

**MINUTES OF THE TMW TE POARI HUI**  
**Wednesday 28 February 2024**

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

**In Attendance** Julia [REDACTED] Janine [REDACTED] Caitlin [REDACTED] Whetū [REDACTED]

**Minutes** Renee [REDACTED]

1.	<b>Adoption of Minutes from Meeting of 15 November 2023</b> The minutes of the previous meeting were adopted.
2.	<b>Health and Safety</b> Noted Rōpū Whakahaere is in practice to raise this for discussion at the weekly meetings.
3.	<b>Potential Conflicts of Interest</b> Noted by the Te Poari that Whetū has no new conflicts to declare.
4.	<b>New Business</b>
4.1	<b>Proactive release of Board minutes</b> Noted the OIA received in November 2023 requesting Board minutes from 1 January 2021 to 1 November 2023. Julia advised the Board that the risk of releasing the minutes is low. Discussed and agreed to add the minutes to the website. Caitlin to draft a statement for the website advising the minutes will be added from the November 2023 meeting. <b>Action</b> – Caitlin to draft statement and send to Caroline for approval. Further discussion on the quarterly reports to the Minister and if they should be proactively released, no decision reached at this stage. Discussion to be tabled at a future meeting.

4.2	<p><b>Department of Internal Affairs letter on fiscal objectives for 2024</b></p> <p>Te Poari noted the requirements in the letter; emphasising the expectations on the Board to track sustainability measures, provide value for money, reduce reliance on contractors and increase reporting to our monitoring agency (Department of Internal Affairs).</p> <p>Caroline has met with representatives from DIA and they have advised at this stage there is no additional reporting required.</p>
4.3	<p><b>Letter on fiscal sustainability from Minister of Finance</b></p> <p>Te Poari noted the letter received and the measures taken by TMW to achieve fiscal sustainability.</p> <p>Noted the TMW plan for 2023 and 2024 includes strategic projects to deliver value for New Zealanders and Rōpū Whakahaere is focused on understanding how to measure improvements and present this value in regular reporting. Key project Classification 2.0 is assisting with providing efficiencies and value for money.</p> <p>Noted by DIA senior leaders that TMW have a transparent working relationship across all points of contact in the organisation.</p> <p>Discussed if a response to the Minister was required, agreed to include reference to the letter in the Quarter 2 Report to the Minister.</p>
4.4	<p><b>Updated Investment and Sustainability Plan</b></p> <p>Updated draft plan tabled for adoption by Te Poari.</p> <p>Noted the objectives have not changed from 2023 and acknowledged the framework has assisted to advance TMW's sustainability objective. Important to note this plan is not the budget.</p> <p>Te Poari agreed to review actions on the plan at each quarterly meeting.</p>
4.5	<p><b>Update Plan on a Page</b></p> <p>Noted the plan on a page was developed by Rōpū Whakahaere and has been socialised with staff. Discussed and agreed to adopt the plan while acknowledging it is a living document.</p> <p>The updated priority projects and objectives reflect and deliver on the expectations and requirements of the Government.</p> <p>Noted TMW have not received a Letter of Expectations from the new Minister.</p>
5.	<p><b>Reports Presented to the Board</b></p>
5.1	<p><b>Q2 Joint Management Report Tabled</b></p> <p>Reviewed and discussed each section in the report.</p> <p>Noted the following for pages 3-18:</p>

- Acknowledged the steady Crown demand and the work of the Classification Unit to meet timeliness measures. Noted the longer-term trend of less submissions from DIA;
- The first annual review for Schedule 4 Providers was almost complete and has since been completed in Q3;
- Classification Efficiency and Effectiveness Programme has moved forward with Classification 2.0 with a presentation to staff on the changes planned in Q3;
- Noting actions for te ao Māori have settled into BAU and will be refreshed to reflect the priorities of this pillar;
- On track with preparing for the future noting with the current environment the focus is on staff wellbeing;
- Change of government during the reporting period, they are yet to provide advice on the Content Regulatory Review. The Board acknowledges the scope of the review may change and TMW will be responsive to this;
- Updated Kia Toipoto plan will be tabled with Rōpū Whakahaere before being published in April 2024 and
- TMW have strong controls in place for the ongoing key financial risk for the Office, the work programme is populated to mitigate strategic risks.

#### Report against SPE measures (pages 19-25):

- On track with increased pressure on timeliness measure; and
- Two batches exceed the timeliness measures which changes the numbers significantly, mitigations have been put in place to ensure year end results are on target.

#### Financials (pages 26-31):

- Revenue is higher than expected due to investments and there is also higher than anticipated Labelling Body revenue;
- Expenditure is 18% less than expected due to a number of factors including holding vacancies, noting this is unsustainable long term;
- Annual leave liabilities have been tracking down; and
- Acknowledgment of Rōpū Whakahaere for the work and focus on finance which allows investment in important resources such as staff.

#### Legislative compliance (page 32):

- Register needs to be updated; and
- Individual agreements have been updated with the Employment Relations Act Amendment – Extended Time for Personal Grievance for Sexual Harassment and the Collective will be updated when the next Agreement is complete.

#### Feedback on the report:

- Update with 2024 plan on a page;
- Noted the report gives a good overview of TMW for someone not involved in the day-to-day operations;
- Add a paragraph at the beginning of the Activities Dashboard giving an overview of how they have advanced the performance measures;
- Agreed commentary on charts would be useful and a year-on-year/annual comparison chart would be useful to add in the next report;

	<ul style="list-style-type: none"> <li>• Add objectives for each pillar to the start of the section, each manager will add commentary about future projects and tie to these objectives;</li> <li>• Important to have commentary that includes upcoming work and highlights; and</li> <li>• Discussed the upcoming change to terminology in the Classification Unit, Forensic (previously Crown) and Entertainment (previously Commercial, and agreed to introduce in the 24-25 financial year.</li> </ul> <p>Acknowledged the work that has been done to map the work programme for the year, noted a further meeting is required to work out the operational elements.</p> <p><b>Action</b> – Caroline, Tara and Renee to meet and plan the operational components of the work programme.</p> <p><b>Action</b> – Renee to email Rōpū Whakahaere at the end of the Q3 to add their commentary to the report.</p>
6	<p><b>Review Board Calendar</b></p> <p>Discussed and agreed the Q3 Te Poari meeting will be scheduled in early May.</p>
7	<p><b>Other General Business</b></p> <p>No other business.</p>

Signed:

Chair:



Date:

8 May 2024