

Te Pūkenga Work Based Learning Limited Board Meeting

Date	Wednesday, 24 August 2022	
Time	12.30 – 3.30pm	
Venue	The Foundry, Competenz, 277 Broadway, Newmarket & via Zoom	
Board Members	In Person	Online
	John Brockies (Chair)	Murray Strong
	Bryn Thompson	Brian Warren
	Grant Florence	Mike King
	Andrew Clearwater	Maryann Geddes
	Bruce Robertson	Vanessa Eparaima

Apologies

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 – 29 July 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 24 August 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



Register of Specific Interests as at 24 August 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 Friday, 29 July at 11.30am
at 50 Customhouse Quay, Wellington & via Zoom

Present

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

Apologies Vanessa Eparaima

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

The Acting Chair advised that the meeting commenced at the earlier time of 11.30am due to scheduling changes, noting that no members of the public had indicated their intention to attend the meeting. He further noted that a quorum of members was present at the meeting and declared the meeting open. Toby Beaglehole followed with a karakia.

Open Agenda

1. Governance

1.1 Welcome/Apologies/Notices

Apologies received from Vanessa Eparaima. Murray Strong will join at 11.45am.

1.2 Directors' Register of Interests

No updates were advised.

1.3 Directors' Register of Specific Interests

Maryann Geddes' specific interest in regard to the Service IQ Transfer Agreement to be removed, now that they have transitioned into WBL.

2 Board Minutes

2.1 Confirmation of Minutes of the Open Board Meeting held on 25 May & 22 June 2022

Resolved

The WBL Board approved the Minutes of the Open Board Meeting of Work Based Learning Limited held on 25 May 2022 as a true and correct record of the meeting.

Moved: Mike King

Seconded: Andrew Clearwater

CARRIED

Resolved

The WBL Board approved the Minutes of the Open Board Meeting of Work Based Learning Limited held on 22 June 2022 as a true and correct record of the meeting.

Moved: Mike King

Seconded: Grant Florence

CARRIED

2.2 Matters Arising from Previous Open Board Meeting

Noted.

3 Performance Reporting

3.1 Chief Executive's Report

The report was taken as read and the Chief Executive provided an update on the following:

- Overall business performance remains strong. TEC have confirmed additional funding for learners not being funded historically.
- Business Divisions are continuing to work closely together, particularly in the learner support space.
- All leader hui held this week focussed on equity and partnerships, providing an overview against the Te Pūkenga Te Pae Tawhiti framework.
- PrimaryITO and HITO remain on track for their respective transition dates. SkillsOrg is progressing.
- Change Programme – split between Purposeful Alignment and Change Leadership. Some initiatives will be realigned to better reflect recent Te Pūkenga priorities given recent changes.

Bruce Robertson thanked the team for a welcoming ServiceIQ Pōwhiri held on 4 July 2022.

Resolved

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

Moved: Bruce Robertson

Seconded: Bryn Thompson

CARRIED

3.2 People, Wellbeing & Safety Report

The Board noted that WBL turnover is tracking higher than expected. Incident and close call reporting is continuing to be monitored to ensure accurate reporting across WBL. COVID learnings were noted, with focus on subsequent actions.

Resolved

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

Moved: Mike King

Seconded: Bruce Robertson

CARRIED

Murray Strong joined the meeting

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



Te Pūkenga

9 of the Official Information Act 1982 which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public. The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of LGOIMA for the passing of the resolution are as noted as follows:

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



Te Pūkenga

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	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
7.2.	Quarterly Financial Report – Q2 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	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>
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 organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
8.4.	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</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

		the information to carry out, without prejudice or disadvantage, commercial activities	
8.5.	TITO Transition Summary	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
9.	General Business		
<p>The Chair also moved that certain employees from Te Pūkenga Work Based Learning Limited, namely Toby Beaglehole, Vaughan Payne and Lyn Butler be permitted to remain at the meeting after the public has been excluded, because of their specific knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters.</p> <p>Sinead Hart, Sean Kirk and Bell Gully representatives will join the meeting during the public excluded session to speak to specific items as required.</p> <p>Moved: Bryn Thompson Seconded: Mike King</p> <p>The open session closed at 11.50am and the public excluded session commenced at 1.27pm.</p>			

Bryn Thompson, Acting Chair

Date

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>Closed</i>
#23	29/7/22	Directors' Register of Specific Interests	<ul style="list-style-type: none"> Maryann Geddes' specific interest in regard to the Service IQ Transfer Agreement to be removed, now that they have transitioned into WBL. 	Board Secretary	August	<i>Closed</i>

Poari o Te Pūkenga Work Based Learning Limited Board Report

24 August 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 July 2022.
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Summary

This report provides a July 2022 update for Work-Based Learning (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, now including ServiceIQ, whose operations are also profiled in this meeting. Our safety and financial performance remain satisfactory, acknowledging Te Pūkenga is seeking additional contribution from WBL.

The consultation process on the future Te Pūkenga organisational structure was delayed approximately a month and commenced on 15 August. WBL's planning is well advanced for engaging with our people, both from a WBL perspective and working with Te Pūkenga's change programme.

TITO Progress

We are continuing on track with the final four transitions. Transfer Agreements are signed, completion statements underway.

- ServiceIQ (1 July) was completed as planned.
- Careerforce (1 September) Transfer Agreement has been signed, however a verbal update will be provided later in the meeting.
- HITO (19 September) remain on track, acknowledging they have expressed a preference for WBL to remain intact for 12 months to the Te Pūkenga Chair and CE.
- Skills continues to pose some challenges, and a range of issues have been tabled with their team for resolution. Again, we remain on track to transition Skills teams into Connexis and ServiceIQ.
- PrimaryITO have also expressed concerns about the proposed organisational structure for Te Pūkenga, however transition remains on course.

Change Programme

WBL's change programme covers Purposeful Alignment (within WBL) and Change Leadership (embracing Te Pūkenga's future state). Due to a family bereavement, the normal dashboard and update have not been included in this Board pack, however progress remains strong. We are working more closely than ever with Te Pūkenga teams, to ensure WBL trials and demonstration projects are relevant and aligned to the future operating model.

Poario Te Pūkenga Work Based Learning Limited Pūrongo Report

12 August 2022

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

Te Taunaki | Recommendation(s)

It is recommended that the WBL Board:

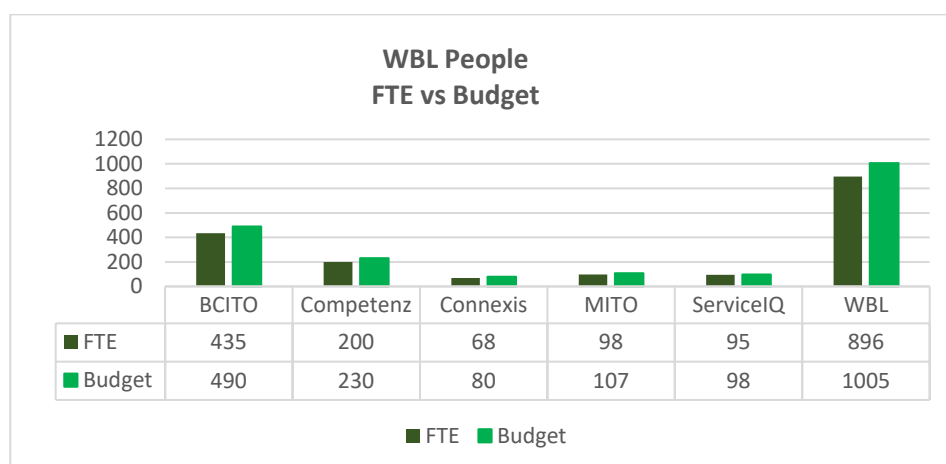
a.	Receive the People, Wellbeing and Safety Report for July 2022.
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What has been working well	What to focus on
Support to transitioning Skills employees	Skills Transition
WBL P&C Collaboration	Te Pūkenga Engagement/Consultation
WBL People & Leader Support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

The following report summarises the People, Wellbeing & Safety activity across the five Divisions of WBL. Divisional reports are provided in the appendices of this report. This report also includes data for ServiceIQ, for the first time.

Employee Numbers

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



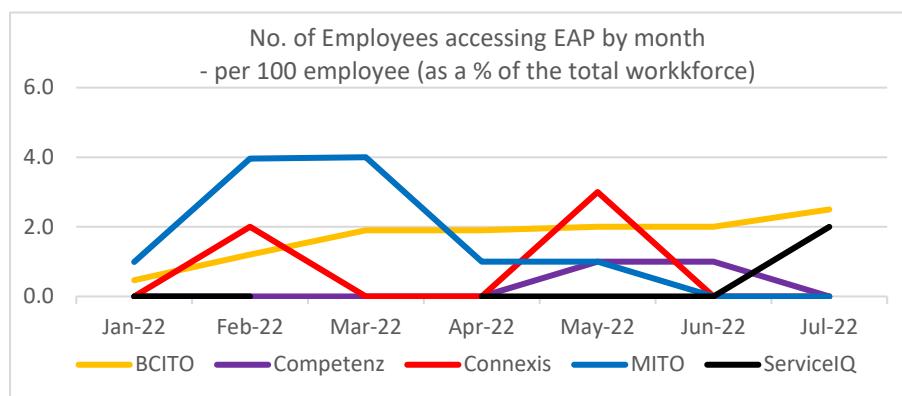
A new recruitment process has been implemented in July across the WBL. Aligning with the wider Te Pūkenga network, any new recruitment activity (backfill or new) within WBL, will follow an approval process. This also ensures that resourcing is being assessed/reviewed across the WBL, not just at a Divisional level.

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

Te Whare Tapa Whā

Taha hinengaro Mental & emotional

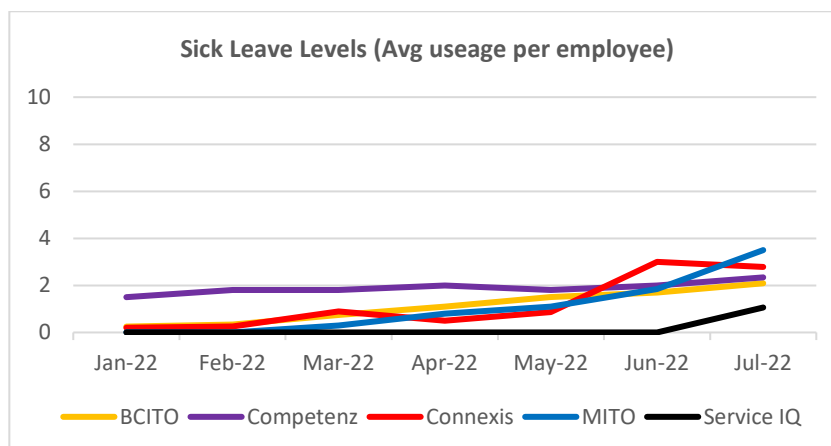
EAP Usage



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

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

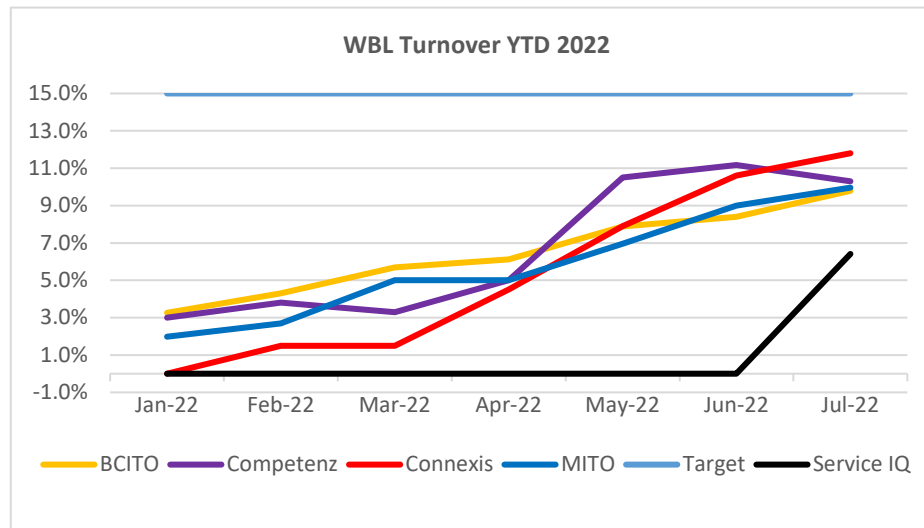
Sick Leave



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

Taha tinana Physical

Turnover

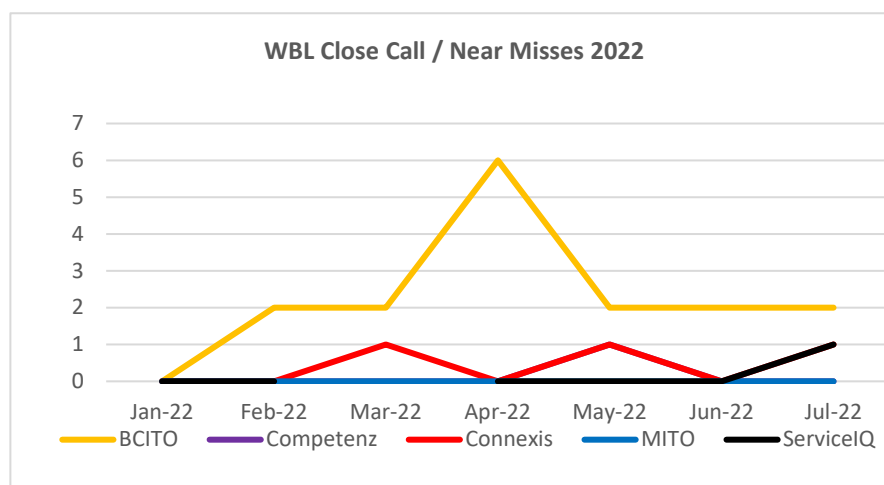


Turnover levels across the divisions remain similar, and expected, given the level of change, uncertainty, and activity in the labour market. We continue to monitor this carefully, particularly as the upcoming consultation tranches are released. From both a WBL and Divisional perspective, we continue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

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

Taha tinana Physical cont.

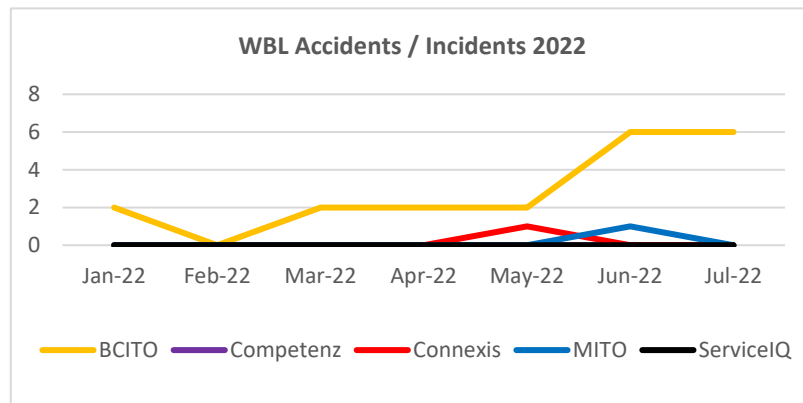
Incident and Close Call reporting:



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

Of the three close calls reported in July, two were from BCITO both involving vehicles, and the other from ServiceIQ, for a break in that occurred at their National office during a weekend. No employees were present and further investigation is occurring

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 in the above graph.

Of the six incidents reported, all were from BCITO, relating to vehicles. One, a minor accident when a vehicle rear-ended a stationary vehicle at an intersection, another when a vehicle reversed into a post, two related to vehicles receiving overnight damage and one vehicle received tire damage after hitting a curb to avoid a collision when avoiding another vehicle. No injuries were received in any of these incidents.

Vehicle and Driver behavior/management have been identified across the divisions as a critical risk to be effectively managed. All Divisions have preventative actions in place for the management of this risk, which include vehicle and driving policies, the process and selection of vehicles, various and ongoing training, and GPS speed and user tracking.

OTHER UPDATES

- Updated planning has been completed, ready for implementation for the upcoming engagement/consultation on the Te Pūkenga proposed structure. The key objectives for WBL through these consultation tranches are to ensure our people are well informed, prepared and supported.
- P&C Leads through the WBL, continue to have an important voice as part of the Te Pūkenga Workstream projects. This includes; Recruitment, Remuneration, CEA, policies and P&C systems. The perspective from WBL and the work environment and practices are often quite different so it's vital that this voice is heard.
- 365 Safe Assessment – Verbal feedback provided by the Wellness & Safety Leader within Te Pūkenga was positive on the assessment, that the WBL and its Divisions had performed well in the recent assessment. We are currently awaiting further information/documentation on this.

Appendix 1: BCITO People, Wellbeing & Safety Report

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

What has been working well	What to focus on
Recruitment has steadied for the team and the team are focused on backfilling current positions as opposed to filling growth positions that have kept them busy over the past year.	Supporting our people with the upcoming Te Pūkenga Consultation process which takes place on 15 August 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.	The P & C team are working through the remuneration process which has been sent to payroll. Communication around this will be critical so that our people understand the remuneration process and how pay increases are calculated.
The return of the BCITO Korero was well received by our people and we have received some positive feedback. We have scheduled the next one for the end of August and these will be ongoing so that our people are kept well informed.	We are organising a Pulse survey for our people planned for the end of August so we can ascertain how our people are feeling in terms of navigating change, their wellbeing, communication and the current culture.

Employee Numbers

BCITO Division – Employee Makeup					
	Permanent	Fixed Term	Current Total	Recruitment	Total
Director	2	0	2	0	2
Customer Experience Group	328	19	347	5	352
Te Kahui Whakawhitinga	30	0	30	1	31
Finance Group	6	1	7	0	7
Digital Group	31	0	31	0	31
People & Culture Group	9	3	12	0	12
TOTALS	406	23	429	6	435

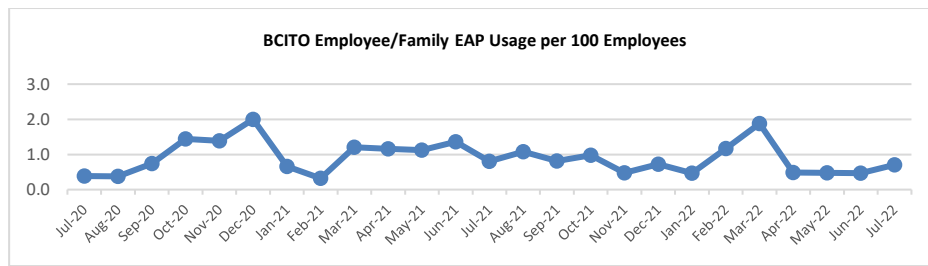
Te Whare Tapa Whā

Taha hinengaro Mental & emotional

EAP Usage

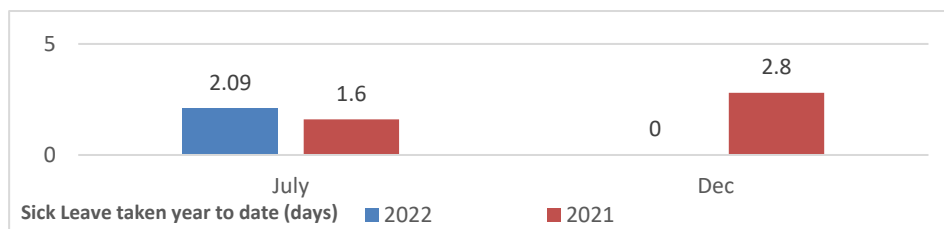
Lead indicators – Mental Wellbeing

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



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

Sick Leave



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

Taha tinana Physical

Turnover

	2022	2021
No of terminations YTD	42	57
Total Turnover Ration YTD	9.79%	13.79%
No. Voluntary Turnover Ratio YTD	42	55
Voluntary Turnover Ration YTD	9.79	13.29%
Voluntary Turnover Ratio Target	<15%	<15%

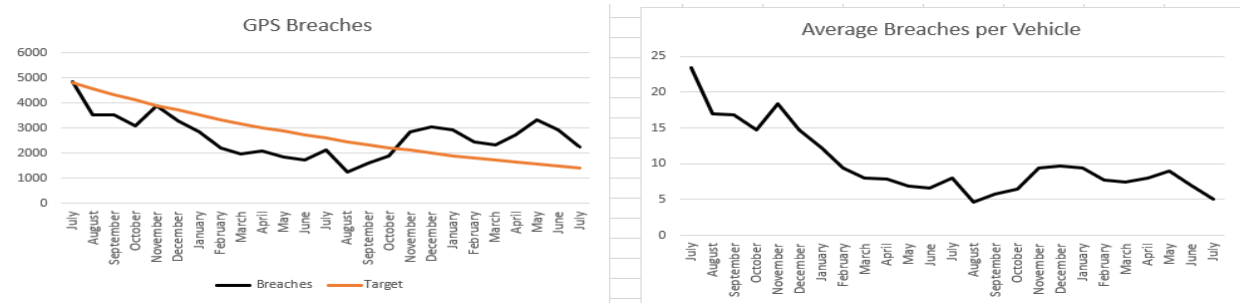
Incident and Close Call reporting:

	2022 at 30 July		2021 Total		2020 Total	
	Close Calls	Incidents	Close Calls	Incidents	Close Calls	Incidents
Total No	16	20	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%		

- In July there were 2 x close calls and 6 x incidents reported
- Both close calls were classified as **vehicle**, involving a member of the public tailgating a BCITO vehicle and the other involved loose metal striking a windscreen
- Six incidents were classified as **vehicle**:
 - Minor accident when BCITO vehicle rear-ended a stationary vehicle at an intersection, no injuries
 - Minor vehicle damage, when reversing into a post
 - 2 x minor vehicle damage to BCITO vehicles, when parked overnight

- Tyre damaged when hitting kerb to avoid a collision, tyre damaged by picked up a spike on the open road

Any other reporting



We have 320 vehicles with GPS installed. The overall target on lowering the number breaches (orange line) is down. In July there was an average of 5 breaches per vehicle.

OTHER UPDATES/REPORTING

60 staff in Auckland, Wellington and Christchurch received health checks as part of the MedPro Health-check programme

Synergy Health pilot, 34% uptake from BCITO, receiving positive feedback, the pilot still has a month to run

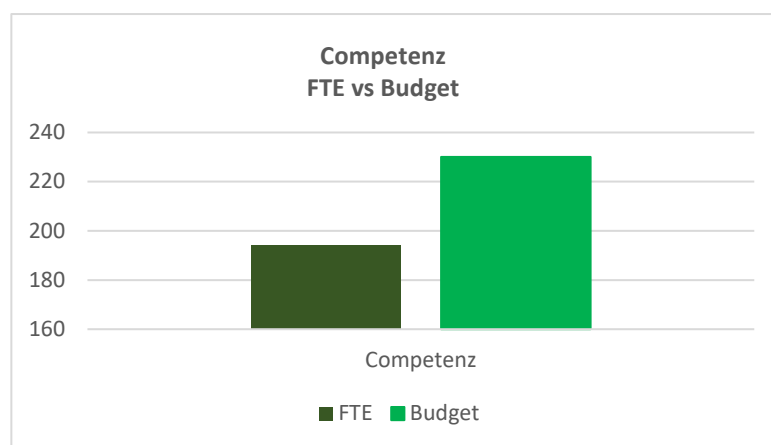
July saw the provision of additional 5 days COVID-19 sick leave entitlement due to an upsurge in people contracting COVID with some of our people getting it for the second time.

Appendix 2: Competenz People, Wellbeing & Safety Report

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

What has been working well	What to focus on
Involvement in TP projects	Employee wellbeing
Recruitment of key approved roles	Health & safety audits & reviews
	Consultation/engagement support

Employee Numbers



	Budget	Curr.	FTE
SLT	9	8	8
Industry Training	97	81	78.45
Learning Design & Innovation	32	29	29
Employer and Learner Experience	60	54	50.80
Finance	9	8	8
People and Culture	6	5	5
Nga Kaiurungi	1	0	0
Strategic Advisory	16	15	15
Totals	230	200	194.19

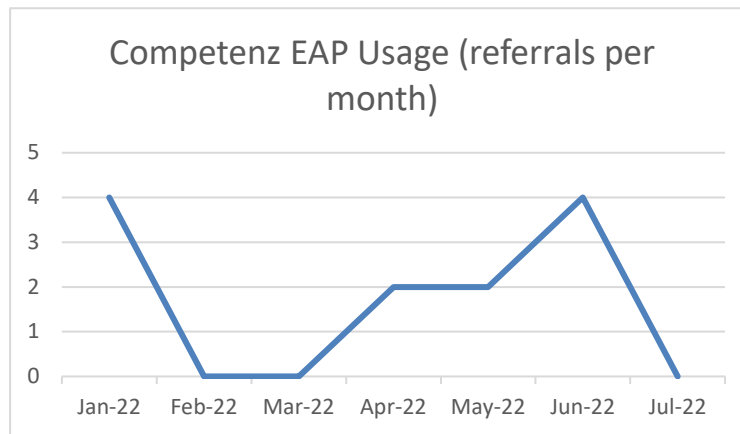
July was a big month for recruitment with 6 appointments made to roles prior to the recruitment freeze. We have seen an increase in days to fill which has been skewed by some very hard to fill roles being vacant for long periods of time. Activity will slow in this area with only 6 active vacancies in the market at the moment. Of this 2 are with agency for assistance and it is expected that we should be able to fill these in due course.

Te Whare Tapa Whā

Taha hinengaro

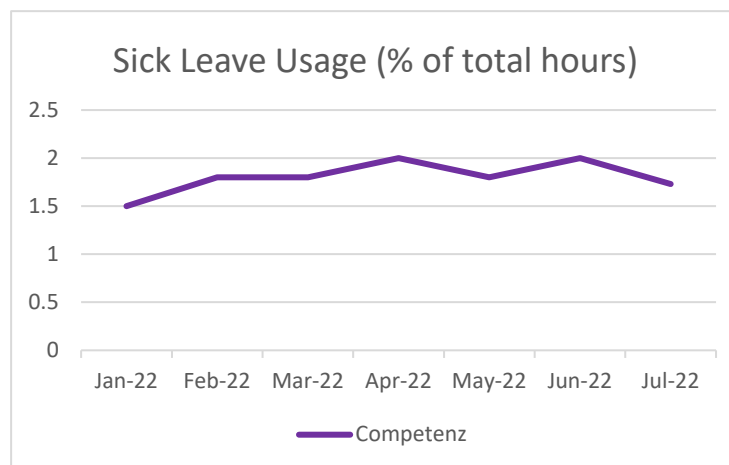
Mental & emotional

EAP Usage



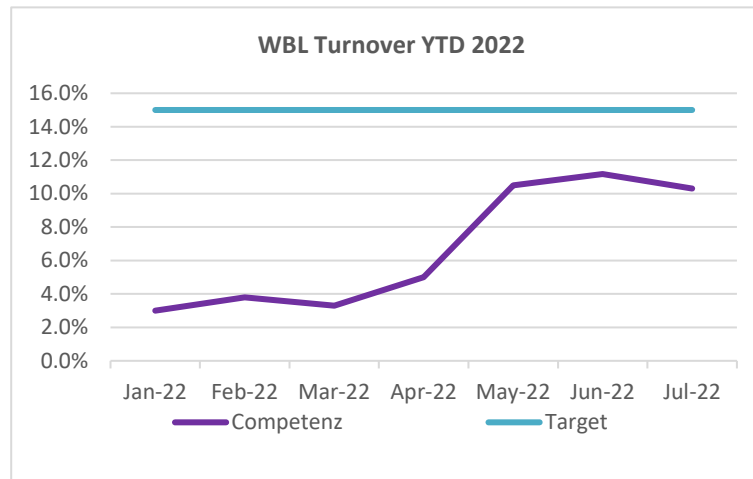
EAP usage dropped in July with no referrals or new users. The average number of sessions has also dropped down to 2.69 per user. We have started a programme to refresh employees with what EAP can cover and availability. This is part of a wellness initiative to support staff as we begin consultation.

Sick Leave



Sick leave usage continues to remain relatively low in the current environment. There are ongoing conversations with employees around taking sick leave when they're sick rather than working from home. July saw lower numbers of Covid cases reported but this may spike in August given community spread outside of Auckland and the current seasonal flu.

Turnover

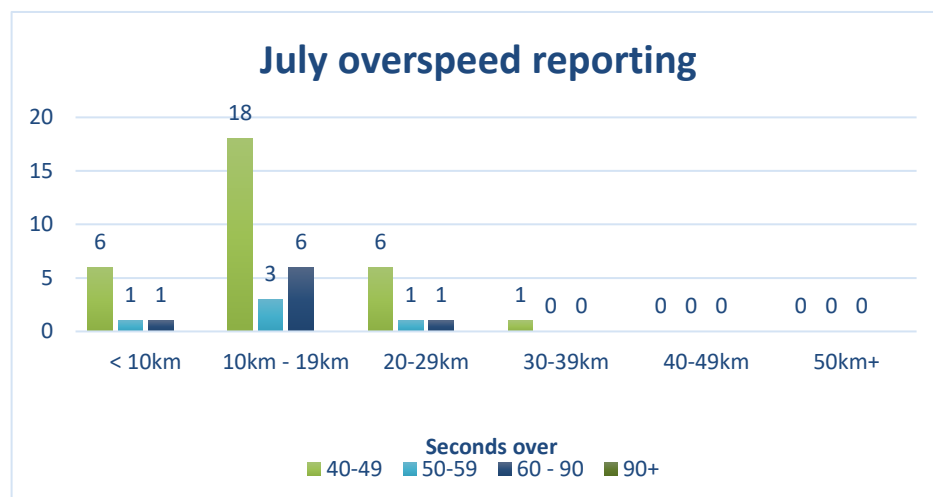


Attrition continues to trend at expected levels for the year. Given the amount of uncertainty in the environment and tight labour market this result is great for the business. As the consultation phases begin it will be important to monitor and highlight regrettable turnover.

Incident and Close Call reporting:

There were no close calls or incidents reported for July. A full audit of our reporting system is planned for August to ensure nothing has been missed and the system is fit for purpose. We have a new Senior Health & Safety Advisor joining the organisation to ensure we are on top of our requirements and the policies, procedures and registers are all fit for purpose.

Any other reporting



In July Competenz reviewed and refreshed it's driving policy to be more aligned to other WBL companies. As part of this refresh an increased focus has been put on overspeed incidents with managers. The primary cause for most overspeed incidents remains either passing slow vehicles or changing speed limits on highways. Drivers are being spoken to regularly to ensure they understand the requirements. We are also introducing a reward system for teams who do not have any breaches to help reinforce the right behaviours.

OTHER UPDATES/REPORTING

- P&C are in the process of changing the job sizing methodology used from Hays to SP10. There will be no impacts to current salaries as part of this.
- Health & Safety is a major focus for the team as this has been lacking. With a dedicated resource now on board we are working through the gaps to close these.
- The team are continuing to look at streamlining processes where it makes sense and will provide benefits.
- L&D report for July is attached.

Appendix 3: Connexis People, Wellbeing & Safety Report

Title	Connexis People, Wellbeing & Safety Report – July 2022
Provided by	Kelvin Wong, Chief Financial Officer Suzanne Wood, HR Manager
For	Review

What has been working well	What to focus on
Te Reo Māori language training for all Connexis staff plus some WBL people	Integration of Skills Org
Health, Safety and Wellness outcomes	Supporting our people with the upcoming Te Pūkenga consultation process
Recruitment (some roles and also re-hires from a WDC)	Recruitment (Comms and Analyst roles)

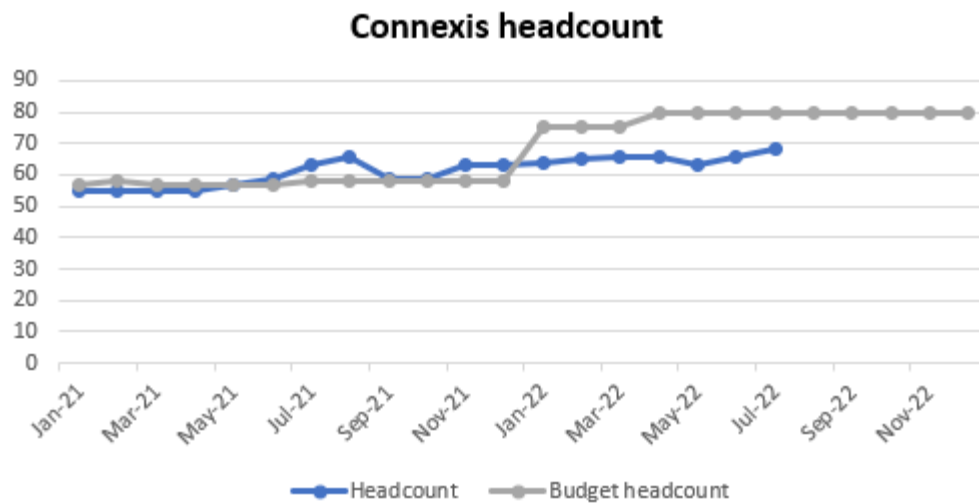
Overall, the Connexis team remain highly engaged as evidenced by a positive employee engagement survey result.

There are no adverse people issues that require highlighting to the Board. We continue to monitor our people for wellbeing and engagement issues. We are highly aware of the work demands on our people, which are currently exacerbated by the forthcoming consultation, and we continue to work hard to provide appropriate support for them eg our Employee Assistance Programme (EAP) account manager provided an overview of the many ways in which EAP could provide free and confidential assistance to them at a recent all-staff meeting.

Staffing levels

Our current headcount at the end of July 2022 is 68. This represents an 1.03% increase in headcount in the past 12 months. Resignations in July (just one) has not significantly impacted on our general trend of an increasing headcount.

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



Current Recruitment

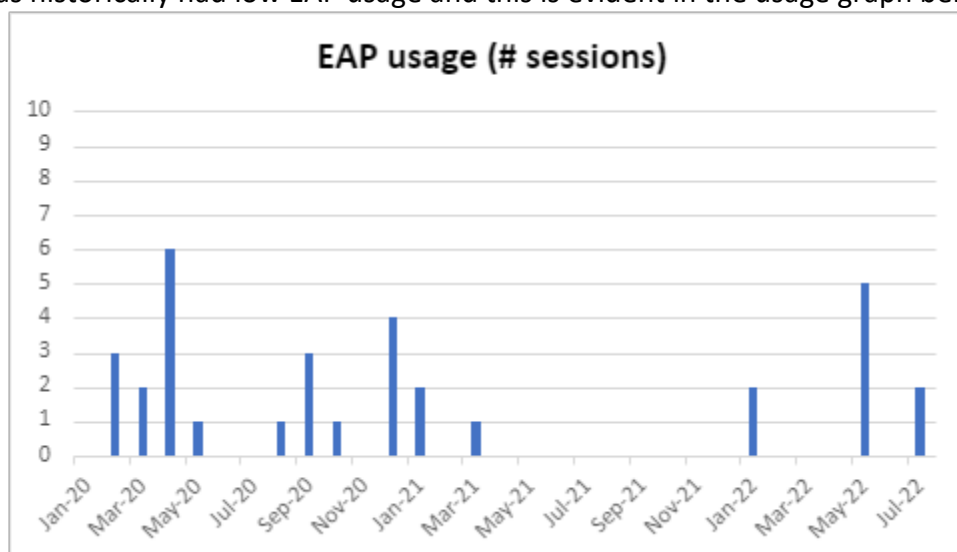
Position	Status
Quality Assurance Administrator	Advertising
Senior Communications Executive	Advertising
P&C Manager	Shortlisting
Reporting and Insights Manager	Interviewing

Recruitment activity in recent months has shown significant contrasts of success with some roles being straight-forward to fill despite tight market conditions and some roles proving very difficult (the Senior Comms and the Reporting and Insights roles). One highlight has been the return of a person to our Quality team endorsing our efforts to make Connexis a positive work environment attractive to new and returning employees.

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

EAP Usage

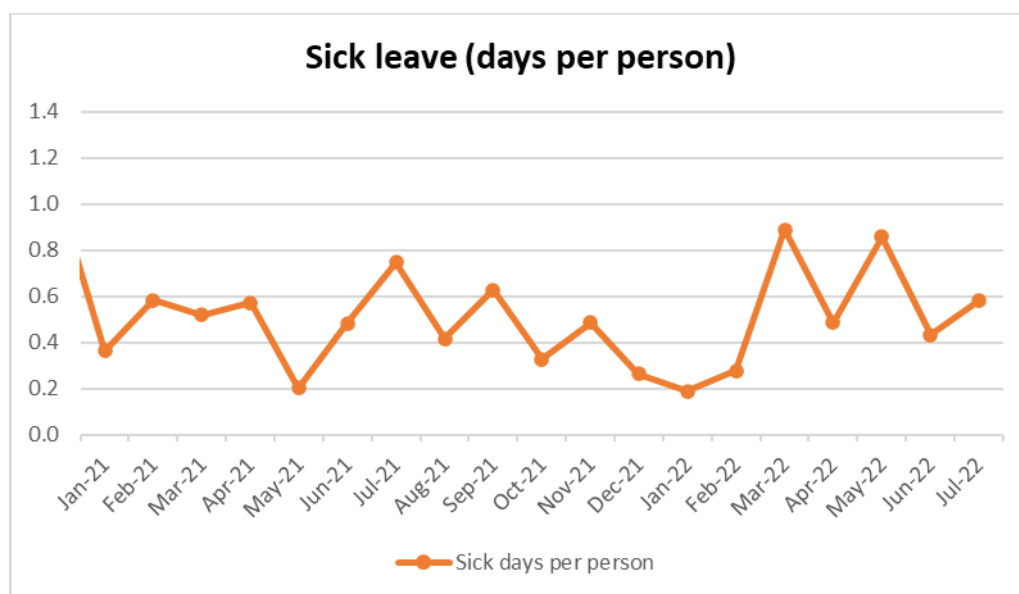
Connexis managers continue to actively encourage their people to use EAP to manage any wellbeing issue, whether work or personal, and this is well promoted by our people managers. Connexis has historically had low EAP usage and this is evident in the usage graph below.



Sick Leave

Sick leave taken in July 2022 was at a higher level than June but not beyond expected levels and the second wave of COVID was evident plus further leave for seasonal ailments. Despite the high number of COVID related cases, the sick leave ratio for July 2022 was just 0.84 days per person and the running 12-month average is 6.1 days per person which is below expectations (average sick leave usage for public service employees was 8.1 days in 2021).

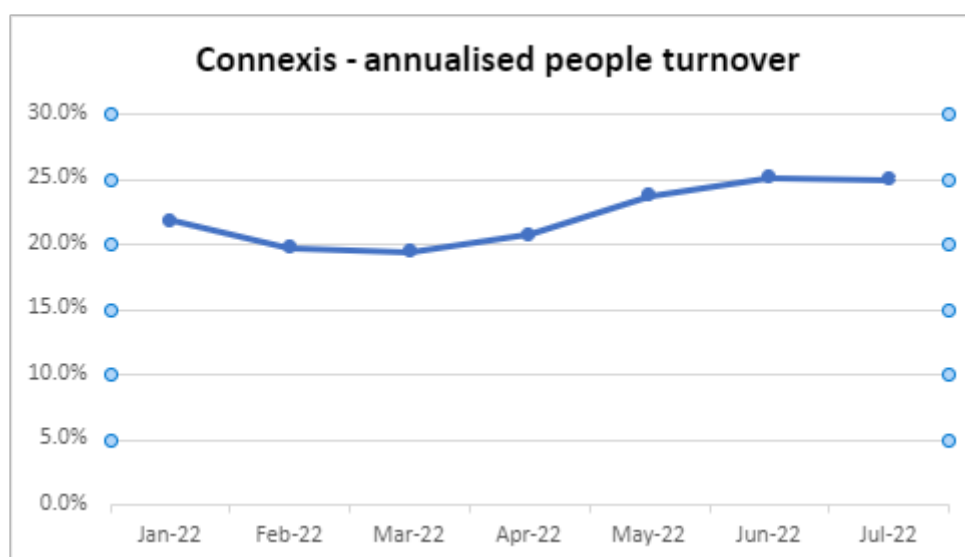
Sick leave taken (paid and unpaid) is summarised in the graph below.



Te Whare Tapa Whā - Taha tinana (physical health)

Turnover

Our annualized people turnover rate (as illustrated below) sits at 25% for the year to July 2022. This turnover figure includes resignations resulting from staff moving to Waihanga Ara Rau and, for the past 7 months, this represents 8 people leaving Connexis (annual turnover (over the past 12 months) excluding WDC related resignations is 18.8%).



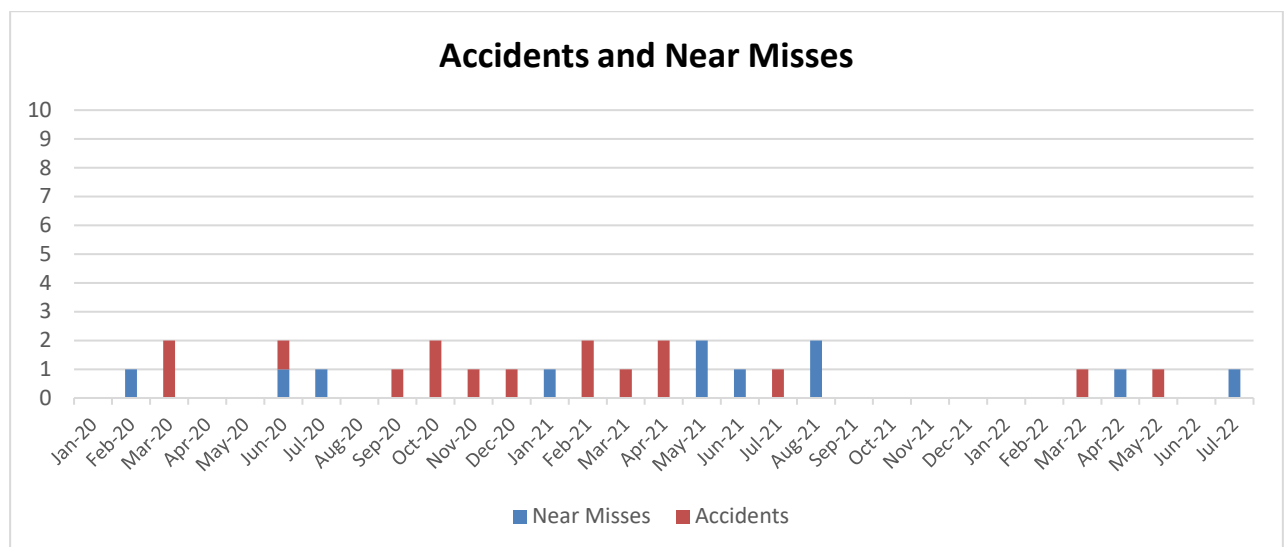
Incident and Close Call reporting:

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

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

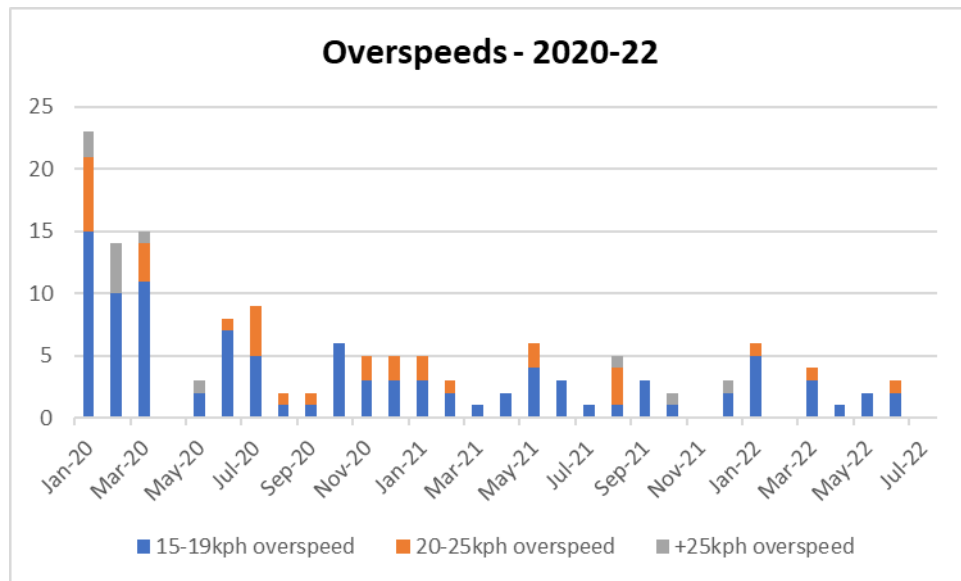
Connexis continues to experience a low accident rate with just two (minor) accidents and one near miss recorded in 2022 as shown in the graph below. The increased level of working from home plus various COVID related lockdowns are likely to be factors further influencing our accident and near-miss rates.

Our people are regularly reminded of the need to, and reasons for, reporting accidents and near misses and there is no evidence of under-reporting.



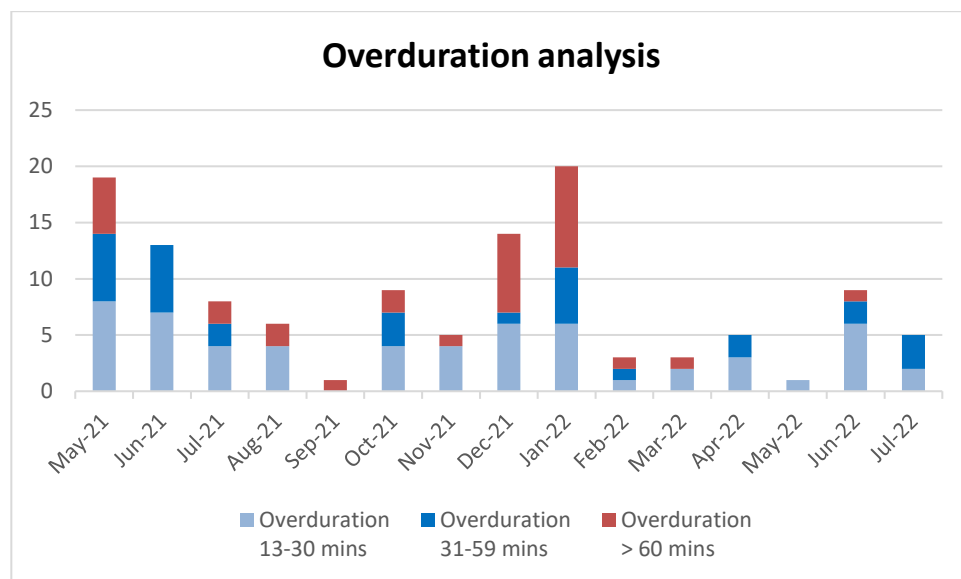
Vehicle overspeed monitoring

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



Driving overduration monitoring

Overduration driving is also considered a risk factor and Connexis drivers are required to take an adequate rest break from driving at least every two hours. Overduration above two hours of driving is measured and is addressed with employees where this occurs. As evident from the graph below, the frequency and the magnitude of those incidents has reduced since oversight of this risk factor commenced in mid-2021 and have generally been at acceptable levels since February 2022.

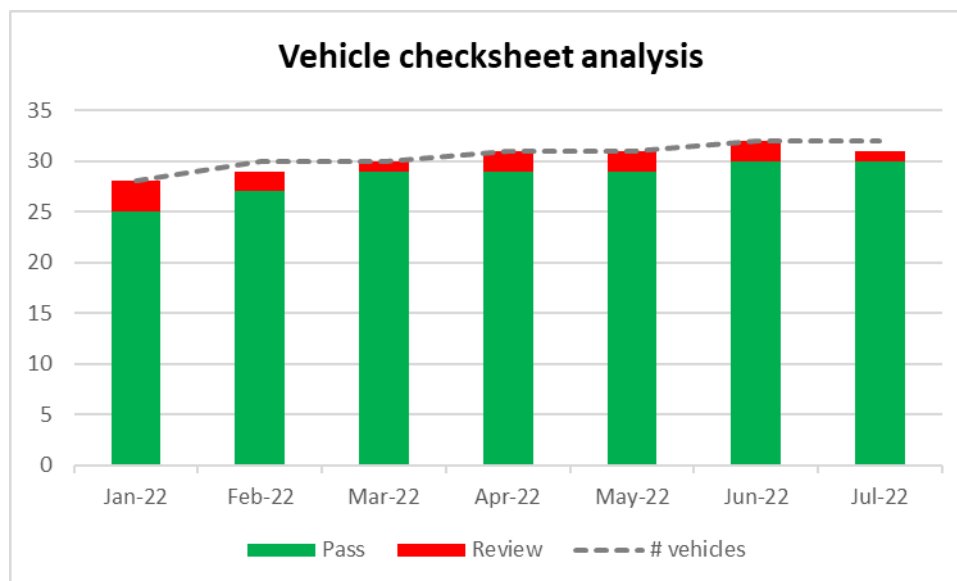


Vehicle roadworthiness

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

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

rate and the pass/fail ratio is analysed below. Management are satisfied with the overall timeliness and completion levels of inspections and the speed of resolution of items requiring remediation. Input from the HSW committee have seen continuous improvement in the vehicle roadworthiness checking process.



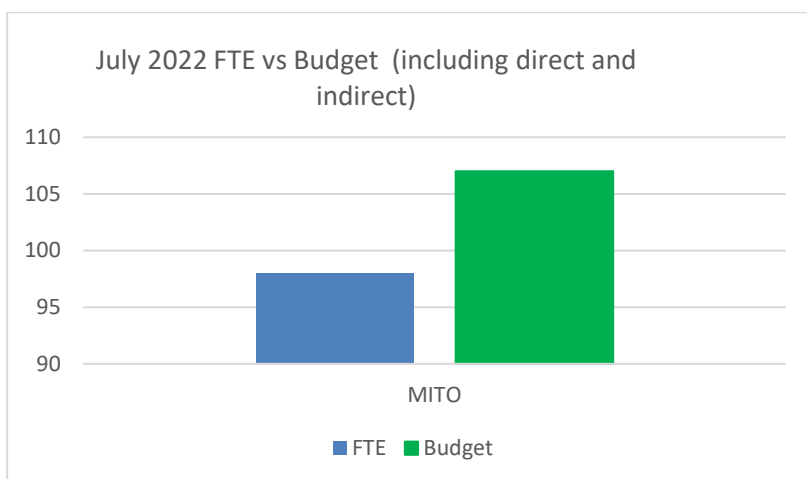
Appendix 4: MITO People, Wellbeing & Safety Report

Title	MITO People, Wellbeing & Safety Report – June
Provided by	MITO
For	Review

What has been working well	What to focus on
Staff engagement	Building cultural capability
WBL strategy to communicate with all staff, managers and SLTs	Change management
COVID support for staff	

Employee Numbers

Current	FTE	Budget
MITO	98	107



Current Recruitment

MITO currently has 107 positions on our organisation chart, this includes the additional five Training Advisor positions to support the growth in learner numbers. In July there were nine vacancies. Recruitment has been approved for six positions. Three vacancies will remain on-hold.

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

Te Whare Tapa Whā

Taha hinengaro

Mental & emotional

EAP Usage

There was no usage of EAP support in July.

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

Sick Leave

Sick day usage totalled 52.5 days. MITO has extended its sick leave policy to align with WBL policy of five days COVID leave for staff that contract COVID, and a further five days on approval.

A total of 40 MITO staff have tested positive for COVID-19, 40% of staff YTD. 11.5 days in July were provided to staff as COVID-19 leave.

Taha tinana

Physical

Turnover

15 staff have resigned. This represents 15% turnover year to date.

Reasons for leaving	%
Promotion in industry	33%
Employed by WDC	27%
Promotion in Government	20%
Other	13%
Relocation	13%
Promotion in ITP	7%

Incident and Close Call reporting:

Nil for the year

Any other reporting

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

OTHER UPDATES/REPORTING

An extensive exercise has been completed with Strategic Pay to align all MITO positions (excluding the Director position) to the Strategic Pay Grading system.

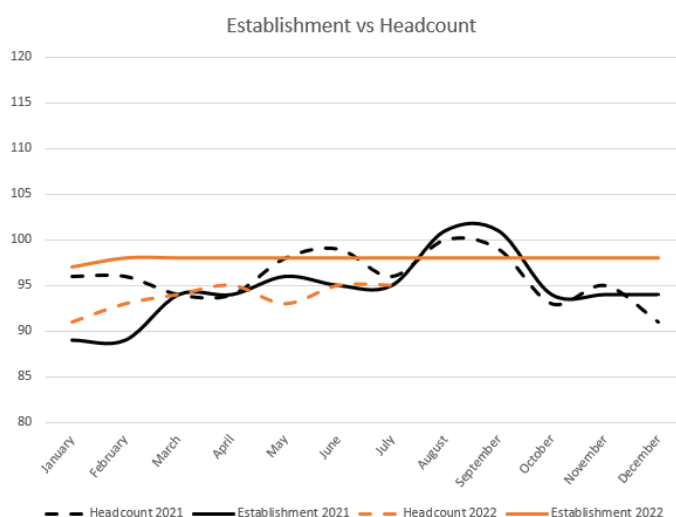
Appendix 5: ServiceIQ People, Wellbeing & Safety Report

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

Employee Numbers

The following graph shows the current establishment, against headcount for the current year, in comparison to 2021. And the table represents actual headcount and FTE effective 31 July 2022.

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



Business Unit	Headcount	FTE	Establishment
Chief Executive	2	2	3
Finance	4	3.75	3.95
Human Resources	3	3	3
Industry Engagement	44	42.18	44.4
Information Technology	7	7	7
Talent Supply Transitions and Operations	35	34.60	36.6
Total	95	92.93	98

Current Recruitment

While ServiceIQ Business Division has a number of vacant positions, we have 1 open, active recruitment process being undertaken and 2 processes closed in July, through successful offer and acceptance. Given the specialist nature and level of the demand for skilled people in these positions, our Lead Advisor Oritetanga, placed through an agency, took a very long time to fill. Our Quality Assurance Manager was filled internally, which is a great outcome for the individual and demonstrates the divisions support for internal kaimahi development.

We have not previously reported recruitment activity, so will work on developing and reporting metrics from August reporting.

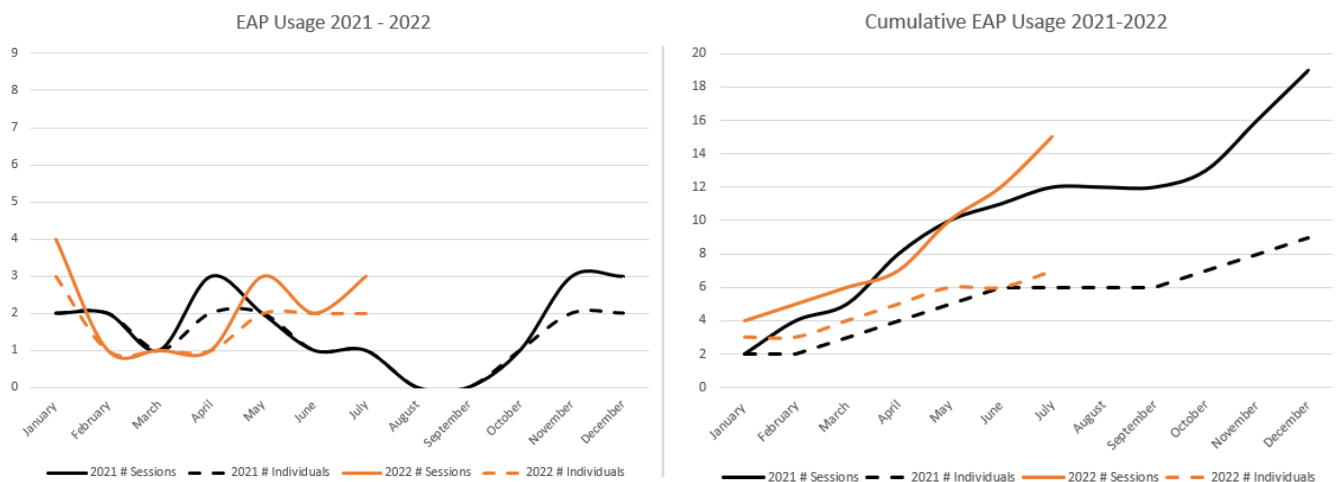
Te Whare Tapa Whā

Taha hinengaro

Mental & emotional

EAP Usage

EAP usage has continued to fluctuate, with July having 2 people (1 new) undertake 3 sessions between. Of the 15 sessions YTD, 6 can be attributed to 1 individual, therefore the EAP usage has become skewed. All access events to date are from the TST, Marketing and Strategic Support and Industry Engagement catchments. The identified issues are all categorised as personal.



Sick Leave

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

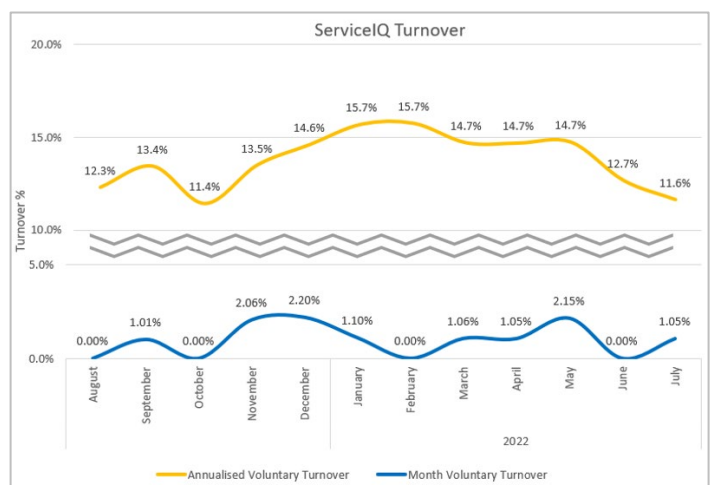
Overall use of sick leave across the division in July was 81.38 days (0.86 days average per person), a decrease from the June report (1.02 days average per person). A large volume of sick leave continues to be attributed to COVID-19.

Taha tinana

Physical

Turnover

With one voluntary exit from the division in the reporting period, voluntary turnover was 1.05% in July 2022 and annualised voluntary turnover continued to drop to 11.6%. The reason for leaving was for greater stability due to RoVE uncertainty.



Incident and Close Call reporting:

One incident in July relating to the weekend break-in of level 14 Wellington Plimmer Tower office. No staff were present at the time of the break-in, however potential for team members to access the floor and interrupt the intruder's results in the incident being classified as an incident/near miss.

Any other reporting

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

One kaimahi remains on a graduated return to work plan, following personal injury in January 2022. The individual being infection by COVID-19 has set this the RTW back by a couple of weeks.

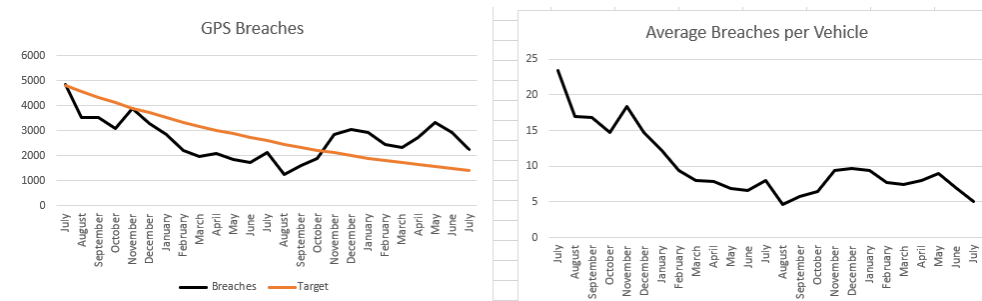
OTHER UPDATES/REPORTING

Nil

Lead Indicators – Vehicles & Driving Safety

GPS Breaches (Breaches are 20% above speed limits)

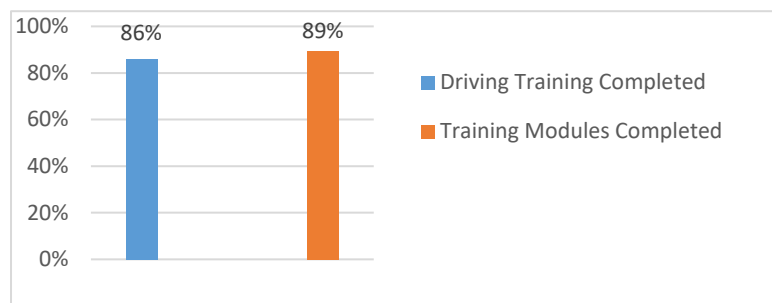
We have 320 vehicles with GPS installed. The overall target on lowering the number breaches (orange line) is down. In July there was an average of 5 breaches per vehicle.



Driver Training Completion (Year to date)

(Requirement is 100% completion)

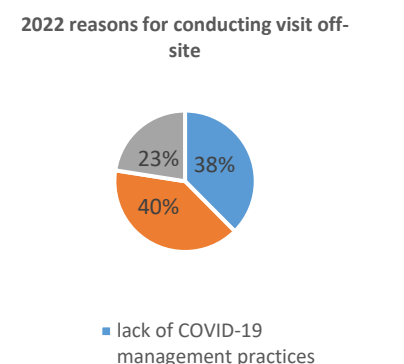
There are 46 field staff who are over-due to attend practical driver training, some will receive a new vehicle this year. Engaging with Area Managers to identify and book staff in for training.



Lead indicators – Site Safety

58 changed locations because of site conditions, 33 visits had lack of Covid-19 management, and 35 changed due to environmental conditions.

5 x 5 Assessments Completed		Visits completed Off-site due to hazard ID	
July 2022	YTD	July	YTD
5865	100% (17998)	2.1% (126)	1.6% (293)



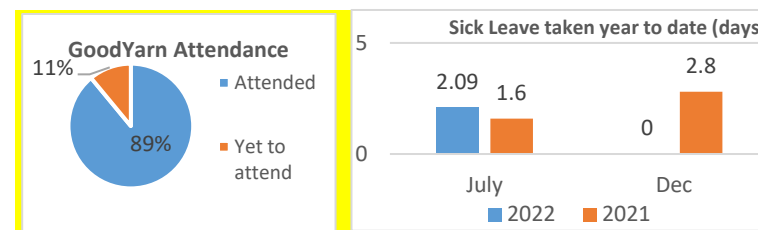
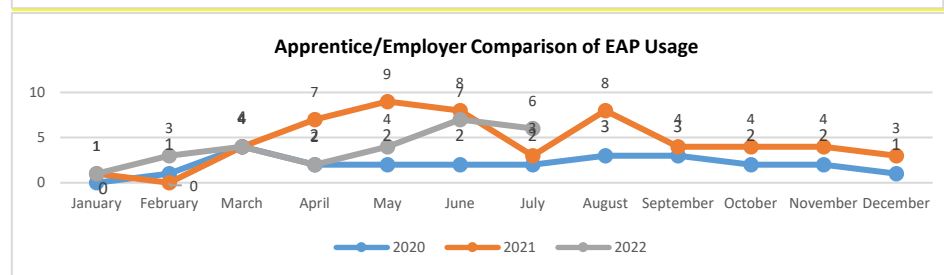
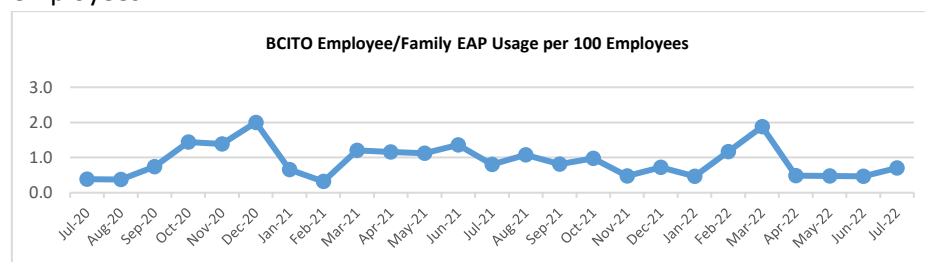
Working well	Focusing on
Health check uptake	Delivery of GoodYarn workshops
Being able to report on 5x5 data from myBCITO	Engagement with Te Pūkenga Synergy Health Wellbeing platform
Facilitator training for GoodYarn workshops	Completing office and vehicle audits
Safe 365 Baseline assessment	Attended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

2022 Highlights (as of 8 August)

- 60 staff in Auckland, Wellington and Christchurch received health checks as part of the MedPro Health-check programme
- Synergy Health pilot, 34% uptake from BCITO, positive feedback, pilot still has a month to run
- July saw the provision of additional 5 days COVID-19 sick leave entitlement
- Interim report Safe 365 indicates BCITO has good moderation structures.

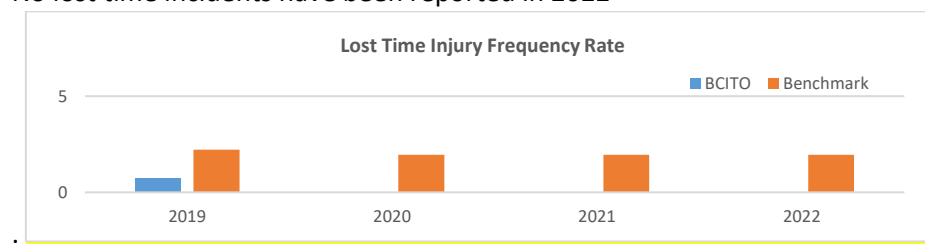
Lead indicators – Mental Wellbeing

At the end of July, BCITO Employee/Family usage of EAP was at 0.7 per 100 employees.



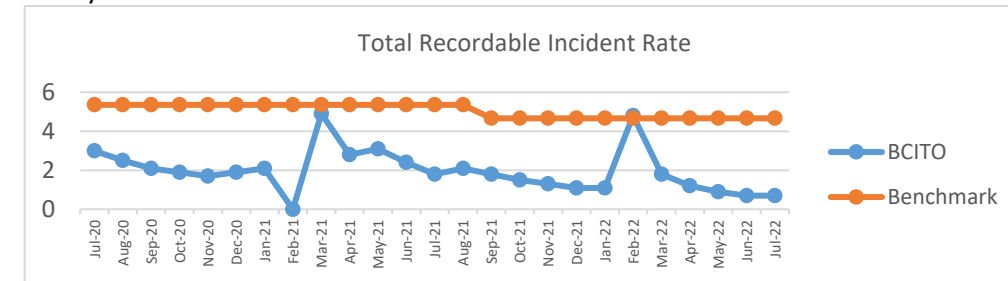
Lag Indicator - Lost Time Injury Frequency Rate (LTIFR)

No lost time incidents have been reported in 2022



Lag Indicator - Total Recordable Incident Rate (TRIR)

Our TRIR for July is 0.7. This is below the 2021 Business Leaders' Health and Safety Forum Benchmark of 4.51.



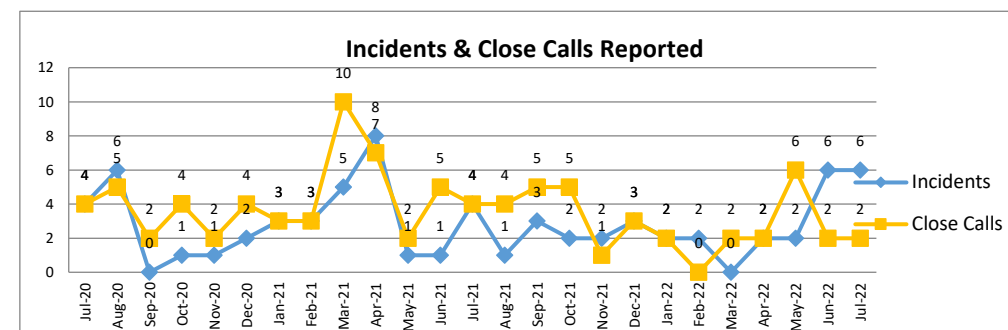
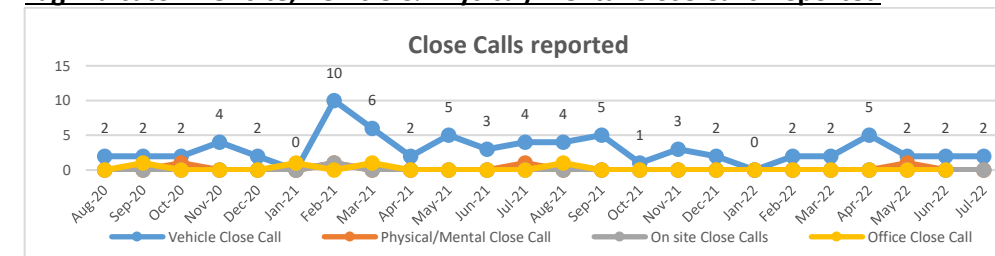
BCITO Incidents/Close Calls

	2022 at 30 July		2021 Total		2020 Total	
	Close Calls	Incidents	Close Calls	Incidents	Close Calls	Incidents
Total No	16	20	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 July there were 2 x close calls and 6 x incidents reported
- Both close calls were classified as **vehicle**, involving a member of the public tailgating a BCITO vehicle and the other involved loose metal striking a windscreen
- Six incidents were classified as **vehicle**:
 - Minor accident when BCITO vehicle rear-ended a stationary vehicle at an intersection, no injuries
 - Minor vehicle damage, when reversing into a post
 - 2 x minor vehicle damage to BCITO vehicles, when parked overnight
 - Tyre damaged when hitting kerb to avoid a collision, tyre damaged by picked up a spike on the open road

Lag Indicator – Onsite, Vehicle & Physical/Mental Close Calls Reported



Lag Indicator - Close Calls & Incidents Reported

2022 Workplan

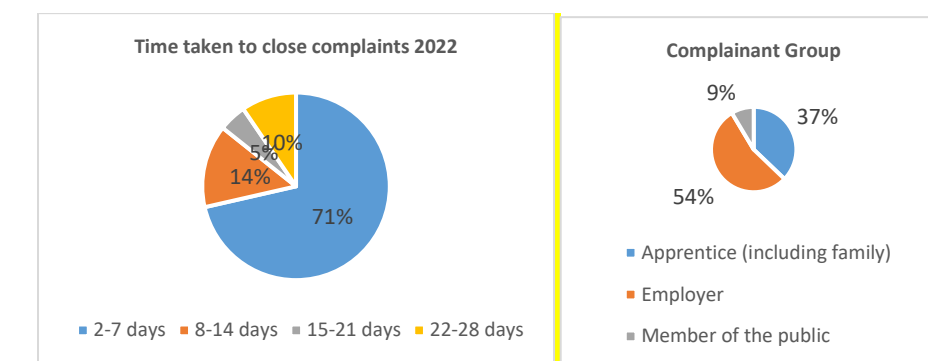
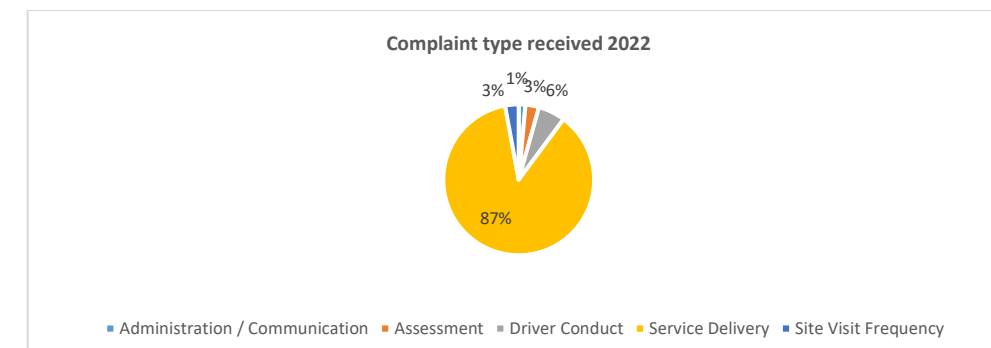
Objective	Action Details	When	Responsibility	Progress
Waiora (physical environment) BCITO people know our critical risks and participate in managing, monitoring, and reviewing them.	Create a video to communicate the three BowTies capturing the organisation's critical risks (vehicles, worksites, and workload 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)	Dec	Lead W&S Advisor	G
	<ul style="list-style-type: none"> Personal section on the Waka Huia Regular and transparent communication Change Leadership development and support EAP Services communicated 			
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

Complaints

A total of six complaints had been received by the end of July 2022. Four related to **Service Delivery**

Two related to **Driver Conduct** (resolved through Area Manager discussions with drivers around vehicle policy)

The median number of days taken to close a complaint is 2 days.



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 29 July 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 Transfer Agreement	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.	2021 Audit NZ Fee	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	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.	ServiceIQ Business Division Review	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	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.	Te Pūkenga Organisation Structure	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the	That the public conduct of this item would be likely to result in the disclosure of information for

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

The Chair 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.