



## Te Pūkenga Work Based Learning Limited Board Meeting

<b>Date</b>	Wednesday, 30 November 2022	
<b>Time</b>	12.30 – 3.30pm	
<b>Venue</b>	BCITO, Level 5, 234 Wakefield Street, Wellington & via Zoom	
<b>Board Members</b>	John Brockies (Chair) Bryn Thompson Grant Florence Craig Stinson Andrea McLeod Rick Powdrell	Mike King Andrew Clearwater Bruce Robertson Vanessa Eparaima Brian Warren
<b>Apologies</b>	Murray Strong, Maryann Geddes	
<b>In Attendance</b>	Toby Beaglehole (WBL Chief Executive) Vaughan Payne (DCE Operations) Jeanine McAuley (WBL Board Secretariat)	
<b>Opening Karakia</b>		

Timings	Open Agenda	
	1.	<b>Governance</b>
12.30 – 12.35pm	1.1	Welcome & Apologies
	1.2	Register of Interests
	1.3	Register of Specific Interests
12.35 – 12.50pm	1.4	Board Member Introduction –Rick Powdrell
	2.	<b>Board Minutes</b>
12.50 – 1.00pm	2.1	Minutes of the Open Board Meeting – 26 October 2022
	2.2	Action Items Register - Open
	3.	<b>Performance Reporting</b>
1.00 – 1.05pm	3.1	Chief Executive’s Report
1.05 – 1.10pm	3.2	People Wellbeing & Safety Report
	4.	<b><i>Formal motion for moving into Committee</i></b>

## Te Pūkenga Work Based Learning Board

### Register of Interests as at 30 November 2022

Name	Interest
<b>John Brockies</b> Chairperson	<b>Director</b> Resolve Group Ltd <b>Director</b> Walworth Ltd <b>Director</b> Te Pūkenga Council <b>Member</b> Australian Institute of Directors <b>Chair</b> Te Pūkenga Work Based Learning Limited Board <b>Independent Chair</b> Civic Centre Group (Tauranga City Council)
<b>Murray Strong</b> Member	<b>Chairperson</b> Centre of Digital Excellence <b>Director</b> Tai Poutini Polytechnic Limited (TPP) <b>Director</b> The Open Polytechnic of New Zealand Limited <b>Independent Chairman</b> Southern Lakes Events Investment Panel <b>Chairperson</b> Te Pūkenga Council <b>Director</b> Te Pūkenga Work Based Learning Limited Board <b>Independent Chairman</b> Digital Transformation Programme Board, New Dunedin Hospital, Southern District Health Board
<b>Mary-Ann Geddes</b> Member	<b>Director</b> Southern Lakes English College <b>Director</b> Te Pūkenga Council <b>Director</b> Te Pūkenga Work Based Learning Limited Board
<b>Bryn Thompson</b> Member	<b>Principal &amp; Director</b> Metalcraft Engineering Company Ltd <b>President</b> NZMEA <b>Principal</b> Cassem Holdings <b>Chair</b> Mancan <b>Shareholder &amp; Director</b> Avid Group Ltd <b>Chair &amp; Trustee</b> Canterbury Manufacturing Trust <b>Director</b> Ara Canterbury Institute Ltd <b>Chair</b> Ara Property Development Committee <b>Trustee</b> Otautahi Education Trust <b>Director</b> Te Pūkenga Work Based Learning Limited Board <b>Member</b> Engineering Manufacturing Logistics Industry Stakeholders Group
<b>Brian Warren</b> Member	<b>Director</b> Te Pūkenga Work Based Learning Limited Board <b>Director</b> Rock and Pillar Ltd

<b>Grant Florence</b> Member	<b>Director</b> Te Pūkenga Work Based Learning Limited Board <b>Chief Executive</b> Building and Construction Training Fund <b>Member</b> New Zealand Institute of Directors
<b>Mike King</b> Member	<b>Director</b> Te Pūkenga Work Based Learning Limited Board <b>Principal Shareholder &amp; Director</b> A2B Project Management Ltd <b>Employee &amp; Shareholder</b> Summerset Management Group <b>Director</b> Building and Construction Training Fund <b>Member</b> New Zealand Institute of Building <b>Member</b> New Zealand Institute of Directors
<b>Vanessa Eparaima</b> Member	<b>Director</b> Te Pūkenga Work Based Learning Limited Board <b>Member</b> Forestry & Wood Processing Industry Transformation Advisory Group <b>Director</b> Tuaropaki Power Company <b>Director</b> TPC Holdings <b>Director</b> Tuaropaki Kaitiaki Limited <b>Director</b> Te Pūia Tāpapa GP Limited <b>Trustee</b> Tūaropaki Trust <b>Member, Chair</b> Te Wānanga O Aotearoa <b>Director</b> Raukawa Asset Holding Company Limited <b>Director, Co-Chair</b> Cni Iwi Land Management Limited <b>Director</b> Cni Iwi Holdings Limited <b>Trustee</b> Cni Iwi Holdings Trust <b>Director, previous Chair</b> Raukawa Iwi Development Limited <b>Director</b> Eparaima Rental Limited <b>Director</b> Whakatika Limited <b>Director</b> Aroha Nui Properties Limited <b>Trustee, Secretary</b> Peggy Hapi Whānau Trust
<b>Andrew Clearwater</b> Member	<b>Director</b> Te Pūkenga Work Based Learning Limited Board <b>Chair, Director</b> MITO <b>Trustee</b> Inspiring Futures Foundation
<b>Bruce Robertson</b> Member	<b>Director</b> Te Pūkenga Work Based Learning Limited Board <b>Chair</b> Christchurch Casino Ltd <b>Chair</b> Hospitality Training Trust <b>Independent Trustee</b> Tourism Industry NZ Trust <b>Chair</b> Go with Tourism Industry Advisory Group
<b>Andrea McLeod</b> Member	<b>Director</b> Te Pūkenga Work Based Learning Limited Board <b>Director</b> Careerforce <b>General Manager Social Services</b> , Presbyterian Support Northern
<b>Craig Stinson</b> Member	<b>Director</b> Te Pūkenga Work Based Learning Limited Board <b>Director</b> Calibre Salon <b>Elected Board Member</b> HITO
<b>Rick Powdrell</b> Member	<b>Director</b> Te Pūkenga Work Based Learning Limited Board <b>Director, Chair</b> Stakeholder Council, <b>Chair</b> Wool IPG, Primary ITO <b>Director</b> Outlook Farm Limited <b>Director</b> Tauranga Netball Centre <b>Trustee/Director</b> Campaign for Wool NZ <b>Trustee</b> RJ & RA Powdrell Family Trust

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## Te Pūkenga Work Based Learning Limited Board

### Action Items as at 30 November- Open

Action #	Meeting Date	Agenda Item	Action	Responsible	Due Date	Status
#24	26/10/22	People, Wellbeing & Safety Report	<ul style="list-style-type: none"><li>Board to verify the wording in italics about the reporting of data.</li></ul>	Board	November	<b><i>On Agenda</i></b>
#25	26/10/22	People, Wellbeing & Safety Report	<ul style="list-style-type: none"><li>CEO to provide the BCITO Survey.</li></ul>	CEO	November	<b><i>In progress (WBL Engagement Survey included)</i></b>



## Poari o Te Pūkenga Work Based Learning Limited Board Report

30 November 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 October 2022.
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### Summary

This report provides an October 2022 update for Work-Based Learning (WBL) business as usual performance, progress with divisional integration, Te Pūkenga transition, and Change Programme updates for core projects.

### WBL Performance

Operational performance is captured in the Business Division reporting, now including all business divisions.

Our safety performance covers incidents and near misses, largely vehicle-related as they were last month, and while BCITO continue to be the largest contributor (and the largest division) this month also includes Primary who have a different range of exposures, including a minor injury (dog bite). Reporting has been modified based on Board feedback to provide additional commentary and insights.

Our financial performance remains strong, we are confident of meeting this year's forecast, and comment on the 2023 Budget in the Closed session report.

### WBL Transition and Te Pūkenga Structure

The last remaining transitions completed on 1 October, as noted in last month's report. WBL itself will transition into Te Pūkenga on 31 December, which has been confronting for those divisions that arrived most recently. Obviously the latest arrivals have had less time to prepare and been less exposed to the change narrative.

Te Pūkenga's organisational design implementation covers approximately 13 tranches, starting with central or enabling functions, specifically People, Capability & Wellbeing, along with Digital and Finance. Consultation with impacted staff for PCW and Digital is already underway. As the HR report notes, WBL does have leaders who are impacted by these first change tranches, putting us in the slightly odd position of offering our leaders roles in Te Pūkenga and then advising them their roles are proposed to be disestablished, all within a matter of days.



### Change Programme

Change Programme initiatives cover Equity and Partnerships, Change Support (for Leaders and wider People Support), Purposeful Alignment (where we work towards the future integrated Te Pūkenga) and Central Enabling Functions (initially to focus on where we can use shared resource across multiple WBL divisions).

All Change Programme initiatives remain relevant for the foreseeable future, and indeed we understand that the recent Leader's Hui (at which various Te Pūkenga ELT members attended and participated in a panel discussion) was a useful template and approach to consider for campus-based divisions as well. The Change Programme report outlines all the elements that WBL has covered off to provide support, guidance and future vision for WBL and our people.

The Change Programme report is included in the Closed Session.



## Pōario Te Pūkenga Work Based Learning Limited Pūrongo Report

30 November 2022

<b>Title</b>	<b>People, Wellbeing &amp; Safety Report – October 2022</b>
<b>Provided by</b>	Amanda Herron-Quan, WBL GM People & Culture
<b>For</b>	Review

### Te Taunaki | Recommendation(s)

It is recommended that the WBL Board:

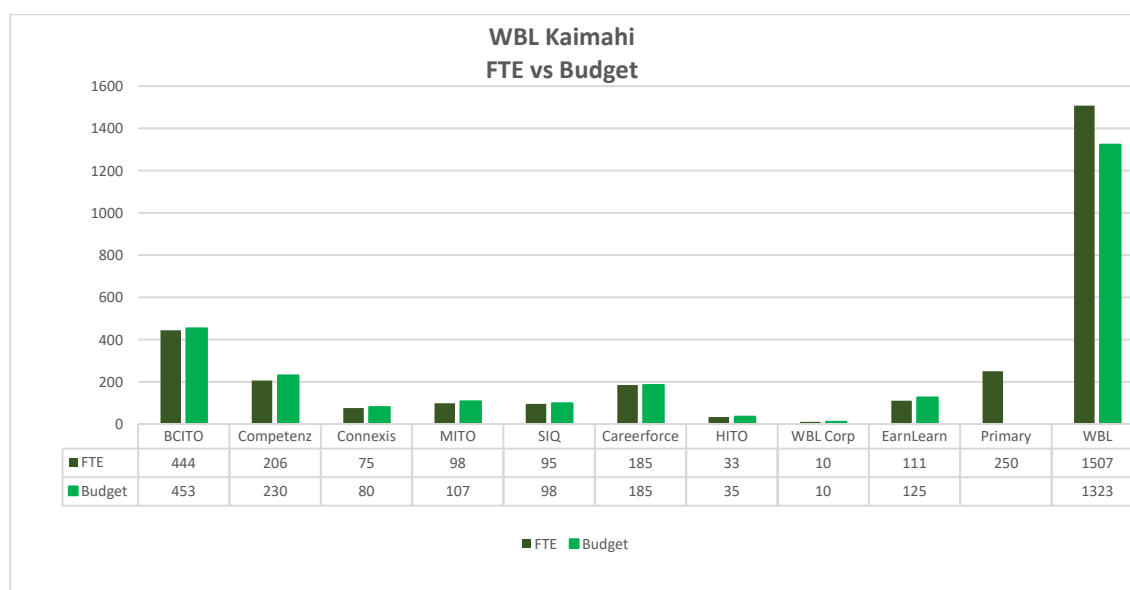
a.	Receive the People, Wellbeing and Safety Report for October 2022.
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What has been working well	What to focus on
Support to transitioning Skills employees	WBL P&C Leads Information transfer
WBL P&C Leads Collaboration	Te Pūkenga Business Group Consultation - People Support
Feedback on Te Pūkenga on the Business Group Consultation	WBL Transition to Te Pūkenga

The following report summarises the People, Wellbeing & Safety activity across the Eight Divisions of WBL. This month we have reports from Primary and EarnLearn (transitioned Skills Kaimahi, incorporated in the Connexis Divisional Report), as part of the divisional reports provided in the appendices of this report.

### Kaimahi Numbers

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





We continue to align with the wider Te Pūkenga network, with any new recruitment activity (backfill or new) within WBL, following 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.

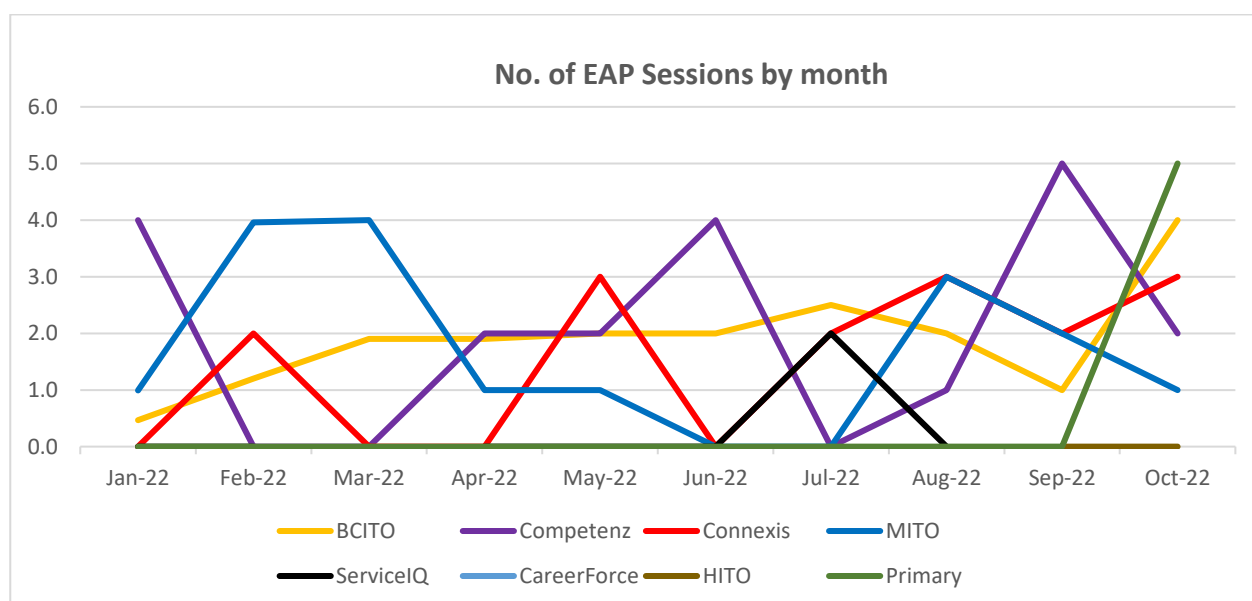
Most of the recruitment in the last three months has been for backfill positions.

Te Whare Tapa Whā

**Taha hinengaro**

Mental & emotional

### EAP Usage

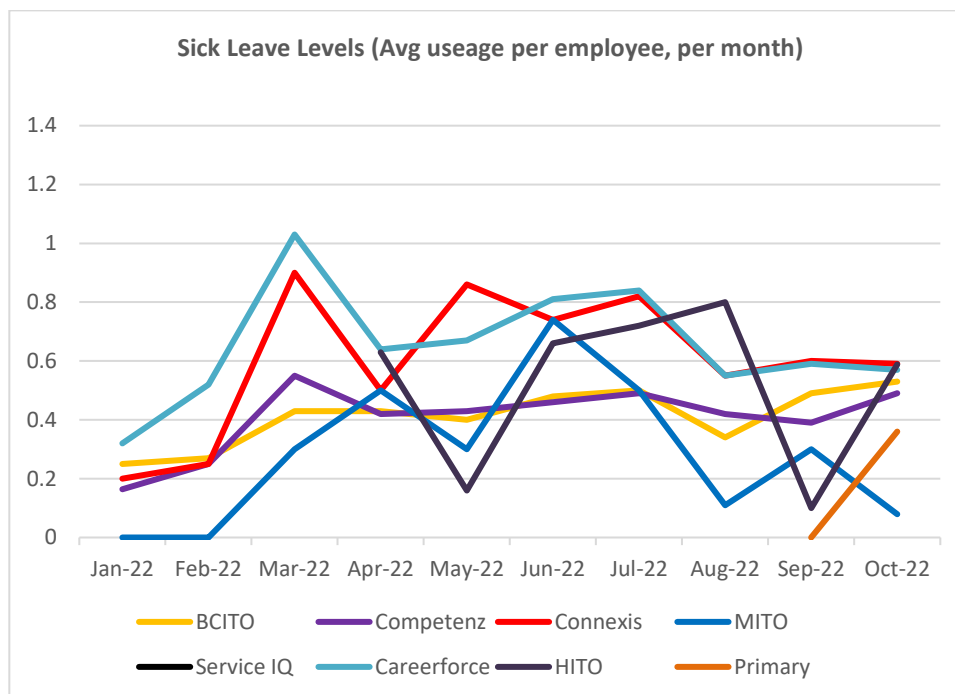


The graph provides an overview of EAP usage for WBL kaimahi year to date. Of our 1507 employees, there was a total of 15 sessions used by kaimahi over the past month. This number could be made up of employees on their first EAP visit or follow-up visit. Across the divisions, the provision for EAP visits, is between 3-6 visits annually, with further visits allowed on confidential approval. Some Divisions also provide provisions for employers and learners to utilize EAP services.

This month's numbers are indicating an incline in use. At both a WBL and Divisional level ongoing support is being provided to kaimahi as they go through this significant change journey and the recent kaimahi survey, highlighted key support that our people need, is to have certainty and security for their futures.

A query was raised by the Board, whether our HITO kaimahi have access to EAP services, they do, and did so before joining the WBL.

## Sick Leave

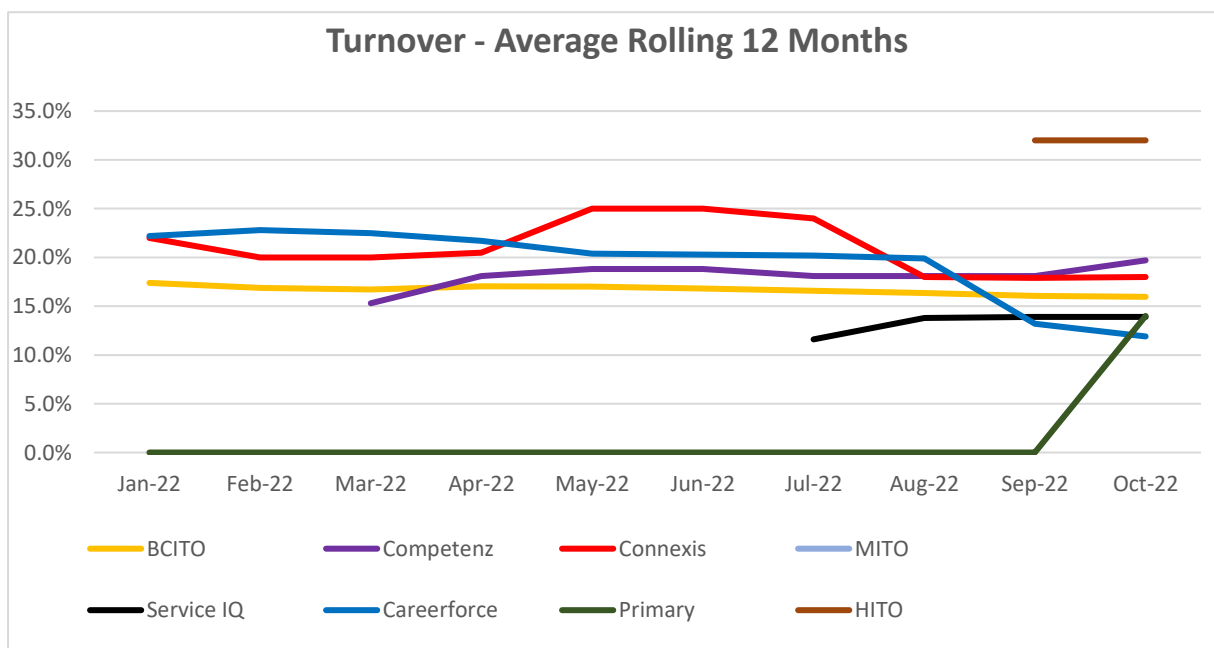


Sick Leave levels for WBL people have slightly declined with the end of the previous peak of COVID, flu, and cold season, however, we are noting another surge in COVID occurring at the start of November Nationally, so we are monitoring the impact of this on our kaimahi.

With the beginning of the consultation tranches, we will be closely watching the impact of this on our kaimahi wellbeing.

## Taha tinana Physical

### Turnover



As requested, turnover is now being measured via a 12 monthly rolling average.

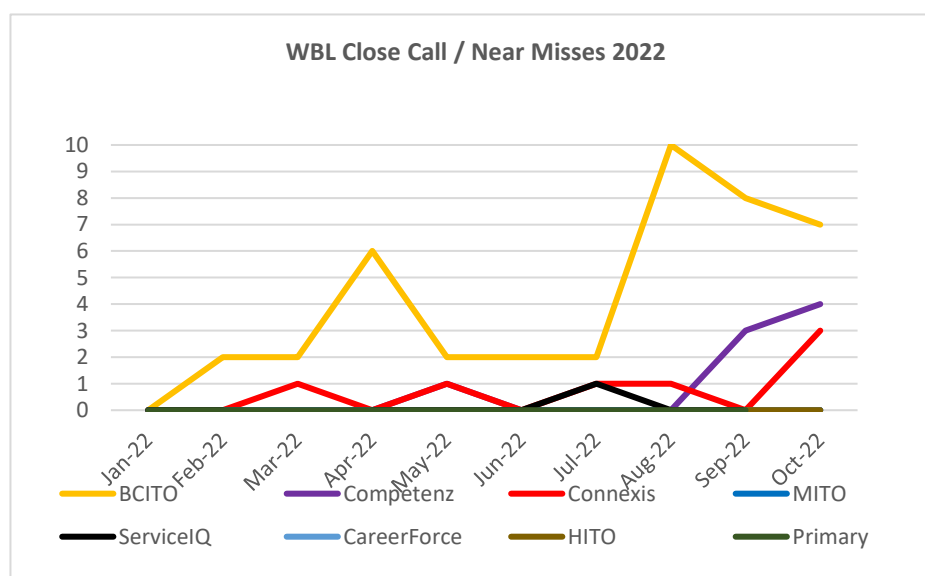
Of note in this report is HITO levels, given the small size of the Division turnover numbers can have a significant impact on turnover levels.

With Te Pūkenga Business Group Structure consultation now underway with People, Culture & Wellbeing first and closely followed by Digital, four WBL Senior leaders have been notified that their positions are proposed for disestablishment. We are supporting these people through this. A significant number of senior leaders took up the opportunity earlier in the to utilize the services from FuturePath (Career Coaching, CV Writing, Interview Preparation).

We do anticipate that the launch of this process with lead to higher levels of turnover in the new year, in particular enabling services kamahi which is at the start of the process.

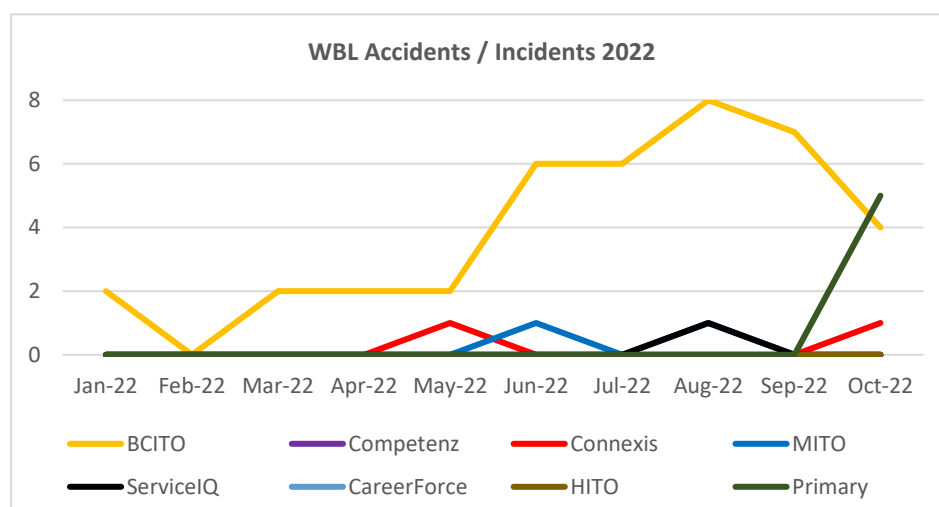
## Taha tinana Physical cont.

### Incident and Close Call reporting:



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

Of the fourteen close calls reported in September, seven were from BCITO all involving vehicles, four were from Competenz regarding a vehicle and breaking into vehicles (further security actions are being sought from the building management), and three were from Connexis.



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

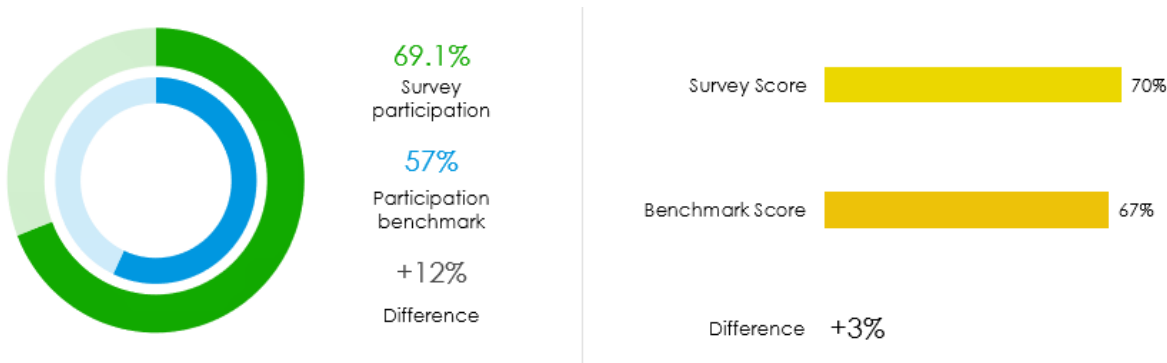
Of the ten reported incidents, four were from BCITO. Three of these related to minor vehicle incidents (reversing into a parked vehicle, a cracked windscreen from flying stone, and ASB Braking coming on when not required), and the other, a kaimahi slipping on a wet deck, no injuries occurred in any of these. Of the five Primary incidents, the most severe being a dog bite received from a Training Advisor when attending a farm visit. Kaimahi are provided training resources on safety management with dogs as part of induction to the division, as visits to rural properties can result in unintended confrontation.

The Board has raised queries about the level of reporting by BCITO compared with other divisions. Discussions across the P&C Leads continue to highlight the need for active reporting by all WBL kaimahi and the importance of this. Of note, is that BCITO is significantly larger than most of the Divisions (so the number can look out of proportion), has a dedicated W&S kaimahi due to size (only Primary is the only to have this), and has been actively promoting reporting of incidents/close calls for a number of years, this took time to build momentum on.

### WBL Kaimahi Survey

In late October all kaimahi across WBL were given the opportunity to take part in our second all e WBL Kaimahi survey. The survey used the same questions as in May, and also incorporated the Te Pūkenga questions, used in their Kaimahi survey. The following provides a summary of the survey results.

Of the 1464 kaimahi who were invited, 1012 people completed the survey, a participation rate of 69%. The overall engagement score was 70%. This is viewed as a good result good the environment that WBL kaimahi are in and compared with other organisations completing the survey as illustrated in the following charts and was on par with May's response levels and engagement score.

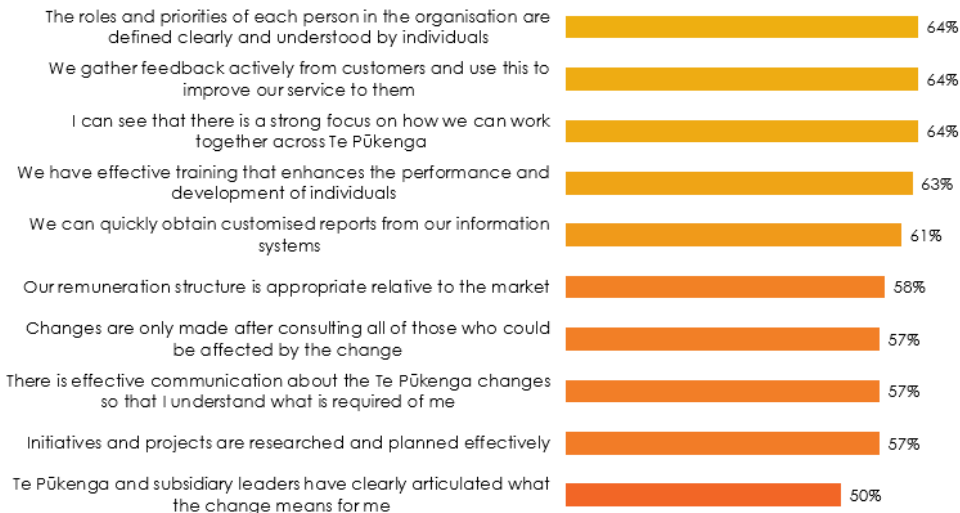


Top Ten rated questions in the survey

The following provided the top ten rated questions in the survey, these illustrate a good result, in particular, the question that the organisation is great place to work and that Wellbeing & Safety had two questions in the top ten.



Lowest Ten Rated Questions



Overall, the response levels to survey questions were very similar to last month's survey, with questions answered in agreement, at a response of +3 to -2 across all questions, compared to May's survey.

A key part of these surveys is to understand how we can create better workplaces for our people. These along with the key messages from the open text question about what further support we provide us with this understanding, with key themes:

**Personal impacts**

- Need more detailed communications
- Job security concerns
- Rem and benefit clarity

**Industry/learner impacts**

- What are the real benefits to my employers and learners of all this change
- How do I communicate with my industry and learners about the changes?

**Operating Model clarity**

- How will working regionally work?
- What training model will we be working to?

Results of the Survey will be provided to the Te Pūkenga People, Culture & Wellbeing Group and each of the Divisions has been provided with its own survey.

An action plan is currently being completed and the results have been shared with ELT and with all WBL Kaimahi at the upcoming Korero.

## OTHER UPDATES

- Letters of Offer for the transition of WBL kaimahi into Te Pūkenga have been issued to the majority of WBL kaimahi (excludes ELT who are receiving a separate letter due to changing titles and reporting lines), with approximately 98% returned signed. No issues have been highlighted for kaimahi not signing these letters.
- Support is continuing to be provided to Kaimahi across the WBL with the ongoing change environment, with the high-level structure of Te Pūkenga confirmed and tranches of the Business Group structures, which started with People, Culture & Wellbeing, and Digital. Consultation for the next group including Finance, Marketing, and Comms will occur early in the new year.
- WBL Leaders Hui occurred in early November, bringing together all WBL Leaders. The overwhelming feedback was positive, with leaders being provided with the space to connect and collaborate. With our move into Te Pūkenga as of 1 January, we currently identifying what our People and Leadership support will look like in 2023, alongside the Te Pūkenga PCW work.
- P&C Leads through the WBL, continue to work together positively and are really engaging together on the consultation process.

## Appendix 1: BCITO People, Wellbeing & Safety Report

Poari o Te Pūkenga Work Based Learning Limited

Pūrongo Report

15 November 2022

<b>Title</b>	<b>BCITO People, Wellbeing &amp; Safety Report – October</b>
<b>Provided by</b>	Jackie Nixey, GM People and Culture
<b>For</b>	Review

Working well	Things to focus on
Recruitment in October was steady with a regular amount of recruitment taking place for backfill positions. We are not having a problem getting candidates for these roles as the BCITO brand is strong.	With the recent announcements by Te Pūkenga about the transition for the organisation we need to continue to focus on communicating the change to our people through multiple channels. Our people have indicated in both the BCITO survey and in the WBL staff survey that the change process is at the forefront of their minds.
In October we held an Induction for our new employees which was well received, with participants enjoying meeting other new employees from around the country.	With change imminent it is imperative that Managers meet with their teams and complete the Check-in process before the end of the year which will help provide support to our people so that they remain focussed on delivering to our clients as we navigate and transition into Te Pūkenga over the next few months.
We have delivered the Good Yarns seminar to over half the field staff, and this should be completed by the end of the year. We recently received some positive feedback when one of the field team who had attended the seminar had the courage to reach out to a person in her local supermarket the result led to the person getting the help and support that was required from her Employer.	We have organised the BCITO Quiz night for 24 November. We are hoping that we can get multiple teams from across the country to participate.

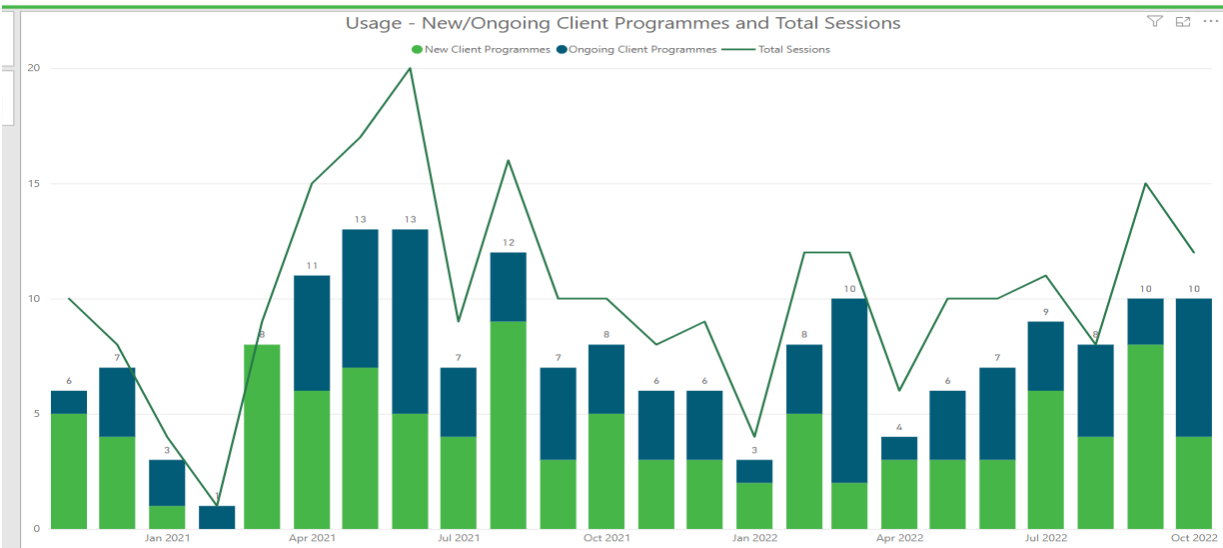
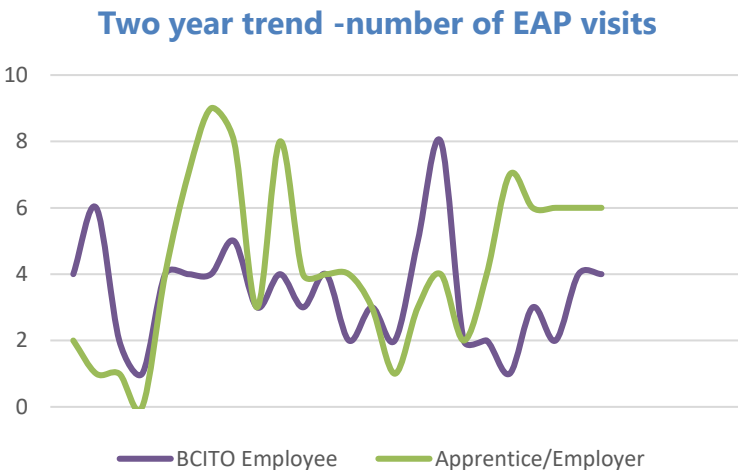
## Employee Numbers

BCITO Division – Employee Makeup					
	Permanent	Fixed Term	Current All *	External Recruitment	Total
CEO	2	0	2	0	2
Customer Experience Group	347	9	356	7	363
Te Kahui Whakawhitinga	32	1	33	0	33
Finance Group	7	1	8	1	9
Digital Group	31	0	31	0	31
People & Culture Group	10	4	14	1	15
TOTALS	429	15	444	9	453

\*These numbers include 2 employees who have accepted and signed employment agreements who are yet to start.

Te Whare Tapa Whā

Taha hinengaro  
Mental & emotional

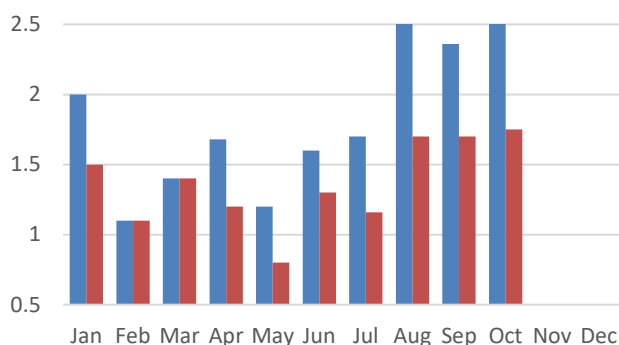


Employee Assistance Programme

At the end of October BCITO Employee/Family usage of EAP was at 0.47 per 100 employees. At the end of October, there were ten people using EAP services four new and six ongoing.



### YTD Sick Leave (days per person)



The 12-month rolling average for Sick Leave from 01/12/2021 to 30/11/2022 is 2.60 days.

## Taha tinana

### Physical

#### Turnover

	2022	2021
No of terminations YTD	50	57
Total Turnover Ratio YTD	11.26%	13.79%
No. Voluntary Turnover Ratio YTD	50	55
Voluntary Turnover Ratio YTD	11.26%	13.29%
Voluntary Turnover Ratio Target	<15%	<15%

Month	Resignations	% Turnover
Jan 2022	12	17.39%
Feb 2022	2	16.87%
Mar 2022	7	16.71%
Apr 2022	8	17.04%
May 2022	2	17.01%
June 2022	3	16.82%
July 2022	7	16.59%
Aug 2022	5	16.34%
Sept 2022	0	16.06%
Oct 2022	2	15.96%

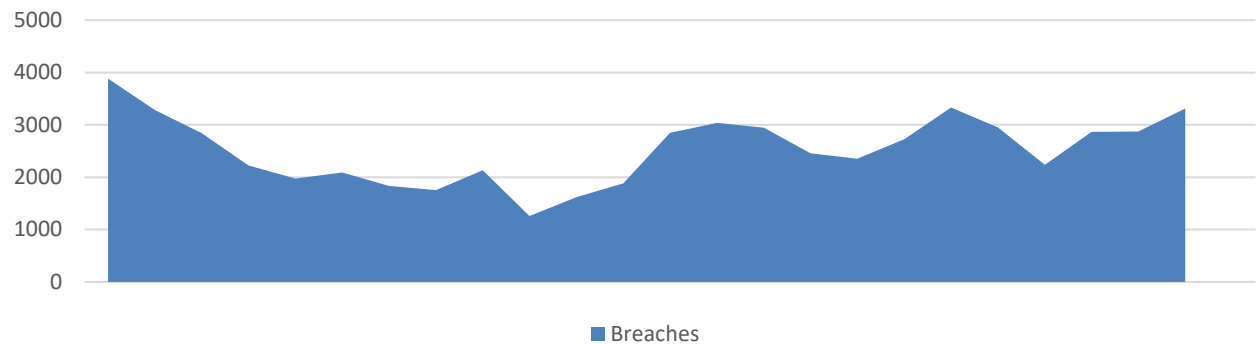
These are the turnover figures since January 2022. There was a system change prior to this date so we will need to gain access to that system to gain any further information.

#### Any other reporting

##### 1. Action & investigation

- In October there were **7 close calls and 4 incidents 10 of these were vehicle related:**
  - 3 x close calls where a minor collision may of happened due to inattention when reversing
  - 4 x close calls where BCITO vehicles took evasive action to avoid minor collisions
  - 1 x incident reversing into parked vehicle
  - 1 x incident cracked windscreen due to stone damage from a passing truck
  - 1 x incident where the Vehicle Emergency Braking (VEB) system activated unnecessarily
- **1 Office** incident staff member slipped on wet deck, no injury

Two year trend - GPS breaches vs. target



GPS Breaches (Breaches are 20% above speed limits)

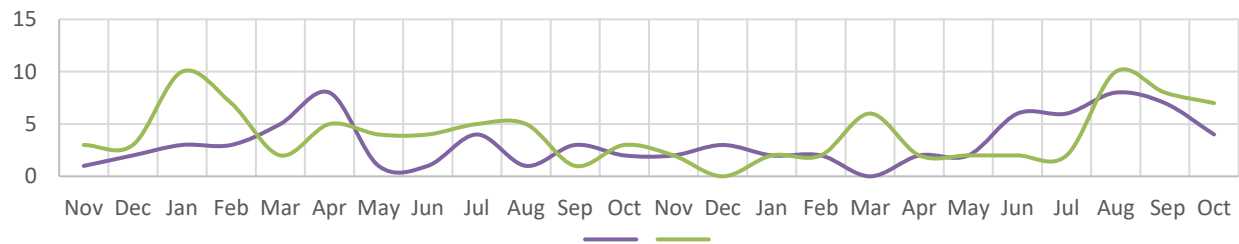


We have 326 vehicles with GPS installed. The overall target on lowering the number breaches (orange line) has not changed. In October there was an average of 8 breaches per vehicle.

The Under review as the orange line was set 2.5 years ago, when we had fewer than 100 vehicles.

We are holding a GPS campaign in December for our Field Staff to address the GPS breaches, to . We are hoping that this will help to reduce the number and active monitoring is planned for the New Year.

Two-year trend – incidents and close calls



## Appendix 2: Competenz People, Wellbeing & Safety Report



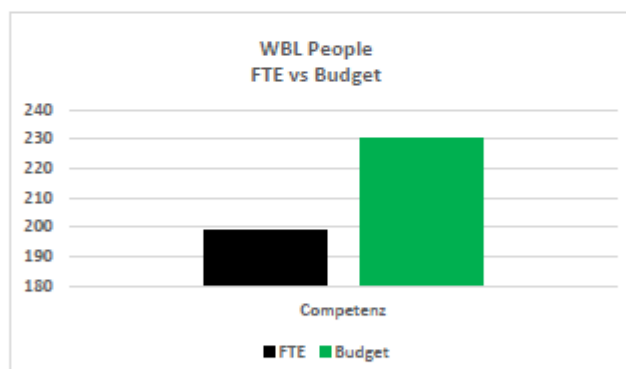
Pōari o Te Pūkenga Work Based Learning Limited

Pūrongo I Report  
8 November 2022

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

What has been working well	What to focus on
Planning for TP transition	End of year review
Cz annual conference	Transition letters for staff

### Employee Numbers



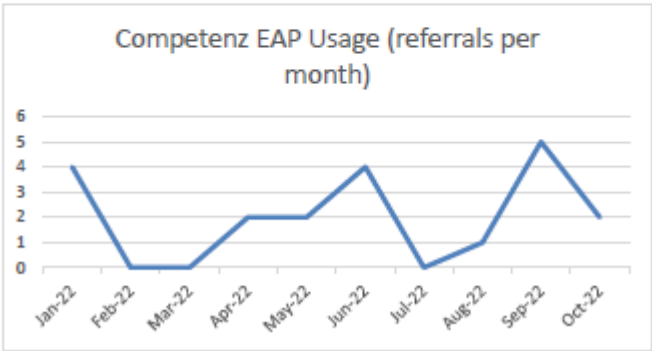
	Budget	Curr.	FTE
SLT	9	8	7.68
Industry Training	97	81	78.45
Learning Design & Innovation	32	30	29.3
Employer and Learner Experience	60	58	54.3
Finance	9	8	7.94
People and Culture	6	6	6
Nga Kaiurungi	1	0	0
Strategic Advisory	16	15	15
Totals	230	206	198.67

FTE remained steady for October. November will see 3 new starters join the organisation after fulfilling notice periods with a small number likely to start in January as remaining approved vacancies are filled.

Te Whare Tapa Whā

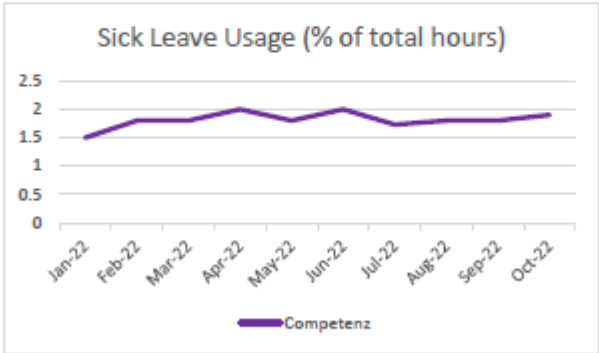
Taha hinengaro  
Mental & emotional

EAP Usage



EAP usage dropped in October in line with last months predictions. Staff continue to be offered and utilise this support where necessary.

Sick Leave



Sick leave usage continues to hold relatively constant for the organization.

## Taha finana

### Physical

#### Turnover



October saw a slight increase in turnover with 2 leavers. This continues to hold well below our target. As we get closer to the end of the year it is expected this will trend up in line with seasonal resignations and any impact on the upcoming changes.

#### Incident and Close Call reporting:

There were no injuries reported for October and 4 near miss/close call incidents reported in October. 1 was a traffic near miss with no further action required and 3 were security incidents involving carparks in the Auckland office.

The carparking incidents were escalated with the provider and a number of corrective actions are underway. Reminders of safety were also sent to all staff.

#### Any other reporting

#### OTHER UPDATES/REPORTING

- L&D report for October is attached. We continue to track well toward the participation goal of 90% of staff attending at least one course.

A Board Query was raised on the L&D Costs for the last month this was due to What has just hit are the very large invoices for the Leadership programme that ran across this year.

### Appendix 3 : Connexis People, Wellbeing & Safety Report

#### Pōari o Te Pūkenga Work Based Learning Limited Pūrongo I Report

16 October 2022

<b>Title</b>	<b>Connexis and EarnLearn People, Wellbeing &amp; Safety Report – October 2022</b>
<b>Provided by</b>	Cam Good, P&C Manager Suzanne Wood, HR Manager Kelvin Wong, Chief Financial Officer
<b>For</b>	Review

What has been working well	What to focus on
Health, Safety and Wellness outcomes	Supporting our people affected by the Te Pūkenga PCW consultation processes and providing pre-consultation feedback on upcoming consultations (Digital and Finance)
Stage 1 Te Reo Māori training for new Connexis staff and EarnLearn staff commenced mid-October 2022	All WBL transfer of employment (to Te Pūkenga ) letters and FAQs have been sent to our kaimahi. We are tracking returns
Stage 2 Te Reo Māori training commenced for those who previously completed Stage 1 commenced mid-October 2022	Recruitment – multiple roles for Connexis and EarnLearn
	Results from the WBL Engagement Survey in October
	A long-serving Connexis staff member passed unexpectedly in late October and we are actively supporting our kaimahi and keeping in contact with the employee's whānau

#### Connexis & EarnLearn kaimahi

EarnLearn, as a business group, was officially welcomed into WBL in a pōwhiri in early October 2022. The Connexis SLT and P&C Manager are working closely with the EarnLearn Leadership to assist with a number of key areas including planning and PCW related activities.

Our Connexis and EarnLearn team remain engaged and there no adverse people issues that require highlighting.

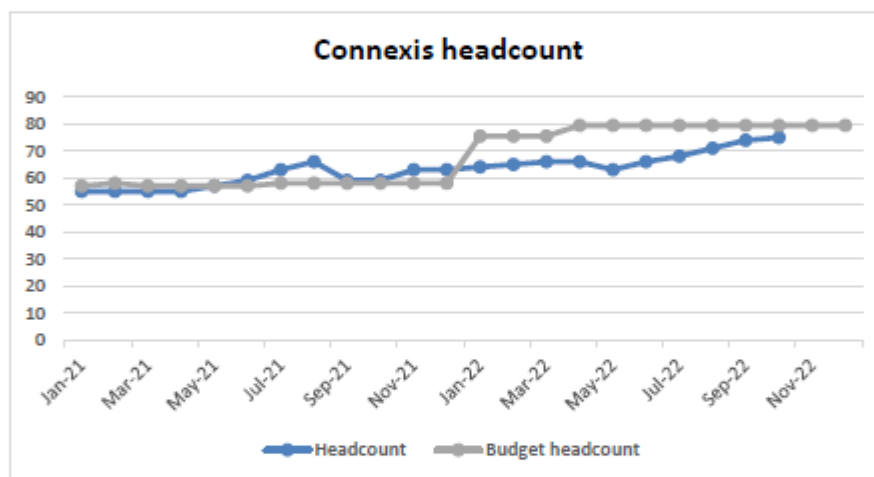
The recent announcement of the Te Pūkenga tier-2 structure, the timetable for future tranches of consultation and the PCW consultation are now making future changes very real for our people and there are likely to be impacts from this.

We continue to monitor our kaimahi for wellbeing and engagement issues, and we are acutely aware of the work demands on our people. We continue to provide appropriate support for our people through engagement activities, regular communication and external assistance such as Employee Assistance Programme (EAP).

### Staffing levels

The current Connexis headcount at the end of October 2022 is 75. This represents an 1.19% increase in headcount in the past 12 months. We had 1 resignation in October and unfortunately, one staff member passed away. We had 3 new staff join our whānau. Connexis anticipates headcount growth to continue in November towards our budgeted 2022 headcount with two people scheduled to start their employment and other recruitment processes also underway.

The current headcount for EarnLearn (since joining WBL) at the end of October is 111. Of this, we had 18 people join our whānau during October with no resignations. Recruitment continues to fill vacant existing roles where Skills Org people elected not to transfer to TePūkenga, and we have ~11 new joiners due to start in November.

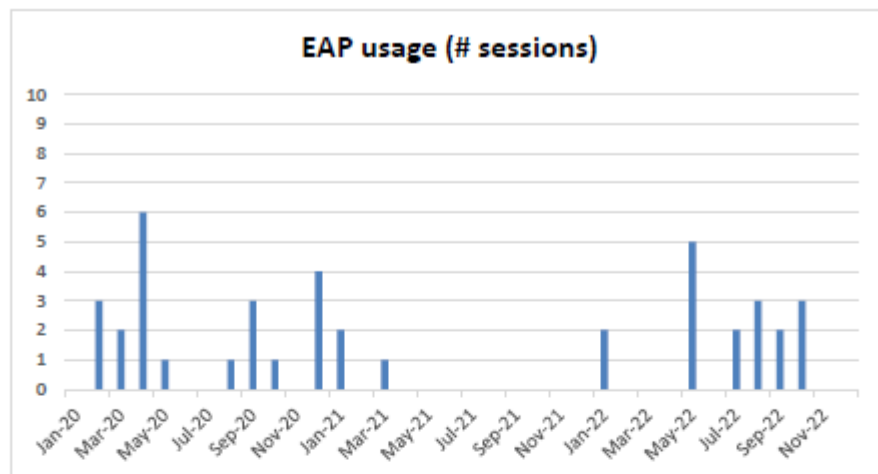


Since 1 October when EarnLearn became part of Connexis, there have been 43 vacancies across New Zealand. We have filled 35 vacancies across a variety of different roles and there are 8 vacancies at various stages of the recruitment process. It is anticipated that these remaining vacancies will be filled by the end of the year.

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

#### EAP Usage

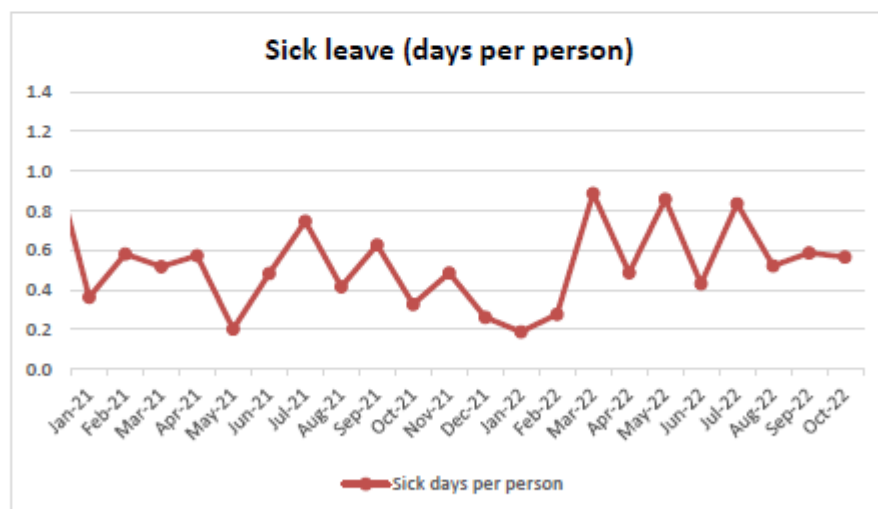
We continue to actively encourage and remind our kaimahi of the availability of EAP Services to manage wellbeing issues, whether work or personal. Connexis has historically had regular but low levels of EAP usage as shown in the graph below. Note, EarnLearn kaimahi EAP usage is incorporated in the below graph from October 2022.



### Sick Leave

Sick leave taken in October 2022 (0.57 days per person) was at a rate consistent with the time of the year. The 12-month Connexis average is 6.4 days per person which is below benchmark levels (average sick leave usage for public service employees was 8.1 days in 2021).

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



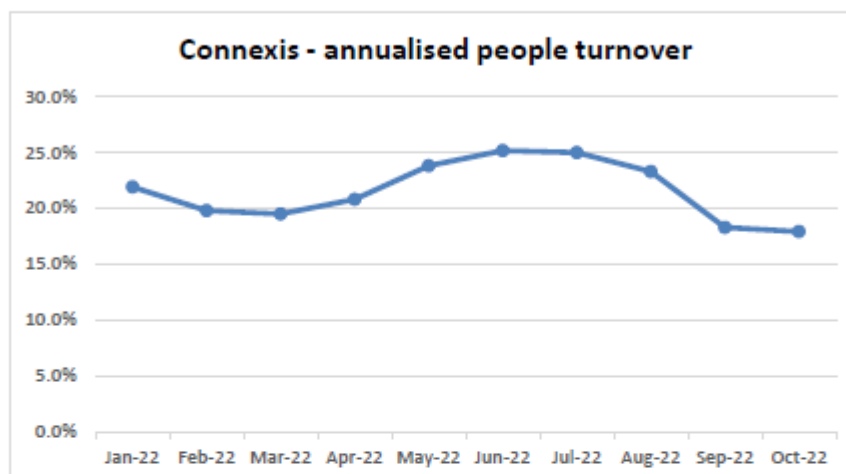
Our EarnLearn whānau took 18.5 sick leave days in October which equates to 0.17 days per person. Over time, we will be able to incorporate a 12-month average sick days per person. They also took 5 days Covid leave which is separate to the sick leave days.



## Te Whare Tapa Whā - Taha tinana (physical health)

### People turnover

Connexis annualised people turnover rate (as illustrated below) sits at 17.9% for the year to October 2022.



There were no resignations in EarnLearn in the month since transition.

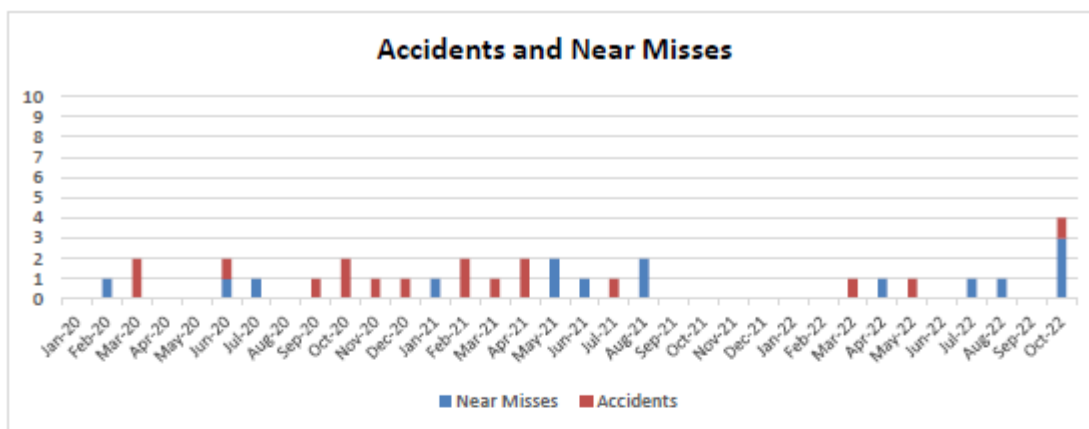
### Incident and Near Miss reporting

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.

There were no incident or near misses for EarnLearn in October.

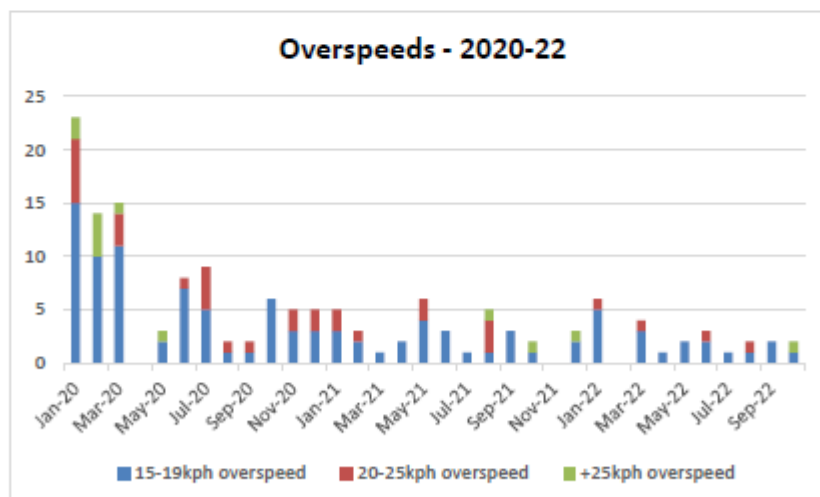
Management actively monitor and manage workplace safety and this is reinforced as the responsibility of all our people and people managers. HS&W is embedded in every Connexis employee's employment agreement and is a specified KPI in our 2022 performance plans for all kaimahi. Connexis management consider 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 1 (minor) accident and three near misses recorded in 2022 as shown in the graph below. The increased level of working from home plus various COVID related lockdowns are likely to be factors further reducing our accident and near-miss rates. Our people are regularly reminded of the need to, and reasons for, reporting accidents and near misses and there is no evidence of under-reporting.



### Vehicle overspeed monitoring

Vehicle overspeeding, which is considered a significant risk, has decreased significantly since mid-2020 when increased management attention was applied to this risk. Many overspeed incidents occur at speed reduction points (e.g. 100 to 70 kph) but nonetheless each overspeed incident is addressed with the driver. Multiple instances of overspeeding lead to further safe driving training and possibly disciplinary action. Management is satisfied with the low incidence of overspeeding in 2022.

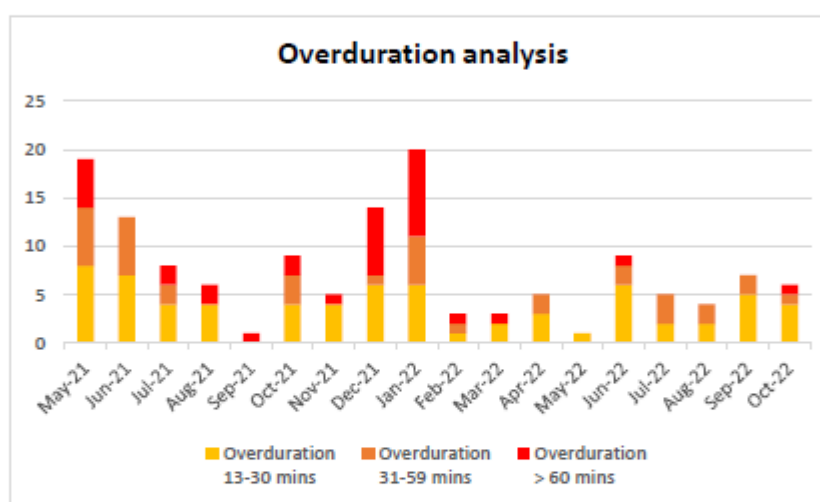


The vehicle fleet which was transferred to WBL from Skills Org was not GPS monitored. Overspeed monitoring is therefore not currently possible. All new vehicles provided to our EarnLearn kaimahi will be fitted with GPS and rollover equipment for HSW purposes.

### 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. Driving for longer than two hours without a break 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 incidents have generally been at acceptable levels since February 2022.

The vehicle fleet which was transferred to WBL from Skills Org were not GPS monitored therefore overduration monitoring is not currently possible.

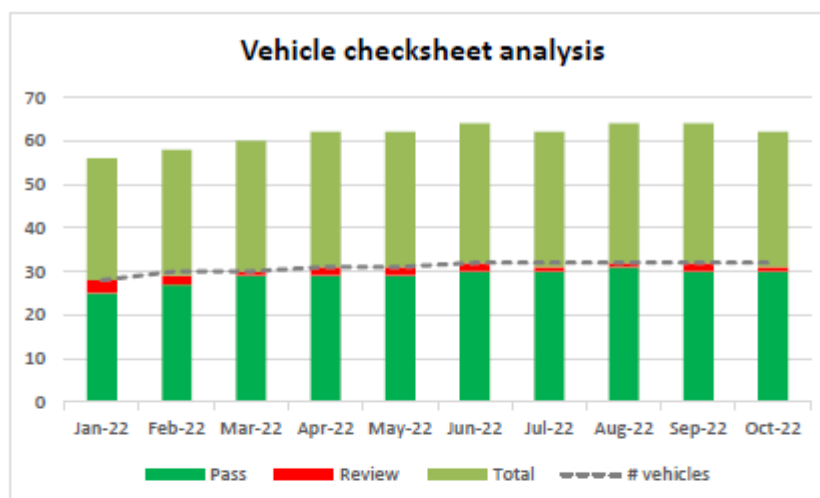


### Vehicle roadworthiness

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 is 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.

We are currently setting up the monthly vehicle roadworthiness process for our EarnLearn fleet.



### Learning & Development

Learning and development (L&D) is a key focus for our people, and we measure the number of employees who have achieved at least 1 day of formal L&D linked to their professional development (excluding technical training, e.g. licensing accreditation, IT training, and Health and Safety training).

For the 10 months to the end of October, 25 of our Connexis kaimahi (33%) had completed at least one full day of L&D in 2022 (excluding stage 1 of Te Reo Māori). 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.

If we include all Connexis staff who completed the stage 1 of te reo māori then our L&D target would be 95%. The stage 1 te reo māori programme was 10 45-minute sessions.

As the te reo māori programme received such positive feedback and created a noticeable increase in the use of basic te reo māori, all Connexis kaimahi have now commenced a stage 2 programme (9 weeks).

Our EarnLearn whānau, plus new Connexis kaimahi have commenced the stage 1 te reo māori programme as a second cohort.

Appendix 5: Careerforce People, Wellbeing & Safety Report

Board of Te Pūkenga Work Based Learning Limited  
Pūrongo | Report

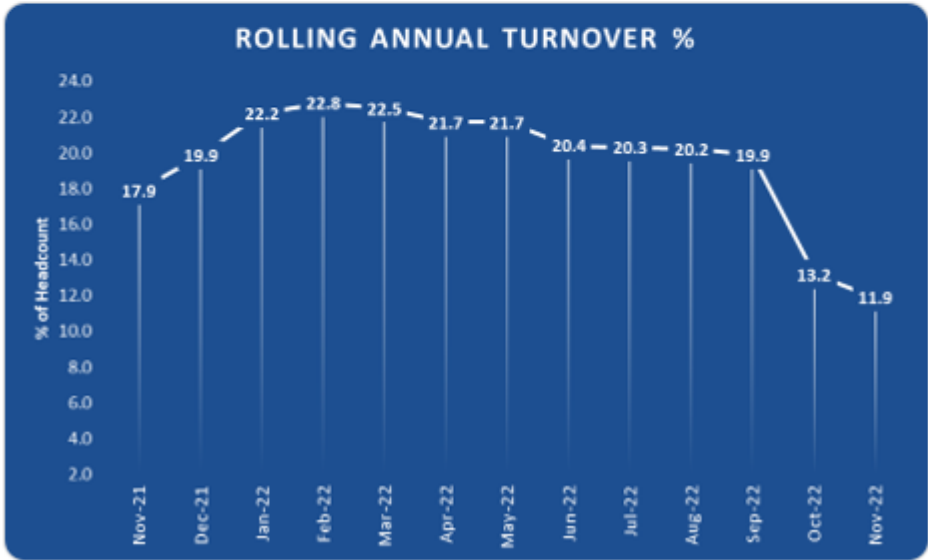
17<sup>th</sup> November 2022

Title	Careerforce People, Wellbeing & Safety Report – November
Provided by	Allison Yannakis, Manager People and Capability
For	Review

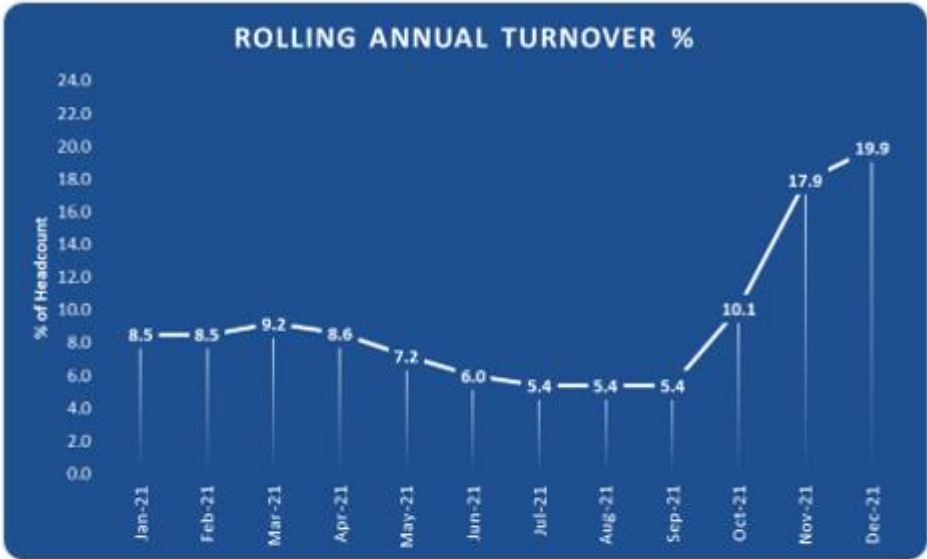
What has been working well	What to focus on

Employee Numbers

Rolling Annual Turnover November 2021 to November 2022



Rolling Annual Turnover January 2021 to December 2021



There was a sharp increase in resignations in October of 2021 as employees moved predominantly to the Workforce Development Councils. This turnover was expected as staff had been waiting to hear about the impacts of RoVE. Turnover has been very low for the three years prior and is now returning to normal levels.

Retention Rate November 2021 to November 2022



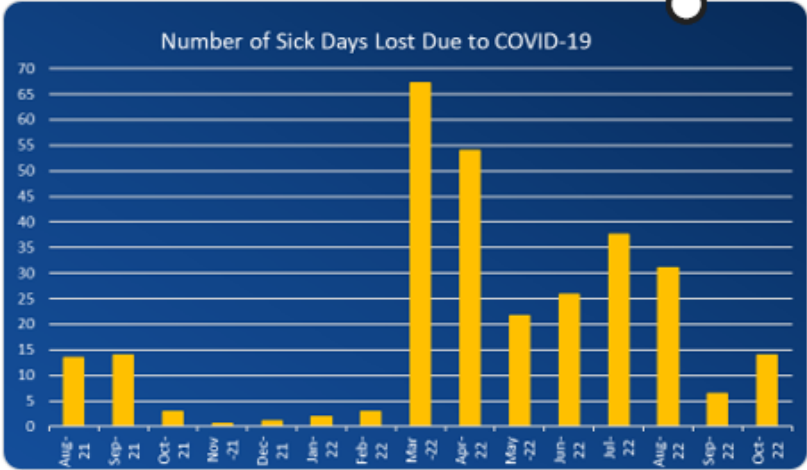
Sick Leave Taken – January 2021 to November 2022



Careerforce offers uncapped Sick Leave.

Sick leave has been heavily impacted by COVID-19, and also by employees who have been absent for reasons which were managed in conjunction with P&C. 80% of our employees take <10 days of sick leave per annum.

Sick Days Lost Due to COVID-19 from August 2021 to October 2022



Te Whare Tapa Whā

Taha hinengaro

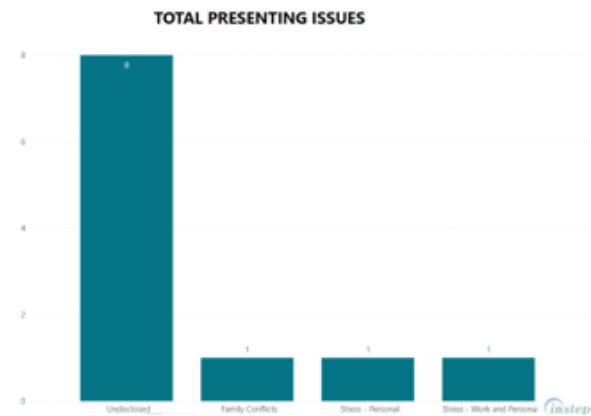
Mental & emotional

EAP Usage

MONTHLY REPORT

FOR CAREERFORCE

October 2022





## Appendix 5: HITO People, Wellbeing & Safety Report

Poario Te Pūkenga Work Based Learning Limited

Pūrongo Report

14 November 2022

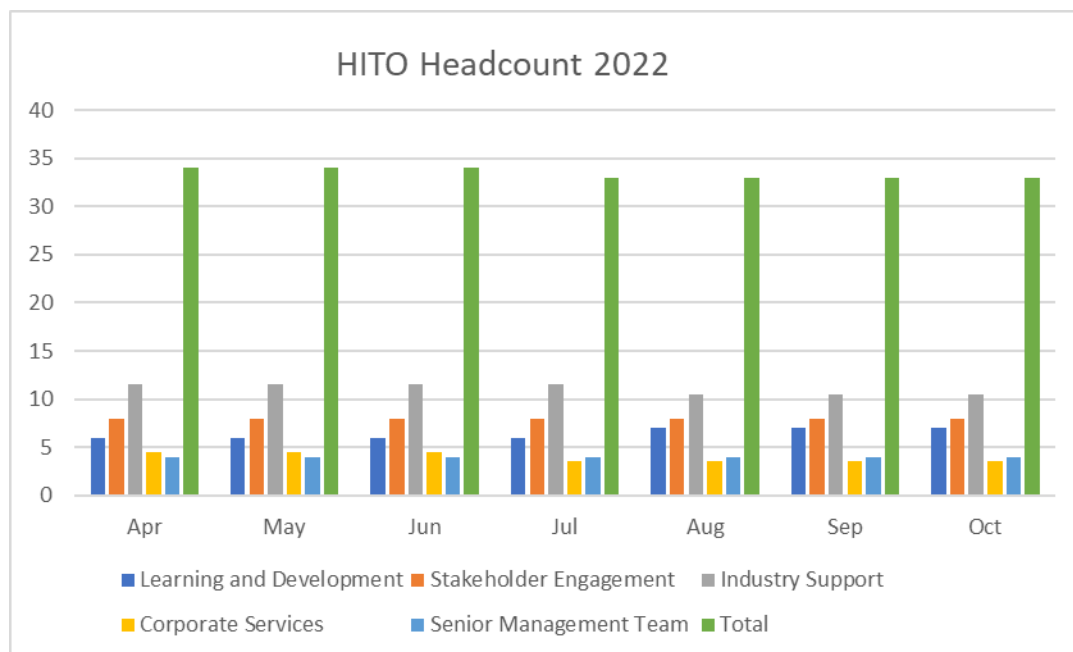
<b>Title</b>	<b>HITO Division People, Wellbeing &amp; Safety Report – November 2022</b>
<b>Provided by</b>	Rob Sewell and Penny Robson
<b>For</b>	Review

<b>What has been working well</b>	<b>What to focus on</b>
Rebalancing of Sales and Training Advisor roles is progressing well. This will ensure a more even spread of workload across our front-line staff and ensure employers and learners are getting an appropriate level of engagement.	Filling vacancies for 2 core junior roles. We have seconded staff internally to cover a vacancy and provide opportunities for development and progression. This means we need to fill vacancies on the Industry Support team and get them trained up before another member of this team leaves to do their OE.
Planning for HITO Days in early December is going well. An external facilitator will work with the team on our Team Management Profiles to enhance the way in which our teams work together and communicate with each other. The engagement survey showed the importance of team culture for HITO.	The implementation of the change programme has the potential to disrupt staff with the P&C consultation potentially impacting a staff member in finance. We will be ensuring that staff are well communicated with about the changes so they understand when and how they might be impacted.
The Industry Awards and Graduation events on Sunday 6 November presented an excellent opportunity for many of our staff to engage directly with industry members, associations, and suppliers, along with our graduates. These events have been disrupted over the past two years due to Covid 19 and it was great to have the opportunity to connect and celebrate together.	The results of the engagement survey have been analysed and more work is required on increasing the understanding of staff about Te Pūkenga. We are including more extensive information in our HITO updates to supplement and interpret messages coming directly from Te Pūkenga. Other areas to work on include: remuneration, training and career development, and sharing more information across the organisation about operational changes and roles/responsibilities.

### Employee Numbers

The following graph provides details on employee numbers for HITO. We continue to operate with a complement of just over 30 staff. Stakeholder Engagement includes our Sales and Training Advisors. Industry Support includes our Industry and STA Support team. Corporate Services includes our finance and marketing/communication and graphic design.





Please note – excludes contractors (assessors and markers)

We have two vacancies within our current minimum complement of staff. These are for Industry Support Coordinators. We will be using the Te Pūkenga portal to advertise this role.

We continue to use casual staff, university students recruited through Student Job Search, for registering units, auditing data and office support during peak times.

### **Current Recruitment**

- Industry Support Coordinators – currently being backfilled by casual staff, we need to fill the vacancies so we can have people trained up prior to one of the staff leaving to go on their OE in early 2023. It takes approximately 3 months to train up a team member.
- Industry Assessors - we continue to have a larger demand for assessments than usual, hence the need to increase our pool of assessors.
- We will be putting through approval to advertise these positions within Te Pūkenga and externally very soon.

Te Whare Tapa Whā

**Taha hinengaro**  
Mental & emotional

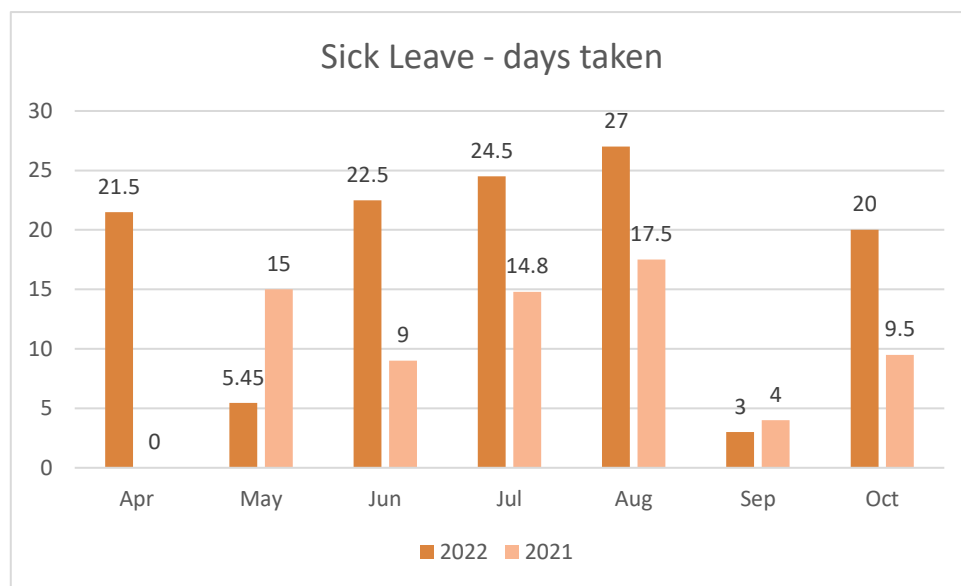
### **EAP Usage**

2022: No cases referred  
2021: 2 Cases

At the last formal Health and Wellbeing committee meeting on 3 October, team representatives indicated that morale was good and while people were busy, the workload was under control. We will be keeping a close eye on any stress or uncertainty for staff caused by the implementation of the changes to enabling functions.

## Sick Leave

The following graph shows the sick leave days taken for the past 7 months. As shown, there has been an increase in sickness in 2022 compared with 2021. This is due to the high levels of colds and flu being experienced following the extensive periods where people were wearing masks and not getting the usual exposure to winter viruses and bacteria. We also have had a number of staff members that recently contracted COVID 19.

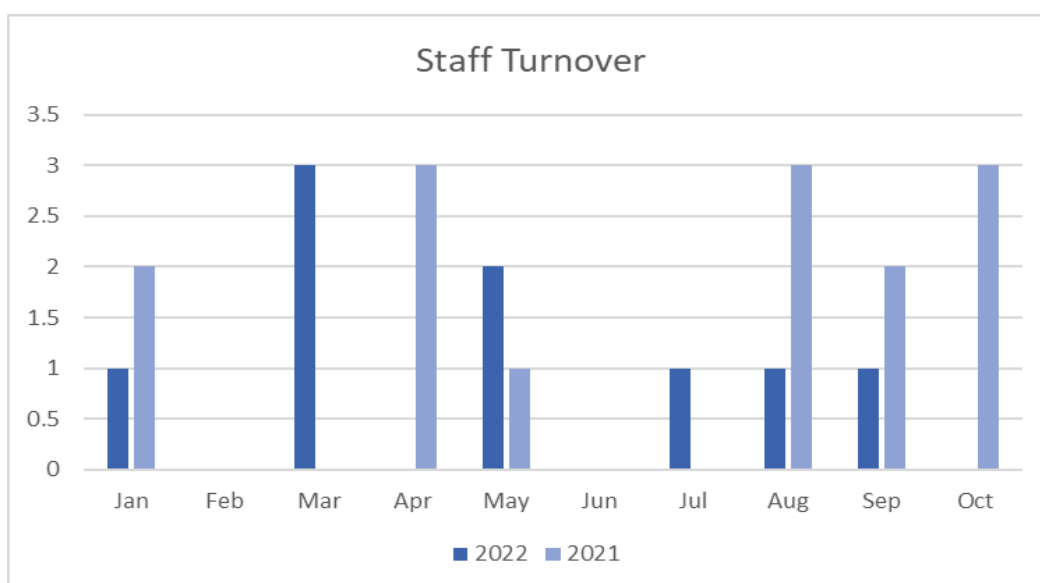


## Taha tinana Physical

### Turnover

YTD 2022: 9

YTD 2021: 11



In general, the reasons for staff leaving were for career progression, higher level jobs with higher pay. The engagement survey highlighted that staff did not feel that the remuneration structure was appropriate relative to the market. This is a serious risk for staff turnover.

### Incident and Close Call reporting:

Health and Wellbeing meetings are held every two months. At this meeting we monitor the risk register and report any incidents or close calls.

2022: No close calls or incidents to report.

**Any other reporting**

HITO does not use any GPS tracking or other measures or reporting.

**OTHER UPDATES/REPORTING**

The uncertainty around the transition has contributed to staff being less certain about whether the future will be similar to the past, which makes them more open to exploring new career opportunities. The focus on regions as the split for delivery has caused heightened concern for staff in terms of how this would be implemented and what the consequences would be for a small, national division like HITO. While the close team culture creates a positive working environment, this may not be sufficient to mitigate the risk identified by the poor score on remuneration in the engagement survey.

## Appendix 6: MITO People, Wellbeing & Safety Report

Poario Te Pūkenga Work Based Learning Limited

PūrongoI Report

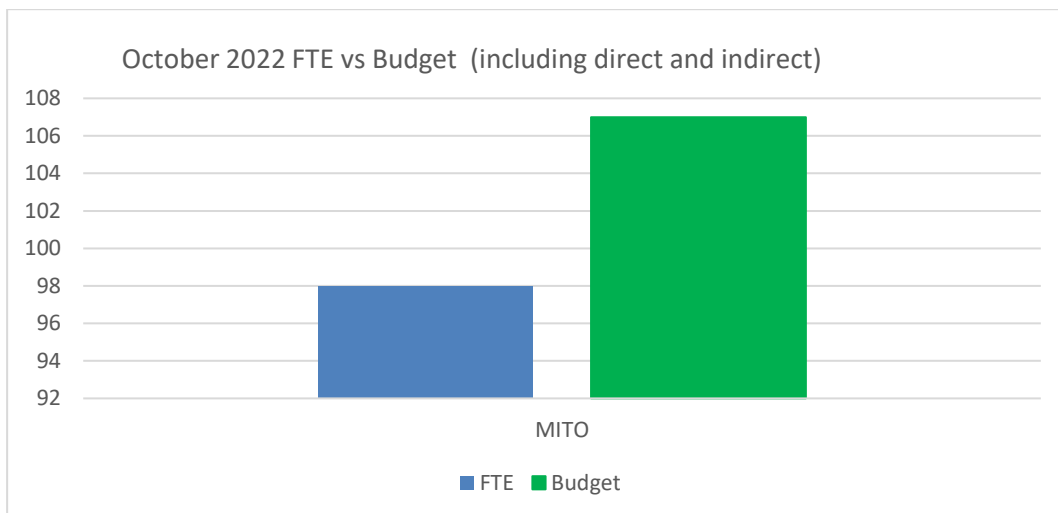
14 November 2022

<b>Title</b>	<b>Division</b> People, Wellbeing & Safety Report – as at 31 October 2022
<b>Provided by</b>	MITO
<b>For</b>	Review

<b>What has been working well</b>	<b>What to focus on</b>
COVID support for staff	Building cultural capability
WBL All Staff Korero	Change management
Flexible working arrangements	

### Employee Numbers

<b>Current</b>	<b>FTE</b>	<b>Budget</b>
<b>MITO</b>	98	107



## Current Recruitment

MITO currently has 107 positions on our organisation chart and nine vacancies. Recruitment has been completed for Training Advisor positions with appointments made. To support the recent budgeting process where all parts of the network were asked to make a further 3% savings in the 2023 budget, recruitment for 3 vacant roles have been placed on hold. One resignation was received in October and a further resignation received early November.

Two Learning Designers and one Learning Content Editor have been seconded to the Programme Unification Project (one day per week). The Group Manager (Qualifications) is seconded to Competenz in a strategic advisory role up to 1 day per week. Alignment and collaboration continue between MITO and Competenz Divisions with the Manager Assessment and Moderation being seconded to the Quality Support Manager role (20 hours per week). This role has been backfilled with one team taking on additional responsibilities.

Te Whare Tapa Whā

**Taha hinengaro**  
Mental & emotional

## EAP Usage

	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22
<b>MITO</b>	1	4	4	1	0	0	0	3	2	1
<b>Total Workforce</b>	102	102	102	102	102	102	107	107	107	107

## Sick Leave

Sick day usage totaled 32.5 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 48 MITO staff have tested positive for COVID-19, 45% of staff YTD. 1.5 days in October were provided to staff as COVID-19 leave.

Total sick leave and Covid leave = 34 days

## **Taha tinana**

### Physical

#### **Turnover**

21 staff have resigned. This represents 20% turnover year to date.

Reasons for leaving	%
Promotion in industry	33%
Other	24%
WDC	19%
Relocation	14%
Promotion in Government	5%
Promotion in ITP	5%

#### **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 October was 4.

### **OTHER UPDATES/REPORTING**

Clare Turnbull provided a follow-up health and well-being online presentation for MITO staff. Claire is a registered nutritionist and published author who has been working in the health and wellness industry for over 17 years.

## Appendix 7: ServiceIQ People, Wellbeing & Safety Report

Poario Te Pūkenga Work Based Learning Limited

Pūrongo Report

31 October 2022

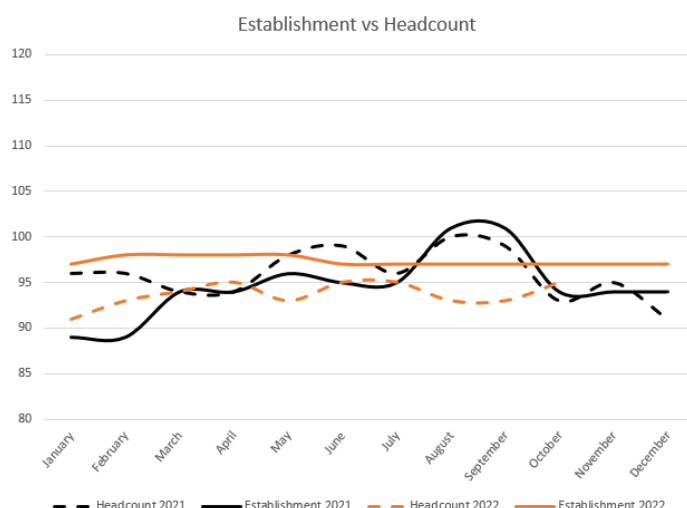
<b>Title</b>	<b>ServiceIQ People, Wellbeing &amp; Safety Report – September</b>
<b>Provided by</b>	Liz Jull, General Manager Human Resources
<b>For</b>	Review

<b>What has been working well</b>	<b>What to focus on</b>
Cross business-division collaboration	Safe365 recommendations
Good participation in National Shakeout and promotion on emergency preparedness	Pride Pledge – diversity and inclusion
	Wellbeing initiatives, leveraging online health platform (Synergy) more

### Employee Numbers

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

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



Business Unit	Headcount	FTE	Establishment
Chief Executive	2	2	3
Finance	4	3.75	3.95
Human Resources	3	3	3
Industry Engagement	43	41.18	44.4
Information Technology	7	7	7
Talent Supply Transitions and Operations	36	35.05	36.6
<b>Total</b>	<b>95</b>	<b>91.98</b>	<b>98</b>

## Current Recruitment

ServiceIQ currently has no ongoing recruitment activity. The role marked active has been filled and will be completed following the candidate's start date in late November.

Key metrics for the reporting period and year to date are represented in the table below.

	October 2022	2022 YTD
<b>Active</b>	1	
<b>Completed</b>	6	17
<b>Average Time to Fill (TTF)</b>	0.28	0.17
<b>Average Time to Hire (TTH)</b>	0.35	0.23

**TTF** is calculated on the time taken between advertising the role and the candidate accepting our offer. Depending on the time the advert opened, typical TTF is expected to be between 0.08 and 0.12 (4-6 weeks).

**TTH** is calculated on the time taken between advertising the role and the candidate commencing employment. Depending on the success of the sourcing activity and the successful candidates notice period, typical TTH is expected to be between 0.17 and 0.25 (2-3 months).

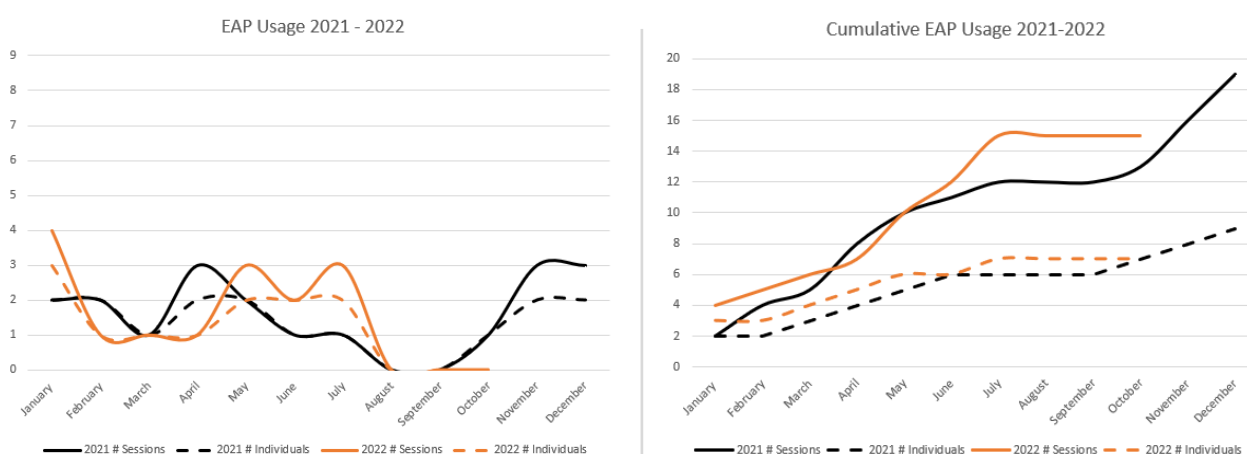
## Te Whare Tapa Whā

### Taha hinengaro

Mental & emotional

## EAP Usage

For the third consecutive month, there was no employee engagement with the EAP service provider in October. The number of sessions year to date continues to sit higher than in previous years, with all identified issues in 2022 categorised as personal.



Below is a screenshot of the EAP customer portal showing annual usage data on a rolling 12-month average, against the previous period.



## Annual Usage Summary



Period End	Summary		Gender		Age Groups	
October 2022	Nov-21 to Oct-22 Nov-20 to Oct-21		Nov-21 to Oct-22 Nov-20 to Oct-21		Nov-21 to Oct-22 Nov-20 to Oct-21	
Customer	No of Programmes	9	7	Female	4	3
All	No of Sessions	21	13	Male	3	2
	No of New Programmes	8	7	Total	8	7
	Headcount	128	128			
	Utilisation	7.0%	5.5%			
	Avg # of Sessions per Case	2.00	2.25			
	Completion Efficiency	77.8%	100.0%			

Occupational Groupings	Nov-21 to Oct-22 Nov-20 to Oct-21	
Job Position		
Work Force	8	6
Total	8	7

Top 10 Personal Issues	Nov-21 to Oct-22 Nov-20 to Oct-21	
IssueDescription		
Relationships	4	2
Family	2	2
Anxiety	2	
Children	1	1
Grief		1
Legal	1	
Total	10	6

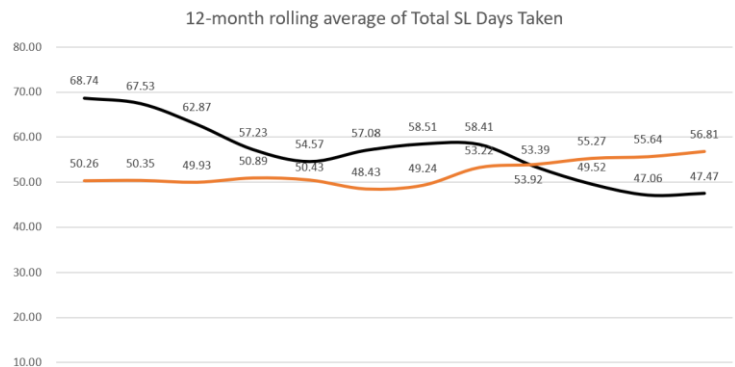
  

Top 10 Work Issues	Nov-21 to Oct-22 Nov-20 to Oct-21	
IssueDescription		
Career	1	
Conditions	1	
Work Load	1	
Total	3	

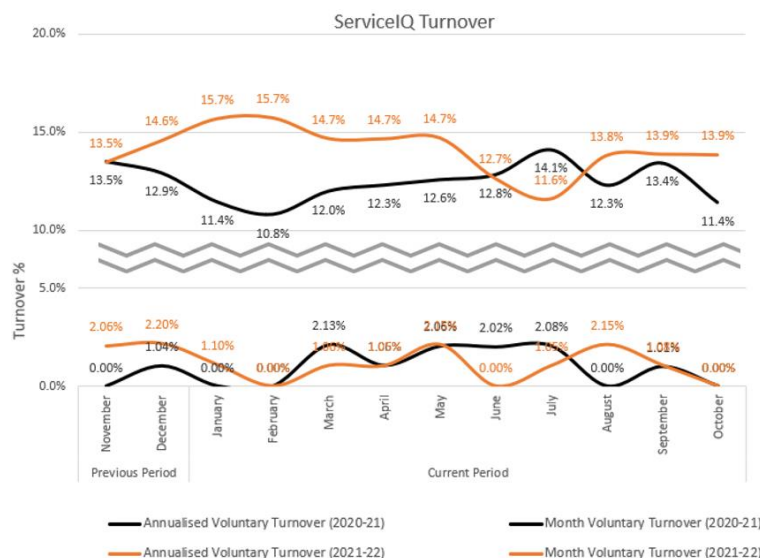
### Sick Leave

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

Overall use of sick leave across the division in October was 65 days (0.68 days average per person). The 12 month rolling average of total days taken show an increase over the previous 6 months.



### Taha finana Physical



### Turnover<sup>1</sup>

With no voluntary exits from the division in the reporting period, voluntary turnover was 0% in October 2022 and annualised voluntary turnover remained consistent at 13.9%.

<sup>1</sup> Turnover is calculated on voluntary exits from ServiceIQ

**Incident and Close Call reporting:**

No Health and Safety incidents or near misses to report in October.

**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 after sustaining personal injury in January 2022.

34 of 36 planned, enhanced (Level 2 – Drive Forever) or refresher (Level 1 – Drive to Survive) driver training sessions have been completed in 2022. This training is required for to all kaimahi who have an allocated vehicle or are regularly required to drive as part of their role and is a key mitigation for our most significant hazard, being vehicles and their use.

One Kaimahi completed the Level 1 Health and Safety Representative training.

**OTHER UPDATES/REPORTING**

**Annual Leave**

The **average annual leave balance** across all employees is **113.21 hours**. This is lower than the same time in 2021 (121.72). As tends to occur in the tail end of the year, the number of employees with annual leave balances in excess of 160 hours is rising. Consistent with our approach in previous years, we will cease operations over the Christmas period and staff will take a combination of annual leave, public holiday leave and ServiceIQ days.

In an effort limit our leave liability and ensure those who feel unable to take time off during the year have a good opportunity for rest and relaxation over the holiday season, any employees with a balance in excess of 160 hours at the end of October are required to take an additional 5 days annual leave adjacent the holiday closure period (threshold pro-rata for part time employees).

The **annual leave liability** as of 31 October 2022 was \$ **\$533,969.77**.

## **Appendix 8: Primary People, Wellbeing & Safety Report**

### Pōario Te Pūkenga Work Based Learning Limited

### Pūrongo Report

#### **People, Wellbeing & Safety**

Staffing headcount currently sitting at 276 with stable staffing across 250 full time and 26 part time employees. 8 new starts for the month and no departures.

New positions have been confirmed in operational field roles (Ako network) to support growth and to provide capacity for our field delivery teams to focus on credit achievement across our learner base. Recruitment is underway for these positions.

Attrition continues to fall and has done so since July 2022 with a 12 month rolling average of 14%.

90 days cumulative sick leave were used through the month averaging .36 of a day per person. Due to transition to Wbl on 5 October and payroll transition to a new version of Datacom from this date, the self-service portal was closed for approximately 2 weeks of the month and it is possible full information has not yet been reported in the system or that absence records have not been accurately collected. A 12 month rolling average is not available at this time.

Covid remains present in the workforce, with most opting to work from home when isolating so the full impact to BaU cannot be determined statistically however impact to BaU in the field still remains moderate.

EAP usage maintains with elevated use (from historic usage) although no new cases were reported for the month of October. 5 sessions were provided all were continuation of existing support from previous months. All referrals are self-referred with most referral reasons indicating personal/relationship/general mood as the primary reason for seeking support. Our observations are that the recent causal factors have not been work-related however the nature of the distress suggests the societal impacts of Covid, isolation and cost of living are beginning to appear however this is only an anecdotal observation.

5 Health & Safety incidents were reported, with the most severe being a dog bite received from a Training Advisor when attending a farm visit. Staff are provided training resource on safety management with dogs as part of induction at the ITO as visits to rural properties can result in unintended confrontation.

Primary ITO has a fleet of 110 vehicles driven mostly in a rural setting. High speed driving remains an ongoing risk. Active management of drivers commenced from last month with driving information put in the hands of drivers and their managers. First reporting suggests that the number of speeding events has not decreased however the magnitude of overspeed events (difference between reported speed limit and vehicle speed) has reduced. Further expansion of management tools will continue through to completion in November.

## 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.	<b>Board Minutes</b>		
5.1.	Minutes from Public Excluded Board Meeting of 26 October 2022	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
5.2.	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)(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.	<b>Decision Items</b>		
7.	<b>Performance Reporting</b>		
7.1.	Chief Executive's Report	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any 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

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		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).
7.2.	2023 Financial 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.	<b>Information</b>		
8.1.	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).
8.2.	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).
8.3.	Primary ITO Business Division Review	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting that Te Pūkenga is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

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		Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	
8.4.	WBL Board Feedback to CEO of Te Pūkenga	<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).
8.5.	Te Pūkenga RFI on WBL	<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).
8.6.	Future Skills Demand	<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).
8.7.	Ringa Hora Workforce Development	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

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		<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>
9.	<b>General Business</b>		

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.