

**Statement of  
Performance Expectations  
2014/15**



**Office of  
Film & Literature Classification**  
*Te Tari Whakarōpū Tukuata, Tuhituhinga*



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# CONTENTS

Statement of Board Responsibility	2
Output Class: Classification of Films, Videos and Publications	3
Activity 1 - Production of Classification Decisions	4
Activity 2 - Dissemination of Information	5
Activity 3 - Inquiries and Complaints	5
Activity 4 - Research	6
Discussion of Financial Information	7
Forecast Financial Statements	9
Statement of Significant Assumptions	13
Glossary	18

## Figures

1. *What We Intend To Achieve, pg 3*
2. *Outcome Framework, pg 17*

**Presented to the House of Representatives pursuant to s149 of the Crown Entities Act 2004**

## STATEMENT OF BOARD RESPONSIBILITY

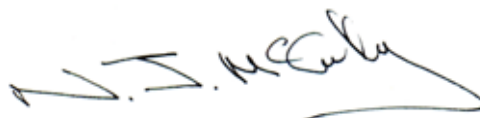
The Statement of Performance Expectations for the Office of Film & Literature Classification presented in this report for the year ending 30 June 2015 has been prepared in accordance with section 38 of the Public Finance Act 1989 and the Crown Entities Act 2004.

This Statement is to be read in conjunction with the Classification Office's 2014–2018 Statement of Intent, which outlines the Office's longer-term strategic focus and operating environment. The Outcome Framework figure on page 17 shows the alignment of the Office's activities and intended outcomes.

The Chairperson and Deputy Chairperson of the Board of the Office of Film & Literature Classification acknowledge, in signing this statement, that they are responsible for the information contained in this Statement of Performance Expectations.



Dr A R Jack  
*Chairperson*



N J McCully  
*Deputy Chairperson*

*On behalf of the Board of the Office of Film & Literature Classification*

*Dated: 30 June 2014*

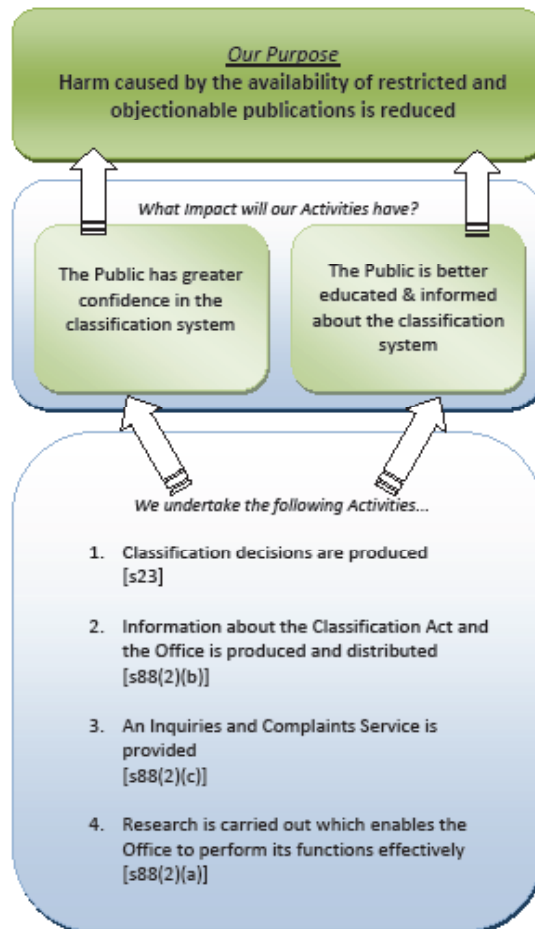
## OUTPUT CLASS: Classification of Films, Videos and Publications

The Classification Office is funded in the Estimates under Vote: Internal Affairs Non-Departmental Output Expense for a single output class: Classification of Films, Videos, and Publications (M41).

*“The examination and classification of films, videos and publications by the Office of Film and Literature Classification under the Films, Videos, and Publications Classification Act 1993. Provision of information and research on classification procedures and systems.”*

Revenue and Proposed Expenses	Ex GST \$'000
Crown Appropriation	1,960
Third Party Revenue	901
Interest Revenue	55
Total Revenue	2,930
Expenses	3,039
Expected Surplus/(Deficit)Personnel	(\$109)

**Figure 1: What we intend to Achieve**



# How we will assess our performance

## Activity 1 - Production of Classification Decisions

### Description

This activity is concerned with the examination and classification of publications in accordance with the law.

### How this will be assessed

		Targets
1.1	QUANTITY <sup>1</sup>	
1.1.1	<b>Third Party</b> Number of publications classified	1,125 - 1,566
1.1.2	<b>Crown</b> Number of publications classified	385 - 492
1.1.3	<b>Registrations</b> Number of classification decisions registered	1,510 - 2,058
1.2	QUALITY	
1.2.1	Classification decisions are consistent with the standards set down in the Practice Manual.	95%
1.2.2	Classification decisions apply all relevant criteria and are soundly reasoned.	Of the sample of classification decisions externally reviewed, at least 95% will meet set standards, and recommendations will be addressed
1.2.3	Classification decisions are appropriately classified.	95% of Board of Review decisions are the same as, or lower than, decisions issued by the Office, for decisions over a 5 year period
1.3	TIMELINESS <sup>2</sup>	
1.3.1	<b>Standard s12 &amp; s42<sup>3</sup></b> Percentage of Standard s12 and s42 submissions which are classified within 30 working days of receipt.	90%
1.3.2	<b>Complex s12 &amp; s42</b> Percentage of Complex s12 and s42 submissions which are classified within 35 working days of receipt.	70%
1.3.3	<b>s13</b> Percentage of s13 submissions which are classified within 55 working days of receipt, where statutory obligations enable this.	70%

1. This is a demand driven activity.
2. Timeliness and Quality targets are set at the minimum levels which are acceptable to the Office. Therefore actual achieved is expected to be higher than the target.
3. s12 and s42 publications requiring assistance under s21 of the Classification Act are excluded from the timeliness measures (see Glossary).

## Activity 2 - Dissemination of Information

### Description

Section 88(2)(b) of the Classification Act requires the Classification Office's Information Unit to disseminate information about the functions, powers and procedures of the Office.

### How this will be assessed

2.1 Development of a Quality Web Presence		Targets
2.1.1	QUANTITY Number of visits to the Classification Office websites (average per day).	200
2.1.2	QUALITY Website pages servicing frequently asked questions from the public are commonly accessed.	At least 20% of page views of the 'Top 10' pages accessed on the OFLC website

2.2 Educational Presentations		Targets
2.2.1	QUANTITY <sup>1</sup> Number of Educational presentations given.	15 - 20
2.2.2	QUALITY Responses to Client Satisfaction surveys 'Very Good' or better.	80%

## Activity 3 - Inquiries and Complaints

### Description

Section 88(2)(c) of the Classification Act requires the Classification Office's Information Unit to receive inquiries and complaints concerning the operation of the classification system.

### How this will be assessed

		Targets
3.1	QUANTITY <sup>1</sup> Inquiries and Complaints answered.	600 - 800
3.2	QUALITY Responses to 'request for feedback' on inquiries and complaints service are 'Satisfied with service'.	80%
3.3	TIMELINESS Inquiries and Complaints responded to promptly	
	within 5 days	80%
	within 20 working days.	100%

1. This is a demand driven activity.

## Activity 4 - Research

### Description

Section 88(2)(a) of the Classification Act requires the Classification Office's Information Unit to provide research services to enable the Office to perform its functions effectively.

### How this will be assessed

4. Research		Targets
4.1	QUANTITY Research projects per year	1
4.2	QUALITY Published research helps inform the wider public about censorship issues.	Research reports make up at least 10% of resources downloaded
4.3	TIMELINESS Research findings are published within 1 month of report being finalised.	100%

## DISCUSSION OF FINANCIAL INFORMATION

The Office is predicting an operating deficit for 2014/15. 2013/14 was an unsettled erratic atypical year for the Office making reliable forecasting for 2014/15 problematic, in terms of both revenue and expenditure.

### Revenue

#### Crown Revenue

The Classification Office is funded by the Crown and by classification fees paid by the private sector. Crown funding has been fixed since 1998 at \$1,960K per annum.

#### Third Party Revenue

Fees for classification were established in 1997 and are set in regulation. Third party revenue forecasts are driven by the expected volume of third party submissions. The leave of the Chief Censor is not required for the bulk of submissions and classification is compulsory for films, DVDs, videos and electronic games that contain content that may be restricted.

Each financial year the Classification Office determines an estimated range of the number of publications it expects to receive. This is done on the basis of trends in the level of activity of previous years and discussion with submitters on the number of publications they expect to submit in the upcoming year. On the basis of this estimate, the Office establishes targets for the number of publications which will be processed by the Office. The Office expects to meet demand and allocates resources to enable this

At the time of the preparation of this statement, s12 (Labelling Body) submissions for 2013/14 were at the lower end of the forecast range and the downward trend in s12 submissions is continuing. This industry has indicated that the DVD market is in decline and a significant Australian-based distributor exited the New Zealand market in 2013. While it is foreseeable that new distributors may enter the market to fill the current void created by changes in entertainment technology, forecasts remain conservative with a 27% reduction in Labelling Body revenue expected in 2014/15.

#### Interest Revenue

Forecast interest revenue is driven off the value of cash and investments held and assume stable interest rates. Significant changes in interest rates available to the Office would therefore impact the Office's bottom line.

### Expenditure

#### Personnel

Personal expenditure consistently makes up approximately 65% of the Office's total expenditure. Forecast personnel expenditure in 2014/15 is 5% less than 2013/14. During 2013/14 two part time positions which became vacant have now been disestablished. Within the classification area, a pool of experienced casual staff is being developed to assist with managing both seasonal and unpredictable fluctuations in submissions.

#### Operating

Rent is the single largest item of operating expenditure and historically accounted for approximately 36% of the monthly operating expenditure. The Office's premises at BP House were leased until September 2015. This lease was terminated early in December 2013, following damage to the building caused by the Seddon earthquakes in July and August 2013.

With a new 6-year lease at 88 The Terrace, the Office has achieved a 54% reduction in space and a 51% reduction in rental expenditure. Rental expenditure now accounts for 22% of operating expenditure.

#### Depreciation

Depreciation expense has increased by 23% as a result of fit out costs for the Office's new premises. The major components of the Office's depreciation charge are the fit out and the Classification Database application. While this was developed and deployed nearly 5 years ago it continues to retain its value to the Office and has proven adaptable and scalable.

The forecasted financial statements have been prepared as a best efforts indication of the Classification Office's future financial performance. Actual financial results for the period covered are likely to vary from the information presented, potentially in a material manner.

# FORECAST FINANCIAL INFORMATION

## Forecast Statement of Comprehensive Income

In New Zealand Dollars

	2014/15 \$'000
<b>Revenue</b>	
Crown Revenue	1,960
Third Party Revenue	901
Sundry Revenue	0
Interest Revenue	69
<b>Total Revenue</b>	<b>2,930</b>
<b>Less Expenses</b>	
Personnel	1,947
Operating	875
Depreciation	217
<b>Total Expenditure</b>	<b>3,039</b>
<b>Nett Operating Surplus/(Deficit)</b>	<b>(109)</b>
<b>Attributable to:</b>	
Equity holders	(109)
<b>Nett Profit/(Loss)</b>	<b>(109)</b>

### NOTES:

1. All financial information is GST exclusive unless otherwise stated.

# FORECAST FINANCIAL INFORMATION

## Statement of Financial Position

As At 30 June

In New Zealand Dollars

	2014/15 \$'000
<b>Current Assets</b>	
Cash & Cash Equivalents	344
Investments	1,420
Debtors, Receivables, Prepayments	129
GST Refund	0
<b>Total Current Assets</b>	1,893
<b>Current Liabilities</b>	
Employee Entitlements	228
Creditors	84
Fees Received in Advance	53
GST Payable	26
<b>Total Current Liabilities</b>	391
<b>Net Current Assets</b>	1,502
<b>Non Current Assets</b>	
Property, Plant & Equipment	177
Intangible Assets	746
<b>Total Non Current Assets</b>	923
<b>Net Assets</b>	2,425
<b>Taxpayers' Funds</b>	
Taxpayer's Funds	1,807
Retained Earnings	618
<b>Total Taxpayers' Funds</b>	2,425

NOTES:

1. 2012/13 Actual closing position is used as the opening position of the forecasted statements.
2. Some cash held is earmarked for asset replacement over time.

## FORECAST FINANCIAL INFORMATION

### Forecast Statement of Changes in Equity

In New Zealand Dollars

	2014/15 \$'000
<b>Opening Equity</b>	2,534
<b>Net Surplus/(Deficit) and Revaluations</b>	
Surplus/(Deficit)	(109)
<b>Comprehensive Income for Period</b>	2,425
<b>Closing Equity</b>	<b>2,425</b>

# FORECAST FINANCIAL INFORMATION

## Forecast Statement of Cash Flows

In New Zealand Dollars

	2014/15 \$'000
<b>Cash Flows from Operating Activities</b>	
<i>Cash was provided from:</i>	
Crown Revenue	1,960
Receipts from Customers	930
Interest Received	69
Net GST Received	433
	3,392
<i>Cash was disbursed to:</i>	
Payments to Suppliers & Employees	2,838
Net GST Paid	433
	3,271
<b>Net Cash Flows from Operating Activities</b>	121
<b>Cash Flows from Investing Activities</b>	
<i>Cash was provided from:</i>	
Sale of Property, Plant & Equipment	0
Sale of Investments	0
<i>Cash was disbursed to:</i>	
Purchase of Property, Plant & Equipment	68
Purchase of Intangibles	58
Acquisition of Investments	0
	126
<b>Net Cash Flow from Investing Activities</b>	126
<b>Cash Flows from Financing Activities</b>	
<i>Cash was provided from:</i>	
Capital contribution from the Crown	0
	0
<b>Net Cash Flow from Financing Activities</b>	(126)
<b>Net Increase/(Decrease) in Cash Held</b>	(5)
Cash Balance at 1 July	349
<b>Cash balance (overdraft) at 30 June</b>	<b>344</b>

# STATEMENT OF SIGNIFICANT ASSUMPTIONS

## Reporting Entity

The Office of Film and Literature Classification is a Crown Entity formed under the Films, Videos, and Publications Classification Act 1993. These statements have been prepared in accordance with the Crown Entities Act 2004.

The Office of Film and Literature Classification's primary objective is to provide public services to the New Zealand public, as opposed to making a financial return. Accordingly, the Office has designated itself as a public benefit entity for the purposes of the New Zealand Equivalents to International Financial Reporting Standards.

## Key Judgements and Assumptions

The preparation of financial statements in conformity with NZ IFRS requires judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revisions and future periods.

## Basis of Preparation

### Statement of compliance

The forecast financial statements of the Classification Office have been prepared in accordance with the requirements of the Crown Entities Act 2004, which includes the requirement to comply with New Zealand generally accepted accounting practice ("NZ GAAP"). The financial statements also comply with NZ IFRS.

### Basis of measurement

The forecast financial statements have been prepared on the historical cost basis.

### Functional and presentation currency

The forecast financial statements are presented in New Zealand dollars (\$), which is the Classification Office's functional currency and all values are rounded to the nearest thousand dollars. All financial information is presented in New Zealand dollars.

## Significant Accounting Policies

The accounting policies set out below have been applied consistently to all periods presented in these forecast financial statements.

### Budget Figures

The budget figures are those approved by the Board of the Classification Office at the beginning of the financial year. The budget figures have been prepared in accordance with generally accepted accounting practice and are consistent with those adopted by the Office for the preparation of the financial statements.

### Revenue

Revenue is measured at the fair value of consideration received or receivable.

### Crown revenue

The Classification Office is primarily funded through revenue received from the Crown, which is restricted in its use for the purpose of the Classification Office supplying its outputs which are specified in the Statement of Performance Expectations.

Revenue from the Crown is recognised as revenue when earned and is reported in the financial period to which it relates.

### *Interest*

Interest income is recognised using the effective interest method. Interest income on an impaired financial asset is recognised using the original effective interest rate.

### *Other revenue*

Labelling Body income, other fee income and sundry income are recognised when earned and are reported in the financial period to which they relate.

## Expenses

### *Operating lease*

Leases that do not transfer substantially all the risks and rewards incidental to ownership of an asset to the Classification Office are classified as operating leases. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the term of the lease in the Statement of Comprehensive Income.

### *Finance leases*

The Classification Office has no finance leases.

## Cash and cash equivalents

Cash and cash equivalents comprise cash balances and call deposits with a maturity of less than 3 months.

## Short Term Investments

Investments comprise term deposits of more than 3 months and less than 12 months.

## Debtors and other receivables

Debtors and other receivables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment.

Impairment of a receivable is established when there is objective evidence that the Classification Office will not be able to collect amounts due according to the original terms of the receivable. Significant financial difficulties of the debtor, probability that the debtor will enter into bankruptcy, and default in payments are considered indicators that the debtor is impaired. The amount of the impairment is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the original effective interest rate. The carrying amount of the asset is reduced through the use of an allowance account, and the amount of the loss is recognised in the Statement of Comprehensive Income. When the receivable is uncollectible, it is written off against the allowance account for receivables.

## Property, plant & equipment

Items of property, plant and equipment are shown at cost less any accumulated depreciation and impairment losses.

Where parts of an item of property, plant and equipment have different useful lives, they are accounted for as separate items (major components) of property, plant and equipment.

### *Additions*

The cost of an item of property, plant and equipment is recognised as an asset only when it is probable that future economic benefits or service potential associated with the item will flow to the Classification Office and the cost of the item can be measured reliably.

Where an asset is acquired at no cost, or for a nominal cost, it is recognised at fair value when control over the asset is obtained.

### *Disposals*

Gains and losses on disposal are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are included in the forecast Statement of Comprehensive Income.

### *Depreciation*

Depreciation is provided on a straight-line basis on all property, plant and equipment at the rates that will write off the cost of the assets to their estimated residual values over their useful lives. The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

- Computer hardware 3 – 4 years
- Fitout 8 – 9 years
- Furniture and fittings 10 years
- Office equipment 4 – 5 years
- Other equipment 4 – 5 years
- Technical equipment 4 – 5 years
- Vehicles 5 – 6 years

The residual value and useful life of an asset is reviewed, and adjusted if applicable, at each financial year end.

### Intangible assets

#### *Software acquisition and development*

Acquired computer software licenses are capitalised on the basis of the costs incurred to acquire and bring in use the specific software.

Costs that are directly associated with the development of software for internal use by the Classification Office, are recognised as an intangible asset. Direct costs include the software development, employee costs and an appropriate portion of relevant overheads. Staff training costs are recognised as an expense when incurred.

Costs associated with maintaining computer software are recognised as an expense when incurred.

Costs associated with the development and maintenance of the Classification Office's website are recognised as an expense when incurred.

Intangible assets are reviewed annually for impairment.

#### *Amortisation*

The carrying value of an intangible asset with a finite life is amortised on a straight-line basis over its useful life. Amortisation begins when the asset is available for use and ceases at the date that the asset is derecognised. The amortisation charge for each period is recognised in the Statement of Comprehensive Income.

The useful lives and associated amortisation rates of intangible assets have been estimated as follows:

- Software 3 – 4 years
- Classification Database 12 years

### Impairment

Assets that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the assets carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and its value in use.

Value in use is depreciated replacement costs of an asset where the future economic benefits or service potential of the asset are not primarily dependent on the assets ability to generate net cash inflows and where the Classification Office would, if deprived of the asset, replace its remaining future economic benefits or service potential.

If an asset's carrying amount exceeds its recoverable amount, the asset is impaired and the carrying amount is written down to the recoverable amount. For revalued assets the impairment loss is recognised against the revaluation reserve for that class of asset. Where that results in a debit balance in revaluation reserve, the balance is recognised in the Statement of Comprehensive Income.

For assets not carried at a revalued amount the reversal of an impairment loss is recognised in the Statement of Comprehensive Income.

## Creditors and other payables

Creditors and other payables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method.

## Employee benefits

Entitlements to salary and wages and annual leave are recognised when they accrue to employees. This includes the estimated liability for salaries and wages and annual leave as a result of services rendered by employees up to balance date at current rates of pay.

Entitlements to sick leave are calculated based on an actuarial approach to assess the level of leave that is expected to be taken over and above the annual entitlement, and calculated using current pay rates at the time of creation.

## Superannuation Schemes

### *Defined contribution schemes*

Obligations for contributions to KiwiSaver are accounted for as defined contribution superannuation scheme and is recognised as an expense in the forecast statement of comprehensive income as incurred.

## Provisions

The Classification Office recognises a provision for future expenditure of uncertain amount or timing where there is a present obligation (either legal or constructive) as a result of a past event, it is probable that expenditures will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the obligation.

## Goods and services tax (GST)

All items in the financial statements are presented exclusive of GST, except for receivables and payables, which are presented on a GST inclusive basis. Where GST is not recoverable as input tax then it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the statement of financial position.

The net GST paid to, or received from the IRD, including the GST relating to investing and financing activities, is classified as an operating cash flow in the statement of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

## Income tax

The Classification Office is exempt from the payment of income tax in terms of the First Schedule to the Films, Videos, and Publications Classification Act 1993.

## Commitments

Future payments are disclosed as commitments at the point when a contractual obligation arises, to the extent that they are equally unperformed obligations. Commitments relating to employment contracts are not disclosed.

## Contingent Liabilities

Contingent liabilities are disclosed at the point at which the contingency is evident.

Figure 2: Outcome Framework

Our Purpose	This will happen when...	Measured by...	Activities	Measured by... Targets
<p>Harm caused by the availability of restricted and objectionable publications is reduced</p> <p><i>Indicator: Percentage of people who say they feel that they, and their children, are safe in their homes and neighbourhoods.</i> (Source: Quality of Life survey)</p>		<p>60% or more of those surveyed indicate that they are satisfied with the classification system, because they are of the view that it is neither too lenient nor too strict (Source: OFLC Data)</p>	<p>1. Classification Decisions are produced [s23]</p>	<p><b>Quantity</b></p> <p>Number of Publications Classified Third Party 1,125 - 1,566 per annum Crown 385 - 492 per annum</p> <p>Number of Decisions Registered 1,510 - 2,058 per annum</p> <p><b>Timeliness</b></p> <p>Standard decisions (s12 &amp; s42) 90% within 30 working days Complex decisions (s12 &amp; s42) 70% within 35 working days</p> <p>s13 decisions 70% within 55 working days</p> <p><b>Quality</b></p> <p>95%</p> <p>Classification decisions are consistent with the standards set down in the Classification Office Practice Manual</p> <p>Classification decisions apply all relevant criteria and are soundly reasoned.</p> <p>Classification decisions are appropriately classified.</p> <p>At least 95% of Board of Review decisions are the same as, or lower than, decisions issued by the Office, for decisions issued over a 5 year period</p>
	<p>A. Public has greater confidence in the classification system</p>	<p>An increasing proportion of those surveyed indicate that they use classification information when making viewing choices for children. (Source: OFLC Data)</p>	<p>2. Information about the Classification Act and the Office is produced and distributed [s88(2)(b)]</p>	<p><b>Development of a Quality Web Presence</b></p> <p><b>Quantity</b></p> <p>Number of visits to Classification Office websites Average of visits 200 per day</p> <p><b>Quality</b></p> <p>Website pages servicing frequently asked questions from the public are commonly accessed</p> <p><b>Educational Presentations</b></p> <p><b>Quantity</b></p> <p>Number of Educational presentations given 15-20 per annum</p> <p><b>Quality</b></p> <p>Responses to Client Satisfaction surveys 80% 'Very Good' or better</p> <p><b>Quantity</b></p> <p>Inquiries and Complaints answered 600 - 800 per annum</p> <p><b>Quality</b></p> <p>Responses to 'request for feedback' on inquiries and complaints service are satisfied with service 80%</p> <p><b>Timeliness</b></p> <p>Inquiries and Complaints responded to promptly 80% within 5 days 100% within 20 days</p> <p><b>Quantity</b></p> <p>Research project 1 per year</p> <p><b>Quality</b></p> <p>Published research helps inform the wider public about censorship issues Research Reports make up more than 10% of resources downloaded from the OFLC Website</p> <p><b>Timeliness</b></p> <p>Research findings are published 100% within 1 month of report being finalised</p>
	<p>B. Public is better educated and informed about the classification system</p>	<p>An increasing proportion of those surveyed correctly identify the meaning of at least six of seven classification labels. (Source: OFLC Data)</p>	<p>3. An Inquiries and Complaints Service is provided [s88(2)(c)]</p>	
			<p>4. Research is carried out which enables the Office to perform its functions effectively [s88(2)(a)]</p>	

# GLOSSARY

Section references are for the Films, Videos, and Publications Classification Act 1993.

Regulation references are the Films, Videos, and Publications Classification Regulations 1994.

SUBMISSION CHANNELS - <b>Third Party</b>	
Section 12(1)	Submission channel where the Labelling Body is not permitted to assign a rating
Section 12(3)	Submission channel where the Labelling Body is having difficulty in assigning a rating
Section 13(1)(c)	Submission channel for any other person subject to the Chief Censor's discretion
Section 42	Application channel for persons seeking reconsideration of classifications
Regulation 27(3)	Application channel for persons seeking poster approvals
Regulation 27(4)	Application channel for persons seeking poster approvals where the Labelling Body has declined to approve

SUBMISSION CHANNELS - <b>Crown</b>	
Section 13(1)(a)	Submission channel for the Comptroller of Customs
Section 13(1)(ab)	Submission channel for the Commissioner of Police
Section 13(1)(b)	Submission channel for the Secretary of Internal Affairs
Section 13(3)	Chief Censor's Own Motion to either the Comptroller of Customs or the Secretary of Internal Affairs to submit publications for classification
Section 29(1)	Referral from the Courts
Section 41(3)	Court referral for reconsideration of a classification brought at the instigation of the defendant

Section 21 CONSULTATION	In examining a publication the Classification Office may show a publication to any person who may be able to assist the Office in forming an opinion of the publication.
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TIMELINESS MEASURES	
Standard Publications	A publication for which the Classification Office does not offer excisions is categorised as 'Standard'.
Complex Publications	A publication for which the Classification Office offers excisions is categorised as 'Complex'. The submitter may choose to accept or refuse the excision/s offered.
Timeliness Parameters	The number of working days between the receipt of a publication and the date the decision is despatched, being the combined queue and processing time.

Office of Film & Literature Classification

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