

MINUTES OF THE OFLC BOARD HUI
Wednesday 3 August 2022

Present Chair: Caroline Flora
Deputy Chair: Rupert Ablett-Hampson (inaugural meeting)

In Attendance Julia Dayan, Maggie Tait

Minutes s 9(2)(a)

1.	Adoption of Minutes from Meeting of 1 June 2022 The minutes of the previous meeting were adopted and the Deputy Chief Censor (as chair of that meeting) will confirm this decision via email.
2.	Health and Safety The Board noted that the office was still feeling the impacts of COVID and observed a high level of absence continued during the period between board meetings but that absences appear to be levelling off now. A reminder will be circulated in the Chief Censor's Pānui to staff that people should stay home if they are sick (or if they are starting to feel sick) and that working from home is an option if they are still able to undertake their duties. A reminder will also be included that masking is still a preferred practice and the expectation is that staff will don a mask to and from the office and while congregating in public areas.
3.	Potential Conflicts of Interest Caroline confirmed her advice to the Minister that she has no actual or perceived conflicts of interest. Caroline also noted that she has a friend that works at Meredith Connell who has worked on Classification Office work and potentially could again. This was discussed and the Board decided that this did not been the threshold for a conflict of interest.
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.	<p>Ratification of Reports</p> <p>The following reports were ratified:</p> <ul style="list-style-type: none"> ▪ Classification Unit January - April 2022 ▪ Information Unit January - April 2022 ▪ Corporate Services Unit April 2022.
6.	Reports Presented to the Board
6.1	<p>Classification Unit Report Tabled</p> <p>Classification Unit monthly reports for May and June 2022 were tabled. The following specific matters were discussed:</p> <ul style="list-style-type: none"> ▪ Numbers provided for publications received, examined and registered provide useful insights for commercial our activities. This report however only provides so much information for crown material as each publication is lodged as a separate publication but in reality these are batched ▪ Options for reply have been introduced, when receiving a set of submissions an options to reply is now present, which may affect timeliness measures going forward. ▪ Suggestion was advanced that timeliness measures could have trend information added. Julia to provide trend information from quarterly reporting as this may provide more insight. ▪ It was noted that spikes in publications received can be attributed to festival work. ▪ Difference between the crown publications received by change and classified by channel the numbers should measure out (there might be a lag but should broadly measure up at some point). This is easier to see in quarterly reporting. ▪ It was noted that the number if titles and publications assessed per month by the Classification Team for CVoD provides will become more important in the coming months.
6.2	<p>Information Unit Report Tabled</p> <p>Information Unit monthly reports for May and June 2022 were tabled. The following specific matters were discussed:</p> <ul style="list-style-type: none"> ▪ It was noted that the main activities section of the reports give a really good flavour of the work the team is undertaking ▪ Drop in website hits. It was noted that a number of visits prior were from the U.S looking for manifesto and search terms took them to our website. ▪ It was noted that the Student website has been taken down and all content is on our new website ▪ Happy with the amount of new content going onto the website each month. ▪ Noted that some content is being translated into reo Māori, Samoan, Arabic, Hindi, Simplified Chinese and Urdu. Suggestion that this could be an item at an upcoming classification unit meeting; to discuss why these specific languages

	<p>were chosen. As an action item, it will be noted in a future Pānui that these translations are taking place.</p> <ul style="list-style-type: none"> ▪ It was noted that the research target was achieved ▪ It was noted that the Chief Censor would like to see a close the loop process on inquiries that the Chief Censor has been linked into for example the Great Replacement inquiry of 28/06/. It would be good for a note to all involved be given that outlines the actions taken. ▪ Graphs will be changed from calendar year to financial year
<p>6.3</p>	<p>Corporate Services Unit Report Tabled</p> <p>Corporate Services report for June 2022 was tabled and the following specific matters were discussed:</p> <ul style="list-style-type: none"> • Operating expenditure is \$21K over budget, driven by the cost of Policy support and expenditure on IT support including the self-rating tool, Films Database (11A) and website maintenance • Personnel expenditure is \$99.8K under budget largely due vacancies in the Classification and Executive areas and contractors in place of permanent staff. In the CVoD space the under spend is the result of existing staff undertaking these activities. During May salary adjustments resulting from the Collective Agreement settlement were made. • Levy revenue is \$51K under budget as the budget was set before the Levy Regulations were finalised. • Labelling Body revenue is \$50.0K over budget Labelling Body revenue as discussed above is highest we have had in the past 5 years however volumes are less than forecast by more revenue has been received. Julia to do an analysis of the increase for the quarterly reporting. • Discussion was held on carer development, where the gaps are and who has ownership of the process in its entirety. This will be discussed further offline at the manager’s strategy day. • It was also discussed that a one-off budget request be made this year to assist with CVoD and Historical Classifications activities. • It was noted that during June, sick leave was higher than usual – this was due to COVID and general winter un-wellness. Annual leave is up from last month though it is noted that a few staff have extended leave planned for later in the year which should bring this down. However, Managers will speak to those with excessive leave to get a plan in place to bring this down.
<p>7</p>	<p>Capital Expenditure for the Month</p> <p>No capital expenditure items were advanced for approval.</p>

8	<p>Annual Leave Liability</p> <p>The Office's annual leave liability as at the end of June 2022 was tabled and reviewed. Total liability is currently \$207K and annual leave usage is low, possibly due to high levels of sickness. However, it is noted that there are a number of staff who have leave planned for the rest of the calendar year (some for significant periods of time). Managers to speak to those with excessive leave to get a plan in place to bring this down.</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>It was noted that the protected disclosures policy needs to be updated to reflect recent Act changes. This will be updated for discussion at the next board meeting.</p>
10	<p>Risk Management Framework risk register</p> <p>It was noted that CVoD risks that emerged from a recent steering committee meeting have been added to the risk register.</p> <p>It was noted that the Deputy Chief Censor will confirm or update all mitigations on the register and the register in its entirety will be discussed after this action has been completed</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:
