

NATIONAL TICKETING SOLUTION

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National Ticketing Solution (NTS)

Executive Steering Group

Meeting Minute

Paper No: 2021-12-15-01a

Date:	1 December 2021	
Time:	7:00am – 9:30am	
Location:	Microsoft Teams	
Steering Group (All Teams)	section 9(2)(a) (Chair) Charles Ronaldson Vanessa Ellis Roger Jones Scott Gallacher Delaney Myers Nick Donnelly Stewart Gibbon	Independent WK-NZTA AT AT GWRC WK-NZTA ORC ECAN
In Attendance (All Teams)	Graham Alston James Timperley Rachael Turnage Andrew McCallin Laura Wilmot Mark McHugh (Secretariat for this meeting) section 9(2)(a) Nicki Lau Young section 9(2)(a) (Actions)	NTS NTS AT Waka Kotahi Waka Kotahi NTS ECAN GWRC NTS
Apologies	Scott Gallacher	

Item	Description	Action	Resp
1	Review Actions	<p>(Paper No 2021-12-01-01 – Action Register)</p> <p>20 day plan – breakdown on rolling 20 day process will get a life after getting the revised plan agreed. This will be taken through the working group through to Ecan implementation. section 9(2)(a) re-iterated that all PTA's need visibility of what Waka Kotahi work is being done.</p> <p>Action</p> <ol style="list-style-type: none"> Next steering group meeting to have an update on the PTA's involvement in planning and to be taken to the working group. 	

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		<p>2. RJ asked that a plan be developed for the period to 30 June 2022 also and needs to incorporate resourcing and decision points need to be known.</p> <p>section 01 enquired as to whether we had enough horsepower. Agreed that CR/JT/GA need to ensure the plan is in place and joined up and the planning resource of section /RT/JT/GA/NL also needs to be joined up.</p> <p>NL stated that daily stand-ups are required as she does not know what is required.</p> <p>Agreed that this will be moved forward by the end of the day.</p> <p>VE asked what was the scope and intended output of the 20 day plan, is it for GW/Ecan or for everyone, how is this resourced and what is the engagement with the steering group.</p>	
2.	MPGG Update	<p>Verbal update</p> <p>There is a commitment in principle to early works as the PTA's are unable to commit.</p> <p>Action</p> <p>1. Resource plan for Ecan early works to be provided within 2 weeks, to be tabled at next MPGG meet on 22 December having been agreed at the steering group workshop on 20/21 December.</p> <p>There was a general consensus on approach with the key milestone being the Waka Kotahi Board meeting on 16 December.</p> <p>CP reiterated that Nicol Rosie saw the NTS as a key driver for mode shift and that the Minister is highly interested given the project is on the runway. By delivering early meets the mode shift and climate change initiatives being driven by the government.</p>	
3.	Updated RFP Response	<p>GA noted the weekly update that is being distributed.</p> <p>Overall the quality of the documents are not fit for a contract. This has taken significant work to review to ensure that the requirements are being met. This has introduced a risk around time, however GA pointed out that there was no concern around the requirements and the supplier can deliver but this must be in the contract.</p> <p>In summary the assessment is taking more effort than expected or desired. The Due Diligence Report has outlined key themes one being the importance of getting the contract right.</p> <p>The financial strength report has been completed and the final accounts for the year to 30 September 2021 are not due for release</p>	

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		<p>until January 2022. The supplier is looking to release management accounts in the interim.</p> <p>Overall the contracting for the service will be a hard and intense activity The plan is to get up and running to get items on the critical path.</p> <p>RJ asked about the contracting approach, noting the two stage process and stating that AT is not happy for a contract for 31 March 2022.</p> <p>Action Discussion to be held with RJ on contracting process as part of the planning (GA).</p> <p>section 9(2)(b)(ii)</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>R stated this will be discussed with the Waka Kotahi Board around the risk until 30 June 2022 when all PTA's will sign-up.</p>	
4.	Preferred Supplier Contracting Entity	<p>(Paper No 2021-12-01-02)</p> <p>Stewart asked about the impact on recruiting and confirmed by GA that under SOW#1 the resourcing comes out of Australia and there is no dependency on the new entity for this.</p> <p>After discussion, paper noted and approved.</p>	
5.	NTS Communications	<p>Update provided by Laura on the Branding Working Group. A paper has been presented to the Waka Kotahi Implementation Steering Group and a suite of options will be taken to the customer focus group. A more robust update will be provided for the December workshop on 20/21 December.</p>	

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		<p>Stewart asked that the engagement with the customer focus group needs to be part of the wider context.</p> <p>RJ stated that there needs to be a regional brand component and CR challenged this stating that this needs to be approved. RJ responded that the Board wants to maintain the customer.</p> <p>NL had a different view of AT and there was a need to have a flexible model around branding.</p> <p>ND was of the opinion that it will sort itself out.</p>	
6.	AoB	<p>A. DP10/11a</p> <p>Update provided by GA, outlining the output from the December 20/21 workshop.</p> <p>Outcome is that if the preferred supplier is approved then this will allow contract negotiations to commence.</p> <p>The meeting will also consider an empirical assessment report that covers 14 criteria.</p> <p>For the decision to approve the preferred supplier there must be consensus reached.</p> <p>This decision is easier as there is only 1 party, rather than the 2 parties envisaged, meaning the decision comes down to one of 'do we proceed?'</p> <p>The interim DBC will also include counterfactuals and pricing from the preferred supplier on which the decision can be made.</p> <p>Availability of all steering group members for this 20/21 December workshop was asked by <small>section 91</small> and all are available with NL to check on Scott's diary.</p> <p>Action</p> <ol style="list-style-type: none"> 1. Core elements of the decisions to be made on 20/21 December, including agenda to be distributed to steering group. (GA) <p>B. MSA status</p> <p><small>section 91</small> enquired as to the status of the jurisdiction view on the MSA to ensure that there was general comfort and alignment.</p> <p>Action</p> <ol style="list-style-type: none"> 1. PTA's to understand status and alignment of MSA's prior to 20/21 December meeting 	

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		C. P2 Agreement Potential Cubic liability to be better understood and further work is required to focus on this.	
7.	Meeting Closed 8:10am	Next Monthly Meeting: Wednesday 15 December 2021, 8:30am – 10:00am	

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