

**MINUTES OF THE TMW TE POARI HUI
Wednesday 21 August 2024**

Present Chair: Caroline Flora
Rupert Ablett-Hampson

In Attendance Julia, Janine, Caitlin, Whetū

Minutes Renee

1.	Adoption of Minutes from Meeting of 8 May 2024 The minutes of the previous meeting were adopted.
2.	Health and Safety Rōpū Whakahaere is in the practice of raising this for discussion at the weekly meetings.
3.	Potential Conflicts of Interest Briefly discussed a potential staff conflict and agreed to table at the next Rōpū Whakahaere hui.
4.	New Business
4.1	2024/2025 Letter of Expectations for the OFLC from Minister of Internal Affairs The Board noted the following expectations outlined in the letter from the Minister: <ul style="list-style-type: none">• Monitoring of the Classification Office's financial performance• Ensuring regulatory practices, operating policies and processes reflect the current environment• Adhering to central agency guidance when preparing core accountability documents, such as the Statement of Intent, Statement of Performance Expectations and Annual Report• Engaging with Department of Internal Affairs about issues and risks that may be indicated in the reports• Ensuring the Minister receives documents within the required timeframes
4.2	Letters from Minister van Velden on TMW Quarter 2 and 3 Reports The Board noted the acknowledgement from the Minister on the efforts that have been undertaken for TMW's ongoing financial sustainability.
4.3	TMW Operating Model

	<p>Te Poari discussed the initial meeting with Martin Jenkins on the operating model for TMW. Noted there is an initial scoping session with Rōpū Whakahaere scheduled on 12 September.</p> <p>Discussed the communication plan for staff about this work, noted Whetū volunteered to assist with developing the plan.</p>
4.4	<p>Legislative Compliance</p> <p>Julia, Rupert and Caroline met to discuss legislative compliance in June.</p> <p>Discussed the option of moving to an external compliance model, noted the cost and resourcing required to implement this type of software.</p> <p>Idea of external assurance and support was endorsed as long as it does not add to the statutory compliance burden for TMW.</p> <p>Agreed that Te Tiriti compliance should be included in considerations for ongoing monitoring of compliance.</p>
4.5	<p>Government Workforce Policy</p> <p>The Board acknowledged the workforce guidance received from Te Kawa Mataaho with the following priority areas:</p> <ul style="list-style-type: none"> • Employment outcomes are fiscally sustainable and respond to the current fiscal context and any current budget advice • Employment conditions and remuneration settings support a high performing public sector and delivery of effective, efficient, and responsive services • The public sector has a workforce that is responsive to the needs of all New Zealanders • Agencies manage their workforce size and composition, including to reduce expenditure on consultants and contractors. <p>The Board noted bargaining commences today.</p>

5.	<p>Reports Presented to the Board</p>
5.1	<p>Q4 Joint Management Report Tabled</p> <p>Reviewed and discussed each section in the report.</p> <p>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.</p> <ul style="list-style-type: none"> • <i>Doing Our Core Business Well (pages 3-6)</i> <ul style="list-style-type: none"> ○ Noted the Business Rules and Classification Handbook projects are ongoing and progressing well, important for TMW to document our current practice ○ Noted Crown Law advice on hashing has been received and is being reviewed ○ The SharePoint implementation has taken longer than originally expected ○ Discussed the youth project noting the consultations for the youth campaign are almost complete.

- *Te ao Māori (pages 7-9)*
 - The focus over the quarter has been on understanding the cultural impacts of Māori films
 - Noted later in the year Whetū, Caroline and the Senior Advisor – Strategy will be meeting with senior leaders at NZ Film Commission
 - The Board noted the high number of staff attending weekly te reo classes

- *Preparing for the future (pages 10-13)*

The Board highlighted the excellent ongoing work on the following over the quarter:

 - Sustainability for TMW noting the work that has already been done by the Office to reduce costs and acknowledged the one-off contribution from DIA
 - Wellbeing Framework proposal and actions have been approved by Rōpū Whakahaere with the next step finalising an RFP to go out to market for a provider

Noted the CVoD Business Rules are under review with the project on schedule

- *Risk (pages 15-24)*

Discussed the alterations to the risk register after the Rōpū Whakahaere workshop in April:

 - Te Poari endorsed the changes to Strategic Issue 1 – Going Concern
 - Changes to strategic risks were endorsed excluding Risk 5 – Regular Exposure, Janine and Caroline to review
 - Rōpū agreed to meet with Caroline if they wanted to discuss the changes to the non-strategic risks
 - Noted the two new risks: Risk 20 – Public trust and confidence and Risk 21 – Core person risk
 - Agreed to add implementation of SharePoint to mitigations for Risk 21 as this removes the issue of staff keeping documents on a personal drive
 - Agreed to add attrition strategy to mitigations for Risk 21

Action – Janine and Caroline to meet and review Risk 5 – Regular Exposure

Action – Caitlin to review Risk 20 – Public trust and confidence

- *Activities Dashboard (pages 25-32)*
 - Noted all SPE measures for 2023-2024 have been achieved

- *Financials (pages 33-38)*
 - The Office finished the year in a surplus position, this will enable the Office to rebuild cash reserves after several years of deficit
 - Noted the one-off contribution by Department of Internal Affairs at the end of the financial year
 - Crown and Labelling revenue was higher than expected and operating expenditure less
 - Noted annual leave liability is tracking down

- *Legislative compliance (page 39)*
 - Discussed under agenda item 4.4

6	Review Board Calendar Discussed and agreed the Q1 Te Poari meeting will be scheduled in October/November.
7	Other General Business No other business.

Signed:

Chair:



Date:

7/11/24