

Te Pūkenga Work Based Learning Limited Board Meeting

Date	Wednesday, 22 June 2022
Time	12.30 – 3.30pm
Venue	The Foundry/Cannery, Competenz, Level 4, 277 Broadway, Newmarket, Auckland & via Zoom
Board Members	<div> In Person Bryn Thompson (acting Chair) Grant Florence Mike King </div> <div> Online Murray Strong Vanessa Eparaima Brian Warren Andrew Clearwater </div>
Apologies	John Brockies Bruce Robertson Maryann Geddes
In Attendance	Toby Beaglehole (WBL Chief Executive) 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 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>

1.1. Welcome & Apologies

Te Pūkenga Work Based Learning Board

Register of Interests as at 22 June 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 22 June 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

Te Pūkenga Work Based Learning Limited Board

Action Items as at 22 June 2022 - Open

Action #	Meeting Date	Agenda Item	Action	Responsible	Due Date	Status
#20	25/5/22	Chief Executive's Verbal Update	<ul style="list-style-type: none"> The Board requested that a two page CEO Report be provided for future meetings. 	Toby Beaglehole	June	<i>On Agenda</i>
#21	25/5/22	People Wellbeing & Safety Report	<ul style="list-style-type: none"> CEO to clarify quantum, which roles and where vacancies sit within WBL. 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. 	Toby Beaglehole/ Amanda Herron-Quan	June	<i>On Agenda</i>

3. PERFORMANCE REPORTING

Poari o Te Pūkenga Work Based Learning Limited Board Report

22 June 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 May 2022.

Summary

This month introduces a CE Summary report, provided in Open and Closed sessions and focused on 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 we are continuing to standardise to ease comparisons and eventually support greater integration. Our strong financial performance continues, we have the results of our WBL Engagement Survey (also generally positive), and safety performance indicators are satisfactory.

In July, the consultation process on the future Te Pūkenga organisational structure commences. We believe we're in a reasonable space to lead our people through this process, though must recognise that the journey becomes increasingly complex for all TITOs transitioning in September and October.

The messaging for WBL's current team is about clarity for leaders (our Tiers 1 and 2 will have to apply for new roles) and certainty for our frontline staff (that their only change should be reporting lines). For TITOs this is more complex. Theoretically some leaders could be applying for roles within Te Pūkenga prior to arrival in WBL. Successful and considered communication will be essential to support our future WBL employees.

TITO Progress

Progress is satisfactory for all ongoing TITO transitions. It is, perhaps inevitably, more difficult and slower to get supporting information (for instance Mix of Provision data) from TITOs than from divisions to support Te Pūkenga forecasting. Procedurally, remaining TITOs need to have Receiving

Plans, Transfer Agreements, TITO Board, WBL Board and TEC Council approvals through a series of structured process steps (not always taking place in a strictly sequential process).

- ServiceIQ (1 July) is on track, with final details being resolved for the 4th July Pōwhiri, an industry funding agreement, and arrangements with TEC regarding funding calculations. We look forward to welcoming our fifth TITO/division into the fold.
- CareerForce (1 September) Transfer Agreement negotiations are progressing constructively as is the Receiving Plan. The sector, however, and TITO staff, are fatigued and overloaded.
- Strong progress is being made with Primary ITO (1 October) to confirm their Transfer Agreement and we are now negotiating the final few points, targeting the Primary Board meeting happening the same week as the WBL Board.
- Skills is an especially complex transition of elements of arranging training. We have decided to align those elements with the relevant Ako networks, which means the Skills team are being variously migrated into Connexis and ServiceIQ. We're also investing in system improvements to upgrade and standardise how we deliver and avoid lengthy dependency on Skills legacy systems.
- HITO is covered in the Closed report.

Change Programme

WBL's change programme delivers on Purposeful Alignment (within WBL) and Change Leadership (embracing Te Pūkenga's future state). This is captured in the Change Programme Overview, including the various change management initiatives, which are captured in more detail in the Activity Summary table, and progress described in the Change Programme Dashboard (refer separate reporting under item 8.2). Please note that the Dashboard will be modified over time to better reflect both progress against objectives and financial costs as requested at the Board's May meeting.

Meeting the Minister's Letter of Expectations requires progress in our equity and partnership initiatives, which are therefore embodied as a high level workstream within the change programme, to ensure equity activity and projects are addressed as more than business as usual.

Progress in the last month includes WBL SLT Hui (bringing our senior leaders together for the second time); development of the reporting templates and Change Programme processes (as reported separately); and integration with other Te Pūkenga initiatives.

Poario Te Pūkenga Work Based Learning Limited

Pūrongo Report

22 June 2022

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

Te Taunaki | Recommendation(s)

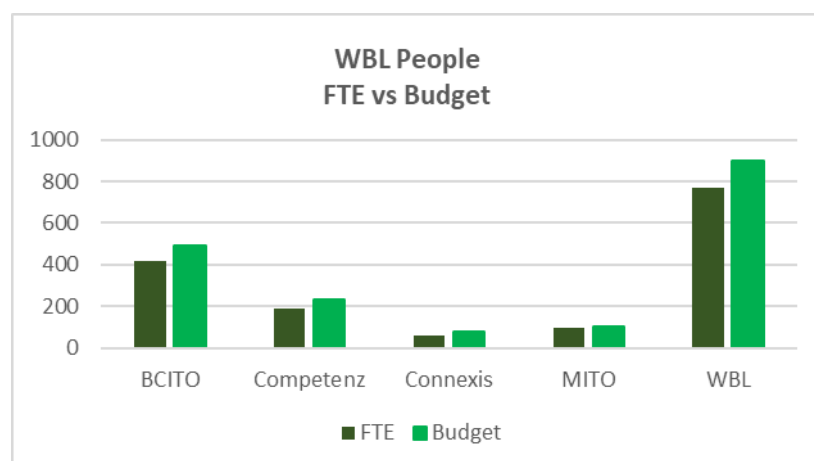
It is recommended that the WBL Board:

a.	Receive the People, Wellbeing and Safety Report for May 2022.
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What has been working well	What to focus on
Employee Workplace Survey	Skills Transition - Recruitment
TITO Transition	Preparation for Te Pūkenga Consultation
WBL P&C Collaboration	WBL People & Leader support

The following report summarises the People, Wellbeing & Safety activity across the four Divisions of WBL. As requested, detailed division reports are provided (where available) in the appendices of this report for BCITO, Competenz, and Connexis.

Employee Numbers



The above graph provides the employee numbers across each of the divisions of WBL. All divisions continue to be actively engaged with recruitment, with twenty-three positions currently being actively recruited. The following table provides details of these positions and their locations.

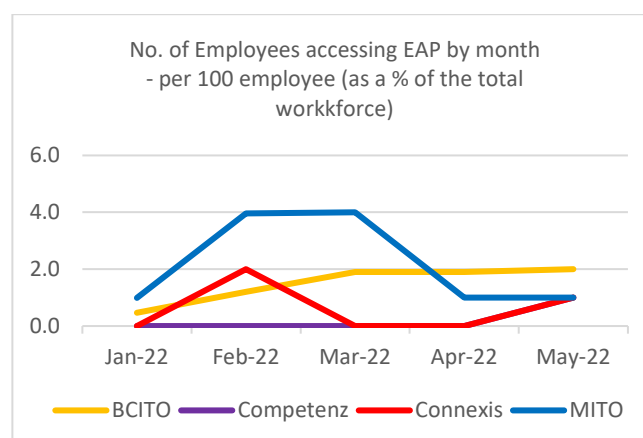
Division	Position	Location
BCITO	Training Advisor (x2)	Waikato
BCITO	Training Advisor	Southern Lakes
BCITO	Training Advisor	Taupo
BCITO	Training Advisor	Rotorua
BCITO	Training Advisor	Tauranga
BCITO	Business Development Advisor	Waikato
BCITO	Lead Cyber Security Engineer	Wellington
BCITO	Intermediate Website Developer	Wellington
BCITO	Technology Trainer	North Island
BCITO	Lead Technology Trainer	Auckland
Competenz	Marketing & Communications Advisor	Auckland
Competenz	Learning Support Administrator	Auckland
Competenz	Training Advisor	Palmerston North
Competenz	Kaikōkiri Māori Development	Auckland
Competenz	Account Executive, Provider	Auckland
Competenz	Project Coordinator	Auckland
Competenz	Graphic Designer	Auckland
Competenz	Technical Support - Sharepoint & Office 363	Auckland
Connexis	Customer Service Account Managers	Wellington
Connexis	Customer Service Account Managers	Canterbury
Connexis	People & Culture Manager	Wellington
MITO	Assessment & Moderation Coordinator	Wellington
Total		23

Though we continue to recruit in a tight market, good candidates are being sourced, but the days to recruit has increased. These conditions are being felt across the majority of New Zealand organisations.

Te Whare Tapa Whā

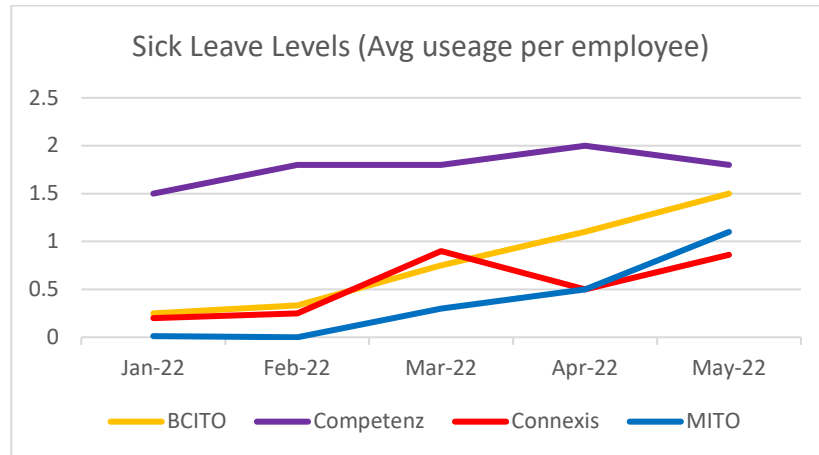
Taha hinengaro Mental & emotional

EAP Usage



An illustration of EAP usage for WBL people is provided in the previous graph. Of our 770 employees, approximately five have used EAP services in the past month. This is on par with other organizations and in relation to previous months.

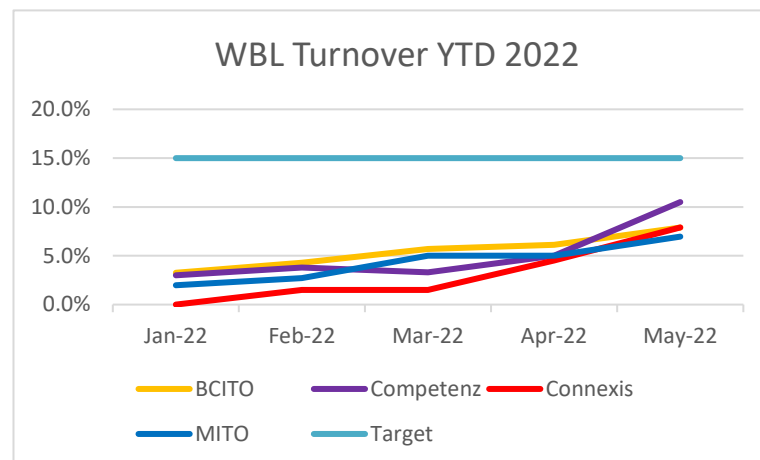
Sick Leave



Sick leave levels for WBL people have continued to increase over the past month. This reflects the number of WBL people needing to take time to recover from COVID-19 and levels of colds and flu across New Zealand. Levels, however, remain at the lower end of usage for an organisation of this size.

Taha tinana Physical

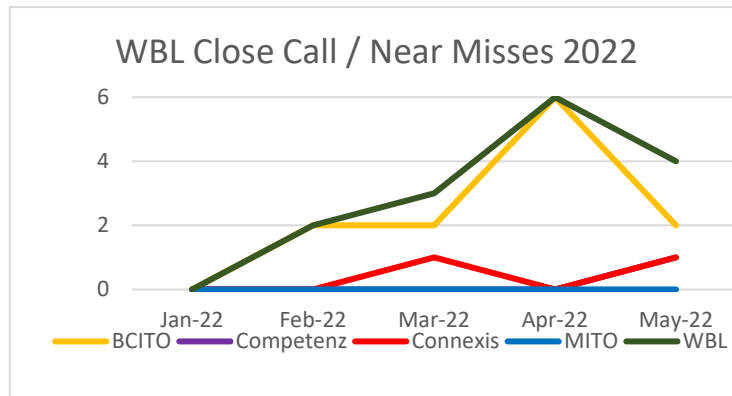
Turnover



Turnover levels across the divisions are at similar levels and at good levels given the level of change both now and going forward. We are currently still on track to be below our end-of-year target.

Taha tinana
Physical cont.

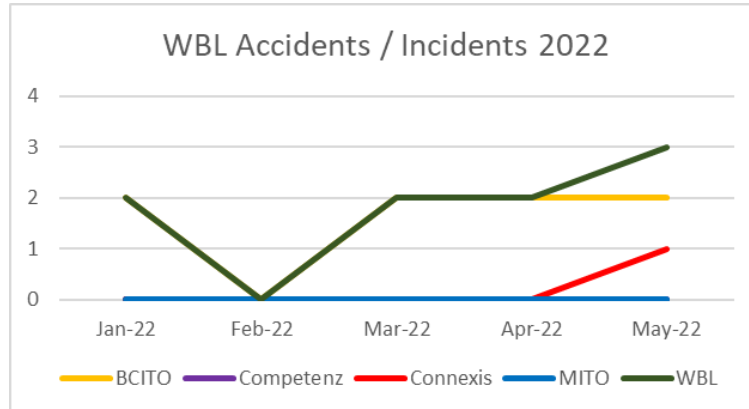
Incident and Close Call reporting:



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

All four close calls reported were regarding vehicles.

Discussions continue with P&C Leads across the WBL about the importance of accurate reporting of close calls and incidents.



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

Of the three incidents received in May, two related to vehicles and damage created by non-WBL drivers. The other was a confrontational interaction between an employer and a Training Advisor in a BCITO office. More information has been requested on the on increased levels of aggression that our employees are facing from people in the construction sector, and the support being provided to our people in managing this.

WBL Employee Workplace Survey

In May, WBL's people participated in in the first WBL survey. The survey tool, Ask Your Teams, was used to provide an external confidential service.

There was a good level of participation in the survey at 77%, with 70% being the key target for survey responses to provide accurate information.

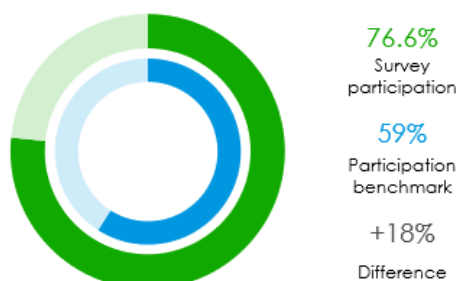
The overall engagement score from the survey was 69%. This is considered a good result given the age of the organisation and the level of change.

The below chart provides a high-level summary of WBL's participation and engagement score benchmarked against seventy education organisations that use Ask Your Teams in New Zealand.

Summary benchmark scores

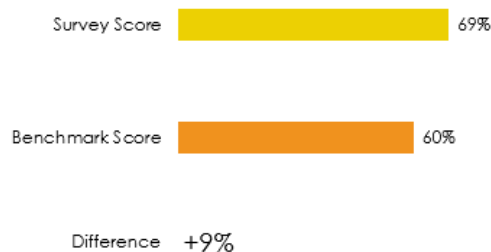
Participation rate

The participation rate benchmark is based on the average completion rate across all Education surveys. Participation gives you an indication of how representative the feedback is.



Overall score

The overall score is calculated using the AskYourTeam recommended questions in your survey. The overall score is the average score of these questions across all Education surveys.



The following charts illustrate the questions that are most highly rated in the survey. It was great that the second-highest rating response was that the WBL is a great place to work.

Top 10 Question Scores



A key element of the survey is that it provides an opportunity to get a good understanding of areas that we need to focus on in the organization. The following charts illustrates some of these:

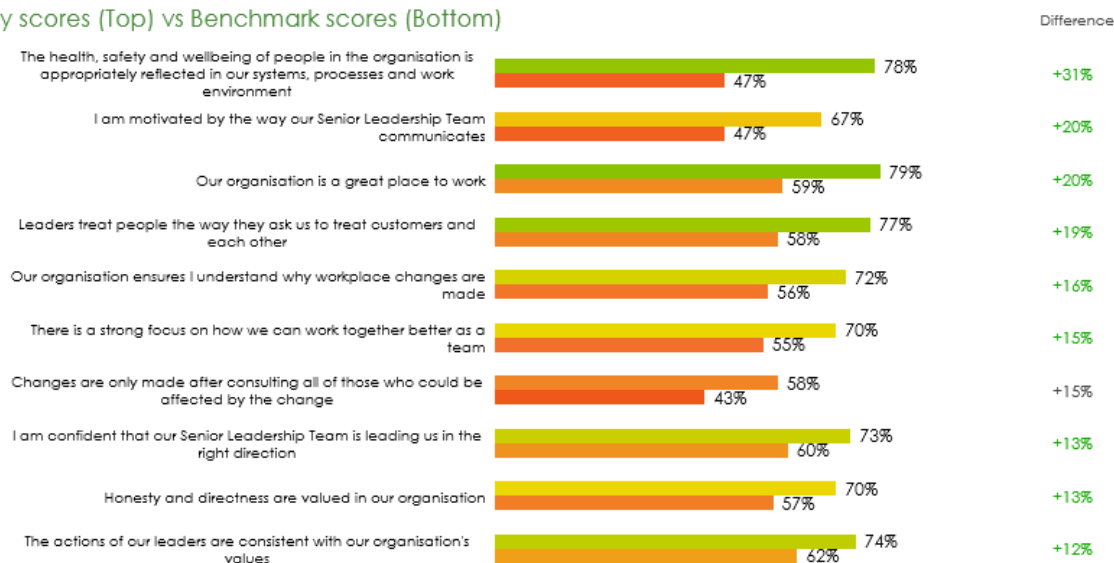
Bottom 10 Question Scores



To provide some perspective on our results, we are also able to benchmark ourselves across the survey responses against a benchmark. The Benchmark is from the other Education Organisations that take part in the Ask Your Teams survey in New Zealand, approximately 70. This again illustrates from an organisation perspective that we are above all benchmarked results.

Benchmark Scores - Biggest Differences

Survey scores (Top) vs Benchmark scores (Bottom)



Benchmarks are only calculated for AskYourTeam Agree-Disagree questions. This report includes up to 10 questions with the biggest absolute difference (ignores the

Results of the survey have also been provided to each division. At both a Divisional and wider WBL level, action planning is now underway to build from these results. This is appreciating the strength areas and those we need to focus on. At the upcoming SLT Hui, we will be spending time on the development of the Action Plans.

OTHER COMMENTARY

- With the Te Pūkenga Consultation on high level organisation structure being shared in Mid-July, we are now preparing to ensure our people's readiness and engagement in the process, along with ensuring they are fully supported. Futurepath have been engaged to provide Career Coaching support to senior leaders that may be impacted by the implementation of this structure.
- WBL people had the opportunity in May and early June to take part in the Te Pūkenga P&C Roadshow. The roadshow provided our people with a voice in the future work environment as part of the development of the Te Pūkenga People, Culture & Wellbeing Strategy 2023 – 2027. Good numbers attended both the Auckland and Wellington WBL sessions, with a number also attending regional sessions at local ITPs.
- In early June, the first of the regional networking sessions is launched, which bring field people from across the divisions together to hear about how each operates and share strengths, opportunities, and challenges. These will be a key mechanism and part of our change support programme for developing the connection and collaboration of our field teams.
- Our next Senior Leadership Team Hui is currently being planned mid-June. This will allow further development and support of this key group of leaders while also building on the connections from the last Hui.

Appendix 1: BCITO People, Wellbeing & Safety Report

PEOPLE AND CULTURE REPORT

Highlights

Working well	Things to focus on
Recruitment – given the tight market there are great candidates joining.	The upcoming remuneration round and the logistics for this.
Communication of the National Conference, being held in Auckland in September.	Action planning and implementation of results of the WBL People Engagement Survey.
People are enjoying the workplace flexibility with more people returning to the office mid-week.	Workforce planning and recruitment strategy in difficult areas, such as IT.

BAU update

Employee numbers

BCITO Division – Employee Makeup					
	Permanent	Fixed Term	Current All	Recruitment	Total
CEO	1	1	2	0	2
Customer Experience Group	273	68	341	7	348
Te Kahui Whakawhitinga	29	0	29	0	29
Finance Group	6	1	7	0	7
Digital Group	23	5	28	2	30
People & Culture Group	9	2	11	3	14
TOTALS	341	77	418	12	430

Employee turnover

	2022	2021
No of Terminations YTD	33	57
Total Turnover Ratio YTD	7.89%	13.79%
No. Voluntary Terminations YTD	33	55
Voluntary Turnover Ratio YTD	7.89%	13.29%
Voluntary Turnover Ratio Target	< 15%	< 15%

Absenteeism

2022

Rate per Employee YTD	1.5
Cost of Sick Leave YTD	\$162,334

The cost of sick leave remains high due to the second wave of Omicron hitting the country. We have seen 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	53	100+
Current Annual Leave Liability	\$1,748,358	2,221,875
Leave days per employee May	11.5 days	
Leave days per employee April	9.6 days	15.02(Nov)

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

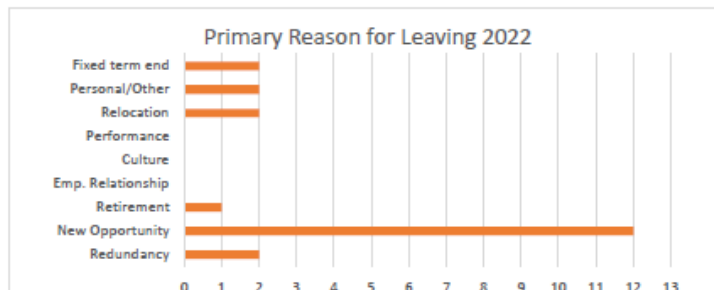
Appendix 2: Competenz People, Wellbeing & Safety Report

WBL Competenz People & Culture Dashboard

Month: May

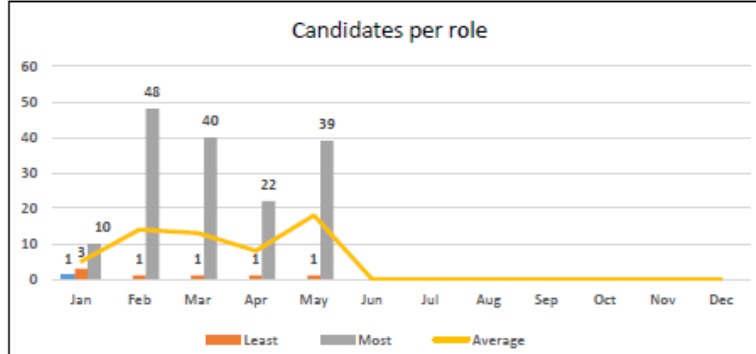
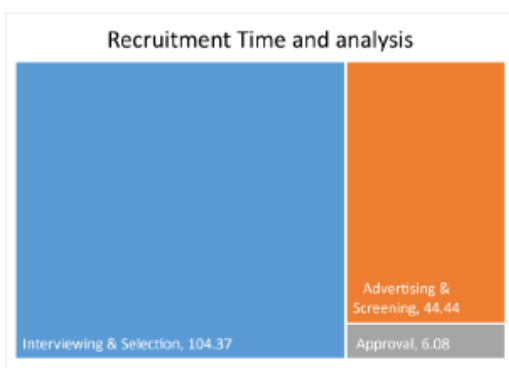
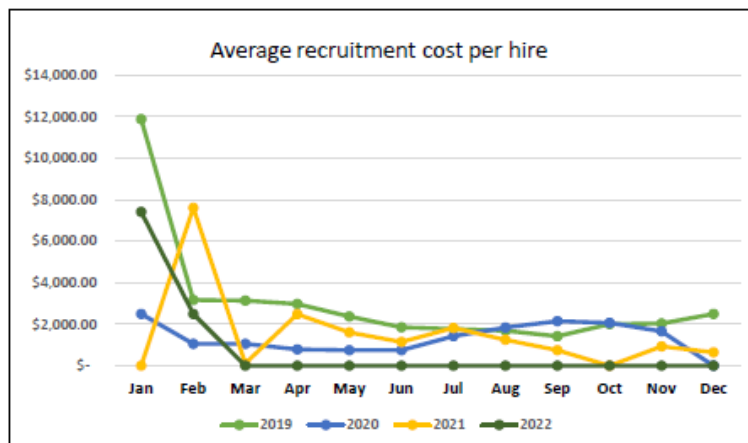
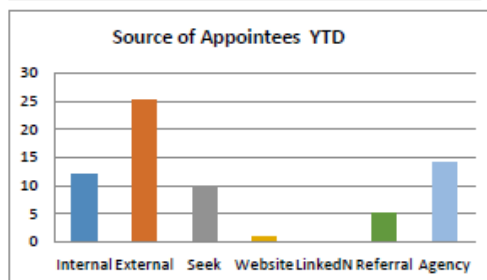
HEADCOUNT AND TURNOVER

	Budget	Curr.	FTE	LTO YTD
SLT	9	8	8	37%
Industry Training	97	79	76.33	5%
Learning Design & Innovation	32	29	29	10%
Employer and Learner Experience	60	48	44.88	4%
Finance	9	8	8	0%
People and Culture	6	5	5	87%
Nga Kaiurungi	1	1	1	0%
Strategic Advisory	16	13	13	8%
Totals	230	191	185.14	18.8%



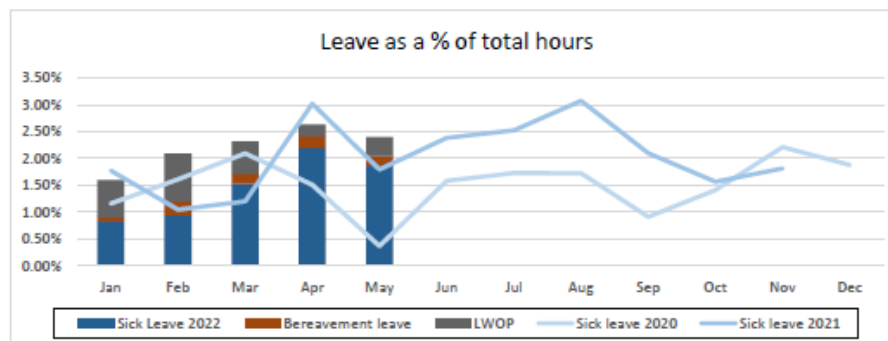
RESOURCING

	May	YTD
Active Vacancies	19	56
Roles Filled (appointed)	9	37
Average days to fill	37	54.4
Average days vacant	57	52.8



LEAVE MANAGEMENT

# with excess Leave (>160 or >200 Hours AL)	
SLT	1
Industry Training	28
Learning Design & Innovation	6
Employer and Learner Experience	10
Finance	6
People and Culture	1
Nga Kaiurungi	0
Strategic Advisory	3
Total	55



CULTURE

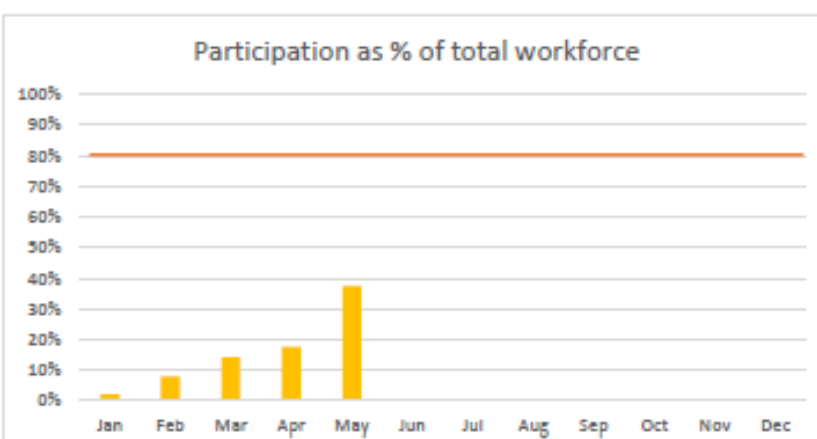
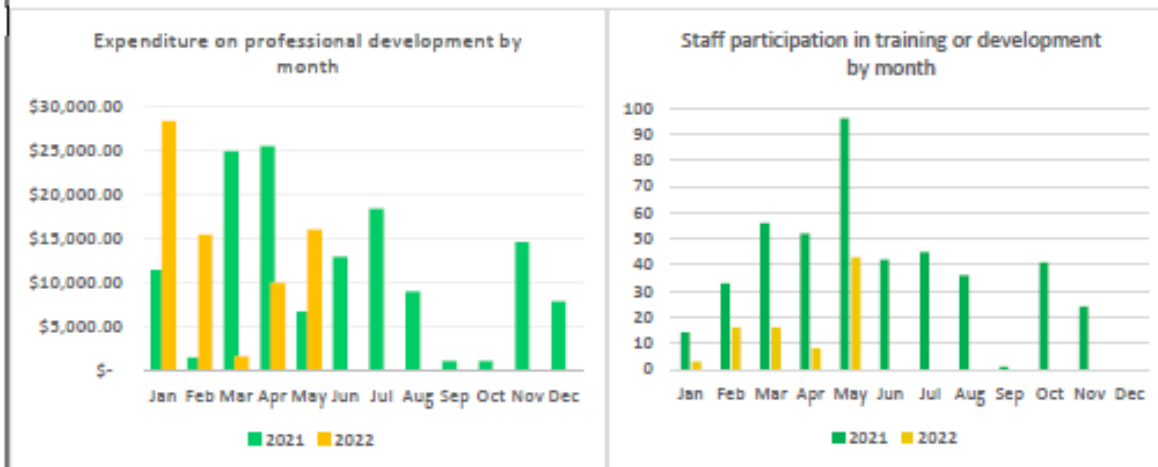
The WBL engagement survey ran in May with a 77% participation rate. Over 70% give a strong representative view from the participants.

With an overall score of 69%, this is a good basis and shows that some areas are working well and that there are some areas for improvement.



ORGANISATIONAL DEVELOPMENT

Against an annual budget of \$ 400,000



Participation continues to rise as more face to face training is available around the country. the rise in May is due to leadership cohorts starting and additional Te Reo sessions in place.

Organisational Development to 30 May 2022

The SLT and all leaders programmes are underway. A new group Good Yam facilitators have been trained and these sessions will begin shortly. Additional begin Te Reo sessions are being offered by Bree Evans.

As a follow-up on last month's report, the level of participation against given expenditure was misaligned due to invoice timing, with a significant increase in participation this month.

Appendix 3: Connexis People, Wellbeing & Safety Report

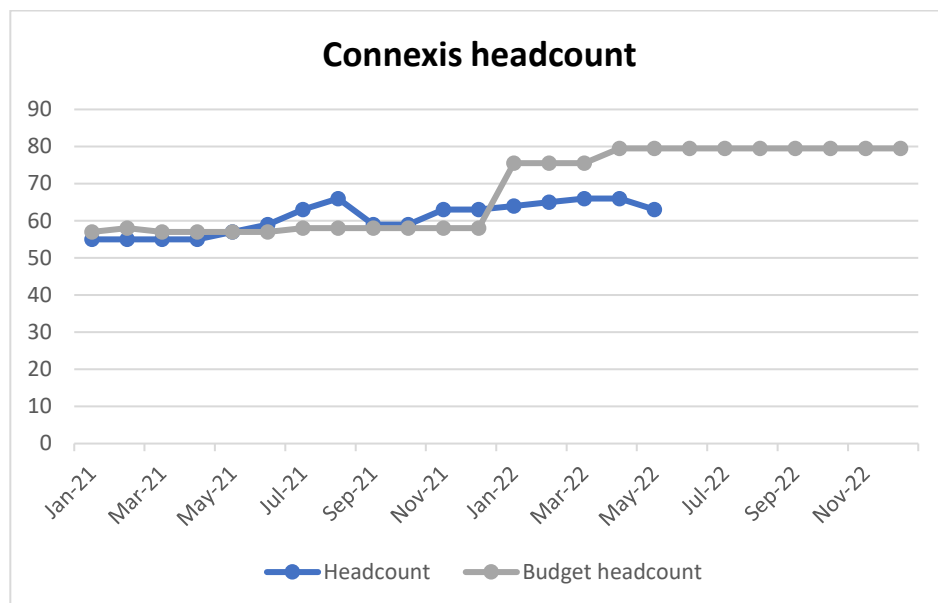
Our Connexis whānau

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 levels. We are cognisant of the work demands on our people and strive to support them in their roles.

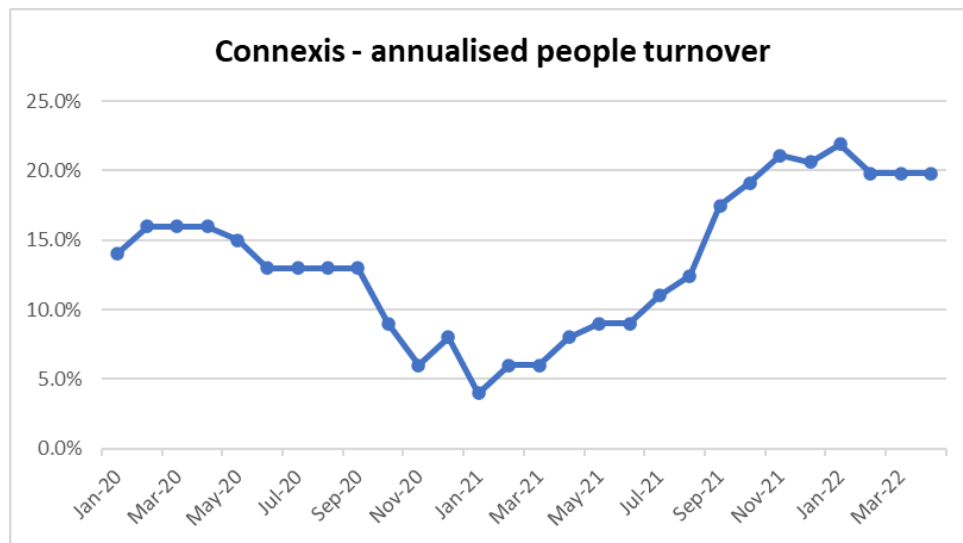
Staffing levels and turnover



Our current headcount at the end of May 2022 is 63. This represents a 10.5% increase in headcount in the past 12 months and a loss of one position in 2022. Resignations in May have impacted on our general trend of an increasing headcount.

Connexis anticipates headcount growth to resume in June with several people scheduled to start their employment and other recruitment processes also underway.

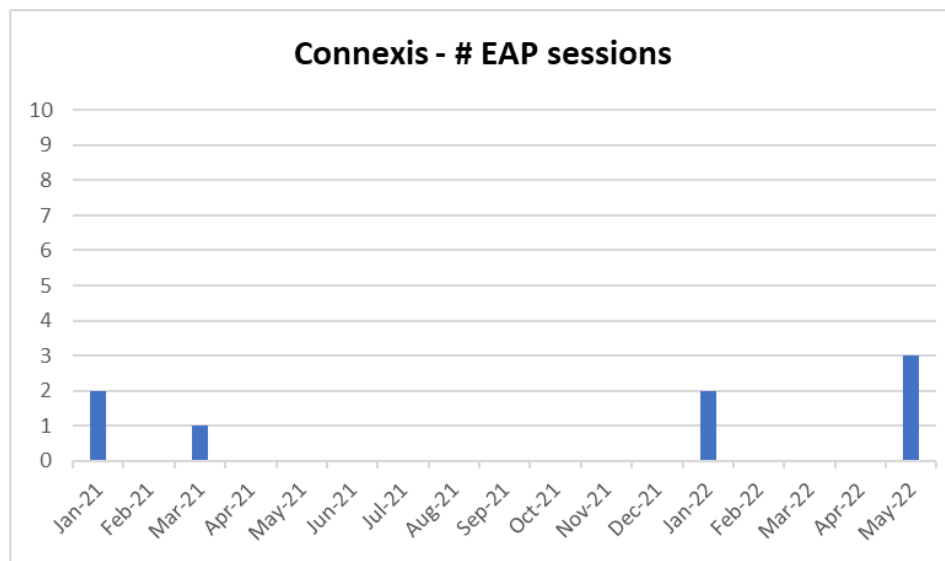
Our people turnover rate (as illustrated below) sits at 23.8% for the year to May 2022. This turnover figure includes resignations resulting from staff moving to Waihanga Ara Rau and for the past 12 months, this represents 16 people leaving Connexis. (Removing individuals who moved into the WDC would reduce the annual turnover rate to 19%).



Wellbeing Measures

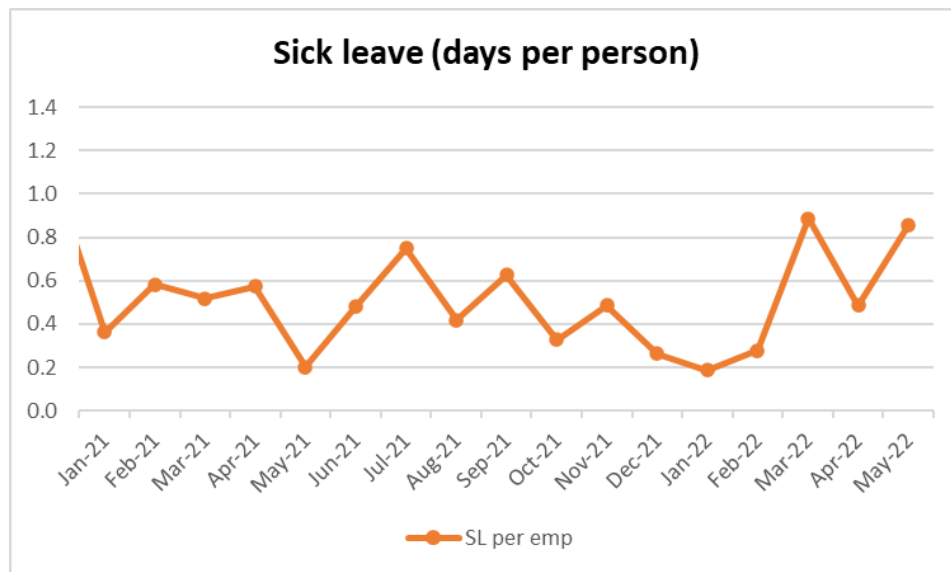
Two indicators of our people's wellbeing are EAP usage and sick days taken, and these are analysed below.

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.

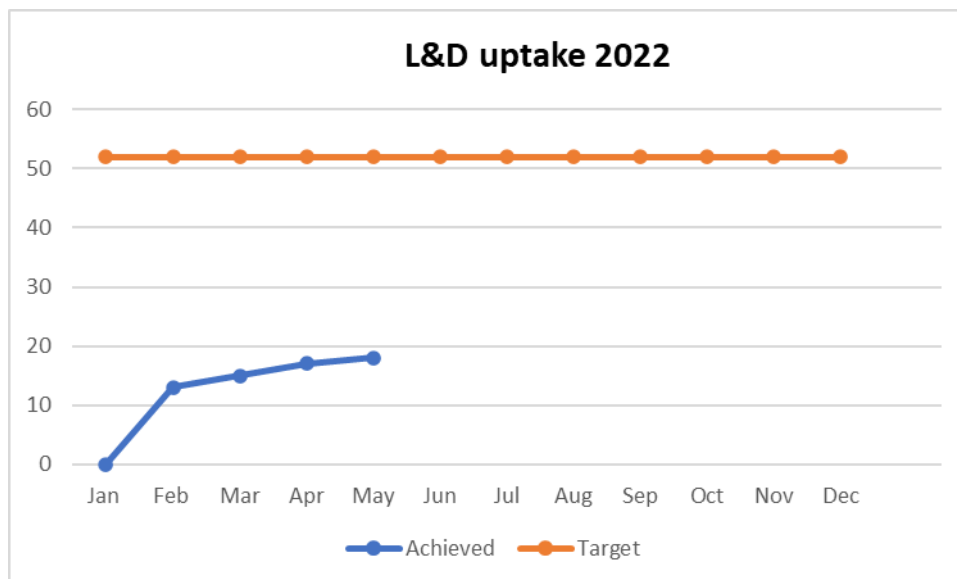
Sick leave taken in May 2022 has risen slightly from prior months, as expected, with a combination of seasonal ailments and COVID related leave being the drivers. The sick leave ratio for May 2022 is 0.86 days per person, and the running 12-month average is 6.0 days per person which is slightly below 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 five months to the end of May, 18 of our people (28%) 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

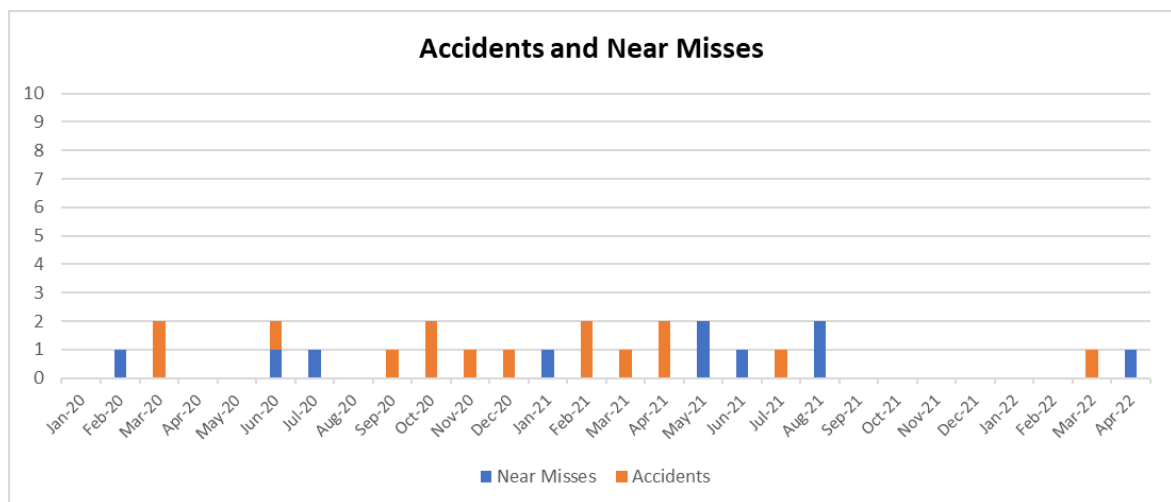
Connexis continues to achieve good levels of workplace safety and wellness, as evidenced by the metrics detailed below. There are no Health, Safety and Wellness (HSW) issues that require highlighting to the Board.

There is active management of 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 a mandatory KPI in our 2022 performance plans for every staff member.

Connexis SLT considers 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.

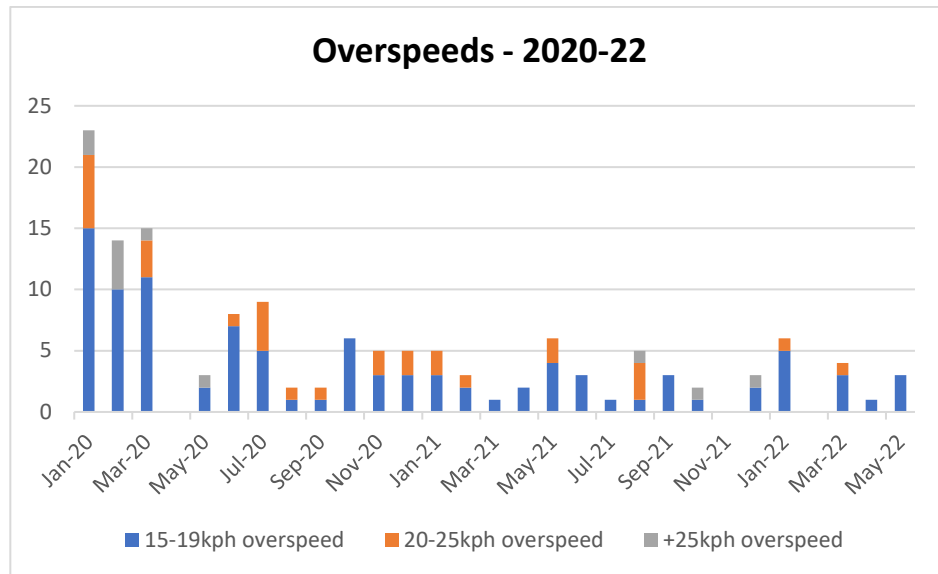
Accidents and Near Misses

Connexis continues to experience a low accident rate, with just one accident (no fault vehicle incident) and one near miss recorded in 2022; refer 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.



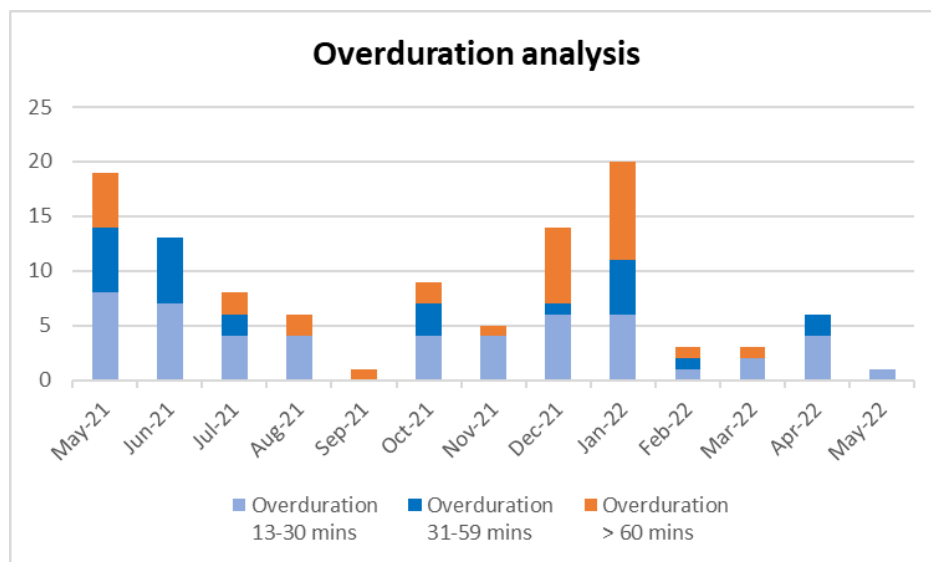
Overspeeding

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



Overduration driving

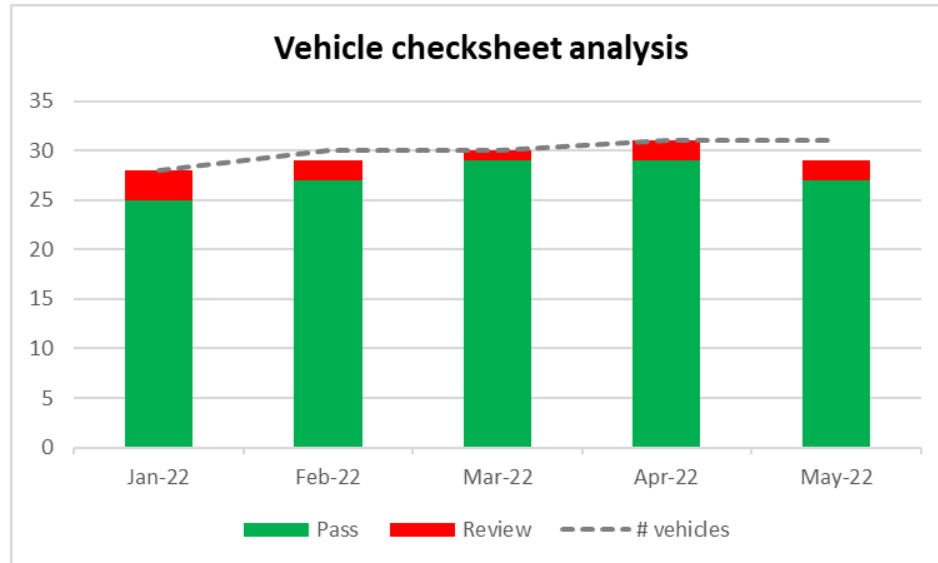
Over duration driving is also considered a risk factor, and Connexis drivers are required to take an and adequate rest breaks at least every two hours. Over duration above two hours of driving is measured and is addressed with employees where this occurs. As evident from the graph below, the frequency 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. the 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.

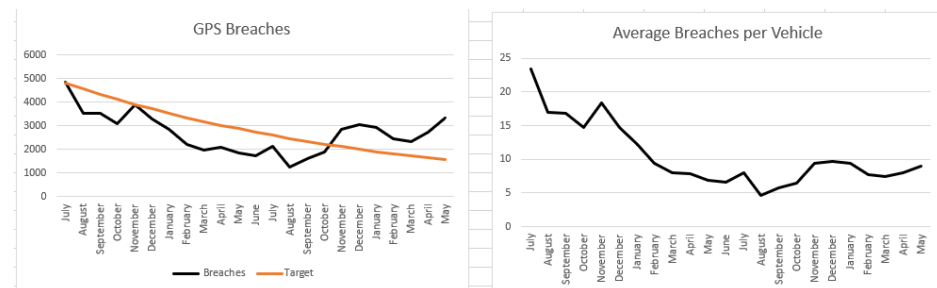
Compliance with the monthly vehicle check is very good, and the value of the control is evident in a small but regular number of items which require attention. The pass/fail ratio is analysed below, noting that monthly checks for two vehicles are outstanding due to the drivers being on annual leave.



Lead Indicators – Vehicles & Driving Safety

GPS Breaches (Breaches are 20% above speed limits)

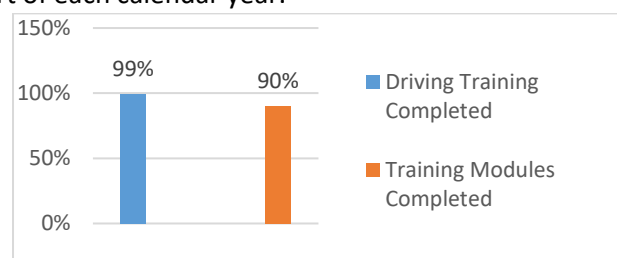
We have 369 vehicles with GPS installed. The overall target on lowering the number breaches (orange line) has not been altered. In May there was an average of 9 breaches per vehicle.



Driver Training Completion (Year to date)

(Requirement is 100% completion)

Our driver training modules reset 12 months following completion, not at the start of each calendar year.

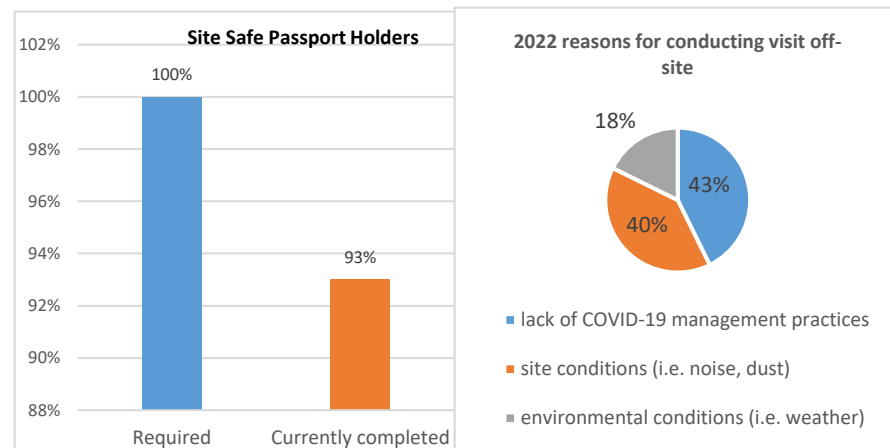


Lead indicators – Site Safety

Our 5x5 safety data is higher than previous reports as we are now able to combine both Training Advisor and Business Development Advisor reports on 5x5 actions.

Thirty-six visits had lack of COVID-19 management, another 36 changed locations because of site conditions, and 16 changed due to environmental conditions.

5 x 5 Assessments Completed		Visits completed Off-site due to hazard ID	
May 2022	YTD	May	YTD
5408	100% (7,087)	1.7% (88)	1.4% (96)



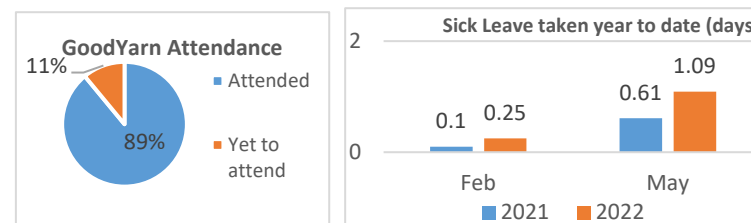
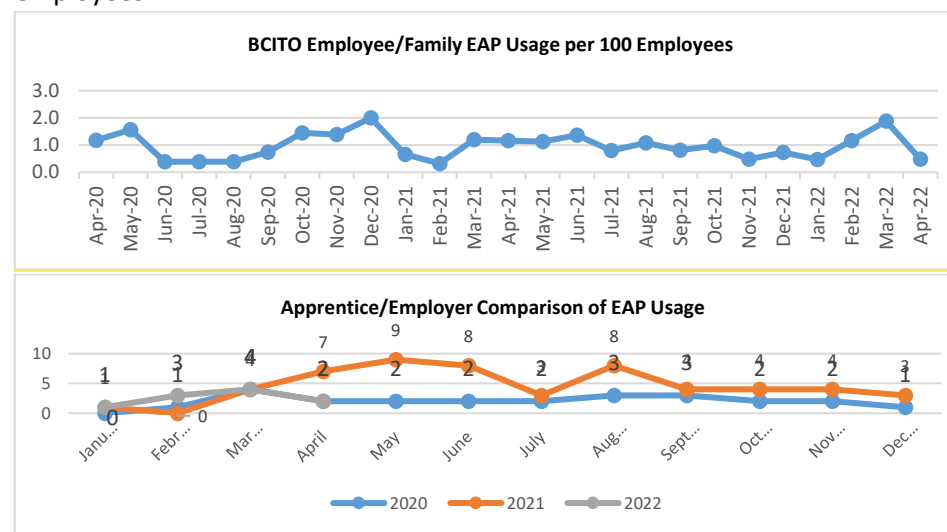
Working well	Focusing on
Flu Vaccination voucher uptake	Delivery of GoodYarn workshops
Being able to report on 5x5 data from myBCITO	Engagement with Te Pūkenga Synergy Health Wellbeing platform
Facilitator training for GoodYarn workshops	Completing office and vehicle audits

2022 Highlights (as of 7 June)

- Two close calls and two incidents were reported in May.
- Twenty-six complaints were received in May.
- TRIR for April is 0.7, this has continued to reduce from January spike.
- The W&S Committee met virtually on 17 May.
- 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

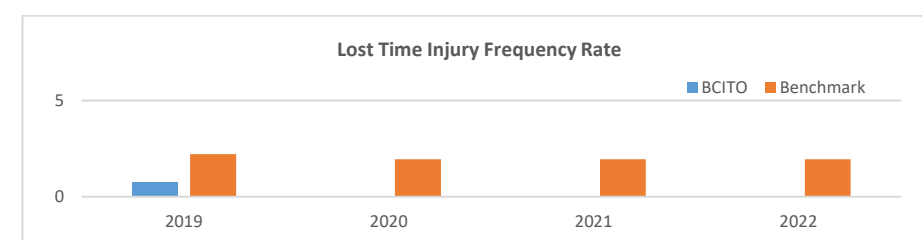
Lead indicators – Mental Wellbeing

At the end of May, BCITO Employee/Family usage of EAP was at 0.5 per 100 employees.



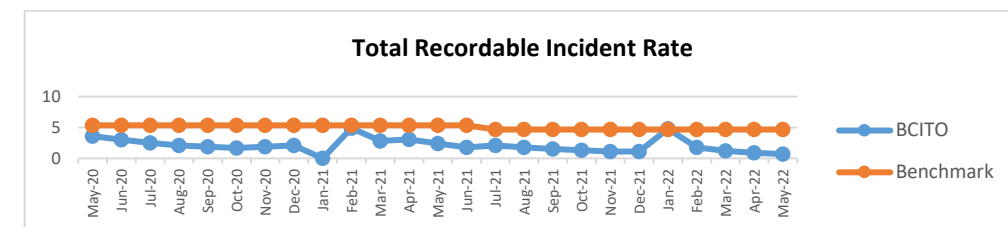
Lag Indicator - Lost Time Injury Frequency Rate (LTIFR)

No Lost Time incidents have been reported for 2022.



Lag Indicator - Total Recordable Incident Rate (TRIR)

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



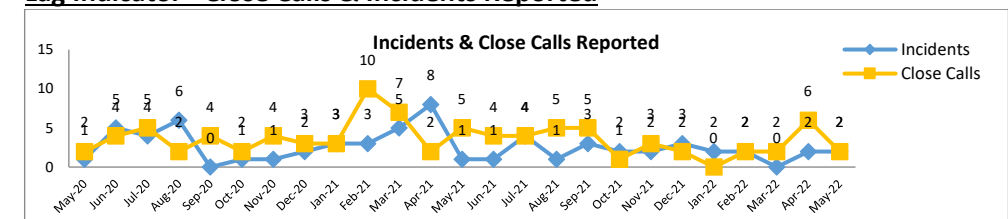
BCITO Incidents/Close Calls

	2022 at 31 June		2021 Total		2020 Total	
	Close Calls	Incidents	Close Calls	Incidents	Close Calls	Incidents
Total No	12	8	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%		

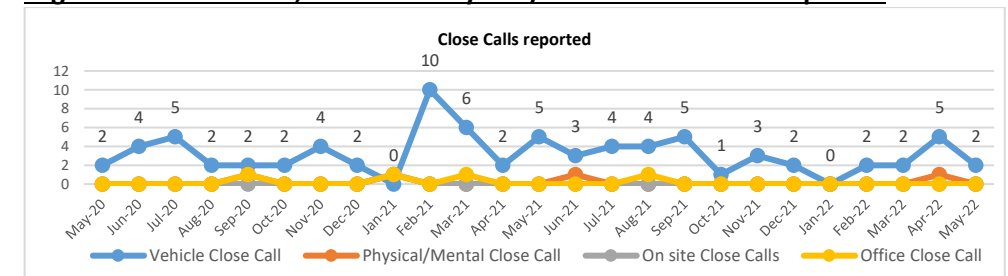
Follow-up actions from close call and incident investigations:

- In 2022 May two close calls and two incidents were reported.
- Both close calls were classified as 'vehicle'. No injuries were received.
- One incident was classified as 'vehicle' and the other was classified as 'physical/mental'.
- The 'vehicle' incident resulted in a BCITO vehicle being rear-ended at a stop sign. No injuries or damage was sustained by the BCITO driver or vehicle. The other driver appeared to be surprised the BCITO vehicle stopped as the Road was clear.
- The 'physical/mental' incident involved an employer coming into a BCITO office while the Training Advisor was alone, aggressively venting at them and then leaving. This aggressive behaviour is not uncommon from the employer. The situation has been addressed with the employee by the W&S Rep, Lead W&S Advisor, Area Manager, Business Strategy Manager, and GM Customer Experience Group. The employer has been spoken to by the Area Manager, the Training Advisor is no longer assigned to that employer, and a reminder about the Working Alone policy has been communicated.

Lag Indicator - Close Calls & Incidents Reported



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



2022 Workplan

The 2022 workplan will be based in Māori health model- Te Pae Mahutonga (Southern Cross Star Constellation), which brings together elements of modern health promotion and will be the main hauora model used within Te Pūkenga. These draft objectives and proposed actions were discussed with the Wellbeing and Safety Committee at the meeting on 17th May. These have now been accepted.

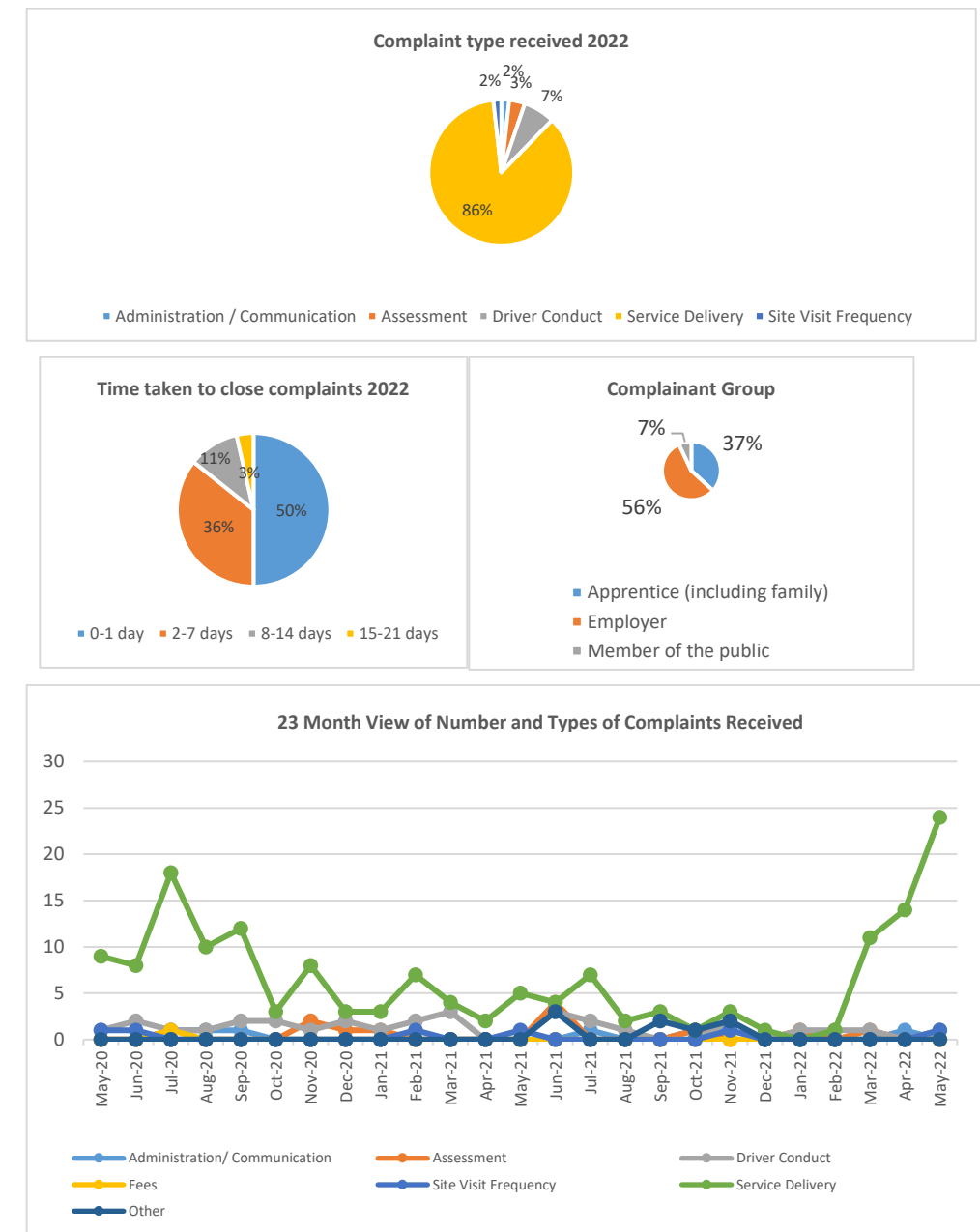
Objective	Action Details	When	Responsibility
Waiora (physical environment) BCITO people know our critical risks and participate in managing, monitoring and reviewing them.	Create a video to communicate the three BowTies capturing the organisation's critical risks (vehicles, worksites, and workload stress) 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. GPS overspeed reports follow a downward trend. Increase online driver module completion through manager support	July Aug Quarterly	Lead W&S Advisor and W&S Reps Lead W&S Advisor and W&S Reps GM Customer Experience Lead W&S Advisor and Managers
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
Mauriora (cultural identity) BCITO people know the why, what and how of the organisation's Wellbeing & Safety	Annual Wellbeing Safety survey analysis and response Communicate the legislative and organisational policy expectations regarding allocated time for W & S Reps to perform their tasks	June July	GM P&C and Lead W&S Advisor Lead W&S Advisor, and W&S Reps
Toiora (healthy lifestyles) BCITO people know how to boost their wellbeing to be strong and healthy.	Participate in Synergy Health pilot 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 	Sep Dec	Lead W&S Advisor, and GM People & Culture Lead W&S Advisor
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
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 Conversations at team meetings and with reps or Senior Wellbeing & Safety Advisor	July Ongoing	Lead W&S Advisor, W&S Reps, GM CEG and GM P&C Lead W&S Advisor and W&S Reps

Complaints

A total of twenty-six complaints had been received by the end of May 2022. Twenty-four related to 'Service Delivery', one related to 'Driver Conduct' and another one related to 'Site Visit Frequency'.

Given the high number of complaints for Business Development Advisors (BDAs), work is underway to have these more visible on a dashboard, for improved management.

The median number of days taken to close a complaint is 1 day. Fifteen 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 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).
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.	WBL 2021 Annual Report & Auditor'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	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.	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>	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	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.	Information		
8.1.	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).
8.2.	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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
		Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	2 of LGOIMA, as a body to which LGOIMA applies).
8.3.	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).
8.4.	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).
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.