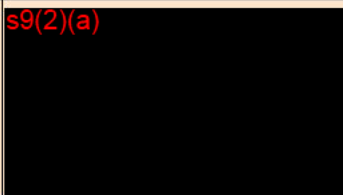



ORAL FLUID TESTING GOVERNANCE BOARD: MINUTES

Date:	Tuesday 26 October 2021	Location:	Webex & L4.02
Time	8.30am – 9.30am		
Apologies:	Supt. Zane Hooper, Director: Deployment Supt. Melanie Aitken, Director: Safer People Insp. Craig Hamilton, Manager: Asset Recovery Unit Gillian Ferguson, Director: Policy		
Attendees:	AC Bruce O’Brien, Assistant Commissioner Deployment & Road Policing - Chair Supt. Steve Greally, Director: National Road Policing Centre, NRPC Dr. Jennifer Grabow, Manager: Portfolio & Programmes, NRPC Supt. Brian Moyle, Director: Mobility & Digital Group Sharon Hart, Executive Director: Finance S/Sgt. Christopher Whitehead, Programme Manager: Oral Fluid Testing, NRPC S/Sgt. Aaron Bunker, Manager: Strategy & Relationships, NRPC Insp. Jared Pirret, District Manager: Prevention ((Senior User)) - <i>Apologies noted from 9am onwards</i> Insp. Mark Rowbottom, Manager: National Tasking & Coordination – <i>On behalf of Supt. Zane Hooper</i> Supt. Gary Allcock, National Manager: Prosecutions Blair Mills, Manager, Procurement & Contracts Management (Senior Supplier) Insp. Anaru Pewhairangi, Director, MPES Engagement & Operations (Senior Supplier) Insp. Blair MacDonald, Manager: National Drug and Intelligence Bureau Bronwyn Donaldson, Manager: Health & Transport Policy – <i>On behalf of Gillian Fergusson</i>		



#	Open Action Points	Who	Date Assigned	Discussion/Progress	Carry or Close
3a	CW to discuss with ESR regarding legislation changes as drug schedules (additions) change	CW GF	20/09/21	<p>Update 20/09: Chris has had discussions with Policy & Partnership team on this. They advised on a very complex process on adding drugs into Schedule 5, in short; if they are listed in the misuse of drugs act then it will transfer over to Land Transport Bill.</p> <p>New Action: Gillian will enquire further for a more concise description and return next meeting 26/10 with a 1-pager to advise.</p> <p>26/10: Bronwyn (on behalf of Gillian) presented this response advising that when the Misuse of Drugs Act is updated it will automatically update the Land Transport Act. Legal have also been consulted with the response.</p>	Closed
4a	Policy & Partnerships (Gillian) to go back through material for any problems with our commitments made to the Minister around our ability to monitor our impacts.	GF		<p>Update 20/09: Gillian will provide a 1-pager on this at the next meeting 26/10</p> <p>26/10: Bronwyn (on behalf of Gillian) presented this response advising there are no commitments made to the Minister, but we do have commitments to the Select Committee to stand the test of no bias in our programme of work.</p> <p>The Deployment model will be key in upholding commitments.</p>	Closed
7	OFT GB Minutes from 24 August have not been confirmed. Send those Minutes to the members with this meetings Minutes.	MC		Previous minutes sent	Closed
8	s9(2)(a) 	GF	28/09/21	s9(2)(a) 	Closed

	s9(2)(a)				
9	Chris to speak with Simon Welsh about evaluations of each of the OFT workstream projects.	CW	28/09/21 26/10/21	26/10: Chris advised that conversations with Simon at EBPC indicate that any assistance from EBPC would be as support to the NRPC evaluation group, but any other support would need to be scheduled. Simon suggested a fixed-term contractor could be appointed but queried whether workstreams may already have evaluators as part of their team. Simon also queried the methodology to be used as this will have a bearing on what is required. New Action: Chris will consult with NRPC evaluation team and the Delivery Managers and report back to GB on what is required for each.	Carry
10	'Unable to procure OFT equipment in time' recorded Issue to be moved back to a Risk status.	MC	28/09/21	26/10: Record updated in Sentient. Completed.	Closed
11	OFT Programme Scope to include CIT: Chris to raise issue to OCGG to seek guidance on how and who to progress to.	CW	28/09/21 26/10/21	26/10: Chris advised as far as he knows there has been no organisational governance involvement in determining the scope. He was advised it will be appropriate to raise to OCGG and SPGG. New Action: Bruce asked for an initial noting paper to go to SPGG in November. He is part of the group and will present it.	Carry
12	s.9(2)(b) OIA	CW	28/09/21	s.9(2)(b) OIA	Closed
13	Chris and Maureen to connect with Jo to establish finance processes and	CW / MC	28/09/21	26/10: Work is progressing with establishing processes.	Closed

	requirements for the programme.			Sentient/finances codes have been allocated. The Finance group have allocated project/workstream codes. WIP but underway.	
14	s.9(2)(b) OIA [REDACTED]	CW	28/09/21	s.9(2)(b) OIA [REDACTED]	Carry
		SG	26/10/21	[REDACTED]	

#	Agenda item	Key discussion and actions
1.	Welcome & Apologies	<ul style="list-style-type: none"> AC O'Brien opened the meeting welcoming those present and noting apologies received.
2.	Previous Minutes	<ul style="list-style-type: none"> It was noted that Minutes from the 24 August and 28 September were confirmed.
3.	Open Actions review	As per table above
4.	Land Transport Bill Update	<ul style="list-style-type: none"> Chris advised the bill now sits at #14 on the parliamentary list. Steve raised awareness of the recent media interview with Julie Anne Genter and Minister Michael Wood. Steve advised that WK/NZTA remain committed to implementing the Bill. s.9(2)(g) OIA [REDACTED]
5.	Programme Update	<ul style="list-style-type: none"> Chris advised the group of the Discovery/Product Breakdown Workshops held earlier this month. The workshops highlighted gaps in wider (ICT) Case Management processes Chris spoke with Kaye Jennings and Mark Johnston, as a result the ICT/Mobility workstream will be split into two. Chris will be preparing a paper for the NIA Reference Group to consider in November. Inspector Will Black has been appointed to the MPES team and will work with the OFT programme.

#	Agenda item	Key discussion and actions
		<ul style="list-style-type: none"> • Te Puni Kokiri and WorkSafe will be invited to the Interagency work group with an initial meeting being planned for late November. • Chris sought final approval of the Work Package (2-page) template – example produced for the Equipment Procurement workstream. • The group approved the template however, relating to Equipment Procurement plan, Jenny asked that the dates be removed in the timeline and blocks of time to be shown instead (due to unknown Royal Assent date). <p>Action 15: Jenny will consult with Alisha to alter the timeline shown on the Equipment Procurement Work Package plan.</p>
6.	Risks & Issue's	<p>R11: OFT GB Members at meetings:</p> <ul style="list-style-type: none"> • Chris explained this new risk that if members do not attend meetings and do not substitute attendance, we may not reach quorum (50%) and therefore not able to hold meetings. <p>Action 16: The group agreed that all members must register attendance or name a substitute with voting rights to replace them.</p>
7.	Legislation changes as drug schedules change (Action 3a)	<ul style="list-style-type: none"> • Bronwyn presented the findings advising that when the Misuse of Drugs Act is updated to include new drugs it will automatically update the Land Transport Act. • Legal have been consulted in the response. • Blair MacDonald commented that equipment will need to be able to change for new drugs and advised that there have not been any new drugs registered in the past four years.
8.	s9(2)(g)	<ul style="list-style-type: none"> • s.9(2)(g) OIA [REDACTED] • [REDACTED] • [REDACTED] • [REDACTED] • [REDACTED] • [REDACTED]

#	Agenda item	Key discussion and actions
9.	Commitments made to the Minister around Polices' ability to monitor our impacts. (Action 4a)	<ul style="list-style-type: none"> • Bronwyn presented this response advising there are no commitments made to the Minister, but we do have commitments to the Select Committee to stand the test of no bias in our programme of work. Bronwyn added that they may request a review of the implementation and look for results achieved. • Bruce commented that there is limited data available and that the draft deployment model will need to be thought through carefully. • Bruce thought Anaru's (MPES) team could help with the planning. Anaru agreed and welcomed engagement in the planning. • The Deployment model will be key in upholding commitments.
10.	Opportunity Cost consultation paper update	<ul style="list-style-type: none"> • The OFT Opportunity Cost consultation feedback paper was previously sent to members for reading. The paper outlined the impact on resourcing across the country to facilitate the new legislation. Seven responses were received and are included in the paper. • Chris talked briefly on the main points and highlighted the recommendations drawing attention to the request for a Data Scientist to come onboard to assess the impact of implementation on the organisation. • Recommendations were noted by the group. Bruce was open to a new resource for this assessment work. Bruce expects those skills will be difficult to find in the current market. • Sharon asked if the paper would be presented to the NRPC governance board due to the large impact on staff. Steve advised that the purpose of this draft paper was to gain initial thinking in the district from the Strategic Tasking and Coordination teams. The paper will be finalised and progress through for presentation at the S-T&C GG. • Steve advised that consideration is being given to the NRPC GB transitioning into the Road to Zero GB that will sit alongside NZTA and MoT. • Bruce added that it will be presented to the ST&C GG in November and he would like to see it presented if possible in December to the NRPC/Road to Zero GB to have it on their radar this year. <p>Action 17: Steve will enquire as to the scheduling of these meetings to ascertain when the paper could be heard at the GB meetings.</p>
11.		

#	Agenda item	Key discussion and actions
		<ul style="list-style-type: none"> Chris advised that in speaking with the Legal Advisor, Christine MacKenzie advised that it's all about perception. Full disclosure and transparency should be clear. This concurs with what Procurement have advised. s9(2)(b)(ii) s9(2)(g)(i)
12.	Other business	<ul style="list-style-type: none"> Chris informed the group that November is the last GB meeting scheduled for 2021 with the December meeting currently scheduled for 28th December. Chris queried bringing this forward to a date earlier in December. Bruce asked if a further meeting in the week beginning 13 December could be scheduled. <p>Action 18: Schedule a December GB meeting.</p>
<p>The meeting closed at 9.35am</p> <p>The next meeting is scheduled for 23 November 2021</p>		

#	New Action Points	Who	Date Assigned
9	Chris to speak with Simon Welsh about evaluations of each of the OFT workstream projects. 26/10 – Chris will provide an update paper to the GB on what the requirements for each workstream are.	CW CW	28/09/21 26/10/21
11	OFT project Scope to include CIT: Chris to raise issue to OCGG to seek guidance on how and who to progress to. 26/10 – Chris will prepare a paper for the SPGG to be presented by Bruce at the November meeting.	CW CW/BO'B	28/09/21 26/10/21
14	s9(2)(g)(i)	CW	28/09/21
	s9(2)(b)(ii)	SG	26/10/21

#	New Action Points	Who	Date Assigned
15	Jenny will consult with Alisha to alter the timeline shown on the Equipment Procurement Work Package plan.	JG	26/10/21
16	OFT GB Member attendance: The group agreed that all members must register attendance or name a substitute with voting rights to replace them.	All	26/10/21
17	S-T&C Opportunity Cost paper: Steve will enquire when the finalized paper could be heard at the S-T&CGG and the NRPC/(Road to Zero) GB (aiming for December).	SG	26/10/21
18	OFT GB Meeting: Schedule a December meeting.	MC	26/10/21