

NATIONAL TICKETING SOLUTION

CONFIDENTIAL

National Ticketing Solution (NTS) Executive Steering Group Meeting Minute

Paper No: 2022-07-20-01

Date:	15 June 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>Sam 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>Graham Alston</div> <div>James Timperley</div> <div>Rachael Turnage</div> <div>Laura Wilmot</div> <div>Mark McHugh</div> <div>(Secretariat for this meeting)</div> <div>section 9(2)(a)</div> <div>Nicki Lau Young</div> <div>Brian Abbott</div> <div>section 9(2)(a) (Actions)</div>	<div>NTS</div> <div>NTS</div> <div>AT</div> <div>Waka Kotahi</div> <div>NTS</div> <div>ECAN</div> <div>GWRC</div> <div>NTS</div> <div>NTS</div>
Apologies	None	

NATIONAL TICKETING SOLUTION

CONFIDENTIAL

Item	Description	Action	Resp
1.	Minutes and Open Actions	<p>Minutes from 18 May 2022 approved. Minutes from 27 May 2022 approved. Minutes from 2 June 2022 approved.</p> <p>Actions – see Item 9.</p>	
2.	Revised Negotiation Plan	<p>(Paper 2022-06-15-02) section 9(2)(b)(ii)</p> <p>[REDACTED]</p>	

NATIONAL TICKETING SOLUTION

CONFIDENTIAL

<i>Item</i>	Description	Action	Resp
		<p>section 9(2)(b)(ii)</p> <div style="background-color: #cccccc; height: 80px;"></div>	<div style="position: relative;"> RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982 <div style="background-color: #cccccc; width: 100%; height: 100%;"></div> </div>

NATIONAL TICKETING SOLUTION

CONFIDENTIAL

Item	Description	Action	Resp
		section 9(2)(b)(ii)	
3.	MPGG	<p>Verbal</p> <p>CR: Paper went to MPGG on governance. MPGG agreed with recommendations and would like it to proceed. Would like alternative meeting for transport sector CE's to still catch up from time to time but concept of Board being skill based was accepted. ToR will be updated to ensure required skill sets included on Board membership. New governance will go live when the programme kicks off. Current Steering Group structure will carry through until completion of contract negotiations, then new Board will step in.</p> <p>[9:15 am] Vanessa Ellis (AT)</p> <p>Can the steering group have the minutes from MPGG formally included in this steering group of verbal</p> <p>[9:39 am] Charles Ronaldson</p> <p>I will get them circulated</p> <p>VE: Gave feedback to section 9(2)(a) on governance and on what to expect to see how and where decisions are made between governance forum and PTAs – has that been documented and specified.</p> <p>CR: To touch base with VE after and CR check with section 9(2)(a). CR confirmed statutory requirements with regard to governance are complete so we don't fall foul of CCO rules. MERW are reviewing as part of re-draft. VE would like to make sure that's included in the timeline.</p> <p>ACTION: section 9(2)(a) to circulate MPGG minutes to NTS SG.</p>	
4.	Participation Parameters	<p>(Paper 2022-06-15-03)</p> <p>JT took actions from meeting held on 27 June.</p> <p>Meeting scheduled Friday with team at AT to go through further review cycle of participation parameters.</p> <p>ACTION: JT to provide report to NTS SG on meeting with AT on participation parameters.</p> <p>VE asked about a meeting for all NTS SG to discuss P2 parameters. CR responded he is drawing up paper for what the P2 issues are and he will circulate a paper to NTS SG within the next week.</p> <p>ACTION: CR to circulate paper on what the P2 issues are to NTS SG within next week.</p> <p>SGa: Would also like conversation about P2 and timeline to get in front of councils – things need to happen to meet timeframes and we all have different timeframes and into high level timeframe. Goes to VE point.</p> <p>VE: Asked who is putting together timeline on engagement of SG around P2 agreement.</p> <p>CR: Will look to have special one off meeting within the next 2 weeks – next SG meeting will be too late. GW are expecting P2 for signoff in August.</p> <p>ACTION: CR (section 9(2)(a)) schedule interim meeting for NTS SG to discuss P2 Agreement the last week of June.</p>	<p>JT</p> <p>CR</p> <p>CR</p>

NATIONAL TICKETING SOLUTION

CONFIDENTIAL

Item	Description	Action	Resp
		<p>CR: Noted AT would want full package of everything to signoff to the AT Board. Want to get P2 finalised. Council need to make decisions by late August. Need to get P2 finalised then individual PTAs decide.</p> <p>SGa: Once document is finalised and then have session on what we can take to Councils for signoff. Imagine it will be agreement in principle once xyz achieved. Not to say we need to put as much effort as possible to get everything ready for signoff – would be good to get clarity on what aspects we will take to Council so start shaping up report for them. Other Councils keen and want to do sooner rather than later.</p> <p>SGi: agreed that there is a need to understand the thresholds for the respective CE's to sign.</p> <p>VE: Wants to see specific critical path, integrated timeline when are we having engagement workshops, when taking things to Council etc. Think we not sequencing this well.</p>	
5.	Detailed Business Case	<p>(Paper 2022-06-15-04)</p> <p>JT would like feedback by the end of this week on summary document.</p> <p>VE would like feedback given to JT to be formally documented and shared with all other SG members.</p> <p>section 9(2)(b)(ii)</p> <p>ACTION: SG members to email JT feedback on Detailed Business Case by COB Friday 17th June and Cc all others into feedback email.</p>	SGrp
6.	Level 2 Timeline View	<p>(Paper 2022-06-15-05)</p> <p>IT has updated timeline to show target date for contract is end of August 2022. Logic same as previous iterations. All pieces have to be together before commence approvals – go into approvals Sept / Oct. Need to understand what goes into Councils after Board approval. DBC will go to WK Board 7th July.</p> <p>Timeline updated based on current knowledge and how that would play with each Council scenario – engaged with Regional Consortium – operations management decisions won't go to Councils. Critical path end of August.</p> <p>SGa: Happy with high level and talked about P2 – managing what needs to happen between now and contract signing – will be useful to have greater degree of visibility on when people need to spend time doing what – challenges with negotiation mean not being able to plan peoples time – want more visibility on that so better prepared to contribute in way requested. Focusing lots on negotiations. Establishment of SSO and role in that - would be good to have more understadnng of that too.</p> <p>section 9(2)(b)(ii): Good have high level timeline – next brick in wall will be conversation over P2 end of June, then specifics of how one engages</p>	

NATIONAL TICKETING SOLUTION

CONFIDENTIAL

Item	Description	Action	Resp
		<p>with each PTA high level of detail – only when see P2 and how that works.</p> <p>SGi: For Council to approve or delegate need to have confidence P2 finalised and they will want conversation about it and consequences before formally approve in meeting. Lead in time is long to get Council signoff and now not confident we will reach the deadline.</p> <p>CR: Once had conversation about P2 Agreement we will know how long it will take to get over the line. Was just about there. If resolved will be able to get over line quickly.</p> <p>VE: Need granular detailed planning and sequencing on what it's going to take on all these matters. Extensive negotiation period requiring resources, as well as P2. Need granular detailed project planning and sequencing. Is it starting to get away from us?</p> <p><small>section 9(2)</small>: Specificity = granularity – could it be done before P2 conversation or after? VE: thinks do it now and adapt as we need to.</p> <p><small>section 9(2)</small>: Complex and lots of moving parts. Overarching view is that by end of August we need to have contracting sorted as well as a bundle of other things that need to come together. Overarching view it's doable as long as we don't overcomplexify it. Confidence over 5 things. New governance structure and board members will then come.</p> <p>VE: Need confidence it's doable and not hearing all SG members feel that at the moment. VE has optimism bias but doesn't feel optimistic about it.</p>	
7.	NTS Communications	<p>Verbal</p> <p>LW was intending to talk about brand but will work with communications working group on approach and communications to show Councils we have a plan.</p> <p>Governance review is a key message and how we work as partnership to share plan and what context looks like.</p> <p>People need to understand what comes next and if not plan A then what's plan B.</p> <p>LW will show collateral from customer point of view and on brand view, at next SG meeting and will provide timeline on 6 month view and launch options.</p> <p>section 9(2)(b)(ii)</p> <p><small>section 9(2)</small> raised question of process between Auckland Transport and iwi and ensure partnership approach has been covered and what's been done with regard to that. LW confirmed she has talked with AT and is working through this.</p>	
8.	NTS Status Report	<p>(Paper No 2022-06-15-06)</p> <p>Taken as read.</p> <p>GA noted there were no material issues to raise.</p>	

NATIONAL TICKETING SOLUTION

CONFIDENTIAL

Item	Description	Action	Resp
9.	Actions	Noted	
	Meeting Closed 10:00am	Next Steering Group Meeting: Wednesday 20 July 2022, 8:30am – 10:00am	

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982