

**MINUTES OF THE OFLC BOARD HUI
THURSDAY 28 SEPTEMBER 2021**

Present Chair: David Shanks
Deputy Chair: Vacant

In Attendance Julia Dayan, Maggie Tait, Tania Janssen

Minutes Julia Dayan

1.	Adoption of Minutes from Meeting of 29 July 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
3.	Potential Conflicts of Interest No new conflicts.
4.	New Business
4.1	Governance overview of Impact of COVID-19 Standing Item The Wellington region has moved 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 June 2021▪ Information Unit June 2021▪ Corporate Services Unit June 2021

6. Reports Presented to the Board

6.1 Classification Unit Report Tabled

Classification Unit monthly reports for July and August 2021 were tabled.

The following specific matters were discussed:

- **July** report had been tabled previously
- A Supplementary report of additional activities undertaken during July was tabled and discussed
- It was agreed that the report would be updating to include a report on CVOD activities, particularly the number of Assessments undertaken of CVOD publications

August

- There was a general increase in the number of publications being processed during August (Wellington went to L3 Lockdown on the 18th August)
- While traditional Classification numbers remain low CVOD work (assessments) filled gap.
- Material was received from mix of channels including a mix of objectionable material.
- The Livestream Suicide (Tiktok) decision is due out this week (w/c 27 Sept)
- BOR – The Board decision on a range of Manga images was received and there will be further discussion to regarding the Board’s understanding of ‘promote and support’.
- BOR – The Board’s decision on the 20 videos subject to the High Court referral, is still due.

6.2 Information Unit Report Tabled

Information Unit monthly reports for July and August 2021 were tabled.

The following specific matters were discussed:

- The series of Porn talks with Parents and schools was completed before lockdown
- Website content loading for the new website is now underway
- Complaints reporting has been updated to include the s46 CVOD requirements
- July and August showed similar volumes of work
- The July and August reports include the new SPE measures and the Targets have been updated. This includes Research measure related to performance in the first quarter following the release of new research).

6.3 Corporate Services Unit Report Tabled

Corporate Services report for July and August were tabled and the following specific matters were discussed:

- September ytd activity was discussed
- There is a surplus of \$131K against a budgeted deficit of \$85K, a budget variance of \$216k.
- DIA invoice is due by 19 July; and was paid on 19 August. This delay resulted in breaking a term investment and sacrificing the interest earned to ensure we had funds to pay the July invoices. The Bank waived the penalty charge.
- The surplus is largely due the payment of CVOD Levy by a number of providers who have opted to pay the Levy in a lump sum rather than on a quarterly basis.
- Labelling body revenue \$9K under budget.
- Personnel expenditure is under budget with the recruitment of an SCA underway and the resignation of the PA mid-August.
- Annual leave remains low, while sick leave stable.
- EAP usage is stable and tracking well.

7 Capital Expenditure for the Month

The following capital items have been approved:

- | | | |
|--------------|----------------|---------|
| ▪ 2021/22-01 | iphone - | \$1,600 |
| ▪ 2021/22-02 | TV for Meeting | \$1,500 |
| ▪ 2021/22-03 | Laptops | \$7,212 |
| ▪ 2021/22-04 | Wifi AP x2 | \$2,170 |

8 Annual Leave Liability

The Office's annual leave liability as at 17 Sept 21 was tabled and reviewed.
Total liability is currently \$205k.

9 Legislative Compliance Framework

Classification Act and Regs –

A line-by-line technical review of the proposed FVPC Act regulations has been conducted to ensure we are able to comply with the new CVOD Regs.

Urgent Interim Classification Bill –

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.

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>
11	<p>Review Board Calendar</p> <p>Calendar is reviewed every six months and requires updating.</p> <p>Management team full day Strategy session was held, with the new DCC in attendance. This meeting discussed the year ahead, updating strategy, update comms plan, research and key risks.</p>
12	<p>Other New Business</p> <p>No other business</p>

Signed:

Chair:

Date:
