

TE MANA WHAKAATU

Classification Office

Watch carefully.
Think critically.

MINUTES OF THE TMW TE POARI HUI
Thursday 7 November 2024

Present Chair: Caroline Flora
Rupert Ablett-Hampson

In Attendance Julia, Janine, Caitlin, Whetū

Minutes Renee

1.	Adoption of Minutes from Meeting of 21 August 2024 The minutes of the previous meeting were adopted.
2.	Health and Safety Noted Rōpū Whakahaere is in practice to raise this for discussion at the weekly meetings. The Board noted the Wellbeing programme is well underway.
3.	Potential Conflicts of Interest No new items were declared.
4.	New Business
4.1	Annual Report 2023/24 Noted the Annual Report has been signed off by the Auditors and will be sent to the Minister next week. The Board is pleased with the overall performance of the organisation, especially SPE measures & financial results.
4.2	Government directives i.e. WFH guidance Julia has received a copy of the WFH guidance and reporting requirements that have been sent to Government Departments. At this stage the guidance and requirements only apply to Departments and Departmental Agencies. Action – Julia to share guidance with Rōpū Whakahaere Action – Renee to add working from guidance to the next Rōpū Whakahaere agenda
4.3	Operating model & replacement of strategic asset Both projects are underway – Martin Jenkins is assisting with reviewing our operating model and Johnson Partners working on business and architecture requirements for a CDA replacement.

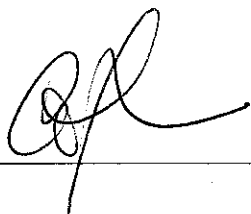
	Noted that a plan needs to be agreed for the decision-making process after the projects have been completed. Project lead provided a brief update on the CDA replacement project. Debrief provided by Rupert and Janine on meeting with DIA noting they use SharePoint and would be willing to meet and provide an overview of the set-up. Action – Renee to contact DIA to set up a discussion with Johnson Partners about SharePoint Discussed CVoD figures and sampling methodology. Caroline provided a debrief on Martin Jenkins upcoming meetings with external stakeholders.
4.4	Bargaining Noted an offer is before the PSA members for ratification and voting is open until the end of this week.

5.	Reports Presented to the Board
5.1	Q1 Joint Management Report Tabled Reviewed and discussed each section in the report. Noted – discussed action for Whetū to review development plans available at ACC to advise on the development of Classification Office templates. Noted the ACC development plans have not been finalised. • <i>Doing Our Core Business Well (pages 3-7)</i> ○ Noted progress on the Classification Handbook and Business Rules ○ Rupert provided a debrief on Business Rules Version 7 and the Classification Handbook ○ Senior Advisor – Strategy is drafting a policy for updating the handbook ○ Discussed additional SharePoint support to ensure we are maximising investment in the tool ○ The first draft for the youth report is expected on 13 November • <i>Te ao Māori (pages 8-9)</i> ○ This quarter was focused on the work SA – Strategy is doing around the classification/cultural merit of NZ films ○ Caroline, Whetū and SA – Strategy met with NZ Film Commission this week. Discussed a variety of matters including the criteria used by the NZ Film Commission for assessing Māori productions They have an advisory panel of Māori young people and they can add comments about films, it is important for them to have consultation with relevant groups to get a wider perspective Te ao Māori sub-group to look at setting up an advisory group and having Aotearoa Quick Takes on our Find-A-Rating tool

	• <i>Preparing for the future (pages 10-13)</i> ○ Noted the significant progress on the Wellbeing programme. The RFP process is now completed, and Janine is contacting references ○ Caroline and Rupert have been invited to the Oral Hearing to Petitions Committee next week on the Petition of Holly Brooker ○ Caroline and Rupert met with the Minister in August • <i>Financials (pages 27-31)</i> ○ Noted at the end of the quarter we have a small surplus of \$5K against a forecast deficit of \$4K ○ The spend for Martin Jenkins and Johnson Partners work will show in the Q2 financials • <i>Legislative compliance (page 32)</i> ○ Noted decision needs to be made by the end of the quarter if software is to be purchased
6	Review Board Calendar No new items were discussed.
7	Other General Business Briefly discussed membership of Te Poari, agreed to table for discussion at the Quarter 2 meeting in early 2025.

Signed:

Chair:



Date:

26/2/2025