

IMPAIRED DRIVING GOVERNANCE BOARD: MINUTES

Date:	14 December 2022		Location:	Webex / Level 09 – Wharenui Room
Time:	9:00 – 10:30			
Board Member/ Delegated Member Attendees:	AC Bruce O’Brien (BO)	Assistant Commissioner: Deployment & Road Policing	Chair/Voting Member	
	Ms. Sarah McKenzie (SM)	Director: Police Prosecutions & Resolutions	Voting Member	
	Insp. Jared Pirret (JP)	District Commander (Senior User)	Voting Member	
	Ms. Bronwyn Donaldson (BD)	Manager: Health & Transport Policy- <i>representing Gillian Ferguson</i>	Delegated Voting member	
	Insp. Dan Mattison (DM)	Manager: Strategy and Relationships, NRPC	Voting Member	
	Mr. Peter Best (PB)	Snr. Analyst: Finance- <i>representing Sarah Halpin</i>	Delegated Voting member	
	Insp. Andrew Fabish (AF)	Director: Deployment	Voting Member	
	Mr. Paul Halford (PH)	Manager: Marketing & Brand, Communications	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)	Director: MPES Engagement & Operations (Senior Supplier)	Voting Member	
	Snr. Sgt Simon Mooney (SM)	Programme Lead: Impaired Driving- <i>representing Roger Jordan</i>		
Minutes:	Ms. Sara Dean (SD)	Scheduler/Coordinator: Impaired Driving		
Apologies:	Mr. Roger Jordan (RJ)	Programme Manager: Oral Fluid Testing, NRPC - <i>represented</i>		
	Supt. Steve Grealley (SG)	Director: National Road Policing Centre	Voting Member	
	Supt. Brian Moyle (BM)	Director: Mobility & Digital Group	Voting Member	
	Ms. Sarah Halpin (SH)	Executive Director: Finance - <i>represented</i>	Voting Member	

	Insp. Warwick Morehu (WM)	General Manager: Training (Super Supplier)	Voting Member
	Simon Williams (SW)	Director: Evidence Based Policing	
	Representative to be confirmed	National Drug and Intelligence Bureau– representing Dan Wildy	
	Ms. Gillian Ferguson (GF)	Director: Policy & Partnerships- represented	Voting member
	Mr. Bill Peoples (BP)	Director, Legal Services - available on request	Voting Member
	Supt. Melanie Aitken (MA)	Director: Safer People – available on request	

AP #	Open Action Points	Owner	Date Assigned	Date Due	Discussion/Progress	Open/ Close/ Carried
53	Communications Strategy: The Communication Strategy's audiences, engagements and risks need to be updated.	PH	19/07/22	20/09/22 25/10/22 15/11/22 C/F 14/12/22	17/8 Partially complete. Engaged with all stakeholders recently. Unsure if Paul has reviewed as yet. 29/9 C/F PH to provide update. 25/10 C/F PH to provide update. 15/11 C/F PH to provide update. 14/12 Messaging for current update on project agreed with AC Deployment & Road Policing. Full comms strategy dependent on decision/approval. Close current action. Open new action in Feb 23 agenda to revisit for comms update.	Close
61	Advisory comms to be drafted and distributed on Community Consultation delay	PH	29/09/22	25/10/22 15/11/22 C/F 14/12/22	25/10 Underway. PH to provide update 15/11 C/F PH to provide update. 14/12 OFT Project Change Manager is better placed to provide update on this action but is also dependent on decision/approval. Close current action. Open new action in Feb 23 agenda to revisit for comms update.	Close
62	Add remaining appendices to updated Project Brief as they become available. • ToR-Complete • OFT High Level Costings	SD	25/10/22	15/11/22 14/12/22 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.	Carried
63	Follow up individually with Board Members confirming their delegated attendee record for ID GB in case of their absence.	SD	25/10/22	15/11/22 C/F 14/12/22	15/11 To be completed 14/12-Complete. Close action	Close

#	Agenda item	Key discussion and actions
1.	Welcome/Apologies/Quorum	AC Bruce O'Brien, opened the meeting, noting attendees, apologies and quorum formed
2.	Previous Minutes	Minutes accepted
3.	Open Actions review	As per table above

#	Agenda item	Key discussion and actions
4.	Project Update November period 2022 Sentient Report <i>For Noting</i>	<p>The monthly report was reviewed with the group.</p> <p>Key high level points to note:</p> <ul style="list-style-type: none"> The programme remains overall Red status as a result of inability to deliver roadside testing component in March 2023. Two key work activities are underway: <ol style="list-style-type: none"> Development of a joint Ministers briefing between Ministry of Transport and NZ Police of options available to Ministers due to these constraints. s9(2)(h) [REDACTED] Project has had a change of Operations Workstream Lead with Simon Mooney stepping into the role as of 14 Dec. Resourcing remains Amber, dependent on Minister direction, to be reassessed as required. Risks remains at Red due to the inability to deliver roadside testing in March. Highlighting key issues: <ul style="list-style-type: none"> Issue 12265 regarding Minimum Viable Product (MVP) meeting the intent of the legislation Issue 12848 regarding Project delivery time constraints There is a key decision required around elective blood sample use and conflicting wording in parts of the Act around testing for alcohol or both alcohol and drugs. Seeking urgent clarification as this impacts operational and policy development and finalisation which cannot be applied with decision outstanding. MoT draft of Minister Options in feedback, review process with partner agencies. There is a significant amount of work to do s9(2)(g)(i) [REDACTED]. [REDACTED] <p>It is expected that the Ministers office will start accepting papers around 20 January 2023, therefore expected that any decision will not be available until the start of February, at the earliest.</p> <ul style="list-style-type: none"> Road to Green for the Programme will be clear once we have received the Ministers direction and worked through implications. All other legislatively required deliverables, (e.g. infringements, enhanced blood testing) remain on track for implementation early March 2023. <p>Operational workstream:</p> <ul style="list-style-type: none"> Progressing Precedent Codes work, including required ICT changes, with most big parts completed and being tested. There is a risk that if MOT regulations change this could impact scope of ICT work with needing to update infringement notices etc. Draft ESR Blood sample contract variation in due diligence review process. Medical Defence process approved by Director NRPC. <p>Capability/Change workstream:</p> <ul style="list-style-type: none"> Lead working with Medsafe to peer review their content for their 'Alert Communication' article via their website for quarterly Prescriber Update.

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		<ul style="list-style-type: none"> • Base communications have been shared with WK, MoT, and MoH, in order to align messaging across our different stakeholders and audiences. • MoH has confirmed that they will not have a communication specialist on this project. • NZP will provide support by providing communications that have been approved for use for NZP communications, noting that each agency is responsible for their own communication. • Continues to develop and progress all items not impacted by preferred option delays. <p>Governance workstream:</p> <ul style="list-style-type: none"> • Paused Business Case development, dependent on preferred option. • IQA and report completed • TQA and report completed • Minister Briefing Recommended option with partner agencies <p>Insights workstream: planning underway</p> <p>Key milestones (Plan on a Page) provided in Board Pack with supporting high level Integrated Schedule in final refinement stages for sharing in new year.</p> <p>Noted</p>
5.	<p>Verbal update on Partner Agencies Workshop</p> <p><i>For Noting</i></p>	<p>Workshop 16 November 2022 with partner agencies, Waka Kotahi (WK) and MoT hosted by NZP at PNHQ.</p> <p>s9(2)(j)</p> <p>s9(2)(g)(i)</p> <p>Frame up –</p> <ul style="list-style-type: none"> - Workshop initiated to work collaboratively in joint partnership - Complete and clear fact based data and information presented to/shared with our partner agencies - s9(2)(g)(i) - Develop a final workshop summary and seek partner agencies agreement of record. <p>AP67 RJ</p> <p>Noted</p>

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6.	Capability Workstream – Q&As First Core version to build on as required <i>For Noting</i>	<p>Basis for several deliverables including communications, information sheets, call centre staff FAQs, and training.</p> <ul style="list-style-type: none"> <i>Note development of Q&As and intention to share and develop these internally and externally with other agencies</i> <i>Acknowledge intention is to build cross-agency Q&A platform for consistent messaging and communications, led by Police</i> <p>Chair sought feedback to clarify which platform to be used and if there are any financial implications. For information purposes only, post meeting.</p> <p>Noted and Acknowledged</p>
7.	Assurance Activities Memo: <ul style="list-style-type: none"> IQA report TQA report <i>For Noting and Endorsement</i>	<p>High level summary provided. Both TQA and IQA findings reports support programme professionalism and good practice across the reviewed areas. IQA noted some minor recommendations which are being actively resolved. Summary noted resourcing was on the light side.</p> <p>Operations Workstream Lead exited the role in Dec 2022, with Lead role being picked up from within the existing team resources. Schedule development also being picked up from within the project team to maintain planning and momentum. These resource areas could require revisit in new year.</p> <p>Noted and IQA recommendations Endorsed</p>
8.	Any other business	<p>Standing AOB item - Opportunity to raise questions on any Supplementary Reading papers provided</p> <ul style="list-style-type: none"> NRPC Research Note – The prevalence vs the risk of Cocaine and THC in driving compared to other substances – <i>Attached Supplementary Reading</i> - No questions, interesting reading CR 970 – Project Business Owner and Project Sponsor Endorsed – <i>Attached for Noting.</i> - Makes good sense. No funding implications. Noted. Integrated Programme Schedule – High level supporting view to Plan on a Page (PoaP) Milestones – Agreed include in Feb 2023 Board Pack Risk 12264 ‘Financial impact on Road Policing of Impaired Driving amendment outside of OFT’ - <i>Sought agreement to close risk.</i> <i>From programme perspective risk has been identified and highlighted to business that variance that will need to be absorbed. Risk to be owned and managed in the business. Finance noted there is still more work to do to resolve this. Need to ensure risk is captured in another business area before closing it here. Funding is a district issue, not a road policing issue. Coding needs to be corrected from current, with blood testing to be pulled out and coded separately. Clarity on funding source and who owns it. JG cautioned around BAU costs not being able to be funded from CIIP. AP68 SD Schedule meeting early new year with BO, PB, SH and Sue Schwalger to close this out from Programme risk perspective.</i> <p>General AoB</p> <ul style="list-style-type: none"> Confirmation there is not a possibility of a device component as part of Phase 1 rollout in March 2023 with procurement and approval delays. Phase 1 includes the other deliverables supporting the Impaired Driving legislation including infringements etc. with a subsequent Phase 2 dependent on Minister option approval. From comms perspective this information has been communicated now with our Minister and partner agencies.

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		<ul style="list-style-type: none"> NZP is sourcing information on what systems and tools overseas jurisdictions are using for their drug driving programmes. Researching impacts, success, confirmatory tests implications, costs etc to start building specific NZ system. Effectively having conversations now in preparation for providing effective NZ system if option of legislation change allows wishlist to be considered. Chair acknowledged everyone and their contribution throughout the year, ID Programme Manager and the entire project team for all the hard work and quality and wished all a great Christmas break before returning in New Year. Requested moving Jan 2023 meeting to Feb 2023 following Waitangi day and add an early March 2023 meeting before Go Live. 22 Feb meeting can be cancelled closer to time if not required.
9.	Meeting Close	The meeting closed at 10.00
ID GB Meetings prior to Go Live: <ul style="list-style-type: none"> 9 Feb 2023 1.30pm 22 Feb 2023 9.30am 1 March 2023 9.30am 		

AP #	New Action Points	Owner	Date Assigned	Date Due	Discussion/Progress	Open/ Close/ Carried
67	Develop a final workshop summary and seek partner agencies agreement of record	RJ	14/12/22	13/1/23		Open
65	Communication Strategy update - The Communication Strategy's audiences, engagements and risks need to be updated.	PH	9/2/23	2/3/23	Dependent on Minister decision	Open in Feb mtg
66	Advisory comms to be drafted and distributed on Community Consultation delay	Change W/S Lead	9/2/23	2/3/23	Dependent on Minister decision	Open in Feb mtg
68	Schedule meeting to resolve close out of risk 12264	SD	14/12/22	16/12/22		Open