

## IMPAIRED DRIVING GOVERNANCE BOARD: MINUTES

Date:	9 February 2023		Location:	Webex / Room 7.11	
Time:	1:30 – 3:00				
	Supt. Steve Grealley (SG)	Director: National Road Policing Centre		Acting Chair/Voting Member	
	Insp. Dan Mattison (DM)	Manager: Strategy and Relationships, NRPC		Voting Member	
	Mr. Paul Halford (PH)	Manager: Marketing & Brand, Communications		Voting Member	
	Insp. Anaru George (AG)	Acting Manager: Frontline & Tactical, RNZPC– <b>representing Warwick Morehu</b>		Delegated Voting member	
	Dr. Jennifer Grabow (JG)	Manager: Portfolio & Programmes, NRPC		Voting Member	
	Mr. Blair Mills (BM)	Manager: Procurement & Contracts Management (Senior Supplier)		Voting Member	
	Roderick (Riki) Whiu (RW)	Area Commander, Far North Northland (Senior Supplier)		Voting Member	
	Insp. Colin McGillivray (CM)	Advisor: Traffic Prosecutions – <b>representing Sarah McKenzie</b>		Delegated Voting Member	
	Ms. Bronwyn Donaldson (BD)	Manager: Health & Transport Policy- <b>representing Gillian Ferguson</b>		Delegated Voting member	
	Mr. Peter Best (PB)	Snr. Analyst: Finance – <b>representing Sarah Halpin</b>		Delegated Voting member	
Non Member Attendees:	Mr. Roger Jordan (RJ)	Programme Manager: Oral Fluid Testing, NRPC - <b>represented</b>			
	Snr. Sgt Simon Mooney (SM)	Programme Lead: Impaired Driving/ Workstream Lead: Operations Workstream			
	Ms. Rachel Niven	Workstream Lead: Change Workstream		Guest	
Minutes:	Ms. Sara Dean (SD)	Scheduler/Coordinator: Impaired Driving			
Apologies:	Ms. Sarah McKenzie (SM)	Director: Police Prosecutions and Resolutions – <b>represented</b>		Voting Member	
	Insp. Jared Pirret (JP)	District Commander (Senior User)		Voting Member	

	Insp. Andrew Fabish (AF)	Director: Deployment	Voting Member
	Insp. Warwick Morehu (WM)	General Manager: Training (Super Supplier) - <b>represented</b>	Voting Member
	Supt. Brian Moyle (BM)	Director: Mobility & Digital Group	Voting Member
	Ms. Sarah Halpin (SH)	Executive Director: Finance - <b>represented</b>	Voting Member
	AC Bruce O'Brien (BO)	Assistant Commissioner: Deployment & Road Policing - <b>represented</b>	Chair/Voting Member
	Ms. Julia Smith	Manager: National Drug and Intelligence Bureau- <b>representing Dan Wildy</b>	
	Dan Wildy (DW)	Director: National Intelligence – <b>represented</b>	
	Ms. Gillian Ferguson (GF)	Director: Policy & Partnerships- <b>represented</b>	Voting member
	Mr. Bill Peoples (BP)	Director, Legal Services - <b>available on request</b>	Voting Member
	Supt. Melanie Aitken (MA)	Director: Safer People – <b>available on request</b>	

AP #	Open Action Points	Owner	Date Assigned	Date Due	Discussion/Progress	Open/ Close/ Carried
62	Add remaining appendices to updated Project Brief as they become available. <ul style="list-style-type: none"> <li>ToR-Complete</li> <li>OFT High Level Costings</li> </ul>	SD	25/10/22	<del>15/11/22</del> <del>14/12/22</del> C/F March 23 Dependent	15/11 ToR added. HL costings – Paused as dependent on preferred option to fully develop as part of Business Case – Date TBC. Will be added to Project Brief when completed. 14/12 C/F to March 23. Dependent on decision/approval date	Carried
67	Develop a final workshop summary and seek partner agencies agreement of record	RJ	14/12/22	13/1/23	9/2 Notes finalised and shared with workshop invitees. No updates received by due date 17 Jan, agreement taken as read. Closed	Closed
68	Schedule meeting to resolve close out of risk 12264	SD	14/12/22	16/12/22	9/2/23 Complete. Closed	Closed

#	Agenda item	Key discussion and actions
1.	<b>Welcome/Apologies/Quorum</b>	Supt. Steve Greally, opened the meeting, noting attendees, apologies and quorum formed.  Acknowledged the sheer amount of work and effort from the OFT Team to get to this point, now so close to Go Live.
2.	<b>Previous Minutes</b>	Minutes accepted
3.	<b>Open Actions review</b>	As per table above
4.	<b>Project Update</b>  <b>Dec 2022/Jan 2023 period</b> <b>Sentient Report</b> <i>For Noting</i>	The monthly report was reviewed with the group. <b>Key high level points to note:</b> <ul style="list-style-type: none"> <li>The programme remains overall Red status as a result of inability to deliver roadside testing component in March 2023. All other deliverables supporting legislation are on track to delivery by 11 March 2023 Go Live as planned.</li> </ul>

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		<ul style="list-style-type: none"> <li>• s9(2)(h) [REDACTED]</li> <li>• Ministry of Transport continue finalising the joint Minister/s Briefing Memo. s9(2)(g)(i) [REDACTED]</li> </ul> <p>Final Memo will be back with Police Monday 13 February for round robin required approvals to be submitted to Minister Police and Transport, by MoT on Thursday 16 February 2023. If Minister/s wish to seek further ministerial advice, the Memo requests a clear indication of decision timelines to allow prepared scenario communications to be released as soon as possible.</p> <p>s9(2)(h) [REDACTED]</p> <ul style="list-style-type: none"> <li>• Successful walkthrough workshop occurred 8 February with business areas. Any resulting focus areas are now highlighted with a business comfort level of being ready.</li> <li>• It is confirmed training is mandatory requirement for front line staff which begins 6 March.</li> <li>• Benefits move to Amber as initial development focused around delivering OFT, which is not possible without a fit for purpose OFT device.</li> <li>• Resourcing move to Green as adequate up to point of 3 months post Go Live. Proposed approach following includes resource and funding profile.</li> <li>• Risks/Issue remains at Red due to the inability to deliver roadside testing in March. Highlighting key: <ul style="list-style-type: none"> <li>○ Issue 12265 regarding Minimum Viable Product (MVP) meeting the intent of the legislation</li> <li>○ Issue 12824 regarding Project delivery time constraints</li> <li>○ Risk 11071 regarding ability to measure benefits realisation with no OFT testing possible in current phase. Drafting a CR for ID GB (date dependent on Minister decision) around approach and funding to roadside testing post current Phase Go Live March 2023 and include roadside testing scope related to Issue 12265 MVP.</li> </ul> </li> <li>• Road to Green for the Programme will be clear once we have received the Minister/s direction and worked through implications.</li> <li>• All other legislatively required deliverables, (e.g. infringements, enhanced blood testing) remain on track for implementation early March 2023.</li> </ul> <p><b>Operational workstream:</b></p> <ul style="list-style-type: none"> <li>• Required ICT changes all on track, e2e testing underway including between agencies and interfaces with NZ Post, MoJ and Waka Kotahi.</li> <li>• Police Instructions changes complete, due to be published before 11 March.</li> <li>• Fees Gazette Notice approved, due to publish 10 February. An alcohol test fees rise was also included in Gazette Notice.</li> <li>• ESR contract complete, signed by both parties.</li> <li>• ESR Blood Analyst Certificate complete.</li> <li>• Medical Defence Policy in final stages.</li> </ul> <p><b>Capability/Change workstream:</b></p> <ul style="list-style-type: none"> <li>• Lead working with Medsafe to peer review their content for their 'Alert Communication' article via their website for quarterly Prescriber Update.</li> <li>• Base communications have been shared with WK, MoT, and MoH, in order to align messaging across our different stakeholders and audiences.</li> <li>• MoH has confirmed that they will not have a communication specialist on this project.</li> </ul>

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		<ul style="list-style-type: none"> <li>NZP will provide support by providing communications that have been approved for use for NZP communications, <b>noting</b> that each agency is responsible for their own communication.</li> <li>Continues to develop and progress all items not impacted by preferred option delays.</li> <li>Integrated plan view/Key milestones (Plan on a Page) provided in Board Pack indicates anything red as a direct result of device and Minister decision delays. No Amber being signalled for anything prior to Go Live.</li> <li>Employing a pro active approach to any OIAs that may be received, team is going to prepare any relevant information with any redacting etc done in advance.</li> </ul> <p><b>-Noted</b></p>
5.	<b>Verbal update on IQA recommendations</b> <i>For Noting</i>	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>Reduce IDGB membership from 30 to 6  <b>Action update:</b> <i>Conversations have occurred. Will review again, dependent on future approach. Complete to close at this point.</i>  <b>Decision:</b> <i>Retain current board structure and review for Phase II delivery if going ahead</i></li> </ul> <p><b>Programme Management</b></p> <ul style="list-style-type: none"> <li>Prioritise the completion and operationalisation of a programme level and supporting workstream level MS project schedules  <b>Action update:</b> <i>Schedules completed with Integrated View/Plan on a Page capturing a sound level of granularity for the Board. Development is ongoing dependent on future approach. Complete to close at this point.</i></li> <li>Develop a SME resource plan that details what, when and who the IDP needs to secure for the input into, or delivery/co delivery of specific programme deliverables  <b>Action update:</b> <i>Complete to close at this point.</i></li> <li>Define the quality management processes around key deliverables, particularly the quality acceptance of business policy, process, forms and other change material.  <b>Action update:</b> <i>Complete to close at this point.</i></li> <li>Rebrand to the IDP vs OFT as the Programme name in future and living documents  <b>Action update:</b> <i>Ongoing and underway. Complete to close at this point.</i></li> </ul> <p><b>Future Delivery Capability</b></p> <ul style="list-style-type: none"> <li>Revisit the deployment strategy and plan for a modified approach based on reduced timeframes facing NZ Police  <b>Action update:</b> <i>Underway, can be closed as part of current phase. Complete to close at this point.</i></li> </ul> <p><b>-Agreed and Noted</b></p>
6.	<b>Memorandum – ESR Analyst Certificate</b> <i>For Noting</i>	<p><b>-Noted</b></p>
7.	<b>CR972 - Funding to complete ordering of all required operational forms</b> <i>For Noting</i>	<p>Approved at MAP.</p> <p>While Districts will re-order in BAU future for themselves, we are replacing bulk at this point in time as old forms are no longer valid from 11 March 2023. Blood forms must be distributed and in use by 11 March, while others have short grace period to complete distribution, if required, before first blood test results require them three weeks post 11 March.</p> <p>These are required triplicate copies still. Some of the other forms are fine to be done online which will be done as much as possible.</p> <p><b>-Noted</b></p>

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8.	<p><b>Capability Workstream –</b></p> <ul style="list-style-type: none"> <li>• <b>Key Messages</b></li> <li>• <b>Engagement Approach</b></li> </ul> <p><i>For Endorsement</i></p>	<p>End of 2022, key messages were endorsed by ID GB for internal audience. We are now focusing on external messages while still utilising key internal messages as base.</p> <p><b>Key messages</b></p> <ul style="list-style-type: none"> <li>• Overall happy with the key messages (as at 02.02.23)</li> <li>• As OFT roadside testing is not able to be implemented in current phase suggest enhancing the messaging around the sound foundation that is being delivered 11 March 2023. The foundation includes other enforcement components while OFT device is worked through.</li> <li>• OFT roadside testing requires those sound foundation aspects to utilise OFT device as another tool in the tool-box on the route to support legislation intent.</li> </ul> <p><b>Recommendations:</b></p> <p>a. Endorse current set of key messages</p> <p>b. Advise any feedback to be incorporated into key messages.</p> <p><b>-Chair: Thanked all the feedback.</b></p> <p><b>Current key messages endorsed to utilise in further development of engagement approach, structure and comms messaging.</b></p> <p><b>Engagement approach</b></p> <p>Points a to f form the basis of the key messages:</p> <ol style="list-style-type: none"> <li>Internal Go Live communication via Police channels</li> <li>Website updated with information</li> <li>Email to key stakeholders</li> <li>External summary for stakeholder / public use</li> <li>Joint PR release (date to be advised)</li> <li>Waka Kotahi advertising schedule (likely to be provided at 22/2 IDGB)</li> </ol> <ul style="list-style-type: none"> <li>• OFT specific components have not been included in any comms to date while waiting for Minister/s decision. Crafting of specific external stakeholder messaging is underway to have prepared pending decision with a minimum amount of work required to update the already prepared comms.</li> <li>• Option to wait or release some high level comms at Interagency level with all using the same key messaging.</li> <li>• s9(2)(g)(i) [REDACTED]</li> <li>• NZP do lead with a lot of the comms, with other agencies using our messages s9(2)(g)(i) [REDACTED]</li> <li>• Judiciary training to be done through MoJ.</li> <li>• Messages are endorsed then points a to f to be fully developed and proposed to ID GB for endorsement of recommendation point c.</li> </ul> <p><b>Recommendations:</b></p> <ol style="list-style-type: none"> <li>Note the development of communications to support engagement.</li> <li>Acknowledge the importance of stakeholder engagement over the go-live period.</li> <li>Endorse the approach and structure of our engagement</li> </ol> <p><b>- Recommendation points a and b are endorsed with request to return for point c endorsement with approach and full comms messages developed and complete.</b></p>

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9.	Any other business	<p><b>Standing AOB item</b> - Opportunity to raise questions on any Supplementary Reading papers provided</p> <ul style="list-style-type: none"> <li><b>Risk 12264 'Financial impact on Road Policing of Impaired Driving amendment outside of OFT'</b> Programme identified and highlighted risk to the business around BAU OFT funding variance absorption requirement. Finance have confirmed is included in FY 23/24 planning discussions. Any ongoing risk therefore to be owned and managed by the business. <ul style="list-style-type: none"> <li><b>Agreed Close Risk 12264</b></li> </ul> </li> <li><b>Integrated View / Plan on a Page</b> <ul style="list-style-type: none"> <li><b>Noted</b></li> </ul> </li> </ul>
10.	Meeting Close	The meeting closed at 2:40pm
ID GB Meetings prior to Go Live: <ul style="list-style-type: none"> <li>22 Feb 2023 9.30am</li> <li>1 March 2023 9.30am</li> </ul>		

AP #	New Action Points	Owner	Date Assigned	Date Due	Discussion/Progress	Open/ Close/ Carried
65	Communication Strategy update - The Communication Strategy's audiences, engagements and risks need to be updated.	PH	9/2/23	2/3/23	9/2 - Dependent on Minister decision now only about 4 wks from Go Live: <b>S</b> <div style="background-color: black; width: 150px; height: 20px; margin: 5px 0;"></div> Chair suggested preparing different scenarios now to have on hand. <b>9</b> <b>2</b>	Open
66	Advisory comms to be drafted and distributed on Community Consultation delay	Change W/S Lead	9/2/23	2/3/23	9/2 - Dependent on Minister decision now only about 4 wks from Go Live: <b>S</b> <div style="background-color: black; width: 150px; height: 20px; margin: 5px 0;"></div> Chair suggested preparing different scenarios now to have on hand. <b>9</b> <b>2</b>	Open