

## IMPAIRED DRIVING GOVERNANCE BOARD: MINUTES

Date:	22 February 2023		Location:	Webex / Hui Room 1, L9 PNHQ
Time:	9:30 – 11:00			
Members/Voting and delegated voting attendees	AC Bruce O’Brien (BO)	Assistant Commissioner: Deployment & Road Policing		Chair/Voting Member
	Supt. Steve Grealley (SG)	Director: National Road Policing Centre		Voting Member
	Insp. Dan Mattison (DM)	Manager: Strategy and Relationships, NRPC		Voting Member
	Insp. Anaru George (AG)	Acting Manager: Frontline & Tactical, RNZPC– <b>representing Warwick Morehu</b>		Delegated Voting
	Dr. Jennifer Grabow (JG)	Manager: Portfolio & Programmes, NRPC		Voting Member
	Mr. Blair Mills (BM)	Manager: Procurement & Contracts Management (Senior Supplier)		Voting Member
	Insp. Jared Pirret (JP)	District Commander (Senior User)		Voting Member
	Ms. Sarah McKenzie (SM)	Director: Police Prosecutions and Resolutions		Voting Member
	Ms. Bronwyn Donaldson (BD)	Manager: Health & Transport Policy- <b>representing Gillian Ferguson</b>		Delegated Voting
	Slade Sturmeay (SS)	Service Provider Coordinator: Te Pae Oranga, Iwi & Community - <b>representing Riki Whiu</b>		Delegated Voting
	Mr. Peter Best	Snr. Analyst: Finance		Delegated Voting
	Insp. Andrew Hosking (AH)	Deputy Director: Mobility and Digital - <b>representing Brian Moyle</b>		Delegated Voting
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, OFT Project		Guest
Minutes:	Ms. Sara Dean (SD)	Scheduler/Coordinator: Impaired Driving		
Apologies:	Roderick (Riki) Whiu (RW)	Area Commander, Far North Northland (Senior Supplier) - <b>represented</b>		Voting Member
	Insp. Warwick Morehu (WM)	General Manager: Training (Super Supplier) - <b>represented</b>		Voting Member

	Mr. Paul Halford (PH)	Manager: Marketing & Brand, Communications	Voting Member
	Supt. Brian Moyle (BM)	Director: Mobility & Digital Group - <b>represented</b>	Voting Member
	Insp. Andrew Fabish (AF)	Director: Deployment	Voting Member
	Ms. Sarah Halpin (SH)	Executive Director: Finance	Voting Member
	Dan Wildy (DW)	Director: National Intelligence - <b>represented</b>	
	Ms. Julia Smith	Manager: National Drug and Intelligence Bureau- <b>representing Dan Wildy</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
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. s9(2)(g)(i) Chair suggested preparing different scenarios now to have on hand. 22/2 - Minister decision received. Comms and key messages to be updated ready for approval and release.	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. s9(2)(g)(i) Chair suggested preparing different scenarios now to have on hand. 22/2 - Minister decision received. Comms and key messages to be updated ready for approval and release.	Open
62	Add remaining appendices to updated Project Brief as they become available. • ToR-Complete OFT High Level Costings	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

#	Agenda item	Key discussion and actions
1.	<b>Welcome/Apologies/Quorum</b>	AC Bruce O'Brien, opened the meeting, noting attendees, apologies and quorum formed.
2.	<b>Previous Minutes</b>	Minutes accepted



#	Agenda item	Key discussion and actions
3.	Open Actions review	As per table above
4.	Project Verbal Update <i>For Noting</i>	<p><b>Key high level points:</b></p> <ul style="list-style-type: none"> <li>Continued preparation for 11 March for all legislation deliverables apart from roadside testing component.</li> <li>Medical Defence process and system will be completed ready for 11 March with submissions able to be made by email, post or online form.</li> <li>Police instructions publishing will be completed ready for 11 March</li> <li>Training requirement for front line staff has a few points to work through with some clarifications being provided back to Advisory Board to assist this</li> <li>While technically out of scope, the project has managed to include an electronic signature capability included in the Analyst Certificate process. This means frontline officers and FMC can now receive certificates by email instead of hard copy. Change has been approved and ready to implement for 11 March</li> <li>Checkpoint has been amended with new charging process and charges to aid frontline staff in decision making</li> <li>ICT final testing is today at 85% complete, targeting full completion by tomorrow with currently no issues identified</li> <li>In anticipation of Ministers decision, a scope and approach change request has been prepared in advance for the Board to review at next meeting</li> </ul> <p><b>-Noted</b></p>
5.	Ministerial Briefing <i>For Noting</i>	<ul style="list-style-type: none"> <li>Joint agencies Ministers Briefing for OFT roadside testing was submitted 15 February for Minister/s consideration</li> <li>Ministers and Attorney General met 21 February 2023, resulting in an outcome decision on OFT roadside testing component s9(2)(f)(iv)</li> <li>Official Minutes of meeting to be received</li> <li>Police meeting with MoT scheduled today to look at practical next steps to implement, with Minister expressing a desire to move quickly. s9(2)(f)(iv)</li> <li>Existing Deployment Strategy to be revisited and updated, with community consultation also able to occur, currently paused dependant on Minister decision, which will look to provide surety that no disproportionate effect occurs around any individual, area, group etc.</li> </ul> <p><b>-Noted</b></p>
6.	Key Messages <i>For Endorsement and Approval</i>	<ul style="list-style-type: none"> <li>Item not presented due to outcome of Ministers briefing needing to be incorporated.</li> <li>Once reviewed, Key Messages will seek out of cycle email approval from Board. Includes utilising and aligning language used in legislation to all comms ie qualifying drugs AP68 RN/BD Policy and Change Lead to discuss for comms updates</li> <li>This is the 'core' document from which both internal and external communications can be created and as such can be refined as required. Please provide any feedback on key messages to Change Lead RN.</li> </ul> <p><b>-Paused for update as result of Ministers decision</b></p>
7.	Summary of Change <i>For Noting</i>	<p>Approved by Business Owner prior to ID GB HL overview of Summary of Change suite of documents provided by Change Lead</p> <ul style="list-style-type: none"> <li><b>First Summary of Change document -</b> <ul style="list-style-type: none"> <li>Base content used for a few different applications including training package and some comms</li> </ul> </li> <li><b>One Pager High Level Change Process-</b> <ul style="list-style-type: none"> <li>Quick view summarises all changes including ringfencing them for clarity, noting what changes have occurred to what forms etc.</li> </ul> </li> </ul>

#	Agenda item	Key discussion and actions
		<ul style="list-style-type: none"> <li><b>Third Summary of Change document-</b> <ul style="list-style-type: none"> <li>Contains more detail, Including each area change detail and system changes to those areas</li> </ul> </li> </ul> <p>The process eliminates individual front line staff having to make decisions around blood tests being completed for just alcohol and/or drugs in a scenario, as the process now dictates this.</p> <p><b>-Noted</b></p>
8.	<b>Training Memo</b> <i>For Noting</i>	<p>Online training structure includes summary of content overview, timeline etc.</p> <p>Audience for training is mainly Level 1 and some Level 2. Suggestion of including District Champions taken on board as great feedback.</p> <p><b>-Noted contents and Endorsed deployment and training approach</b></p>
9.	<b>Any other business</b>	<p><b>Standing AOB item</b> - Opportunity to raise questions on any Supplementary Reading papers provided</p> <ul style="list-style-type: none"> <li>OIA has been received, with Waka Kotahi receiving the same OIA request asking for all documents relating to "what preparations Police have done to date to prepare for the Land Transport (Drug Driving) Amendment Act 2022 coming into force in March 2023, and copies of any documentation relating to this preparation from the last six months to date"</li> <li>OIA request constitutes a significant amount of work to compile. The team have already begun work with Policy to prepare any relevant information redactions</li> <li>Proposal is to compile all documents and provide a pro-active release, working with Legal, Strategic Comms and Policy <b>AP67 RJ</b> and wishing to approach collaboratively with MOT and Waka Kotahi</li> <li><b>To be confirmed</b> - If not too many items for next board meeting, could potentially be agreed/approved via email</li> </ul>
10.	Meeting Close	The meeting closed at 10:25
<b>ID GB Meetings prior to Go Live:</b> <ul style="list-style-type: none"> <li><b>1 March 2023 9.30am TBC as per AoB</b></li> </ul>		

AP #	New Action Points	Owner	Date Assigned	Date Due	Discussion/Progress	Open/ Close/ Carried
67	Team to compile a pro-active release, working with Legal, Strategic Comms and Policy and working collaboratively with MOT and Waka Kotahi	RJ	22/2/23	24/2/23		Open
68	Policy and Change Lead to discuss utilising and aligning legislation wording for comms updates	RN/BD	22/2/23	23/2/23		Open