

**MINUTES OF THE OFLC BOARD HUI
THURSDAY 26 October 2021**

Present Chair: David Shanks
Deputy Chair: Rupert Ablett-Hampson (inaugural meeting)

In Attendance Julia Dayan, Tania Janssen (**Apologies** from Maggie Tait)

Minutes Julia Dayan

1.	Adoption of Minutes from Meeting of 28 September 2021 The minutes of the previous meeting were adopted and signed by the Chief Censor.
2.	Health and Safety The Board asked the Corporate Services Manager to work with the PSA delegates on developing a vaccination policy for the Office. A Risk Assessment based on WorkSafe guidance is to be conducted in advance of developing the policy
3.	Potential Conflicts of Interest No new conflicts. Rupert declared that he has no known conflicts (as at start date).
4.	New Business
4.1	Governance overview of Impact of COVID-19 Standing Item The Wellington region remains at Level 2. The office stands at ready in case the need to return to Level 3 arises.
5.	Ratification of Reports The following reports were ratified: <ul style="list-style-type: none">▪ Classification Unit July & August 2021▪ Information Unit July & August 2021▪ Corporate Services Unit July & August 2021.

6.	Reports Presented to the Board
6.1	<p>Classification Unit Report Tabled</p> <p>Classification Unit monthly report for September 2021 was tabled. The following specific matters were discussed:</p> <ul style="list-style-type: none"> ▪ Prior month figures have been added to Classification reports ▪ There was a drop in the number of submissions in August, however this has increased in September, particularly driven by film festivals submissions ▪ A number of number of game play videos have been received from the Crown. Supplementary actions – <ul style="list-style-type: none"> ○ s 9(2)(a) will be asked to check back with Police regarding next steps in relation to these submissions. ○ Julia and Tania to discuss what mediums will best capture this material and facilitate future reporting needs. ○ David will look to pull together one pager in relation to Games (for consideration under the Content Review) ▪ A supplementary report was tabled with report to cover CVOD activities and reporting figures.
6.2	<p>Information Unit Report Tabled</p> <ul style="list-style-type: none"> ▪ Not tabled
6.3	<p>Corporate Services Unit Report Tabled</p> <p>Corporate Services report for September 2021 was tabled and the following specific matters were discussed:</p> <ul style="list-style-type: none"> ▪ It was noted that there is a significant budget variance related to the presentation of the CVOD Levy – the budget assumes Levy revenue is spread evenly over the year however most providers are electing to pay the full levy upfront. ▪ Labelling Body revenue for September was significantly less than budget (just \$8K received). ▪ The number of grouping requests for the year to date is significantly lower than prior years as fewer boxsets are submitted for classification. ▪ The Board noted that, with the changing patterns of submissions and work of the Office, the reporting of FVLB and Levy revenue will need to change to better reflect their relative significance.
7	Capital Expenditure for the Month

	<p>The following capital items have been approved:</p> <ul style="list-style-type: none"> ▪ 2021/22-05 Spectrum 3 Chair \$569 ▪ 2021/22-05 Samsung Galaxy s20 \$849
8	<p>Annual Leave Liability</p> <p>The Office's annual leave liability as at 12 'Oct 21 was tabled and reviewed.</p> <p>Total liability is currently \$210K and is increasing due to the low levels of leave usage caused by COVID-19 disruption.</p>
9	<p>Legislative Compliance Framework</p> <p>The Board held a general discussion on process and responsibility in relation to legislative compliance.</p> <p><u>Urgent Interim Classification Bill</u> –</p> <p>The Bill has had its first reading and is being amended at cabinet direction.-DIA have engaged with the Office about the takedown notice they intend to use.</p>
10	<p>Risk Management Framework risk register</p> <p>No changes to issues in register.</p> <p>Risk Items from the CVOD Risk & Issues Register will be discussed at the next CVOD steering committee meeting, with a view to transferring any outstanding Risk and Issues to the Office register.</p> <p>The Board held a general discussion about the Risk Management framework. It was confirmed that a detailed review and refresh of the register was due and is usually held at the beginning of the calendar year.</p>
11	<p>Review Board Calendar</p> <p>Outstanding - Calendar is reviewed every six months and requires updating.</p>
12	<p>Other New Business</p> <p>No other business</p>

Signed:

Chair:

Date: