

NATIONAL TICKETING SOLUTION

CONFIDENTIAL

National Ticketing Solution (NTS)

Executive Steering Group

Meeting Minute

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| Date: | 18 October 2022 | |
| Time: | 8:30am – 10:00am | |
| Location: | Microsoft Teams | |
| Steering Group (All Teams) | <div>section 9(2)(a) (Chair)</div> <div>Charles Ronaldson</div> <div>Vanessa Ellis</div> <div>Roger Jones</div> <div>Samantha Gain</div> <div>Delaney Myers</div> <div>Nick Donnelly</div> <div>Stewart Gibbon</div> | <div>Independent</div> <div>WK-NZTA</div> <div>AT</div> <div>AT</div> <div>GWRC</div> <div>WK-NZTA</div> <div>ORC</div> <div>ECAN</div> |
| In Attendance (All Teams) | <div>Yogesh Anand</div> <div>James Timperley</div> <div>Rachael Turnage (Chris Crieghton)</div> <div>Mary Sinclair</div> <div>Laura Wilmot</div> <div>Mark McHugh</div> <div>(Secretariat for this meeting)</div> <div>section 9(2)(a)</div> <div>Nick Lau Young</div> <div>Gavin Greaves</div> <div>Vivienne Mitchell</div> <div>Clare Singh</div> <div>Prue Poata (Actions)</div> <div>section 9(2)(a)</div> <div>section 9(2)(a)</div> | <div>NTS</div> <div>NTS</div> <div>AT</div> <div>AT</div> <div>WK-NZTA</div> <div>NTS</div> <div></div> <div>ECAN</div> <div>GWRC</div> <div>NTS</div> <div>NTS</div> <div>NTS</div> <div>NTS</div> <div>Minter Ellison Rudd Watts</div> <div>Minter Ellison Rudd Watts</div> |
| Apologies | Graham Alston; Charles Ronaldson | |

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| Item | Description | | |
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| 1. | Approval of Ticketing Solution Master Services Agreement (Initial TSMSA) | <p>It was noted the Participation Agreement (P2) has been signed. Official signing of the contract with the preferred supplier is planned on Friday 21st October, at a ceremony in Auckland with the Minister of Transport and Nicole Rosie, CE of Waka Kotahi present.</p> <p>Purpose of today's meeting is to seek approval from the NTS Steering Group, for the NTS Steering Group to recommend that this agreement (being an initial Master Services Agreement) is fit for purpose and that this will then allow Waka Kotahi, following all necessary approvals, to execute the finalised form of this agreement.</p> <p>It was noted:</p> <ul style="list-style-type: none"> all TSMSA documentation is in the SharePoint file that is accessible by NTS Steering Group members. Buddle Findlay reviewed TSMSA documentation and no material issues to raise. There are no outstanding probity concerns. Graham Alston and Mark McHugh have been disciplined throughout the project with regards to probity processes. NTS Steering Group had no issues to raise. <p>NTS Steering Group APPROVED memo Paper number: 2022-10-18-01:</p> <ol style="list-style-type: none"> 1. Recommends the terms of the Ticketing Solution Master Services Agreement (Initial MSA) is fit for purpose. 2. Approves Waka Kotahi to seek all necessary approvals to execute the finalised form of this Initial MSA. <p>The NTS Steering Group expressed their appreciation for the enormous effort that has gone before today and all those involved for us to get to this point. Acknowledgement to Graham Alston, Mark McHugh and the project team, Minter Ellison Rudd Watts (Minters), and the PTA Project Managers for their support.</p> <p>section 9(2)(g)(i)</p> <p>section 9(2)(a) noted, from Minters perspective the leadership from Graham Alston and Mark McHugh has been remarkable and Waka Kotahi should be very pleased with how this project has been managed and led.</p> | |
| 2. | Other Business | <p>NTS Design Workshops:</p> <ul style="list-style-type: none"> Roger Jones expressed concern about design workshop timelines and the ability for people to gain approvals from their respective organisations. People require time to reflect before signoff occurs. Gavin Greaves noted there is a meeting every Friday to review workshops for the week and identify if anything needs to come back to workshops of PTAs. There is also an opportunity the second week of December to reflect where workshops have got to. <p>NTS Governance:</p> <ul style="list-style-type: none"> Plan for governance will be required including management of governance transition. Working groups not currently in future governance structure. Plan is for new NTS Governance Board to start in November. Yogesh Anand will follow up with Mark Lambert for a nomination from Auckland Transport. | |

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| | | <ul style="list-style-type: none">Gavin Greaves has a list of decisions for governance following conversations with workstream leads, so will share that with NTS Governance.section 9(2)(a) raised question of handover process to new NTS Governance Board. Robust transition plan and induction for NTS Governance Board will be required in order to avoid relitigation. <p>Future NTS Steering Group meetings</p> <ul style="list-style-type: none">Next NTS Steering Group workshop is 8th November.Agreed there is no need to book any other future NTS Steering Group meetings before 8th November, and if there are meetings after that it will be as the new NTS Governance Board. | |

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