbal Update

Poari o Te Pūkenga Work Based Learning Limited Pūrongo I Report

27 October 2021

Title	People, Wellbeing & Safety Report - September
Provided by	Matt Bagshaw, WBL TITO Transition P&C Lead
For	Approval

Te Taunaki | Recommendation(s)

It is recommended that the WBL Board:

a.	Approve the structure and format of the WBL Monthly People, Wellbeing and Safety Report.
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Background

This report contains actual reporting up to Sep '21. Given this is the first People & Culture / Health & Safety WBL Ltd Board report, this will also be our template for future monthly Board reporting. The Board are therefore requested to review the proposed metrics and approach, and to provide feedback as appropriate. If there is additional information you would like in the quarterly report, we will seek to capture that in the Board meeting.

Advice on safety and wellbeing metrics was sought from Garth Gulley, Health Safety & Wellbeing Lead at Te Pūkenga. He shared his vision of a more holistic approach utilising the Te Whare Tapa Whā framework as shown below. We have augmented that with some further information about headcount and turnover.

Detail

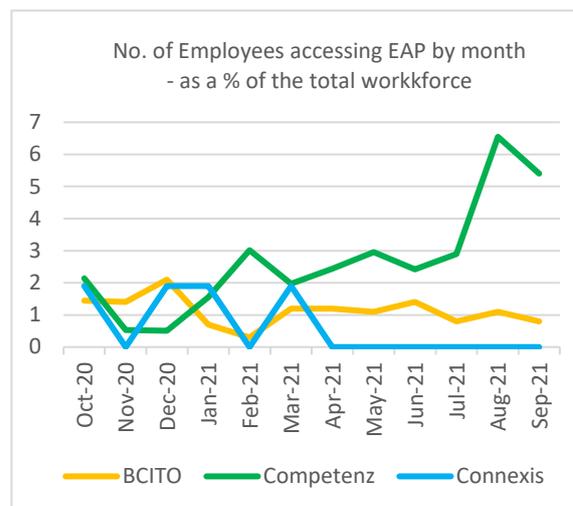
Te Whare Tapa Whā – Safety & Wellbeing

Taha wairua | Spiritual

Proposed metrics: *(for Board consideration)*

- Team building & internal connection activities
- Environmental support activities
- Belonging / inclusion activities

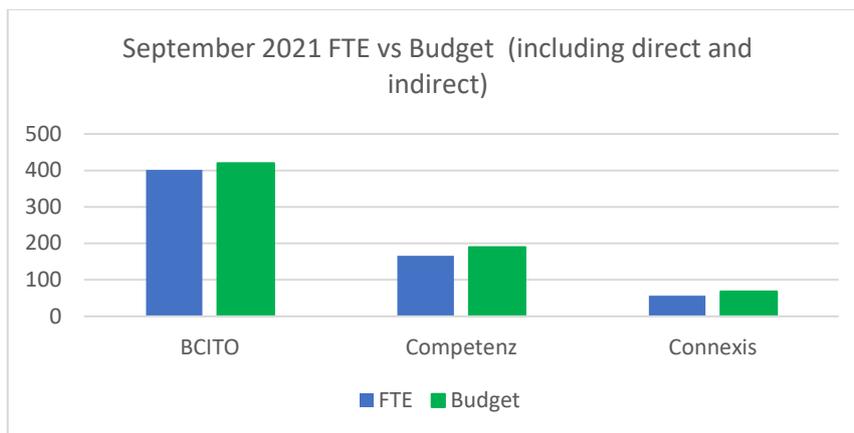
Taha hinengaro | Mental & emotional



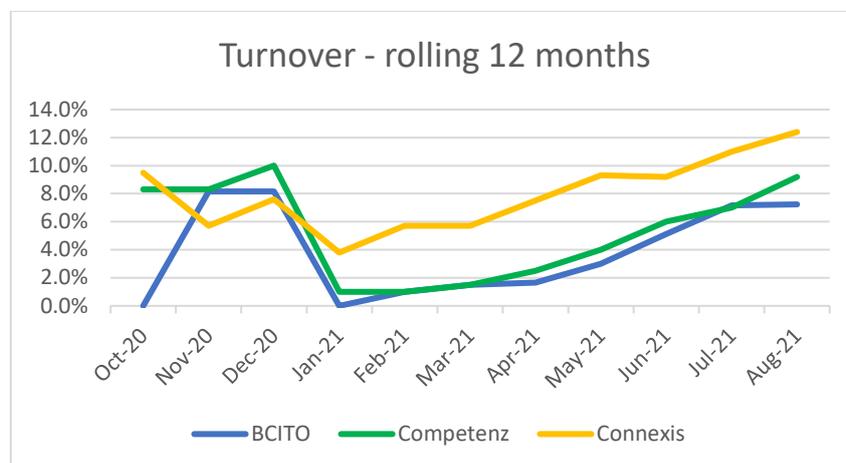
<p>Taha tinana Physical</p> <p>Proposed metrics: <i>(for Board consideration)</i></p> <ul style="list-style-type: none"> - Attendance. Salaried and Annual Leave hours as a % of total hours. (total hours, includes LWOP and Sick Leave) - % of drivers who drove without speeding or harsh braking receive merit points for safe driving. Report on merit points given each month 	<p>Taha whānau Family & social</p> <p>Proposed metrics: <i>(for Board consideration)</i></p> <ul style="list-style-type: none"> - % of people who have taken at least 2 weeks of annual leave this year. (Or in the previous 12 months rolling) - Flexibility decisions and actions. E.g birthday leave, half day Friday, reduced hours or - other initiatives that support employees.
<p>Whenuā Foundational and capability</p> <p>Proposed metrics: <i>(for Board consideration)</i></p> <ul style="list-style-type: none"> - Engagement survey results across all Business divisions - Diversity and inclusion survey scores across divisions - Proactive safety training e.g. Site safe 5 x 5, Driver training, H&S Reps (qual level) 	

People & Culture/HR

FTE vs. Budget (including direct & indirect)



Attrition



Commentary

BCITO

Labour Turnover is quite high due to 14 employees going to the WDCs.

Competenz

Headcount for September does not include those employees who have remained in the Competenz Trust. We will have a clearer picture of actual versus budgeted headcount in October once transfers to WDCs are finalised and our new LD&I roles are in place.

Labour turnover. To the end of September we have had eighteen voluntary departures giving an LTO rate of 10%.

Connexis

Labour turnover has crept upwards in September, having been at or under 10% for the past year, due to a small number of people moving into (unmatched) roles in a WDC.

EAP Services is well promoted across and within Connexis. There has been no use of EAP Services in last 6 months, which was unexpected given the RoVE transition and recent lockdowns in Auckland.

4. General Business

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
6.	Board Minutes		
6.1.	Minutes from Public Excluded Meeting of 29 September 2021	<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).
6.2.	Matters Arising from Previous Public Excluded Meeting	<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).

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
7.	Decision Items		
7.1.	MITO 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>	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).
7.2.	Business Division Reserves	<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.	WBL Chief Executive KPIs	<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>9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</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).
7.4.	COVID-19	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
8.	Performance Reporting		
8.1.	Chief Executive's 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).
8.2.	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).
9.	Information		
9.1.	Monthly Division Business Review - BCITO	<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).
9.2.	TITO Transition Deep Dive	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
		Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	
9.3.	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).
10.	General Business		
10.1.	Ideas & Opportunities	<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).

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.