

TE MANA WHAKAATU
**Classification
Office**

Watch carefully.
Think critically.

**MINUTES OF THE OFLC BOARD HUI
HELD ON WEDNESDAY 27 APRIL 2021**

Present Chair: David Shanks
Deputy Chair: Vacant

In Attendance Julia Ewing-Jarvie, Maggie Tait, Tania Janssen

Minutes **s 9(2)(a)**

1.	Adoption of Minutes from Meeting of 2 March 2021 The minutes of the previous meeting were adopted and signed by the Chief Censor.
2.	Health and Safety <ul style="list-style-type: none">▪ The Corporate Services Manager tabled the Commerce Commission Security Report for discussion. This will be discussed further at the upcoming Management H&S Strategy session.▪ EAP usage has decreased; this was to be expected over the January/February period due to staff leave. Maggie to remind her two new staff members at next team meeting.▪ Workplace policy recommends all staff should use EAP at least once a year as a check in. If they are not / do not want to use the service, they can discuss with their manager, who can relay to David.
3.	Potential Conflicts of Interest No potential conflicts.
4.	New Business CVoD update section to be added to next set of board papers
4.1	Governance overview of Impact of COVID-19 Standing Item The office remains at Level 1 The office stands at ready in case the need to return to Level 3 arises.
4.2	Governance The Board has previously discussed team options to increase external input or perspective to the Board's governance of the Classification Office. This include the potential for someone to act in an independent advisory capacity to the Board. It was decided that decisions on this matter would be deferred pending an appointment to the Deputy Chief Censor/Deputy Chair position.

	<p>The Board noted it is receiving independent advice via representation on steering group s 9(2)(a) s 9(2)(a) and conducting a security review lead by the Commerce Commission. In addition Jolene Armadoros is attending the Board meetings.</p>
4.3	<p>Annual Audit (2019/20)</p> <p>The Corporate Services Manager tabled the final audit report and noted the Interim audit is due in June</p>
5.	<p>Ratification of Reports</p> <p>The following reports were ratified:</p> <ul style="list-style-type: none"> ▪ Classification Unit November 2020, December 2020 and January 2021 ▪ Information Unit November 2020 and December 2020 ▪ Corporate Services Unit November and December 2020
6.	<p>Reports Presented to the Board</p>
6.1	<p>Classification Unit Report/s Tabled</p> <p>Classification Unit monthly reports for February and March 2021 were tabled. The following specific matters were discussed:</p> <ul style="list-style-type: none"> ▪ Many Bollywood screenings have been delayed due to a COVID resurgence in India. ▪ Timeliness measures – tasks from the queue are being assigned at a quicker rate and the team are managing the workflow more efficiently. ▪ There are not as many crown submissions at present, unsure what is driving this. ▪ More decisions are going through BoR in the last few months, with some decisions significantly different from that of the Office. The team is reviewing the Boards decision.
6.2	<p>Information Unit Report/s Tabled</p> <p>Information Unit monthly reports for January, February, and March 2021 were tabled. The following specific matters were discussed:</p> <ul style="list-style-type: none"> ▪ Complaints levelled out for March, while Disinformation research, PWP are all back up and running. ▪ The website is receiving a healthy amount of traffic. ▪ Maggie to reach out to LIANZA to discuss age rating and access on eBooks through the library online system. ▪ Social media engagement is steady. ▪ Online game ‘Suicide Guy’ was ‘called in’ and is expected to be classified M. The title was more harmful than the game itself. ▪ Oslo manifesto research underway, CVE Bill and TikTok Consultation Report near completion, report and decision to be distributed to all participated involved.

6.3	<p>Corporate Services Unit Report/s Tabled</p> <p>Corporate Services monthly report for January 2021 was tabled and financial trends to March were discussed:</p> <ul style="list-style-type: none"> ▪ Finances at the end of 3rd Quarter - deficit of 31k against an expected 41k. ▪ YTD substantially better than budgeted, under expenditure in CVE space due to funds put aside for travel that didn't occur due to COVID. ▪ CVoD expenditure 50k under budget. Abletech about to undertake a large piece of work, which will minimise underspend. ▪ Colmar Brunton research and website commitments not shown in figures yet ▪ Depreciation is well under budget due to writing off prototype of self-rating tool at beginning of the year. ▪ Less capital spend due to the new virtual servers ▪ Following last years audit, Audit NZ requested the depreciation process move to every 5 years, down from 10 for SRT. ▪ Interest earnings down due to interest rates being low. ▪ Labelling body revenue lower than budgeted (250k) against budget of \$330k
7	<p>Capital Expenditure for the Month</p> <p>No items this month</p>
8	<p>Annual Leave Liability</p> <p>The Office's annual leave liability as at March was tabled and reviewed.</p>
9	<p>Legislative Compliance Framework</p> <p>A line by line technical review of the proposed FVLC Act regulations has been conducted to ensure we are able to comply with the Draft Regs as they stand.</p>
10	<p>Risk Management Framework</p> <p>A Management team meeting has been scheduled to a comprehensive review of the register.</p>
11	<p>Review Board Calendar</p> <p>Calendar is reviewed every six months and requires updating.</p> <p>Management team full day Strategy session is booked for June. This meeting is to discuss the year ahead, updating strategy, update comms plan and key risks.</p>
12	<p>Other New Business</p> <p>No other business</p>

Signed:

Chair:



Date:

22/6/21