

ORAL FLUID TESTING GOVERNANCE BOARD: MINUTES

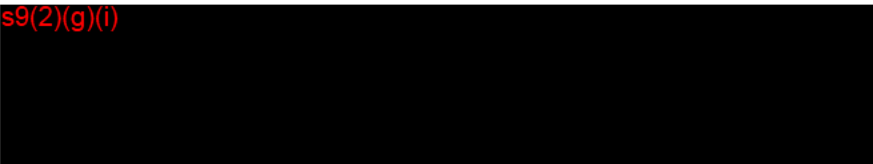
Date:	19 April 2022	Location:	Webex / L4.02
Time:	9:30am – 11:00am		
Apologies:	AC Bruce O’Brien, Assistant Commissioner Deployment & Road Policing Supt. Steve Greally, Director: National Road Policing Centre, NRPC Supt. Brian Moyle, Director: Mobility & Digital Group Insp. Mark Donaldson, Mobility and Digital – <i>apologies from 10.00am</i> Insp. Jared Pirret, District Manager: Prevention (Senior User) Ms. Gillian Ferguson, Director: Policy & Partnerships Ms. Sharon Hart, Executive Director: Finance Mr. Blair Mills, Manager, Procurement & Contracts Management (Senior Supplier) Insp. Blair MacDonald, Manager: National Drug and Intelligence Bureau Supt. Greg Williams, Director: National Organised Crime Group Mr Daniel Wildly, Director: National Intelligence Mr. Bill Peoples, Manager Legal – available on request Supt. Melanie Aitken, Director: Safer People – available on request		
Attendees:	Insp. Pete McKennie, Co-Director: Road Safety Partnership, NRPC - <i>Chair – attending for AC O’Brien</i> Insp. Dan Mattison, Manager: Strategy and Relationships, NRPC - <i>representing Supt. Greally also</i> Mr. Roger Jordan, Programme Manager: Oral Fluid Testing, NRPC Dr. Jennifer Grabow, Manager: Portfolio & Programmes, NRPC Insp. Mark Donaldson, Mobility and Digital – <i>attending for Brian Moyle</i> Ms. Bronwyn Donaldson, Policy – <i>attending for Gillian Fergusson</i> Supt. Warwick Morehu, Director, Training – RNZPC Insp. Mark Rowbottom, Manager: National Tasking & Coordination Insp. Paula Holt, Director Police Prosecutions & Resolutions Mr. Paul Halford, Manager, Marketing & Brand, Communications Mr. Peter Best, Snr Analyst, Finance - <i>attending for Sharon Hart</i>		

Mr. Vik Jadhav, Manager: Procurement - **attending for Blair Mills**
S/Sgt. Simon Mooney, OFT Deployment Lead, NRPC

#	Open Action Points	Who	Date Assigned	Discussion/Progress	Carry or Close
24	ToR's - OFT Business Owner: Bruce to consult with OCGG (Maria Rawiri) to confirm the governance/ownership structure for the programme.	BO'B	15/12/21 15/03/22 19/04/22	15/02 – No update avail today. 15/03 – Governance team are considering this. Aiming to confirm ownership next month. Once confirmed the ToR will be updated and sign-off requested. 19/04 – No update	Carry
39	<u>OFT Mobility / OnDuty Solution:</u> Roger to speak with Steve to establish if OFT is being represented in the requests to the Mobility workplan. If not, then discuss with Brian and Mark D how to request this for inclusion.	RJ	15/03/22	19/04 – Discussions were held. Requirements need to be understood to assess if a solution could be included. On-going conversations.	Closed
40	<u>Consistent language to be used as per the UPD:</u> Bruce to connect Roger with Bailey Tuomanufili from UPD.	BoB/RJ	15/03/22	19/04 – On going discussions. Project working with UPD to look at disproportionate outcomes.	Closed
41	<u>OFT Presentation to UPD:</u> Roger / Steve / Bruce to present to UPD on what OFT is.	RJ	15/03/22	19/04 – Tentatively included for meeting on the 13 May agenda.	Closed
42	<u>OFT Assurance Plan & Memo:</u> Resend the Assurance documents with advice to Members to be prepared for an out of cycle approval process.	RJ / Members	15/03/22	19/04 – Distributed and progressed. Completed.	Closed
43	<u>OFT Assurance Plan:</u> Roger and Bronwyn to discuss.	RJ/BD	15/03/22	Completed	Closed
44	<u>OFT Interagency Committee:</u> Policy/Steve/Dan to meet to discuss and report back to the Board next month with an update on what the focus for this group is (all the changes required as an	SG/DM/Policy	15/03/22	19/04 – Ins Dan Mattison is Chairing this group focusing on the entire LTA Amendment Act.	Closed

	impact of the Bill or just OFT), and which group/person should Chair this.				
45	<p><u>New 'external parties / expert advisory group / Quarterly Update'</u></p> <p>Options for an engagement plan/strategy to be developed and presented to the Board. (Supersedes action #36)</p> <p>Roger to engage with Dan Ralph and Penn Forrest along with support from Paul to discuss as a further potential communications channel.</p>	RJ	15/03/22	19/04 – Planning on-going.	Carry

#	Agenda item	Key discussion and actions
1.	Welcome & Apologies	<ul style="list-style-type: none"> Inspector McKennie opened the meeting, noting attendees, apologies, and representatives.
2.	Previous Minutes	<ul style="list-style-type: none"> Minutes were accepted.
3.	Open Actions review	<ul style="list-style-type: none"> As per table above
4.	Project Update	<ul style="list-style-type: none"> The March monthly report was reviewed with the group. Key points to note: The project has moved from Green to Amber status due to the resourcing changes within the Operations Support team and the resignation of the workstream Lead. An Operations Working Group is being established to draft the policies, processes and procedures for the operational requirements for impaired driving/OFT implementation in accordance with the Land Transport (Drug Driving) Amendment Act. Recommendations for approval of the Director Road Policing will be developed and business requirements will be completed by this group. Finances have returned to Green status following approval of budget for FY 21/22 from the DFA - NRPC Sub-Portfolio Board. A Business Analyst has been selected and will start this month to support the requirements gatherings and the new Operations Working Group. A Project Manager will be brought on to support the group also.

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		<ul style="list-style-type: none"> • A High-level implementation plan was distributed with key milestones shown. • The Communications Strategy is being developed. • Treasury approved the Medium risk rating. • An Impact Analysis workshop with police business teams is scheduled to look at the LT (DD) Act. Changes will be reviewed with the new Business Analyst and the Operations Working Group, and the new legislative requirements will be brought back to OFT GB for review.
5.	Land Transport Bill Update	<ul style="list-style-type: none"> • The update paper was circulated prior for review. It was advised that following Royal Assent on 11 March 2022, the Policy team conducted a review of the finalised legislation with the following key points and recommendations. • A new statutory review requirement was added to the Bill; the review will be conducted by an independent reviewer appointed by the Ministry of Transport after year three. • The current scope of the OFT Programme does not cover all legislative requirements for the new drug driving regime. • Suggestion for a broader Impaired Driving work programme that covers all requirements be stood up. • The included Appendix lists the requirements and what is currently in/out of scope for the OFT Programme. • Four recommendations were made: <ul style="list-style-type: none"> (a) Note a statutory requirement for an independent review of the regime, proposed by the Green Party Aotearoa, was added to the Drug Driving Bill at the Committee of the whole House stage. (b) s9(2)(g)(i)  (c) Direct that the OFT Programme Manager engage with Strategic Tasking & Coordination Governance Group to agree the scope and governance of a broader Impaired Driving work programme that covers all legislative and operational requirements created and amended by the Drug Driving Amendment Act. (d) Direct that once the scope and structure of the Impaired Driving work programme is agreed that the OFT GB name and Terms of Reference are updated to reflect this change.

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		<ul style="list-style-type: none"> It was discussed that there will be limitations to delivering all new requirements within the timeframe allowed. It was discussed that we should look to deliver an MVP and foundation police instructions with ongoing development of an improved product that integrates with current operational practices and requirements (e.g. EBA and CIT). Resourcing across the NRPC is currently being assessed. Current staff plus two extras should be able to deliver an MVP. An Operations Working Group has been established to look at aspects listed under the Impaired Driving recommendations. The solution should be built on a platform that could be easily modified with further development in the future. Scope change and expansion to the Impaired Driving programme will need to be directed from the executive level. The OFT Programme Manager is directed to seek clarity as to the business owner and progress as soon as possible. (a) and (b) were noted. (c) and (d) were directed, with amendments to: <ul style="list-style-type: none"> (c) to engage <u>now</u> to clarify business owner and seek agreement on scope for the broader Impaired Driving programme to implement an MVP and foundation police instructions delivered in this first 12 months. (d) Once the scope and structure of the Impaired Driving programme has been agreed, updated papers to be brought back to the OFT GB to agree. <p>Action 46: Update the paper to reflect the amended recommendations and action, whilst maintaining the activities of the Operations Working Group.</p>
6.	Equipment Procurement Update	<ul style="list-style-type: none"> An update paper was circulated prior. Key points to note: Following Royal Assent, the RFP tender was issued The RFP will close 27 April followed by an evaluation and trial exercise. Suppliers are being asked to submit the concentration levels of drugs that their devices can detect. It was noted that there may be challenges for procurement with deliveries if an overseas supplier is chosen due to global supply line issues. Four recommendations were listed for noting: <p>(a) Note the OFT RFP TN/22/22 was released on GETS on 23 March 2022.</p>

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		<p>(b) Note the evaluation process and updated timeframes for the tender of OFT equipment; particularly noting when approval of the preferred equipment and supplier will be required by this board (approximately 19 July 2022).</p> <p>(c) Note the contract is estimated to commence 31 October when a purchase order can be placed.</p> <p>(d) Note that the risk has been identified with mitigation actions that during the evaluation process it may become evident that there is not a device that is fit for purpose.</p> <ul style="list-style-type: none"> The four recommendations (a-d) were noted.
7.	Deployment: Strategy Update and Critical Command Information (CCI) Reporting Requirements	<ul style="list-style-type: none"> <u>The Strategy Update</u> paper had been distributed advising of amendments made following feedback on the initial strategy. The amendments were noted. It was advised that the next step is to seek feedback from UPD on the strategy. This recommendation was supported by the members. <u>CCI Reporting Requirements</u> paper had been distributed providing an outline of the CCI required for OFT deployment and how to capture it. Four recommendations were made: <ul style="list-style-type: none"> (i) s9(2)(g)(i) [REDACTED] (ii) Endorse to see the development of an electronic solution to meet the needs for the capture of OFT CCI that can be accessed on the roadside. (iii) Endorse that information should be collected on every oral fluid test undertaken. (iv) Endorse that information should be disseminated, where possible, through existing reporting methods within the NRPC. A discussion was held, key points noted: <ul style="list-style-type: none"> Ongoing discussions with Mobility and ICT to develop options for data capture and recording. Two options being looked at: (1) An Offence Report on OnDuty; data uploaded directly into NIA. Record and report from NIA. (2) DRUPAL system; however, it has limitations. 3-4 months build time if agreed to. Ideal to have one repository for data and reporting. <u>AWHI Health Referrals</u>. It was advised that AWHI goes live today with established health referral networks. Suggestion made to use AWHI as the base system and consider reporting from the AWHI system.

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		<ul style="list-style-type: none"> ○ <u>Driver demographics</u> need to be captured to inform deployment and to enable an effective response to questions regarding disproportionate outcomes. s9(2)(g)(i) ○ Demographics are not currently captured for any police processes; an existing Police project has been established looking at how to capture ethnicity and gender. ○ It was advised that the PIPS (infringement system) cannot record and report on ethnicity either. ○ A consistent approach across the organisation for collecting data (ethnicity and what else at an organisational level) to be considered. ○ It was noted that manual capture through roadside officer engagement will not be a reliable option for data capture and reporting. ○ Establishing good partnering models via Iwi and Community networks should be considered for mitigation in the districts. ○ Changes to the data collected will give rise to public concern and trust and confidence; Advice should be sought from UPD on how best to approach this. <p>Action 47: Two further recommendations to be added to the paper:</p> <ul style="list-style-type: none"> (v) Note that the Operations Working Group is to engage with the demographic data capture project with regards to a consistent mechanism to capture ethnicity data. (vi) Note that the CCI paper is presented alongside the deployment strategy paper to the UPD panel. <ul style="list-style-type: none"> • Recommendation (i,v & vi) Noted • Recommendations (ii – iv) Endorsed <p>Action 48: Confirm requirements to advise the NRG and ICT teams.</p> <p>Action 49: Mobility and ICT/NIA Leads to engage with the teams on draft requirements. Placeholders with NRG and ICT to be raised</p> <p>Action 50: Include the Strategy and the CCI requirements for UPD assessment</p>
8.	Any other business	<ul style="list-style-type: none"> • Nothing raised.
9.	Meeting Close	<ul style="list-style-type: none"> • The meeting closed at 11:00am
The next meeting is scheduled for Wednesday 18 May 2022, 09.30am – 11.00am		

#	New Action Points	Who	Date Assigned
46	<u>Impaired Driving Programme</u> : Update the Land Transport Policy update paper to reflect the amended recommendations and action.	BD /RJ	19/04/22
47	<u>Deployment CCI Requirements</u> : Two further recommendations to be added to the paper relating to: (v) engagement with demographic data capture project and (vi) to present updated strategy paper with the CCI requirements to UPD.	SM/ RJ	19/04/22
48	<u>Deployment CCI Requirements</u> Confirm requirements to advise the NRG and ICT teams.	RJ	19/04/22
49	<u>Deployment CCI Requirements</u> Mobility and ICT/NIA Leads to engage with the teams on draft requirements. Placeholders with NRG and ICT to be raised	RJ	19/04/22
50	<u>Deployment CCI Requirements</u> : Include the Strategy and the CCI requirements for UPD assessment	RJ	19/04/22
51			