

Project NEXT
Executive Steering Group
Meeting Minute

Paper No: 2021-06-01

Date:	19 May 2021
Time:	8:30am – 10:00am
Location:	Microsoft Teams
Steering Group	<div> <div>section 9(2)(a)</div> <div>(Chair)</div> <div>Independent</div> </div> <div> <div>Charles Ronaldson</div> <div>WK-NZTA</div> </div> <div> <div>Vanessa Ellis (Teams)</div> <div>AT</div> </div> <div> <div>Roger Jones (Teams)</div> <div>AT</div> </div> <div> <div>Scott Gallacher (Teams)</div> <div>GWRC</div> </div> <div> <div>Delaney Myers (Teams)</div> <div>WK-NZTA</div> </div> <div> <div>Nick Donnelly (Teams)</div> <div>ORC</div> </div> <div> <div>Stewart Gibbon (Teams)</div> <div>ECAN</div> </div>
In Attendance	<div> <div>James Timperley</div> <div>Waka Kotahi</div> </div> <div> <div>Rachael Turnage (Teams)</div> <div>AT</div> </div> <div> <div>Andrew McCallin</div> <div>Waka Kotahi</div> </div> <div> <div>section 9(2)(a)</div> <div>Waka Kotahi</div> </div> <div> <div>Mark McHugh (Teams)</div> <div>NEXT</div> </div> <div> <div>(Secretariat for this meeting)</div> </div>
Apologies	Nick Donnelly

Item	Description	Action	Resp
0.	Introduction	All welcomed by [redacted] and [redacted] added that an item would be added to the agenda that covered the reflections from the previous day's kick-off workshop with the preferred supplier.	
1.	Approve Draft Minutes 21 April 2021	Minutes are taken as read and [redacted] then reviewed the action items Minutes from 21 April 2021 steering group meeting accepted.	
2.	Open Actions	Open Actions from 21 April 2021 minutes Communications Plan (Paper No 2021-04-06) 1. Notifications to be released week 3 May subject to comms availability, failing this then release early following week. Big Picture – Why do we need NTS (Paper No 2021-048) 1. Detail customer experience gains and integrated fares	<div>[redacted]</div> <div>[redacted]</div>

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		<p>2. Insert more diagrams and pictures with regional specifics being at a high level</p> <p>Open Actions from 16 February 2021 minutes Communications and Working Group Scope</p> <p>1. Check project charter to ensure alignment with proposed Comms Working Group decision role. 17/3 – to be checked against next version.</p>	<p>MM</p>
2.	Project Report (To 30 April 2021)	<p>(Paper No 2021-05-02)</p> <p>Project report presented by MM and taken as read</p> <p>Project Status: Green</p> <p>Comments:</p> <ul style="list-style-type: none"> section 9(2)(g)(i) <p>Action:</p> <p>1. Transit card costs to be understood between the TCPM and TSP</p>	MM
3.	TTP Establishment Report	<p>(Paper No 2021-05-03)</p> <p>Project status: Amber</p> <p>Key risk:</p> <p>Implications of funding availability will impact the roadmap schedule</p>	
4.	Preferred Supplier Interactive Workshops	<p>(Paper No 2021-05-04)</p> <p>Noted that MM/JT will work with section 9(2)(a) Cubic to agree the workshop schedule. This has superseded the memo (paper 2021-05-04).</p> <p>Reflections from the kick-off workshop:</p> <ul style="list-style-type: none"> RJ noted that simplifying the back end re fares is complex. section 9(2)(a) agreed and stated that this needs to be flushed out with the preferred supplier as to what steps are doable. This will require Delaney becoming involved. JT stated that we also need to understand the project versus product approach to understand where the costs are. Scott had an open question on how we could be agile internally and what can be delivered off the shelf and can we live with this at initial implementation. Rachael asked that demonstrations are undertaken pre workshops for context prior to these workshops. Delaney agreed with RJ and Scott on simplification and the need to understand what this means and what is hard. Waka 	

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		<p>Kotahi is establishing a working group for fares and candidates are required form the authorities.</p> <ul style="list-style-type: none"> section 9 asked that before the workshops that a team is sent to Brisbane to engage with Cubic and Translink to understand the product better from the TTP and customer perspective and then to align the outcomes with the workshops. Scott agreed, noting that section 9(2)(a) had discussed with him the trial of 90 rural Queensland buses as a basis for what can be deployed in NZ and we need to also follow through on this. Stewart also agreed that this was an urgent opportunity to understand what is being offered and we should drill into the opportunities that would make our life easier, section 9 noting whether these are variations or benefits. CR stated that we should be looking at as much 'out of the box' as possible. Acknowledged that this could be a longer process but we will end up with the design we require. <p>Actions:</p> <ol style="list-style-type: none"> 1. Memo to Authorities for candidates for fares working group that is also to include Ben Fernandez. 2. Intervention in the process required to understand the 'product' offering, also requiring TransLink perspective from the Buyside. 3. Any changes required by the steering group for this intervention trip to be conveyed to MM within 24 hours 4. Workshop schedule to slip out 1 week to 14 June and parties to be informed. 	<p>DM</p> <p>MM/JT</p> <p>St Grp</p> <p>MM</p>
5.	Operations Model	<p>Operations Model (Paper No 2021-05-05)</p> <ul style="list-style-type: none"> • JT confirmed that project NEXT contracts with GWRC until 30 June 2021 are being transferred across to Waka Kotahi. • Resourcing assumption is that the PTA's will stand up their own teams and the working group will oversee this to ensure that the right resource levels are attained. • Joint responsibility matrix is required across all stakeholders and this work needs to be undertaken 	
6.	Revised Roadmap	<p>Paper No 2021-05-06) (</p> <p>Revised Roadmap tabled that outlined an accelerated roadmap and reflecting the transition plans that had been discussed with the Authorities, acknowledging that further input is required from the Authorities.</p> <p>section 9(2)(b)(ii)</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	

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		<p>section 9(2)(b)(ii) noted that we needed to elevate this section 9(2)(b)(ii) and get guidance from WK to address this matter. Also noted that the green card rollout would be better on a new platform.</p> <p>Acknowledged by DM that the NLTP for 2021-24 is under funding pressure and we need to take this issue higher.</p> <p>section 9(2)(b)(ii) . Also noted by CR that when the post contract costs are known this can be re-visited.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. MPGG to be briefed on the section 9(2)(b)(ii) 	CR
7.	Partnership Principles	<p>Agreed that this is a topic for the workshops and that an independent facilitator should be used to oversee this activity.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Partnership principles to be a topic for interactive workshops. 	MM
8.	Preferred Supplier	<p>(Paper 2021-05-08 – 2021-05-11)</p> <p>Documentation tabled to support the down-select activities with the preferred supplier.</p> <p>Points to note:</p> <ul style="list-style-type: none"> • Facilitator for sessions to be inserted • Establishment manager to be included • Common facilitator required to ensure consistency across workshops • Require CX person - Kelly Curries as a placeholder, name to be provided • Engagement Strategy – Approval to be clear – SG or RSG • Partnership wording to be refreshed • Product focus to be included <p>Action:</p> <ol style="list-style-type: none"> 1. Any suggested changes to MM 	St Grp
9.	RFP Probity Plan	<p>(Paper 2021-05-12)</p> <p>Probity plan updated by Probity Advisor to reflect the preferred supplier activities.</p> <p>RFP Probity Plan approved</p>	
10.	NTS Communications	<p>(Paper No 2021-05-13, 2021-05-14)</p> <p>section 9(2)(a) update:</p> <ul style="list-style-type: none"> • Web address for NTS now established • Logo lock-up to be used for documents has been developed and agreement from steering group required - Approved 	

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		<ul style="list-style-type: none"> Documentation to be changed to this new logo including agendas going forward. 	
11.	Working Group Progress	No update due to time constraints	
12.	NTS Customer Experience Forum	Kelly Currie to be the interface for this Action: <ol style="list-style-type: none"> Names for interactive workshops to be provided to project. 	AM
13.	Gateway Review Process	Gateway review timing discussion between CR and section 9(2)(b) and agreed that the review process timing around the completion of the DBC was appropriate	
14.	AoB	<ol style="list-style-type: none"> CR confirmed that the May MPGG meeting in May has been cancelled due to unavailability Stewart enquired as to the timing of the P2 Agreement for his Council. Confirmed by CR that an issue with AT is close to resolution and then a final draft will be released Action: <ol style="list-style-type: none"> P2 Agreement must be tabled at the June MPGG meeting for endorsement 	CR
15.	Meeting Closed 9:44am	Next Meeting: Wednesday 16 June 2021, 8:30am – 10:00am	

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