

TE MANA WHAKAATU  
**Classification  
Office**

Watch carefully.  
Think critically.

**MINUTES OF THE TMW BOARD HUI  
Wednesday 14 SEPTEMBER 2022**

**Present** Chair: Caroline Flora  
Deputy Chair: Rupert Ablett-Hampson

**In Attendance** Julia Dayan, Maggie Tait

**Minutes** Julia Dayan

1.	<b>Adoption of Minutes from Meeting of 3 August 2022</b> The minutes of the previous meeting were adopted. Julia will provide copies of the minutes to the Deputy Chief Censor (as chair of the meeting of 1 Jun) and the Chief Censor as chair of the meeting of 3 August, for signing.
2.	<b>Health and Safety</b> The Board noted that the Traffic Light system is being dropped and updated expectations have communicated expectations to staff. It was agreed that we would revisit our Vaccination policy (which establishes the expectation for full vaccination) in early 2023. The Board also noted that while current levels of sick leave due to COVID is relatively low, there remains a moderate level of general winter sickness, which has affected some staff more heavily than usual.
3.	<b>Potential Conflicts of Interest</b> No new items were declared.
4.	<b>New Business</b>
4.1	<b>Away Day</b> A whole-of-office Away Day is planned for October. This day will focus on the Office's strategic direction. The Board is also committed to considering our Te Tiriti responsibilities and how this is reflected in governance at the board level.
5.	<b>Ratification of Reports</b> The following reports were ratified:

	<ul style="list-style-type: none"> <li>▪ Classification Unit May and June 2022</li> <li>▪ Information Unit May and June 2022</li> <li>▪ Corporate Services Unit June 2022.</li> </ul>
<b>6.</b>	<b>Reports Presented to the Board</b>
<b>6.1</b>	<p><b>Classification Unit Report Tabled</b></p> <p>Classification Unit monthly report for <b>July 2022</b> was tabled. The following specific matters were discussed:</p> <ul style="list-style-type: none"> <li>▪ As the first report for the financial year this report was a bit of a 'flash back in time'</li> <li>▪ The key matter discussed was how to generate valuable insights from the reporting process, particularly how the information can be used to drive efficiencies.</li> <li>▪ Rupert presented schematic on crown work and points of intervention. It was agreed that it will be important to change reporting so as to capture work at these points. This work falls outside our current metrics and service performance measures.</li> <li>▪ The Board keen to implement process improvements and to measure efforts related to pre-classification work. This is likely to require data from other organisations (e.g. information from Ministry of Justice regarding prosecutions).</li> </ul>
<b>6.2</b>	<p><b>Information Unit Report Tabled</b></p> <p>Information Unit monthly report for <b>July 2022</b> was tabled. The following specific matters were discussed:</p> <ul style="list-style-type: none"> <li>▪ A Main Activities list has been added to report overview</li> <li>▪ The Information Unit report includes the new SPE measures for CVE engagement as the CVE team now reports to the Communications Manager Unit.</li> <li>▪ Reporting on Social media is undergoing review, including the reporting functionality provided by Buffer and Google Analytics</li> <li>▪ The drop in the number of website hits was once more flagged. As was noted before the website upgrade, a significant number of visits were from the U.S as a result of search terms which took them to our website (looking for the Manifesto and Livestream publications).</li> <li>▪ The Board discussed general website engagement and queried what particular events might drive spikes in engagement on the website and social media platforms. This is typically due to significant classification decisions (such as the reconsideration of the Kashmir files) and when we have engaged with a subject which is topical in the media. It was noted that the most valuable metrics relate to number of links, clicks and shares. The Board is keen to explore what insights these metrics can provide.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ The Board was updated on the Annual archives survey (completed by all members of the public service) as well as the work being conducted on our Public Records Act compliance, which focuses on areas identified in the recent Public Records Act audit.</li> <li>▪ The Board reviewed the list of Complaints detailed in the report and specifically noted cinemas screening inappropriate trailers and banned content 'My friends mum is a stick widow' (hentai)</li> </ul>
<p><b>6.3</b></p>	<p><b>Corporate Services Unit Report Tabled</b></p> <p>Corporate Services report for July 2022 was tabled and the following specific matters were discussed:</p> <ul style="list-style-type: none"> <li>▪ The Board reviewed revenue from FVLB Fees and CVoD Levy. It was noted that the cost to industry was spread fairly evenly.</li> <li>▪ The Chief Censor established the expectation that Managers work with their staff annual to reduce leave liabilities to bring them in line with annual leave entitlements (generally 5 weeks).</li> <li>▪ The Board discussed expectations around the use of flexitime. The Corporate Services Manager will circulate the Flexitime Policy to the management team.</li> <li>▪ It was noted that the Office is working constructively with the Department of Internal Affairs on funding options (including the Budget process) for the Section 11A database and the review of historical classification decisions.</li> <li>▪ The Board noted that the Office has incurred unplanned cost related to participation in the Minister's study trip to Europe. The Office has sourced more economical airfares where possible.</li> </ul>
<p><b>7</b></p>	<p><b>Capital Expenditure for the Month</b></p> <p>No capital expenditure approvals were tabled for the Board.</p>
<p><b>8</b></p>	<p><b>Annual Leave Liability</b></p> <p>The Office's annual leave liability as at 8 September 2022 was tabled and reviewed. Total liability is currently \$209K (as at 8 September 2022) and annual usage has increased.</p> <p>Managers are to create plans to assist staff reduced high leave balances.</p>
<p><b>9</b></p>	<p><b>Legislative Compliance Framework</b></p> <ul style="list-style-type: none"> <li>▪ A draft Protected Disclosures policy, which reflects recent changes to the Protected Disclosures Act, has been circulated for comment and will be agreed at the next management meeting.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ The Compliance framework is to be updated with source docs, RAG assessment and note any projects work underway.</li> <li>▪ It was proposed that the Projects one-pager incorporate an assessment of any legislative compliance drivers for the work.</li> <li>▪ It has been agreed between the Office and DIA that we will draft a joint policy paper for the Minister on s11A compliance options</li> </ul>
10	<p><b>Risk Management Framework risk register</b></p> <p>This meeting has been moved to November 2022.</p> <p>It was noted that the Deputy Chief Censor will confirm or update mitigations on the register and the register in its entirety will be discussed after this action has been completed.</p>
11	<p><b>Review Board Calendar</b></p> <p>Outstanding - Calendar is reviewed every six months and requires updating.</p> <p>A 'catch up' board meeting is to be scheduled for late September to review the August Unit reports.</p>
12	<p><b>Other New Business</b></p> <p>No other business</p>

Signed:

Chair:

Date:

12 / 16 / 2022