TE MANA WHAKAATU

Classification Office

Watch carefully. Think critically.

MINUTES OF THE TMW BOARD HUI Wednesday 9 NOVEMBER 2022

Present

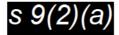
Chair: Caroline Flora

Rupert Ablett-Hampson

In Attendance

Julia Dayan, Maggie Tait

Minutes



acamine on order	
1.	Adoption of Minutes from Meeting of 12 October 2022
	The minutes of the previous meeting were adopted.
2.	Health and Safety
	The Board noted discussion last week by Management Team and subsequent comms to staff in Chief Censor pānui.
3.	Potential Conflicts of Interest
	No new items were declared.
4.	New Business
	No new items discussed.
5.	Reports Presented to the Board
5.1	Classification Unit Report Tabled
	Classification Unit monthly report for September 2022 was tabled. The following specific matters were discussed:
	We are not complying with s 13 Crown targets; currently below target with the following mitigations implemented:
	o Change to documentation
	 Workflow processes that are embedding
	 Rupert to provide update on CVoD self-rating to Film & Video Labelling Body (FVLB)
5.2	Information Unit Report Tabled
	Information Unit monthly report for September 2022 was tabled. The following specific matters were discussed:

Caroline noted the value of the main summary as it includes work across the Office Board noted their appreciation for the work \$\frac{s \, 9(2)(a)}{a}\$ has done on queries from the Maggie to send Management Team a one-pager on Google Analytics Corporate Services Unit Report Tabled 5.3 Corporate Services report for September 2022 was tabled. The following specific matters were discussed: All eight providers have paid Slight surplus position for the year, noted upcoming recruitment fees Labelling Body review is over budget by 30K 42 fee waivers YTD Capital Expenditure for the Month 6 No capital expenditure approvals were tabled for the Board. 7 Annual Leave Liability The Office's annual leave liability as at 25 October 2022 was tabled and reviewed. Total liability is currently \$216K (as at 25 October 2022) Managers to discuss with staff not holding more than their annual leave allowance (five weeks) and for any with more to note that they can cash up two weeks leave s 9(2)(a) to create a spreadsheet for all staff leave in December and January 8 Legislative Compliance Framework Board noted the framework is being updated and Julia, Caroline & \$9(2)(a) to meet next year to finalise. 9 Risk Management Framework risk register Management Team had risk session on 7 November Once register has been finalised Caroline & Rupert to select risks to be added to the Quarterly Report. 10 Review Board Calendar Board noted meetings to be moved to quarterly and calendar to be updated. Other New Business 11 Reviewed draft quarterly report template created by Julia. Feedback will be incorporated and document to be circulated to Management Team.

Signed:

Chair:

Date: 15/2/2023