

IMPAIRED DRIVING GOVERNANCE BOARD: MINUTES

Date:	25 October 2022		Location:	Webex / Level 09 – Hui Room 1
Time:	12:30 – 2:00			
Board Member/ Delegated Member Attendees:	Insp. Mike Brooklands (MB)	National Manager: Commercial Vehicle Safety Team (CVST)	Acting Chair/Voting Member	
	Insp. Paula Holt (PH)	Director: Police Prosecutions & Resolutions	Voting Member	
	Insp. Jared Pirret (JP)	District Commander (Senior User)	Voting Member	
	Mr. Craig Forbes (CF)	Principal Policy Advisor: Policy representing Bronwyn Donaldson (Gillian Ferguson)	Delegated Voting Member	
	Insp. Dan Mattison (DM)	Manager: Strategy and Relationships, NRPC	Voting Member	
	Ms. Sarah Halpin (SH)	Executive Director: Finance	Voting Member	
	Insp. Mark Rowbottom (MR)	Manager: National Tasking & Coordination	Voting Member	
	Mr. Blair Mills (BM)	Manager: Procurement & Contracts Management (Senior Supplier)	Voting Member	
Non Member Attendees:	Mr. Roger Jordan (RJ)	Programme Manager: Oral Fluid Testing, NRPC		
	Snr. Sgt Simon Mooney (SM)	Programme Lead: Impaired Driving		
	Mr. Peter Best (PB)	Snr. Analyst: Finance		
Minutes:	Ms. Sara Dean (SD)	Scheduler/Coordinator: Impaired Driving		
Apologies:	Dr. Jennifer Grabow (JG)	Manager: Portfolio & Programmes, NRPC	Voting Member	
	AC Bruce O’Brien (BO)	Assistant Commissioner: Deployment & Road Policing- represented	Voting Member	
	Ms. Gillian Ferguson (GF)	Director: Policy & Partnerships- represented	Voting member	
	Supt. Steve Greally (SG)	Director: National Road Policing Centre- represented	Voting Member	
	Ms. Bronwyn Donaldson (BD)	Manager: Health & Transport Policy- represented	Delegated Voting member	

	Supt. Brian Moyle (BM)	Director: Mobility & Digital Group	Voting Member
	Insp. Warwick Morehu (WM)	General Manager: Training (Super Supplier)	Voting Member
	Mr. Paul Halford (PH)	Manager: Marketing & Brand, Communications	Voting Member
	Representative to be confirmed	Iwi and Communities (MPES)	Voting Member
	Representative to be confirmed	National Drug and Intelligence Bureau– representing Dan Wildy	
	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 C/F 15/11/22	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.	Carried
60	Paper completed and our partner agencies (Waka Kotahi and MoT) advised of current device situation	RJ	29/09/22	25/10/22 C/F 15/11/22	25/10 ○ Paper to ELT outlining options and requesting preferred option- <i>Underway</i> ○ Engage with partner agencies and inform the Ministerial Brief	Carried
61	Advisory comms to be drafted and distributed on Community Consultation delay	PH	29/09/22	25/10/22 C/F 15/11/22	25/10 Underway. PH to provide update	Carried

#	Agenda item	Key discussion and actions
1.	Welcome/Apologies/Quorum	<ul style="list-style-type: none"> Insp. Mike Brooklands, Acting Chair, opened the meeting, noting attendees, apologies and quorum formed
2.	Previous Minutes	<ul style="list-style-type: none"> Minutes accepted
3.	Open Actions review	<ul style="list-style-type: none"> As per table above
4.	Project Update September 2022 Sentient Report	<p>The monthly report was reviewed at a high level with the group, noting it was as at end Sept with much happening since.</p> <p>Key points to note end of Sept:</p> <ul style="list-style-type: none"> Programme RAG was Amber, due to concerns of device availability that could meet the legislation. Potential to move to Red in Oct once device outcome testing was complete. Resources Amber as Procurement Lead left NZP. Lead role being covered from within the team in interim with OFT Project Manager to be recruited for. Risks and issues Amber with escalation of Issue 12265 regarding Minimum Viable Product (MVP) meeting the intent of the legislation and Risk 11066 regarding Project delivery time constraints. Potential for Risk 11066 to move to Red in Oct. Schedule Amber with potential to move to Red in Oct. Risk 11066

#	Agenda item	Key discussion and actions
		<ul style="list-style-type: none"> Procurement Workstream moved to Red status due to delays in device selection with required additional due diligence time. <p>Key high level updates to note at 25 Oct:</p> <ul style="list-style-type: none"> Re-testing increased due diligence timeframe due to lack of devices initially meeting minimum performance criteria s9(2)(g)(i) With evaluation now complete, the Tender Evaluation Report is being drafted, covering summary of outcomes. Current OFT device market technology constraints mean the full policy intent and requirements of the legislation cannot currently be met. s9(2)(b)(ii) Device testing where a specific qualifying drug can be identified is limited to THC and Cocaine, with challenges around THC recent use results and medicinal availability. Devices are designed for presence testing, rather than evidentiary. s9(2)(g)(i) Policy are preparing an ELT paper of current device constraints considerations. Feedback is expected on 30 Oct, once known partner agency meetings and Minister Briefing are then able to occur as a result. <p>Of special note:</p> <ul style="list-style-type: none"> NZP are ensuring full engagement in jointly approaching the OFT challenges and preferred option with our partner agencies. Team resource covering multiple roles cannot continue. PM role recruitment and associated cost approval require urgent resolution. <p>Operational workstream:</p> <ul style="list-style-type: none"> Progressing Precedent Codes work, including required ICT changes. ESR schedule and fees in review/approval process. Medical Defence Policy is working through final development points. <p>Capability/Change workstream:</p> <ul style="list-style-type: none"> Dependent on device decision, some workstream items are paused, with development continuing on others. <p>Governance workstream:</p> <ul style="list-style-type: none"> Dependent on device decision, Business Case development paused. <p>Key milestones (Plan on a Page) provided in Board Pack.</p> <ul style="list-style-type: none"> Highlighting Issue 12265 regarding Minimum Viable Product (MVP) meeting the intent of the legislation Highlighting Risk 11066 regarding Project delivery time constraints. This risk has now become an Issue. Even with a preferred option of proceeding with device testing for THC and Cocaine next week, it will not be possible at that point to complete the Ministerial approval process in time to achieve Go Live date of March 2023, with delays exacerbated by parliamentary Christmas dates. s9(2)(f)(iv)

#	Agenda item	Key discussion and actions
		<p>OFT device decision aside, the other components to support the Impaired Driving work still require completion.</p> <p>All possible mitigation opportunities have been explored/undertaken by the Project team.</p> <p>s9(2)(f)(iv)</p>
5.	Programme Brief Updated – For Approval	<p>Previous Programme Brief Initiating was approved July 2021. Updated version capturing current state reviewed.</p> <p>Approved in principle - updated appendices to be added as available. TOR and high level OFT costings AP62 SD</p>
6.	Terms of Reference and Delegated Attendees – Review/identify required updates	<ul style="list-style-type: none"> Terms of Reference provided with Board Pack - Standing quarterly review. No feedback/updates received. If no updates proposed by 4 November, it will be assumed agreement none are required. Current Delegated Attendees record provided with Board Pack for review. OFT Project coordinator will follow up with individual Board Members for any updates. To be closed out by 4 November AP63 SD
7.	Any other business	<p>Out of Cycle Papers:</p> <ul style="list-style-type: none"> Tender Evaluation Report (TER) – For Approval Change Request 953 covering qualifying drugs – For Approval <p>Approved - TER and CR to be reviewed and approved by email, out of cycle. AP64 RJ</p>
8.	Meeting Close	The meeting closed at 1:20
The next meeting is scheduled for <u>15 November 2022, 9:30-11:00</u>		

#	New Action Points Opened	Who	Date Assigned
62	<p>Add remaining appendices to updated Project Brief as they become available.</p> <ul style="list-style-type: none"> Terms of Reference - by 4 Nov OFT High Level Costings – dependent on preferred option to fully develop as part of Business Case – Date TBC. 	SD	25/10/22
63	Follow up individually with Board Members confirming their delegated attendee record for ID GB in case of their absence.	SD	25/10/22
64	Finalise documents and manage out of cycle review and approval for TER and Change Request 953	RJ	25/10/22