

**MINUTES OF THE TMW TE POARI HUI**  
 Wednesday 8 May 2024

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

**In Attendance** Julia, Janine, Caitlin, Whetū

**Minutes** Renee

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| 1.  | <p><b>Adoption of Minutes from Meeting of 24 February 2024</b></p> <p>The minutes of the previous meeting were adopted.</p>   |
| 2.  | <p><b>Health and Safety</b></p> <p>Noted Rōpū Whakahaere is in practice to raise this for discussion at the weekly meetings.</p>  |
| 3.  | <p><b>Potential Conflicts of Interest</b></p> <p>Noted by the Te Poari that Whetū has been seconded into a General Manager role at ACC.</p>   |
| 4.  | <p><b>New Business</b></p>  |
| 4.1 | <p><b>Enduring Letter of Expectation from Minister of Finance</b></p> <p>The Board noted the following expectations outlined in the letter from the Minister for Crown entity boards to:</p> <ul style="list-style-type: none"> <li>• drive greater value from funds you receive and public assets you manage, understanding that reprioritisation should be used as a tool for achieving better results for the people you serve;</li> <li>• have a full understanding of your entity’s cost drivers and performance against key outcomes, and be able to clearly account for these in reporting to your responsible Minister, monitoring department and the public;</li> <li>• take a continuous improvement approach to the activities and programmes you deliver, incorporating strong evidence and evaluation practices and seeking to improve the efficiency and responsiveness of the services you deliver.</li> </ul> <p>The Board noted the Office routinely reports on legislative compliance and a report will be provided in Q4 with a checklist of our full legal obligations.</p> |

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| 4.2 | <b>Discussion on current context and strategic direction</b> |
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Te Poari had a wide-ranging discussion on the following topics, to consider the quarterly board report in the current context for the organisation.

**4.2.1 Fiscal environment** – noted the LOE from the Minister of Finance and the successful savings and efficiency efforts of the management team. The organisation is on track to rebuild the depleted cash reserves, in order to invest in the replacement of key strategic assets.

**4.2.2 Policy reform** – noted that DIA had recently communicated the conclusion of the SOSMP reform programme. Regulatory reform opportunities in the medium term include the RSAB process, any changes to CVOD coverage and levies, and potential changes stemming from a review into the Broadcasting Act.

**4.2.3 Tech developments in classification** – noted the recent presentations from two overseas providers of classification tools, and the need to consider modern and efficient tools for the Office as part of the CDA replacement.

**4.2.4 Strengthening our forensic service** – noted that the board is emphasising strengthening and growing the forensic classification service in the strategic plan, to make it more efficient, responsive and accessible to law enforcement in Aotearoa and overseas.

## 5. Reports Presented to the Board

### 5.1 Q3 Joint Management Report Tabled

Reviewed and discussed each section in the report.

- *Doing Our Core Business Well (pages 3-7)*
  - Noted there is good progress across all projects with hashing & classification handbook advancing well;
  - Corporate Services Manager is reviewing a proposal for the implementation of SharePoint;
  - Corporate Services are working on Terms of Reference documentation for sourcing a provider to scope the replacement for Classification Database Application (CDA); and
  - Youth campaign is the scoping stage with the Info Unit drafting a project plan.
- *Te ao Māori (pages 8-10)*
  - Noted in Q3 we focused exclusively on building the capability of staff;
  - Update will be provided in Q4 on the sub-group that has been created to oversee planning and delivery of actions; and
  - With the focus on building staff capability there were no updates on two priority projects (research project and introducing TToW and te ao Māori considerations into core functions).

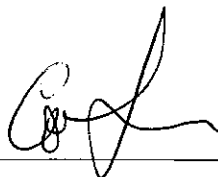
**Action** – Caroline to contact provider and extend mihi lessons to 10 weeks.

- *Preparing for the future (pages 11-14)*
  - Rōpū discussed development of the wellbeing framework;

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|   | <ul style="list-style-type: none"> <li>○ Noted Caroline and the Corporate Services Manager met with staff from Ministry of Health to discuss approaches to developing individual development plans;</li> </ul> <p><b>Action</b> – Whetū to review development plans available at ACC to advise on the development of Classification Office templates.</p> <ul style="list-style-type: none"> <li>○ Noted in policy reform area the Office feedback provided to Regulation and Policy team at DIA on Regulatory Systems Amendment Bill;</li> <li>○ Discussed advice that will be developed with DIA on the CVoD review of fees &amp; levies; and</li> <li>○ Discussed interconnected projects, business rules update &amp; drafting the classification handbook.</li> </ul> <ul style="list-style-type: none"> <li>• <i>Risk (pages 16-19)</i> <ul style="list-style-type: none"> <li>○ Noted risks will be updated for Q4 after the Rōpū Whakahaere risk workshop held in April.</li> </ul> </li> <li>• <i>Activities Dashboard</i> <ul style="list-style-type: none"> <li>○ On advice from auditors measure 1.4 will be removed from the draft SPE 2024/2025;</li> <li>○ Discussed 2023/2024 measures that have not yet met targets, noted they are expected to be met by end of the financial year.</li> </ul> </li> <li>• <i>Financials</i> <ul style="list-style-type: none"> <li>○ Noted the Office is expecting to finish the year in a surplus position enabling us to rebuild cash reserves after several year of deficit in order to begin work on replacing our strategic asset (CDA).</li> </ul> </li> <li>• <i>Legislative compliance</i> <ul style="list-style-type: none"> <li>○ Noted update will be provided at Q4 meeting in August</li> </ul> </li> </ul> |
| 6 | <p><b>Review Board Calendar</b></p> <p>Discussed and agreed the Q4 Te Poari meeting will be scheduled in August.</p>  |
| 7 | <p><b>Other General Business</b></p> <p>No other business.</p>  |

Signed:

Chair:



Date:

21/8/24.