

ORAL FLUID TESTING GOVERNANCE BOARD: MINUTES

Date:	Tuesday 28 September 2021	Location:	Webex & L4.02
Time	8.30am – 9.30am		
Apologies:	AC Bruce O’Brien, Deployment & Road Policing, NZ Police - Chair Supt. Gary Allcock, National Manager: Prosecutions, NZ Police Insp. Dean Clifford, General Manager: IT Training, NZ Police Supt. Zane Hooper, Director: Deployment, NZ Police Bill Peoples, Director: Financial Crime Group, NZ Police Supt. Melanie Aitken, Director: Safer People, NZ Police Daniel Wildy, Director: National Intelligence, NZ Police Supt. Greg Williams, Director: National Organised Crime Group, NZ Police Insp. Craig Hamilton, Manager: Asset Recovery Unit, NZ Police Bronwyn Donaldson, Manager: Health & Transport Policy, NZ Police Insp. Brian Yanko, Manager: Fleet Management, NZ Police Simon Williams, Director: Evidence Based Policing, NZ Police Insp. Anaru Pewhairangi, Director: Maori, NZ Police Insp. Blair MacDonald, Manager: National Drug and Intelligence Bureau, NZ Police		
Attendees:	Supt. Steve Greally, Director: National Road Policing Centre, NRPC – Acting Chair for AC O’Brien Dr. Jennifer Grabow, Manager: Portfolio & Programmes, NZ Police – Acting Chair for Supt Greally (from 9:00am) Supt. Brian Moyle, Director: Mobility & Digital Group, NZ Police Sharon Hart, Executive Director: Finance, NZ Police S/Sgt. Christopher Whitehead, Programme Manager: Oral Fluid Testing, NZ Police S/Sgt. Aaron Bunker, Manager: Strategy & Relationships, NRPC Gillian Ferguson, Director: Policy, NZ Police Insp. Jared Pirret, District Manager: Prevention, NZ Police Insp. Mark Rowbottom, Manager: National Tasking & Coordination, NZ Police – On behalf of Supt. Zane Hooper		

#	Open Action Points	Who	Date Assigned	Discussion/Progress	Carry or Close
1	CW to change the wording in the ToR's and gain sign off by executive. This will be presented in the next meeting as a signed document	CW		Update 20/09: TOR's have been updated and signed by the Executive. These will be discussed further as part of the agenda.	Close
2	CW to change the phrasing on D2 the procurement strategy of initiating brief.	CW		Completed.	Close
3	CW to remove the sentence on CVST and Districts implementing oral fluid testing.	CW		Completed.	Close
3a	CW to discuss with ESR regarding legislation changes as drug schedules (additions) change	CW GF	20/09/21	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. New Action: Gillian will enquire further for a more concise description and return next meeting 26/10 with a 1-pager to advise.	Carry
4	CW to amend D3 wording on Minister approval.	CW		Update 20/09: completed.	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		Update 20/09: Gillian will provide a 1-pager on this at the next meeting 26/10	Carry
5	CW and SG to prepare a paper on the impact of OFT on road safety targets for Pre-T&C, working with GF to have this issued signaled.	CW / SG		Update 20/09: Chris advised that the paper has been drafted and is going out for consultation prior to being tabled for pre T&C in November.	Closed

				Chair agreed to close the action, but for Chris to monitor progress. Update 01/10: The OFT – Opportunity Cost Consultation paper was sent today to the Strategic Tasking and Coordination Governance Group with request for feedback required by 13 October 2021.	
6	CW to prepare an EOI for the Deployment workstream lead.	CW		Update 20/09: Chris advised of the appointment of S/Sgt Simon Mooney. Yet to be confirmed but looking at 1 November to start in the role.	Closed

#	Agenda item	Key discussion and actions
1.	Welcome & Apologies	<ul style="list-style-type: none"> Supt. Steve Greally opened the meeting welcoming those present and noting apologies received. <p>Supt. Greally advised of his early departure from 9:00am and asked Dr Grabow to act as Chair in his absence.</p>
2.	Previous Minutes	<ul style="list-style-type: none"> It was noted that Minutes from 24 August had not been read. <p>Action 7: Send the Minutes to the members with this meetings Minutes.</p> <ul style="list-style-type: none"> Confirmation for both will be sought at the next meeting.
3.	Open Actions review	As per table above
4.	Risks & Issue's	<p>R1: Public perception of detaining for drug driving:</p> <ul style="list-style-type: none"> s9(2)(g)(i) [REDACTED] s9(2)(g)(i) [REDACTED] Mark comments that grounds for undertaking a roadside impairment test is the current state and asked in the absence of anything else will that criteria still stand for CIT to take further. Mark raises a concern regarding balancing a s9(2)(g)(i) [REDACTED] s9(2)(g)(i) [REDACTED]

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		<ul style="list-style-type: none"> Sharon comments that, if this is the basis of the legislation and the only option for technology, it will be a massive mindset change to not stopping without due cause, therefore strong communications will be needed to support any change. Mark added that technology needs legislation to support any change. <p>Action 8: s9(2)(g)(i) [REDACTED] s9(2)(g)(i), [REDACTED]</p> <p>I6: Evaluation of each OFT implementation workstream.</p> <ul style="list-style-type: none"> Chris explained this issue with the need to set the evaluation criteria early on. NRPC Delivery Managers have discussed already and agree the need to identify evaluators now to get involved early. There is potential from these evaluations for opportunities to learn about doing things better. Jenny suggests bringing Simon Welsh into the conversation. Sharon suggests this should be done soon – before the next meeting. <p>Action 9: Chris to speak with Simon Welsh about evaluations.</p> <p>I7: Unable to procure OFT equipment in time.</p> <ul style="list-style-type: none"> Chris advised that the gazette process is lengthy and could cause problems for the rollout, due to the very tight timeframe. Jenny added that depending on who the supplier is, COVID19 restrictions could also add further delay with manufacturing and transportation. Chris advised that the legislation also advises that the Minister of Science needs to be consulted with. He suggested to workstream lead, bringing the Ministry of Transport and MBIE representatives onto the programme earlier to keep them updated. It was noted that until the procurement process is completed, we will not know if this is an issue to the programme at this time, therefore this should be changed back to a risk rather than an issue. <p>Action 10: Move this item to a Risk status.</p> <p>I8: Scope description.</p> <ul style="list-style-type: none"> Chris explained that the current scope may not be wide enough to include all the Bill. The bill refers to implementation of OFT. The Initiating Brief under 3.2 Scope says implementation of OFT and under 3.3 Out of Scope: CIT. The issue is that the Bill requirements are larger than OFT and will require changes to the CIT and how it connects with OFT. I.e. First OFT is taken and is a pass, the officer can then require them to do a CIT. Chris suggested that a change to 3.2 to include the Amendments outlined in the Act including CIT, otherwise this means that no-one is looking at the CIT and therefore if not part of this programme someone in the organisation will need to look at that for inclusion and combining this into the training.

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		<ul style="list-style-type: none"> Sharon thought this was a good point but queried the ability of this group to change the scope. The Governance Group that agreed the original scope would need to consider and approve any change. The group agreed this point should be assessed. Jenny suggested Chris raise to the Organisational Capability Steering Group (OCGG) to seek their guidance. <p>Action 11: Chris to raise issue to OCGG to seek guidance on how and who to progress to.</p> <p>19: s9(2)(g)(i) [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Action 12: Chris to seek formal legal and procurement advise.</p>

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5.	Quarterly Review - TOR's	<ul style="list-style-type: none"> • This is the quarterly review period of the Boards TOR's. • No issues or comments from the group. • The next review is scheduled for December 2021.
6.	Update – Land Transport (Drug Driving) Amendment Bill	<ul style="list-style-type: none"> • Gillian advised that further updates are being made to the Bill. If it is not heard this week at Parliament then looking out to late October / November – it is currently now number 24 on the list.
7.	General Programme – Update and Planning (Refer to Appendix 'A')	<ul style="list-style-type: none"> • Chris reported that all workstream lead positions have been filled; an offer has been made to S/Sgt Simon Mooney to lead the Deployment workstream with the intention to have him in place 1 November. • A programme organisation chart was provided to the group. Chris advised that Mike McRandle will be the CVST liaison person (not shown in the chart). • Jenny asked about the District and MPES representatives. Chris responds this is in progress and he doesn't see any problem in finding people to fill these roles. • Chris advised that the Interagency Group will be invited to their first meeting in either late November or early December. • The workstream leaders have had their first meeting and will have monthly 90-minute meetings and mid cycle 30-minute stand-up meetings. • Sentient has started to be filled. The Board will receive reports via Sentient once established. • Stakeholder analysis work is well underway. • Insight and Intelligence group will help with the Benefits Realisation • Product Breakdown workshops are being planned for October – this will help to prepare the Work Package for each workstream and define milestones, dependencies, timelines etc • Jenny advised that finances will be managed through Sentient also. Jo Beckford will help with this set-up. She adds that it is noted that funding allocated to the programme is already known to be insufficient. • Sharon commented that Finance have not been involved in these costings and recommends that the Finance Business Partner be alongside the finances. <p>Action 13: Chris and Maureen to connect with Jo Beckford to establish finance processes and requirements.</p> <ul style="list-style-type: none"> • Sharon thought the org chart looked good with business teams covered. She queried if it is light on planners and programme teamwork and suggested that IPO could help with establishing the programme. • Chris noted this suggestion and responds that with Maureen only just on board he will monitor this once she is established to see where the gaps maybe.

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		<ul style="list-style-type: none"> Chris is comfortable with where benefits are at but will need to have someone evaluating this work.
8.	Equipment Procurement – Work package.	<ul style="list-style-type: none"> A 2 page ‘plan on a page’ was distributed to the group. Chris advised that this format provides a high-level plan for consideration and approval of the template format is requested from the Board. Information is based on outcomes and results and not smaller actions and tasks that the workstream will undertake. Chris asked the group for feedback as to whether this fits the brief. It was noted that timelines cannot be baselined until Royal Assent is given – and these will need to be reviewed following. Jenny advised that Chris should not hold a role within the Workstream Member box and suggested that Aaron Bunker should take that position. Aaron accepted the position and will be noted as Senior User. Sharon liked the template format. She noted the inclusion of finances but advised that until we go through the procurement process accurate figures cannot be fully understood. Sharon advised to add a comment in about having to receive Royal Assent. Jenny asked that the Reporting Portfolio Manager title be changed to Team Leader for Jo Beckford. s9(2)(g)(i) [REDACTED] [REDACTED] [REDACTED] Brian asked about dependencies, he would like to see these highlighted once known. Gillian queried Ministerial approval. Chris responds that that is part of the Project Brief. Jenny commented on the risks, noting these should be project risks and not programme risks. Mark raised awareness of when new things come into Police, they often have unintended consequences that aren’t always seen, therefore in making decisions

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		and setting actions consideration of the ripple affect across the business needs to be assessed.
9.	Other business	<ul style="list-style-type: none"> Nothing raised.
<p>The meeting closed at 9.30am</p> <p>The next meeting is scheduled for 26 October 2021</p>		

#	New Action Points	Who	Date Assigned
3a	Legislation changes as drug schedules (additions) change: Gillian will enquire further for a more concise description and return next meeting 26/10 with a 1-pager to advise.	GF	28/09/21
7	OFT GB Minutes from 24 August have not been confirmed. Send those Minutes to the members with this meetings Minutes.	MC	28/09/21
8	s9(2)(g)(i) [REDACTED]	GF	28/09/21
9	Chris to speak with Simon Welsh about evaluations of each of the OFT workstream projects.	CW	28/09/21
10	Unable to procure OFT equipment in time Issue to be moved back to a Risk status	MC	28/09/21
11	OFT project Scope to include CIT: Chris to raise issue to OCGG to seek guidance on how and who to progress to.	CW / MC	28/09/21
12	s.9(2)(g) OIA [REDACTED]: Chris to seek formal legal and procurement advise.	CW	28/09/21
13	Chris and Maureen to connect with Jo to establish finance processes and requirements for the programme.	CW / MC	28/09/21
14	s9(2)(g)(i) [REDACTED]	CW	28/09/21
15			