

MINUTES OF THE OFLC BOARD HUI  
 HELD ON THURSDAY 29 JULY 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 22 June 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"> <li>▪ Maggie has written up notes from the management H&amp;S session regarding into the Wellness Report with Julia finalising Security review actions.</li> <li>▪ Due to an increase in attention to the Office, we have increased office access security by adding PIN/card on lift access.</li> <li>▪ 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.</li> <li>▪ Management H&amp;S Strategy session was held 26/05</li> </ul>
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 back to Level 1 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"> <li>▪ Classification Unit May 2021</li> <li>▪ Information Unit May 2021</li> <li>▪ Corporate Services Unit May 2021</li> </ul>

6.	Reports Presented to the Board
6.1	<p>Classification Unit Report Tabled</p> <p>Classification Unit monthly reports for June 2021 were tabled. The following specific matters were discussed:</p> <ul style="list-style-type: none"> <li>▪ The team has had some unique and beneficial conversations over the past month due to the variety of work they are progressing.</li> <li>▪ Team busy preparing for the launch of the CVoD self-rating tool and have been working through and discussing testing and templates</li> <li>▪ There was a delay in the classification response to Puni Puni Poemy, Tania gave the Board context for the delay</li> <li>▪ There was only one Crown publication classified this month. A video submitted by DIA was classified urgently in 8 days; this publication is subject to a court suppression order.</li> </ul>
6.2	<p>Information Unit Report Tabled</p> <p>Information Unit monthly reports for June 2021 were tabled. The following specific matters were discussed:</p> <ul style="list-style-type: none"> <li>▪ Mis/dis information research up online and engagement is positive through social media</li> <li>▪ Nudes campaign with NetSafe was successful</li> <li>▪ 972 click through for resources which is encouraging</li> <li>▪ Presentations are increasing, with staff assisting doing a great job</li> <li>▪ 80 posts for the month across our social channels with a reach of 484,546</li> <li>▪ Going forward there will be a separate measure for OIA reporting</li> </ul>
6.3	<p>Corporate Services Unit Report Tabled</p> <p>Corporate Services financials for June 2021 was tabled and financial trends were discussed:</p> <ul style="list-style-type: none"> <li>▪ There is a deficit of \$471k against a budgeted deficit of \$555k, a budget variance of \$84k</li> <li>▪ DIA invoice is due by 19 July; however, this was a hold up previously due to their new spam filter and financial system at DIA.</li> <li>▪ Forecast to spend 160k on capital during the month, however only spent \$33k due to majority of cost scheduled for the office servers, however these have been virtualised. Much of the costs associated with the self-rating tool have been operationalised which had previously been capitalised.</li> <li>▪ 50% of the website invoicing has been processed</li> <li>▪ Annual leave usage down, while sick leave stable</li> <li>▪ EAP usage is stable, tracking well</li> <li>▪ Labelling body revenue 101k under budget</li> <li>▪ There was discussion around fees and funding from government and CVoD providers. This is an ongoing concern.</li> </ul>

7	<p>Capital Expenditure for the Month</p> <p>There were four items of capital expenditure purchased for the month of June: 2020/21-20 Monitors x 4 - \$984</p>
8	<p>Annual Leave Liability</p> <p>The Office's annual leave liability as at June was tabled and reviewed. Total liability is currently 193k</p> <p>Following the recent Holidays Act legislation change, the office continues to be compliant with 10 days sick leave for all staff.</p>
9	<p>Legislative Compliance Framework</p> <p>A line-by-line technical review of the proposed FVPC 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 will not 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>No new issues and no changes to identified issues.</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 July. This meeting is to discuss 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: