

TE MANA WHAKAATU
**Classification
Office**

**Watch carefully.
Think critically.**

**MINUTES OF THE OFLC BOARD HUI
HELD ON WEDNESDAY 26 MAY 2021**

Present Chair: David Shanks
Deputy Chair: Vacant

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

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

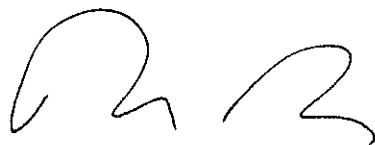
1.	Adoption of Minutes from Meeting of 27 April 2021 The minutes of the previous meeting were adopted and signed by the Chief Censor.
2.	Health and Safety Project Arachnid is imminent, the Office will review the impact for staff once we get an understanding of the material we are dealing with, the equipment and training required. <ul style="list-style-type: none">▪ Management H&S Strategy session to be held 26/05
3.	Potential Conflicts of Interest No potential conflicts.
4.	New Business
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	CVoD section to be added to Board papers as standing item The board reconsidered if a CVoD section was required and decided CVoD progress is sufficiently covered in the weekly Management meeting minutes.
4.3	Letter of Expectations (LoI) Board accepted and acknowledged receipt
4.4	SPE Consultation with the Minister Board accepted and acknowledged receipt

5.	<p>Ratification of Reports</p> <p>The following reports were ratified:</p> <ul style="list-style-type: none"> ▪ Classification Unit April 2021 ▪ Information Unit April 2021 ▪ Corporate Services Unit April 2021
6.	<p>Reports Presented to the Board</p>
6.1	<p>Classification Unit Report Tabled</p> <p>Classification Unit monthly reports for April 2021 were tabled. The following specific matters were discussed:</p> <ul style="list-style-type: none"> ▪ Publications received decreased by a third from last month. ▪ Zero crown publication received last month. One publication was called in (Suicide Guy). Tania to follow up as to whether the Office has communicated the outcome to the original complainant. ▪ Livestream Tiktok videos have been sent to BoR from DIA. ▪ Short films 48-hour festival – the Office classified and registered 115 short films. Tania to follow up if there were any issues during the process that were escalated to David. ▪ BoR decisions – post reviews are occurring to enable the team to reflect on the reasoning behind the difference in opinion. ▪ Board discussed current process for incoming submissions / scheduling workflow whilst ensuring transparency and communication within the CU team. CVE processes for similar work also discussed. Tania to meet with CVE team to understand the current process and if there could be learnings from the CU process. ▪ Tania to follow up on any outstanding Paris beheading images for David to review. ▪ Forty percent of films submitted by the labelling body were processed on time (within 55 days). The Office is no longer reporting on queuing measures. Scheduling system in CU unit discussed. Tania to look into the current system for improvements. ▪ Board gave feedback on the CU reports; adding descriptions under graphs referring to Sections of the Act would be helpful. Tania and Julia to discuss key reporting requirements going forward using the A3 summary.
6.2	<p>Information Unit Report Tabled</p> <p>Information Unit monthly reports for April 2021 were tabled. The following specific matters were discussed:</p> <ul style="list-style-type: none"> ▪ Higher engagement across social media due to increased posts. ▪ Complaints and queries received show why a wider media review is required. ▪ Website visitor numbers are well above target for April. ▪ Changed SPE measure, there are now two measures; total research downloads and new downloads as a part of all research. ▪ Maggie to look into interesting mahi examples for Annual Report in September.

6.3	<p>Corporate Services Unit Report Tabled</p> <p>Corporate Services monthly report for April 2021 was tabled and financial trends were discussed:</p> <p>To April there is a deficit of 235k against a budgeted deficit of 493k. Variances in the Statement of Comprehensive Income for the year to date are:</p> <ul style="list-style-type: none"> ▪ Operating expenditure is \$65k under budget ▪ Personnel expenditure is \$243k under budget ▪ Depreciation expense is \$61k under budget ▪ Labelling body revenue is \$87k under budget <ul style="list-style-type: none"> ▪ Only 17% of capital budget has been spent so far. ▪ Interest revenue is low as the Office did not receive crown funding until second quarter ▪ High sick leave in March and annual leave usage is increasing
7	<p>Capital Expenditure for the Month</p> <p>There were two items of capital expenditure purchased for the month of April: 2020/21-14 Toshiba laptop x 2 \$4532.</p>
8	<p>Annual Leave Liability</p> <p>The Office's annual leave liability as at April 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> <p>The Holidays Act legislation is changing to increase the number of sick leave days per year from 5 to 10. While this won't affect the Office (already a 10 day sick leave policy) there may be other changes we need to be across and communicate with staff.</p>
10	<p>Risk Management Framework risk register</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