

Te Pūkenga Work Based Learning Limited Board Meeting

Date	Friday, 29 July 2022	
Time	12.30 – 3.15pm	
Venue	The Community Room, MITO, 3/50 Customhouse Quay, Wellington & via Zoom	
Board Members	Bryn Thompson (Acting Chair) Grant Florence Mike King Andrew Clearwater John Brockies (Zoom)	Murray Strong Brian Warren Bruce Robertson Maryann Geddes (Zoom)
Apologies	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
	2.	Board Minutes
12.35 – 12.40pm	2.1.	Minutes of the Open Board Meeting – 25 May & 22 June 2022
	2.2.	Action Items Register - Open
	3.	Performance Reporting
12.40 – 12.50pm	3.1.	Chief Executive's Report
12.50 – 1.00pm	3.2.	People Wellbeing & Safety Report
1.00 – 1.05pm	4.	<i>Formal motion for moving into Committee</i>

Te Pūkenga Work Based Learning Board

Register of Interests as at 29 July 2022

Name	Interest
John Brockies Chairperson	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)
Murray Strong Member	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
Mary-Ann Geddes Member	Director ServiceIQ 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
Bryn Thompson Member	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
Brian Warren Member	Director Te Pūkenga Work Based Learning Limited Board Director Rock and Pillar Ltd Board Member Civil Trades Board (Division of CCNZ)

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 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
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 Service IQ Chair Christchurch Casino Ltd Chair Hospitality Training Trust Independent Trustee Tourism Industry NZ Trust Chair Go with Tourism Industry Advisory Group



Te Pūkenga Work Based Learning Limited Board

Register of Specific Interests as at 29 July 2022

Specific disclosures (to be regarded as having a specific interest in the following transactions)

[illegible]

Minutes of the Te Pūkenga Work Based Learning Limited Board Meeting

held on Wednesday, 25 May at 12.30pm
at 277 Broadway, Newmarket, Auckland & via Zoom

Present

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

Apologies

In Attendance	Toby Beaglehole (WBL CEO)
	Vaughan Payne (Deputy Chief Executive Operations, Te Pūkenga)
	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 for lateness from Vanessa Eparaima, who will join the meeting at 1pm. Apologies from Murray Strong and Vaughan Payne who will be departing the meeting at 3pm.

1.2 Directors' Register of Interests

No updates were advised.

1.3 Directors' Register of Specific Interests

Noted.

2 Board Minutes

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

Resolved

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

Moved: Andrew Clearwater

Seconded: Mike King

CARRIED

2.2 Matters Arising from Previous Open Board Meeting

Noted.



Te Pūkenga

3 Performance Reporting

3.1 Chief Executive's Verbal Update

The Chief Executive provided an update on the following:

- Service IQ – on track for 1 July.
- Careerforce – draft Transfer Agreement underway.
- HITO – yet to be confirmed.
- Skills Org – Transfer Agreement to be discussed later in meeting.
- Primary ITO – discussions are continuing.
- Change Programme to be discussed in detail later.
- Ongoing relationships with broader network are continuing, plus working with various ITPs on different initiatives.
- Business Divisions are holding Stakeholder Group Meetings plus preparing a summary pack around transition, progress and benefits of Unified Funding System which will be shared with industry.
- WBL SLT & Leadership Teams Hui held in Wellington recently to support people as leaders, working across Divisions, TITOs yet to transition and across the broader Te Pūkenga network. Positive feedback has been received from attendees.

The Board requested that a two page CEO Report be provided for future meetings.

Resolved

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

Moved: Bruce Robertson

Seconded: Bryn Thompson

CARRIED

3.2 People, Wellbeing & Safety Report

Turnover is now provided as YTD figure. Connexis appeared high last month, partly due to capturing change from 2021. Rolling rate will continue to climb and is likely to track around 15% by year end.

Discussion around vacancies and any potential impact on service delivery in regard to field roles. The Board acknowledged that there are and will continue to be challenges around staff retention, though some movement is within Business Divisions. P&C are actively recruiting for 38 vacancies. All WBL roles are fixed term and are also advertised within the ITP network.

2022 has seen a fall in ITP domestic enrolments, whereas WBL is still experiencing growth. ITPs currently have 20% vacancies with no growth to recruit. WBL's initiative of opening up any vacancies to the network provides good opportunities for ITPs. Noted that secondments could be an alternative option to fixed term.

CEO to clarify quantum, which roles and where vacancies sit within WBL.

The Budget announcement included changes to the Unified Funding System (UFS) with particular focus on in work training and development. Increased budget allocation could expect further growth in on-job training requirements and apprentices. WBL therefore requires an increased focus on recruitment in preparation for this.

The Board are keen to learn more to ensure service delivery grows as planned in a tight market, including consideration of a Policy change if required to address this important topic.



Te Pūkenga

Noted that speeding in work vehicles has previously been identified as one of higher risks by the Business Division Health & Safety Committees, necessitating a Policy and process to be introduced for continued issues. GPS tracking provides detailed information in this regard.

Resolved

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

Moved: Grant Florence

Seconded: Brian Warren

CARRIED

Vanessa Eparaima joined the meeting

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
8.	Board Minutes		
8.1.	Minutes from Public Excluded Board Meeting of 29 April 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).
8.2.	Action Items Register – Public Excluded	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the 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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).



Te Pūkenga

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
		supplied or who is the subject of the information	
9.	Decision Items		
9.1.	WBL Annual Report	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	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.	WBL Financial Statements 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)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	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).
9.3.	WBL 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 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	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).
9.4.	WBL Change Programme Summary & Budget	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)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	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).
9.5.	Skills Transfer Agreement	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the	That the public conduct of this item would be likely to result in the disclosure of information for



Te Pūkenga

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
		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)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	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.	Performance Reporting		
10.1.	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 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	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).
11.	Information		
11.1.	WBL Business Division Reporting	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)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	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).
11.2.	TITO Transition Summary	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)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	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).
11.3.	Central Otago Regional Trial 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 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



Te Pūkenga

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
		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	Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
11.4.	WBL Collaboration Initiatives	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)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	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).
12.	General Business		
<p>The Chair also moved that certain employees from Te Pūkenga Work Based Learning Limited, namely Toby Beaglehole, Vaughan Payne and Lyn Butler be permitted to remain at the meeting after the public has been excluded, because of their specific knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters.</p> <p>Sinead Hart and Sean Kirk will join the meeting during the public excluded session to speak to specific items as required.</p> <p>Moved: John Brockies Seconded: Bruce Robertson</p> <p>The open session closed at 1.03pm and the public excluded session commenced at 1.07pm.</p>			

John Brockies, Chair

Date

Minutes of the Te Pūkenga Work Based Learning Limited Board Meeting

held on Wednesday, 22 June 2022 at 12.30pm
at 277 Broadway, Newmarket, Auckland & via Zoom

Present

Board Members	Bryn Thompson (Acting Chair)	Mike King
	Andrew Clearwater	Vanessa Eparaima
	Grant Florence	
	Brian Warren	

Apologies	John Brockies
	Maryann Geddes
	Bruce Robertson
	Murray Strong

In Attendance	Toby Beaglehole (WBL CEO)
	Lyn Butler (WBL Board Secretariat)

The acting Chair noted that a quorum of members was not currently present at the meeting, with Brian Warren experiencing technical difficulties. The meeting was declared open and Vanessa Eparaima followed with a karakia.

Open Agenda

1. Governance

1.1 Welcome/Apologies/Notices

Apologies from John Brockies, Maryann Geddes, Bruce Robertson and Murray Strong.

1.2 Directors' Register of Interests

No updates were advised.

1.3 Directors' Register of Specific Interests

Noted.

2 Board Minutes

2.1 Confirmation of Minutes of the Open Board Meeting held on 25 May 2022

Due to a lack of quorum, these Minutes will be approved at the July Board meeting.

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 and the Chief Executive provided an update as follows:

- The Te Pūkenga new organisational structure is due to be released shortly.
- ServiceIQ will transition on 1 July, with other TITOs following later in the year.
- WBL Change Programme work is almost at capacity, with a focus on bringing work based and campus based learning together.

The Board noted the Chief Executive's report.

3.2 People, Wellbeing & Safety Report

Consolidated reporting is still in progress, with a template being provided to the Business Divisions in order to standardise reporting.

Positive results from the recent Staff Engagement Survey were noted, as were the significant time demands on ELT.

The Board noted the People, Wellbeing & Safety Report for April.

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

It was moved by the acting 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:

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8.	Board Minutes		
8.1.	Minutes from Public Excluded Board Meeting of 25 May 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).
8.2.	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



Te Pūkenga

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>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>
9.	Decision Items		
9.1.	WBL 2021 Annual Report & Auditor'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>
9.2.	WBL Te Pūkenga Banking Facilities	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(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>
10.	Performance Reporting		
10.1.	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>



Te Pūkenga

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	
11.	Information		
11.1.	Te Pūkenga Operating Model	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).
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11.3.	WBL Change Programme 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 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	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).
11.4.	TITO Transition Summary	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)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	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).
12.	General Business		
The Chair also moved that certain employees from Te Pūkenga Work Based Learning Limited, namely Toby Beaglehole and Lvn Butler be permitted to remain at the meeting after the public has been excluded, because of			



Te Pūkenga

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.

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

Moved: Bryn Thompson
Seconded: Grant Florence

The open session closed at 1.00pm and the public excluded session commenced at 1.02pm.

Bryn Thompson, Acting Chair

Date

DRAFT

Te Pūkenga Work Based Learning Limited Board
Action Items as at 29 July 2022 - Open

Action #	Meeting Date	Agenda Item	Action	Responsible	Due Date	Status
#22	22/6/22	Minutes Open Meeting – 25 May 2022	<ul style="list-style-type: none">Due to a lack of quorum for the open meeting, these Minutes will be approved at the July Board meeting.	Chair	July	<i>On Agenda</i>

Poari o Te Pūkenga Work Based Learning Limited Board Report

29 July 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 June 2022.
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Summary

This report provides a June 2022 update for WBL business as usual performance, progress with TITO transition, and the Change Programme, which itself reflects WBL's core strategies.

WBL Performance

Operational performance is captured in the Business Division reporting, which now includes an update from ServiceIQ (acknowledging they joined on 1 July). Our strong financial performance continues, acknowledging that the later arriving TITOs may impact on this.

The consultation process on the future Te Pūkenga organisational structure was scheduled to commence in July, though that has recently been delayed. Good preparation was completed in June, which will need to be rescheduled once new dates are confirmed. As noted previously, the change journey becomes increasingly complex for all TITOs transitioning in September and October.

TITO Progress

Progress remains satisfactory for all ongoing TITO transitions. We are gaining greater visibility of TITO financial performance, and Transfer Agreements are on track (and submitted in this Board pack). TEC Council approval has been forthcoming, with WBL Board the final internal step.

- ServiceIQ (1 July) was completed as planned and will be covered in the July report.
- CareerForce (1 September) Transfer Agreement negotiations are progressing constructively, though a delay is now anticipated in final signing (15 August) as CareerForce need to seek shareholder approval, being the only corporate entity joining WBL.
- A verbal update will be made regarding Primary ITO (1 October) Board approval of their Transfer Agreement.

- Skills remains a complex transition of different teams, with individuals within those teams in various cases seeking to transition early. We remain on track to transition those teams into the relevant Ako networks, meaning migration into Connexis and ServiceIQ.
- In June, HITO have formally confirmed their transition into WBL.

Change Programme

WBL's change programme is split into Purposeful Alignment (within WBL) and Change Leadership (embracing Te Pūkenga's future state). Detail is provided in the Change Programme Overview, Activity Summary table, and Change Programme Dashboard. These have been modified to better reflect both progress against objectives and financial costs as requested by the Board.

Acknowledging the Board's encouragement to ensure resources match additional change needs, WBL has employed Fiona Kingsford (founding CE of WBL and ex-CE of Competenz) as Transition Director, Integration, to provide leadership and focus around the process of integrating WBL into Te Pūkenga, particularly having regard to recent leadership and directional changes within our parent.

Poario Te Pūkenga Work Based Learning Limited Pūrongo Report

29 July 2022

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

Te Taunaki | Recommendation(s)

It is recommended that the WBL Board:

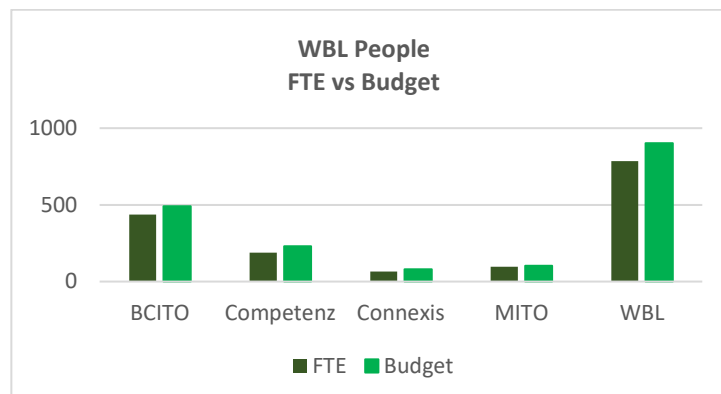
a.	Receive the People, Wellbeing and Safety Report for June 2022.
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What has been working well	What to focus on
ServiceIQ Transition	Skills Transition
WBL P&C Collaboration	Preparation for Te Pūkenga Consultation
	WBL People & Leader support

The following report summarises the People, Wellbeing & Safety activity across the four Divisions of WBL. Detailed division reports are provided for BCITO, Competenz, and Connexis, with MITO to follow next month. Service IQ's monthly report will also be included from August following their transition into WBL on 1 July 2022.

Employee Numbers

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

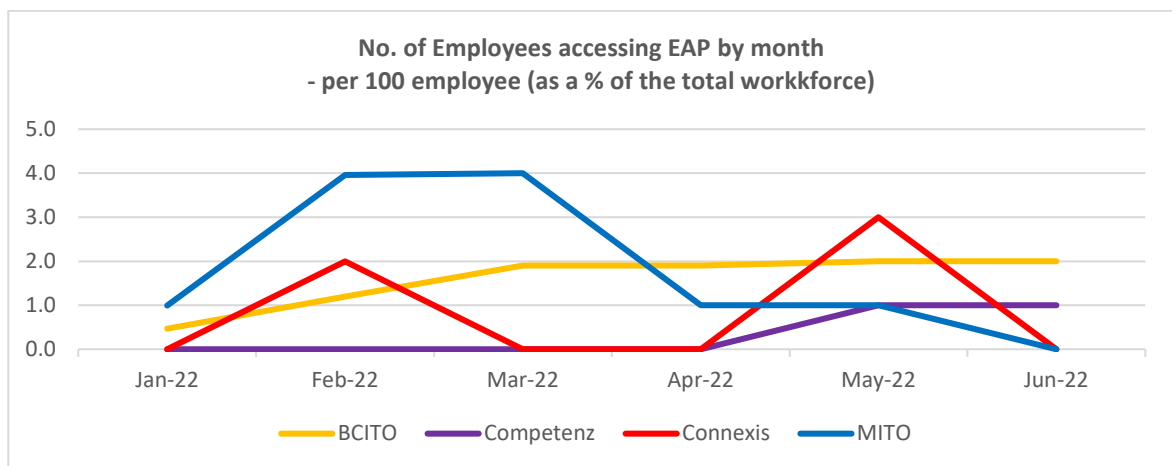


All divisions continue to be active with recruitment, in total, thirty positions are being recruited across WBL. Though we continue to recruit in a tight market, good candidates are being sourced, but the days to recruit have increased along with the use of external recruitment agencies. We share all open positions across the wider Te Pūkenga network each week.

Te Whare Tapa Whā

Taha hinengaro Mental & emotional

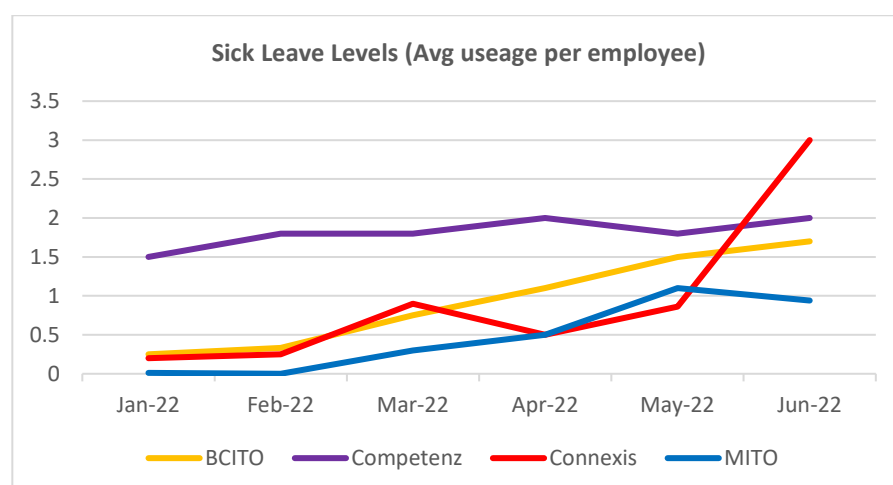
EAP Usage



EAP usage for WBL people is shown in the above graph. Of our 786 employees, approximately five have used EAP services in the past month. This is on par with other organizations and relative to previous months.

Of note also, that above this, BCITO makes EAP services for employers and learners available, where requested.

Sick Leave

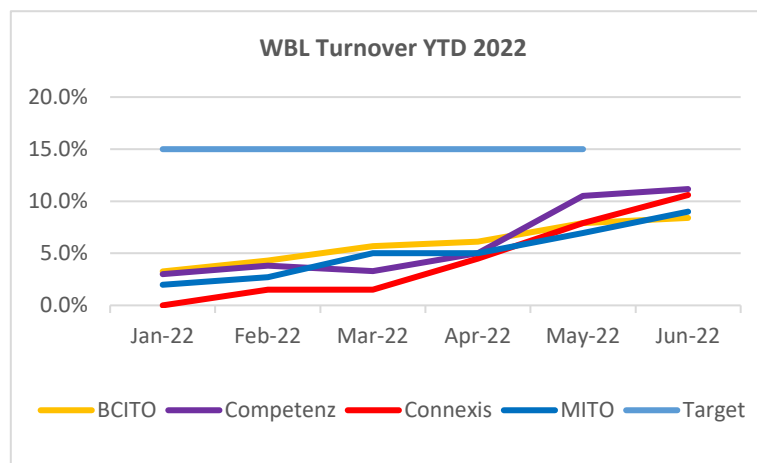


Sick Leave levels for WBL people have continued to increase over the past month, a reflection of the increasing levels of COVID-19, flu, and colds being experienced across New Zealand. Employees are being supported through this and reminded of the importance of rest and recovery. Levels, however, remain at the lower end of usage for an organisation of our size.

Taha tinana

Physical

Turnover

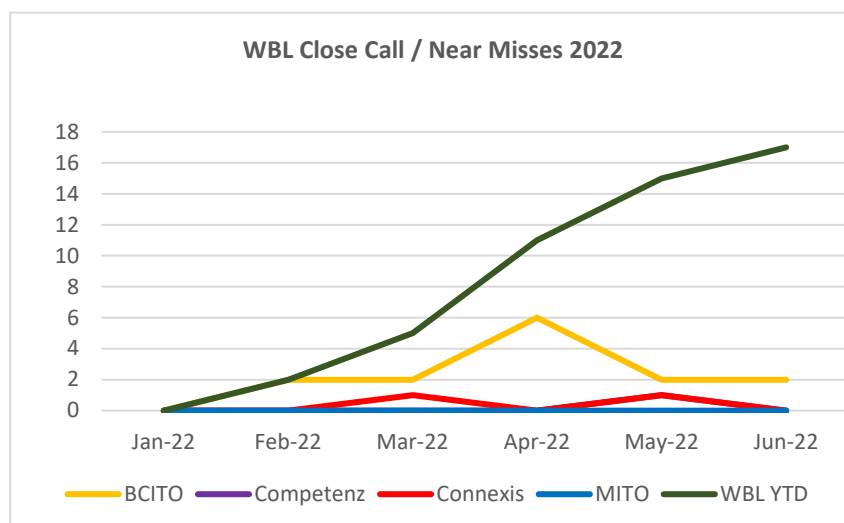


Turnover levels across the divisions remain similar, and at expected levels, given the level of change and active labour market. We continue to monitor this carefully, particularly as we move into the upcoming Te Pūkenga consultation.

Taha tinana

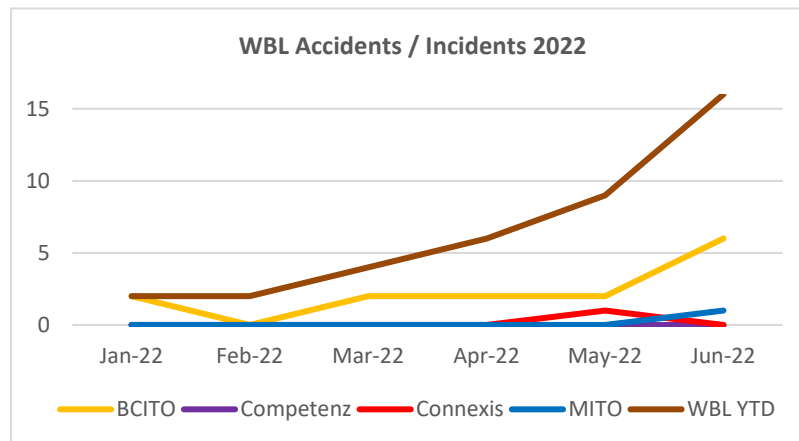
Physical cont.

Incident and Close Call reporting:



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

The two close calls reported in June related to vehicles in the BCITO Division. The cumulative total is lower than we'd expect, and discussions continue with P&C Leads across WBL about the importance of accurate reporting of close calls and incidents.



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

Of the seven incidents reported (six BCITO and one MITO), vehicles continue to be the key factor. This month, six of the incidents related to minor vehicle incidents (three while vehicles were parked, one while reversing, and one on turning), none of which resulted in injuries. The other incident occurred when an employee tripped while completing a field visit, sustaining a minor neck injury.

Across the Divisions, several preventative actions are taken for the management of Driver Safety. This includes various vehicle and driving policies, the process and selection of vehicles, various and ongoing training, and GPS speed and user tracking.

Covid Learnings

The P&C Leads across the Divisions were surveyed for their thoughts on the key learnings in managing Covid, that could apply more broadly to similar crisis events, for our organisation, people, learners, and employers. The following list provides a summary of their thoughts:

- Priority is keeping our people safe
- Proactive and open communications with employees in various mediums, which is understanding/empathetic to various employee needs and focused on keeping strong connections
- Ensuring that we are aligned with both the government and expert advice as a minimum
- Proactive and open communication with customers and stakeholders
- Approaches need to be flexible and agile to respond to tight government turnarounds
- That timely actions are taken to reduce the risk of contracting COVID-19 in the workplace by implementing operating protocols
- Ensuring employees have the equipment and resources required to keep them safe in the workplace (face coverings, sanitizer, PPE equipment, RAT kits)
- Acknowledging COVID fatigue and implementing strategies to support team members impacted
- Create collaboration across the Divisions to share information, resources, and practices to bring about alignment and consistency
- Provide general care and support to employees
- Getting people back into the office is a gradual process but that in-person connection is important for team culture/morale

- Understanding the changes the mindset from thinking about working from home as an emergency or workaround situation to normalizing this as part of the way people work. It helps to give people certainty about their work routine while allowing sufficient time for direct contact and wider team engagement.

A key point raised by the group, is that the management of Covid is still ongoing today, with numbers increasing across New Zealand with the latest wave, our workplaces continue to be impacted.

OTHER UPDATES

- In June we developed and began the implementation of the WBL Engagement & Support Plan for the Te Pūkenga consultation on the proposed organisation structure. Though the consultation is not owned by the WBL, it is important that our people are prepared, engaged, and understand the process and contents of the proposal.
- In early June, the first three piloted regional networking sessions were launched. This brought together field people from across the divisions to hear about how each operates and share strengths, opportunities, and challenges. Feedback was very positive with more of these sessions planned for across the country, to support the connection and collaboration of our field teams.
- Our second Senior Leadership Team Hui occurred in June. Te Pūkenga DCE's Warwick Quinn and Tania Winslade presented, providing insight for the group on their work programs and opportunity for the leaders to provide feedback directly. These Hui further develop and support this key group of leaders, while also building on the connections.
- The BCITO Internal LMS Waka Hui (Canvas Platform) has been made available to all other divisions and where possible, opportunities to share learning and development opportunities across WBL people if being taken. We will continue to build on this as the year proceeds.

Appendix 1: BCITO People, Wellbeing & Safety Report

PEOPLE AND CULTURE REPORT

Highlights

Working well	Things to focus on
The team is managing to recruit some good people in a very tight labour market including recruiting some hard-to-fill positions in the IT area.	Supporting our people with the upcoming Te Pūkenga Consultation process which takes place on 19 July 2022.
Working with the committee to get the staff conference programme together. Our people are really looking forward to the conference and I suspect it will be the highlight of the year for many people.	As an outcome of the WBL People Engagement Survey, we have organised a Kōrero for our people at the BCITO. We will be addressing the positive highlights of the recent survey but also acknowledging what we can improve on.
Updating the fixed-term recruitment policy for our people in the field and making all roles permanent has been thankfully received and it will make it easier to recruit Training Advisors, especially in provincial New Zealand.	Working through the remuneration process which will be paid to our people on 25 August 2022 backdated to 1 July 2022.

BAU update

Employee numbers

BCITO Division – Employee Makeup					
	Permanent	Fixed Term	Current All	Recruitment	Total
CEO	2	0	2	0	2
Customer Experience Group	332	20	352	8	360
Te Kahui Whakawhitinga	31	0	31	0	31
Finance Group	6	1	7	0	7
Digital Group	31	0	31	0	31
People & Culture Group	9	4	13	2	15
TOTALS	411	25	436	10	446

Employee turnover

	2022	2021
No of Terminations YTD	36	57
Total Turnover Ratio YTD	8.4%	13.79%
No. Voluntary Terminations YTD	36	55
Voluntary Turnover Ratio YTD	8.4%	13.29%
Voluntary Turnover Ratio Target	< 15%	< 15%

Absenteeism

2022

Rate per Employee YTD	1.7
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Cost of Sick Leave YTD	\$201,190
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The cost of sick leave remains high due to the continuing surge of Omicron across the country. We continue to see high numbers of people away due to this.

2021

Rate per Employee YTD	1.75
Cost of Sick Leave YTD	\$133,909

Annual Leave Liability

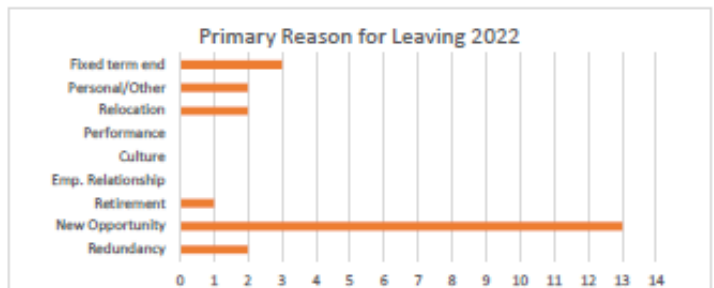
	2022	2021 (end)
No. Employees with 20+ days owing	70	100+
Current Annual Leave Liability	\$1,971,318	2,221,875
Leave days per employee June	12.7 days	
Leave days per employee May	11.5 days	15.02(Nov)

I am working with our Leaders on implementing a leave plan for our people who have high annual leave balances.

Appendix 2: Competenz People, Wellbeing & Safety Report

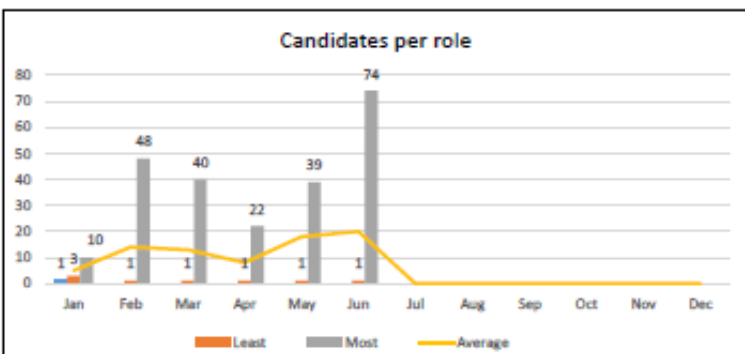
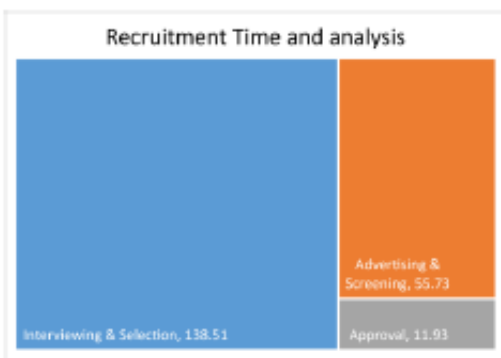
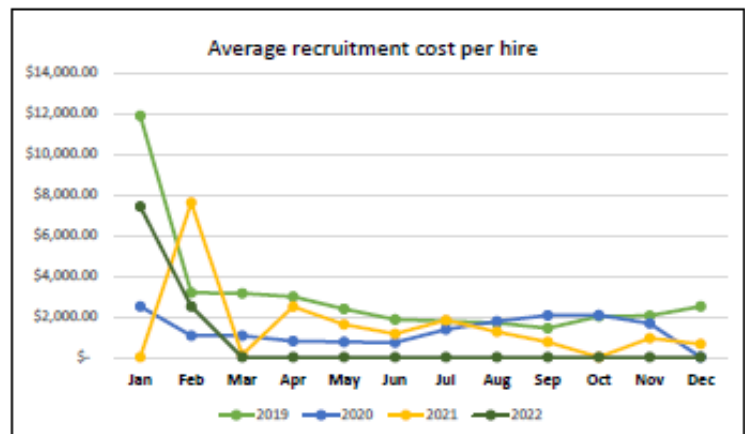
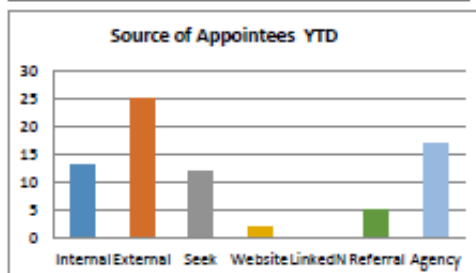
HEADCOUNT AND TURNOVER

	Budget	Curr.	FTE	LTO YTD 2022
SLT	9	8	8	49%
Industry Training	97	80	77.45	5%
Learning Design & Innovation	32	30	30	10%
Employer and Learner Experience	60	53	49.80	4%
Finance	9	8	8	0%
People and Culture	6	5	5	86%
Nga Kalurungi	1	1	1	0%
Strategic Advisory	16	13	13	8%
Totals	280	188	182.18	20.2%



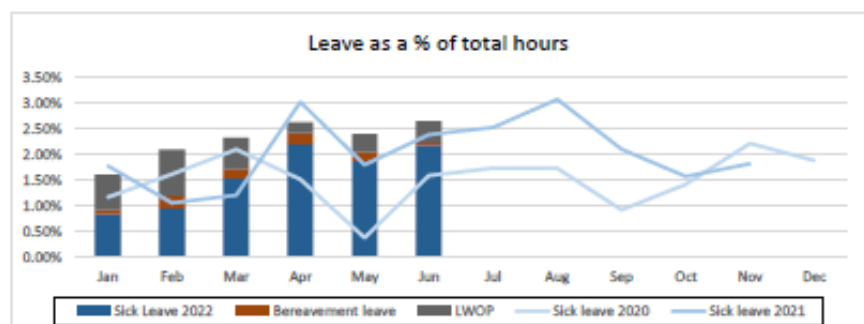
RESOURCING

	June	YTD
Active Vacancies	15	71
Roles Filled (appointed)	7	37
Average days to fill	78	58.333333
Average days vacant	93	59.5



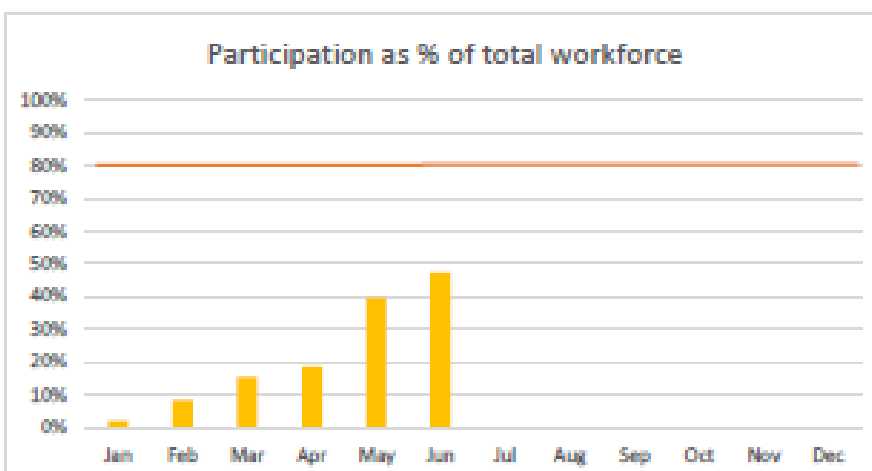
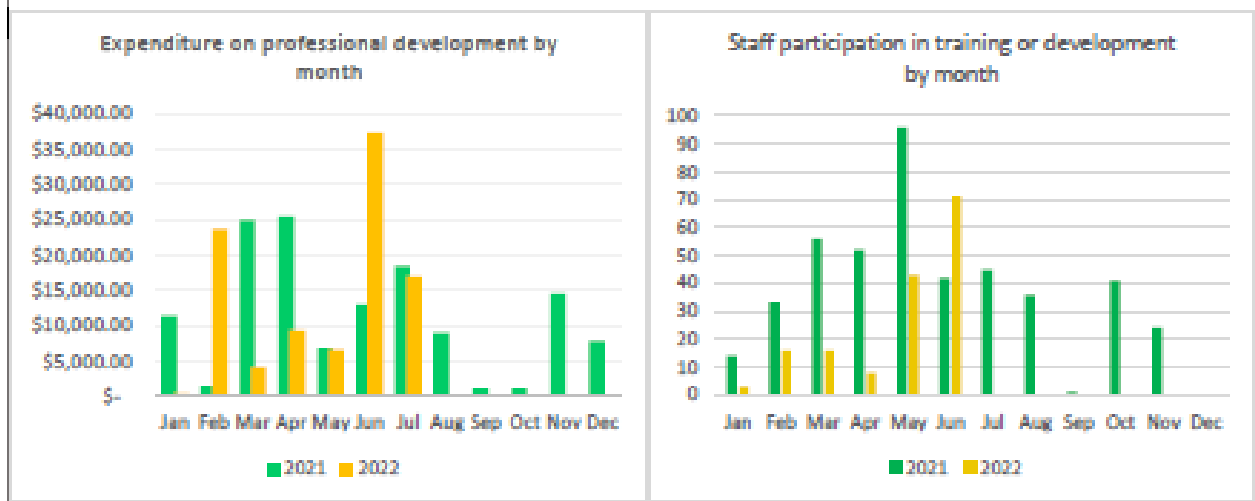
LEAVE MANAGEMENT

# with excess Leave (>160 or >200 Hours AL)	
SLT	2
Industry Training	27
Learning Design & Innovation	5
Employer and Learner Experience	12
Finance	6
People and Culture	1
Nga Kalurungi	0
Strategic Advisory	5
Total	68



ORGANISATIONAL DEVELOPMENT

Against an annual budget of \$ 400,000



Participation continues to rise as the leadership programmes continue, additional Te Reo courses have been added and the Te Akoranga programme is beginning.

Organisational Development to 30 June 2022

The Te Akoranga programme launched at the end of June with strong bookings in each centre throughout July and August. The WBL leadership mentoring programme has launched with the first matched pair sessions starting in July. the Leadership programmes for SLT and the wider group both held workshops this month and participants had 1:1 external coaching.

Appendix 3: Connexis People, Wellbeing & Safety Report

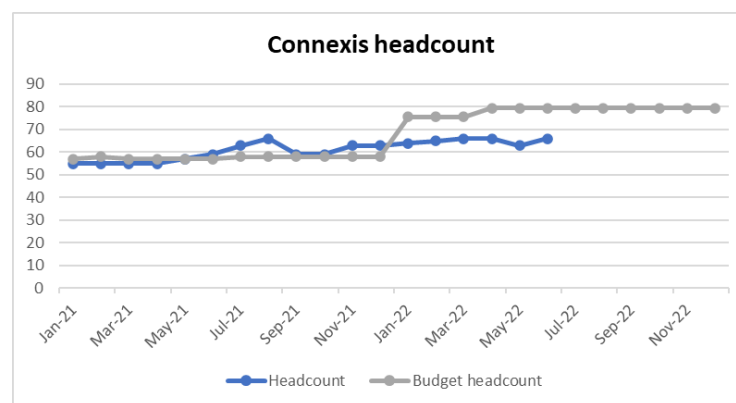
Our Connexis whānau

Summary

Overall, the Connexis team remain highly engaged as evidenced by a positive employee engagement survey result.

There are no adverse People issues that require highlighting to the Board. We continue to monitor our people for wellness and engagement issues. We are highly aware of the work demands on our people, which are currently exacerbated by the forthcoming structural changes, and we are striving to appropriate support for them.

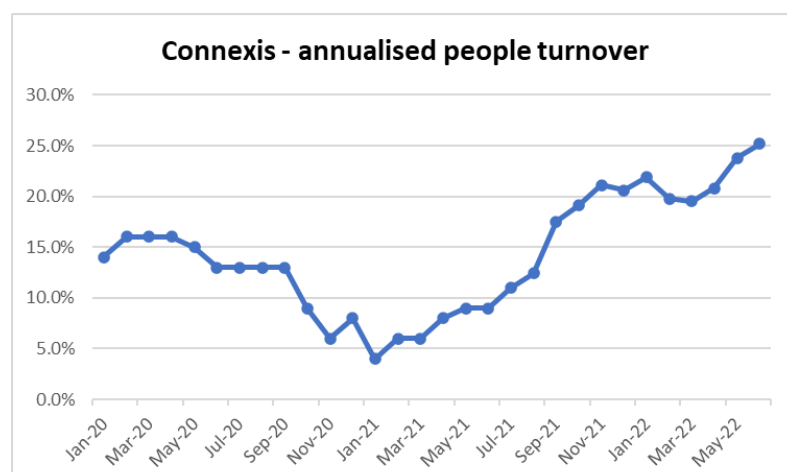
Staffing levels and turnover



Our current headcount at the end of June 2022 is 66. This represents an 11% increase in headcount in the past 12 months. Resignations in June (just one) has not significantly impacted on our general trend of an increasing headcount.

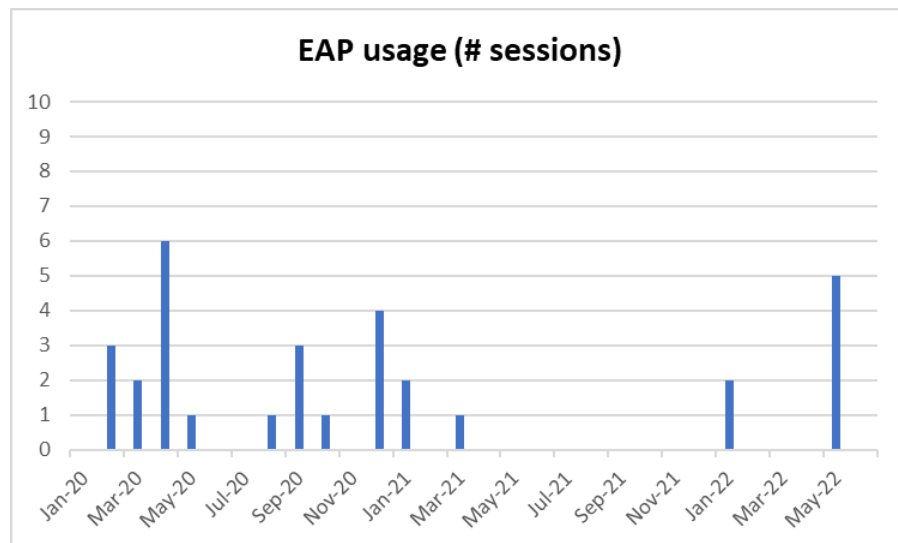
Connexis anticipates headcount growth to resume in July with a number of people scheduled to start their employment and other recruitment processes also underway.

Our people turnover rate (as illustrated below) sits at 25% for the year to June 2022. This turnover figure includes resignations resulting from staff moving to Waihangā Ara Rau and for the past 12 months this represents 16 people leaving Connexis (annual turnover excluding WDC related resignations is 20%.)



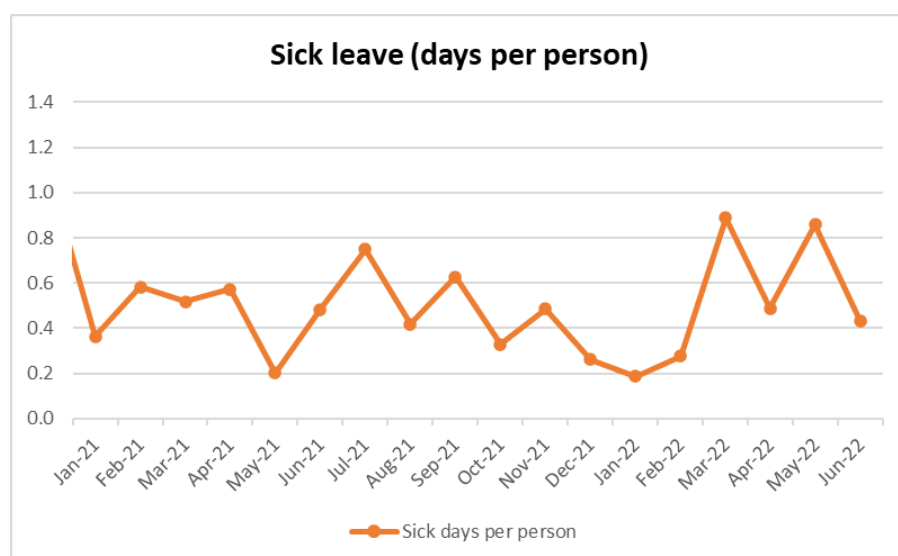
Wellbeing Measures

Two indicators of our people's wellbeing are EAP usage and sick days taken, and these are analysed below. Connexis managers continue to actively encourage their people to use EAP to manage their wellbeing, whether work or personal, and this is well promoted by our people managers. Connexis has historically had low EAP usage.



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

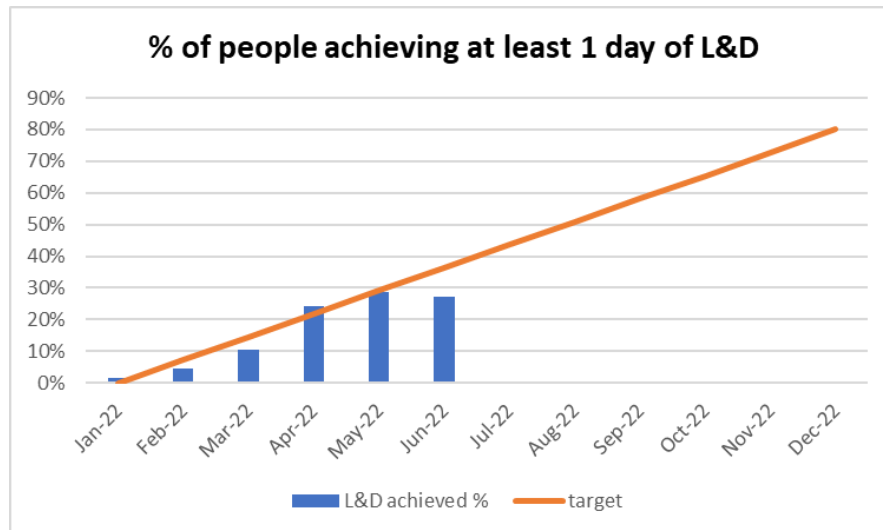
Sick leave taken in June 2022 has dropped from prior months, but we would expect that with a second wave of COVID coming through together with a combination of seasonal ailments, this will increase in the coming months. The sick leave ratio for June 2022 is 0.43 days per person and the running 12-month average is 6.0 days per person which is slightly below expectations (average sick leave usage for public service employees was 8.1 days in 2021).



Talent Management

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 six months to the end of June, 18 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.



HEALTH, SAFETY AND WELLBEING

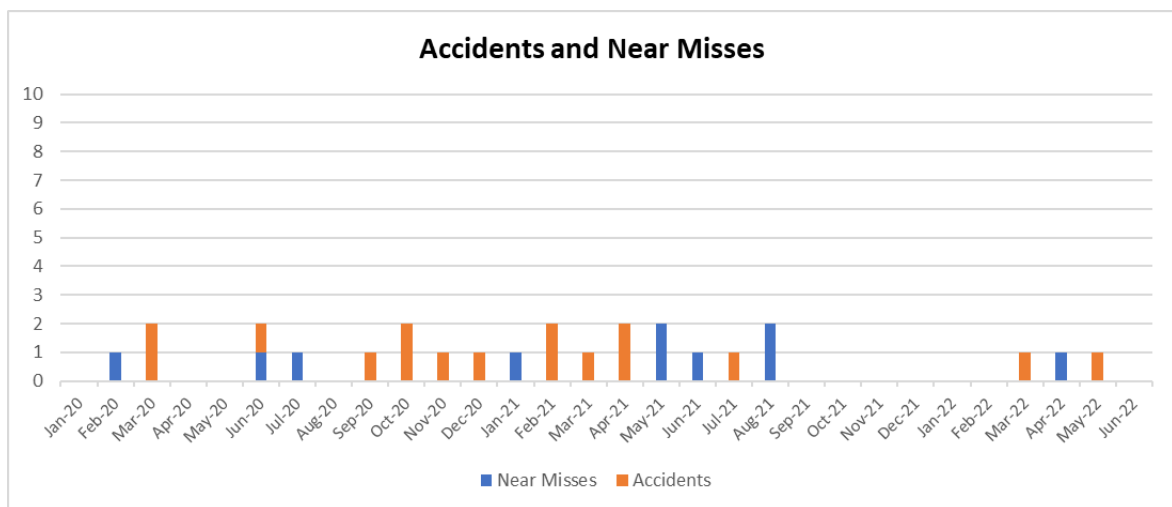
Connexis continues to achieve good levels of workplace safety and wellness, as evidenced by the metrics detailed below, and there are no Health, Safety and Wellness (HSW) issues which require highlighting to the Board.

Management actively monitor and manage workplace safety and HSW continues to be the responsibility of all our people and people managers. HSW 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 HSW practices, policies, monitoring and reporting to maintain safe working environments for our people at or above the legal minimum standards.

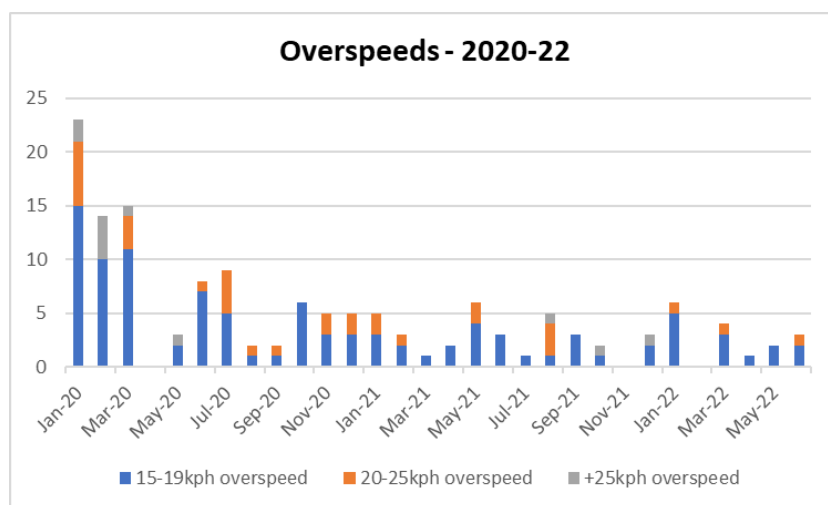
Accidents and Near Misses

Connexis continues to experience a low accident rate with just two accidents and one near miss recorded in 2022 as shown in the graph below. Our people are regularly reminded of the need and reason for reporting accidents and near misses. The increased level of working from home environment appears to have driven our previously low accident/near miss rate even lower.



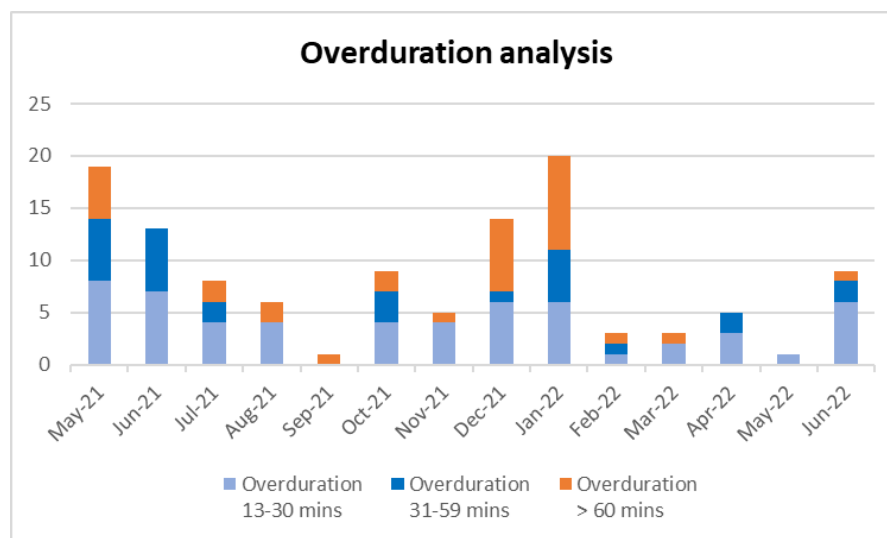
Overspeeding

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.



Overduration driving

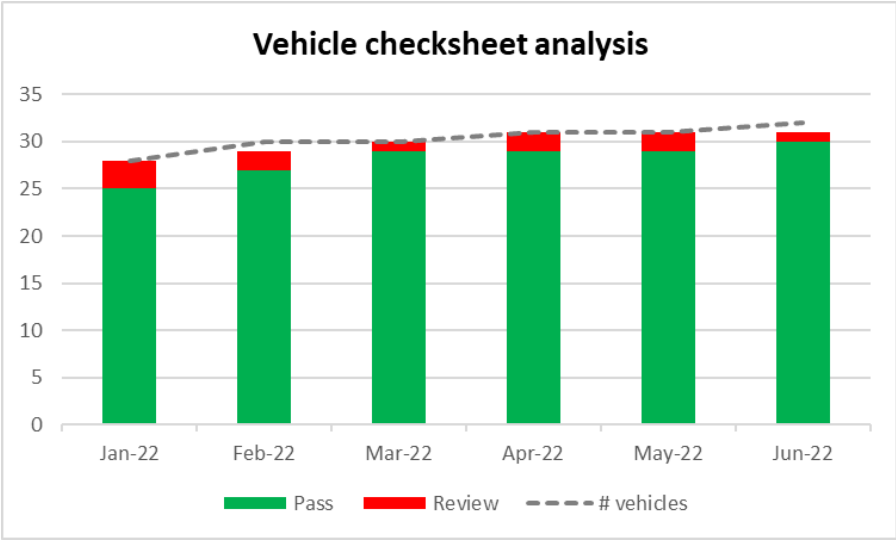
Overduration driving is also considered a risk factor and Connexis drivers are required to take adequate rest breaks at least every two hours. Overduration above two hours of driving is measured and is addressed with employees where this occurs. As evident from the graph below, the frequency and the magnitude of those incidents has reduced since oversight of this risk factor commenced in mid-2021.



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.

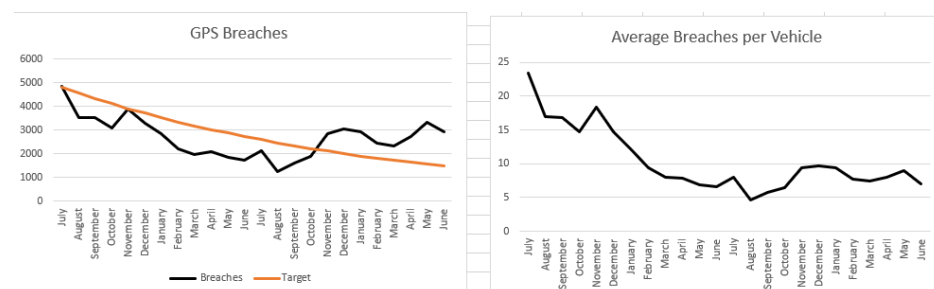
Completion rates of the monthly vehicle check is very good, and the value of the control is evident in a small but regular number of items which require attention. The overall completion rate and the pass/fail ratio is analysed below.



Lead Indicators – Vehicles & Driving Safety

GPS Breaches (Breaches are 20% above speed limits)

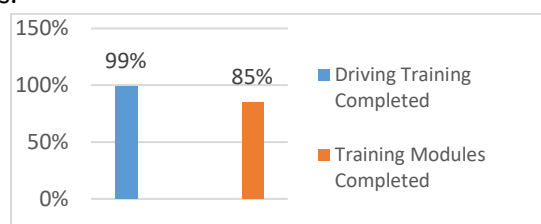
We have 320 vehicles with GPS installed. The overall target on lowering the number breaches (orange line) is down slightly. In June there was an average of 7 breaches per vehicle.



Driver Training Completion (Year to date)

(Requirement is 100% completion)

Vehicle upgrades and overdue refresher training contributed to a drop in June numbers.



Lead indicators – Site Safety

Our 5x5 safety data is lower than previous reports as a deeper analysis of the data revealed expired passports, and staff who were no longer employed by BCITO.

36 visits had lack of COVID-19 management, another 21 changed locations because of site conditions, and 14 changed due to environmental conditions. Site Safe passports numbers are down, due to a number expiring in June.

5 x 5 Assessments Completed		Visits completed Off-site due to hazard ID	
June 2022	YTD	June	YTD
5652	100% (12739)	1.2% (71)	1.3% (167)



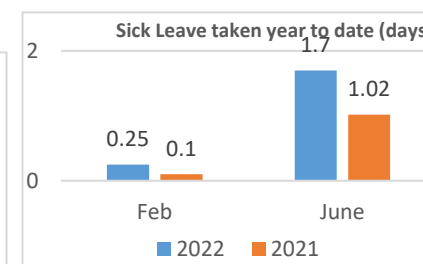
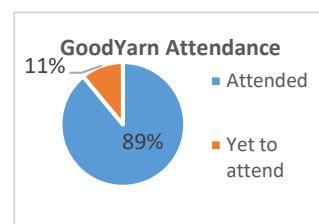
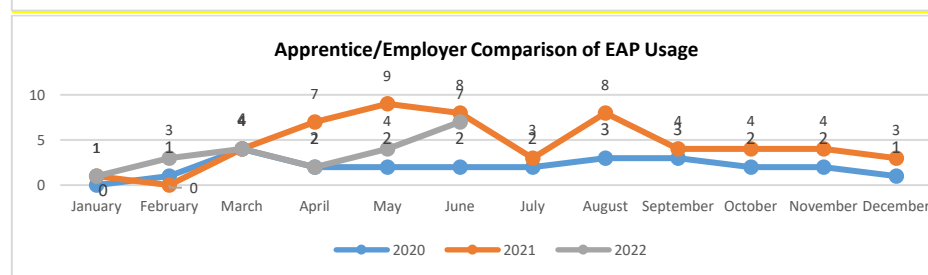
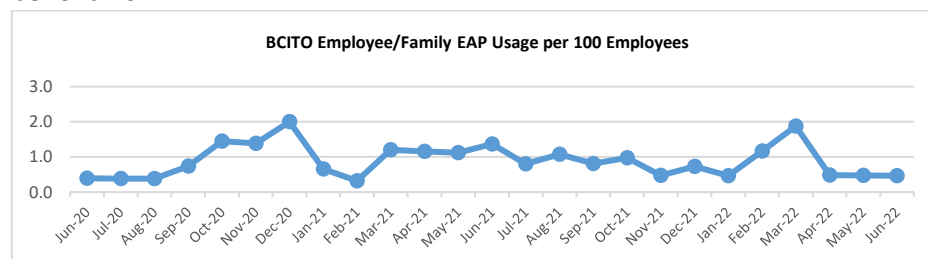
Working well	Focusing on
Flu Vaccination voucher uptake	Delivery of GoodYarn workshops
Being able to report on 5x5 data from myBCITO	Engagement with Te Pūkenga Synergy Health Wellbeing platform
Facilitator training for GoodYarn workshops	Completing office and vehicle audits
Safe 365 Baseline assessment	Driver training review

2022 Highlights (as of 7 July)

- Two close calls and six incidents were reported in June.
- Seven complaints were received in June.
- TRIR for June is 0.7, no change from May
- The W&S Committee met virtually on 22 June.
- Garth Gulley, Lead Wellbeing & Safety at Te Pūkenga is undertaking a Safe 365 Baseline assessment on WBL's W&S practices from 5 – 13 July

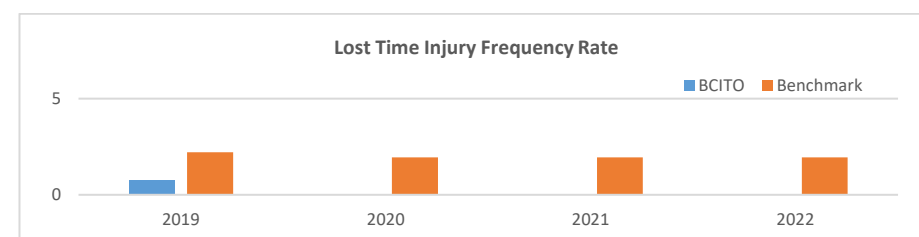
Lead indicators – Mental Wellbeing

At the end of June, BCITO Employee/Family usage of EAP was at 0.5 per 100 employees. Requests from T/A's on behalf of 2 x apprentices, who would benefit from EAP



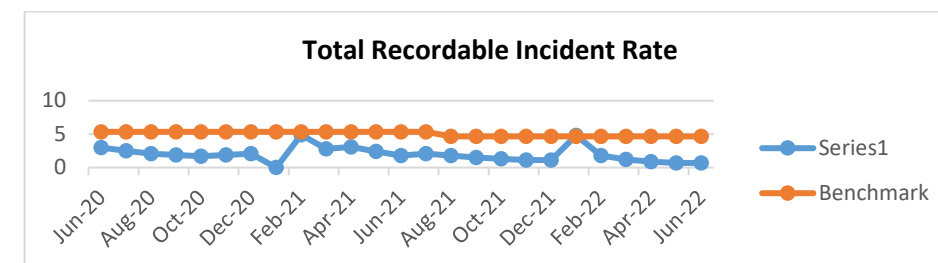
Lag Indicator - Lost Time Injury Frequency Rate (LTIFR)

No Lost Time incidents have been reported for 2022.



Lag Indicator - Total Recordable Incident Rate (TRIR)

Our TRIR for June is 0.7. This is below the 2021 Business Leaders' Health and Safety Forum Benchmark of 4.51, as per the [report published June 2022](#).



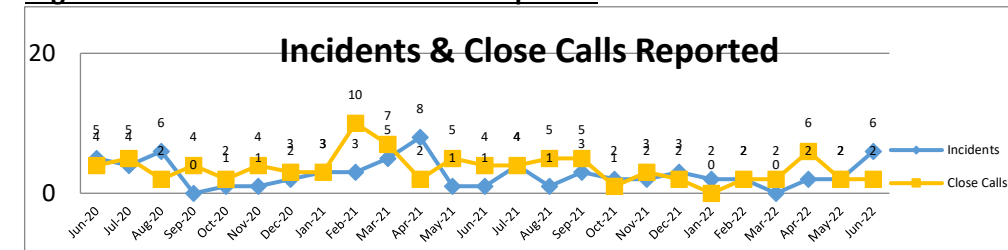
BCITO Incidents/Close Calls

	2022 at 30 June		2021 Total		2020 Total	
	Close Calls	Incidents	Close Calls	Incident s	Close Calls	Incidents
Total No	14	14	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	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0
No. investigated	100%	100%	100%	100%		

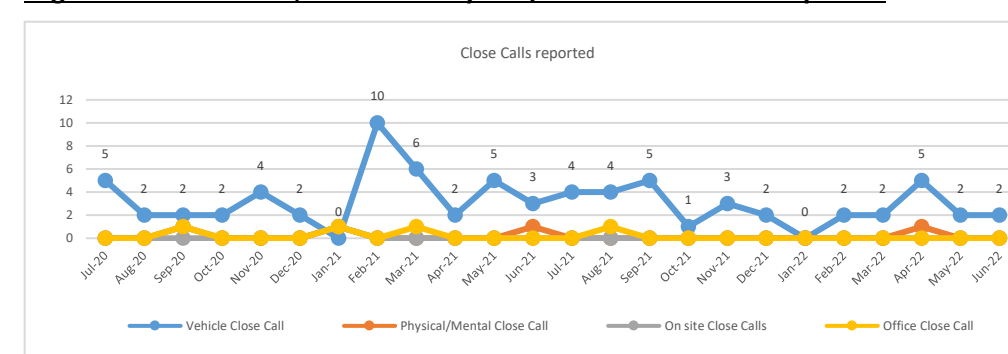
Follow-up actions from close call and incident investigations:

- In June 2022, two close calls and six incidents were reported.
- Both close calls were classified as 'vehicle'. No injuries were received.
- Five incidents were classified as 'vehicle' and the other was classified as 'physical/mental'.
- 1 x minor accident, collision with turning vehicle, no injuries
- 1 x minor accident, when reversing into power pole
- 2 x minor vehicle damage whilst parked overnight
- 1 x physical incident involved a T/A slipping during a site visit, minor injuries (stiff neck/bruising) T/A stated they were fine, but wanted to document the incident

Lag Indicator - Close Calls & Incidents Reported



Lag Indicator - On-Site, Vehicle & Physical/Mental Close Calls Reported



2022 Workplan

Objective	Action Details	When	Responsibility	Progress
Waiora (physical environment) BCITO people know our critical risks and participate in managing, monitoring and reviewing them.	Create a video to communicate the three BowTies capturing the organisation's critical risks (vehicles, worksites, and workload stress)	July	Lead W&S Advisor and W&S Reps	Completed
	Create a set of wellbeing and safety goals that link to the vision, objectives and targets. Within these will be positive performance indicators to measure the effectiveness.	Aug	Lead W&S Advisor and W&S Reps	G
	GPS overspeed reports follow a downward trend.	Quarterly	GM Customer Experience	G
	Increase online driver module completion through manager support		Lead W&S Advisor and Managers	G
Te Oranga (participation in society) / Community Safety Create a culture where BCITO people are recognised for their engagement in initiatives and championing wellbeing & safety.	Continue to build a proactive reporting culture by developing, recognising and celebrating 'Good Catch' or 'Safe Sorts'	Dec	Lead W&S Advisor, W&S Reps, GM CEG and GM P&C	G
Mauriora (cultural identity) BCITO people know the why, what and how of the organisation's Wellbeing & Safety	Annual Wellbeing Safety survey analysis and response	June	GM P&C and Lead W&S Advisor	G
	Communicate the legislative and organisational policy expectations regarding allocated time for W & S Reps to perform their tasks	July	Lead W&S Advisor, and W&S Reps	G
Toiora (healthy lifestyles) BCITO people know how to boost their wellbeing to be strong and healthy.	Participate in Synergy Health pilot	Sep	Lead W&S Advisor, and GM People & Culture	G
	Create bi-monthly activities throughout the year to align with Te Whare Tapa Wha (The four walled house representing physical, mental and emotional, spiritual and family/social wellbeing) and the Five Ways to Wellbeing (connect, keep learning, take notice, be active and give) <ul style="list-style-type: none"> Personal section on the Waka Huia Regular and transparent communication Change Leadership development and support EAP Services communicated 	Dec	Lead W&S Advisor	G
Ngā Manukura (community leadership) BCITO people are recognised for their safe practices and looking after their wellbeing.	Create a way to give kudos and celebrate our peoples' safe practices	Dec	Lead Wellbeing & Safety Advisor and Wellbeing & Safety Reps	G
Te Mana Whakahaere (autonomy) BCITO people are equipped to do their mahi/work safely and feel empowered to speak up.	Safe365 Audit with Te Pūkenga and WBL	July	Lead W&S Advisor, W&S Reps, GM CEG and GM P&C	G
	Conversations at team meetings and with reps or Senior Wellbeing & Safety Advisor	Ongoing	Lead W&S Advisor and W&S Reps	G

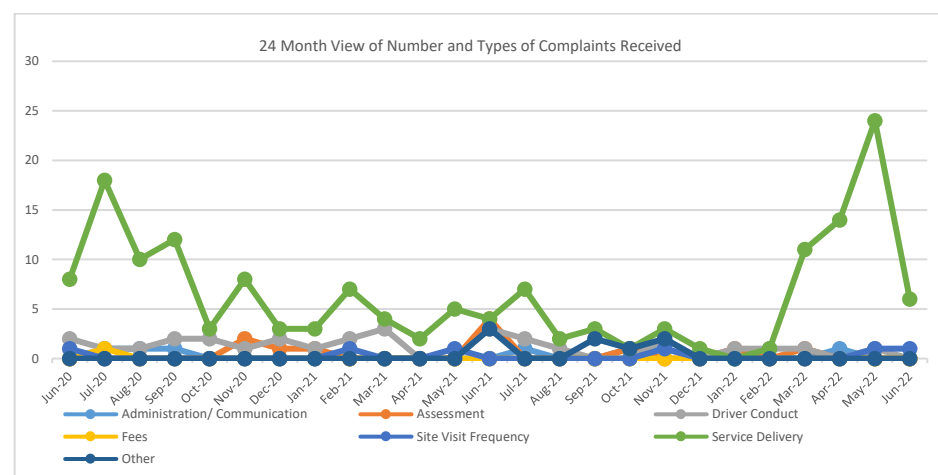
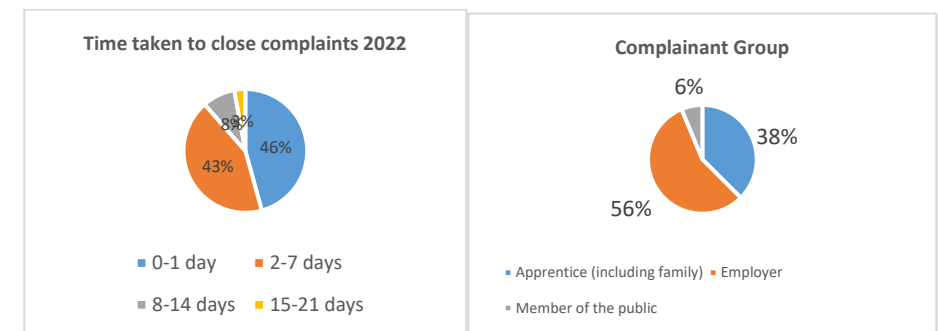
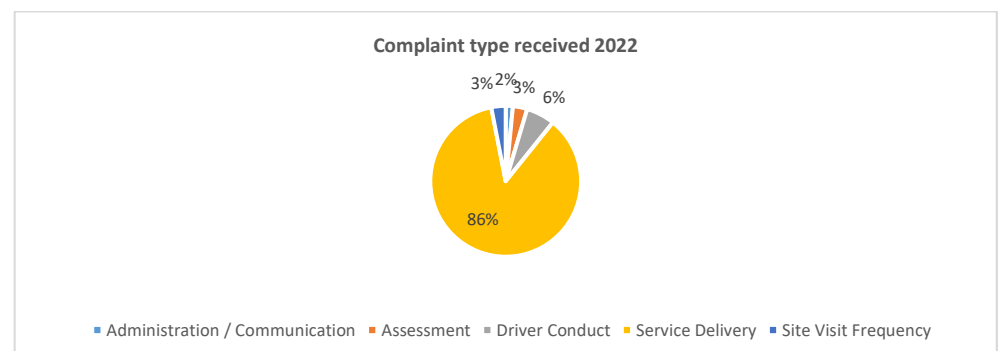
Exceptions to 2022 workplan

At the Wellbeing & Safety Committee meeting on 17 May, a decision was made to create an in-house video to communicate the three critical risk bowties. The focus of these will be on the prevention and mitigation controls available to our people.

Complaints

A total of seven complaints had been received by the end of June 2022. Six related to 'Service Delivery', one related to 'Site Visit Frequency'.

The median number of days taken to close a complaint is 2 days. Seven complaints remain open.



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 22 June 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).
6.	Decision Items		
6.1.	Primary ITO, Careerforce & HITO Transfer Agreements	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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
		<p>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>	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.	Te Pūkenga Group Banking Facilities	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
6.3.	Westpac Bank Mandate	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
6.4.	JBWere Account Authority	<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.	Performance Reporting		
7.1.	Chief Executive's Report	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any	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

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		<p>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>section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
7.2.	Quarterly Financial Report – Q2 2022	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	<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		
8.1.	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>
8.2.	Funding Impact Assessment	<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 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</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</p>

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		<p>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>	Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.4.	Central Otago Regional Trial 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).
8.5.	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.