

**MINUTES OF THE OFLC BOARD HUI  
 HELD ON WEDNESDAY 22 JUNE 2021**

**Present** Chair: David Shanks  
 Deputy Chair: Vacant

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

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

1.	<p><b>Adoption of Minutes from Meeting of 26 May 2021</b>          The minutes of the previous meeting were adopted and signed by the Chief Censor.</p>
2.	<p><b>Health and Safety</b></p> <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.</li> <li>▪ Due to an increase in negative attention to the office, we have increased office access security by adding PIN and card only access to the office.</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.	<p><b>Potential Conflicts of Interest</b>          No new conflicts.</p>
4.	<p><b>New Business</b></p>
4.1	<p><b>Governance overview of Impact of COVID-19</b>  <b>Standing Item</b>          The Wellington region has moved to alert Level 2          The office stands at ready in case the need to return to Level 3 arises.</p>
5.	<p><b>Ratification of Reports</b>          The following reports were ratified:</p> <ul style="list-style-type: none"> <li>▪ Classification Unit April 2021</li> <li>▪ Information Unit April 2021</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Corporate Services Unit April 2021</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 reports for May 2021 were tabled. The following specific matters were discussed:</p> <ul style="list-style-type: none"> <li>▪ TikTok videos - an extension has been requested following an application from DIA in May to review the two TikTok videos. The Office classified these as R18 following a consultation process. The Office's submission to the Board is due on 01/07/2021.</li> <li>▪ As part of the interim audit, Audit NZ require more than three quality measures around measurement of the classification decisions. Management will discuss and inform Audit NZ of their decision. The group discussed a focus group in which a sample would be chosen from each channel. Tania to take ownership of this point with her team while considering sampling with CVoD.</li> <li>▪</li> </ul>
<b>6.2</b>	<p><b>Information Unit Report Tabled</b></p> <p>Information Unit monthly reports for May 2021 were tabled. The following specific matters were discussed:</p> <ul style="list-style-type: none"> <li>▪ Select Committee visit</li> <li>▪ Harmful Digital Communication Act submissions that the office and YAP submitted</li> <li>▪ C4AD Term 2 - Maggie to talk through C4AD programme with Tania and David</li> <li>▪ Talks around the country from the team</li> <li>▪ Teachers Module progressing well</li> <li>▪ Busy month for mis/disinformation research</li> <li>▪ Website – averaging 631 visits per day and 28 on student site. Two OIAs were published to the website; banned publications and cost of OIAs.</li> <li>▪ Maggie noted a small number of the InMagic numbers are out due to updating some enquiries to CVoD enquiries and complaints to CVoD complaints. This decision was agreed in a project meeting to ensure figures are correct going forward.</li> <li>▪ Increased engagement on social media – 53 posts were created across Facebook, Instagram, and LinkedIn with a total audience of 91,910.</li> </ul>
<b>6.3</b>	<p><b>Corporate Services Unit Report Tabled</b></p> <p>Corporate Services financials for May 2021 was tabled and financial trends were discussed:</p> <ul style="list-style-type: none"> <li>▪ May deficit was 32k against a forecasted \$138k</li> <li>▪ YTD variance of 155K</li> </ul>

	<ul style="list-style-type: none"> <li>▪ YTD deficit of 372k</li> <li>▪ Expenditure in May - revenue is up, however YTD Labelling Body revenue 100k less than forecast, 23% less.</li> </ul> <p>The Office received financial details from Netflix, which enables the Office to submit CVoD invoices.</p> <p>Audit suggested we use feedback as performance measure on self-rating tool.</p>
7	<p><b>Capital Expenditure for the Month</b></p> <p>There were two items of capital expenditure purchased for the month of April: 2020/21-19 Toshiba laptops x 2 - \$4532</p>
8	<p><b>Annual Leave Liability</b></p> <p>The Office's annual leave liability as at May was tabled and reviewed. Total liability is currently 190k</p>
9	<p><b>Legislative Compliance Framework</b></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><b>Risk Management Framework risk register</b></p> <p>No issues</p>
11	<p><b>Review Board Calendar</b></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><b>Other New Business</b></p> <p>No other business</p>

Signed:

Chair:

Date: