

Purpose	RAS Governance Meeting
Date / Time	17 November 2016: 1.00pm – 3.00pm
Location	Room 5, Level 1, 10 Nelson Street, Riccarton, Christchurch
Attendees	<ul style="list-style-type: none"> • Ken Pope (CERA) • Tim Grafton (ICNZ) • Jenny Hughey (CCC) • Mike West (MBIE) • Hugh Cowan (EQC) • Kimberley Baker (MBIE – Minutes)
Invitees	<ul style="list-style-type: none"> • Dr Sarah Beaven • Darren Wright
Apologies	•

Item	Issue / Topic	Descriptor	Who
1	Apologies, Welcome and Conflicts of Interest	<ul style="list-style-type: none"> • Everyone was welcomed and noted that Mike West joined the meeting by phone • No further conflicts of interest were notified other than those previously declared • It was agreed that a discussion on the Kaikoura event be added to the agenda under general business 	Project Manager
2	Governance appointments	<p>Nominations were called for the vacant position of the chairperson role following Darren Wright stepping down at the last meeting. Jenny Hughey was nominated and duly elected unanimously.</p> <p style="text-align: center;">Moved by: Tim Grafton Seconded by: Hugh Cowan</p> <p>The process for the selection and appointment of the Independent position on the governance group has been deferred to the February meeting</p> <p>It was agreed that the relationship with Darren Wright in his role at DPMC was important for the ongoing delivery of RAS and he should continue to be invited to the future governance meetings to provide relevant updates and information that may impact on the delivery of the RAS service</p>	<p>Project Manager</p> <p>Chair</p> <p>Chair</p>
3	Previous Minutes	<p>Minutes of the Residential Advisory Service (RAS) Governance Group Meeting – 6 October 2016</p> <p>THAT the RAS Governance Group</p> <p>a) Confirms the minutes of the RAS Governance</p>	Chair

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		<p>Meeting held on 6 October 2016, having been circulated, are a true and correct record</p> <p>b) Approves the minutes of the RAS Governance Meeting held on 6 October 2016 to be released onto the RAS website</p> <p style="text-align: center;">Moved by: Hugh Cowan Seconded by: Tim Grafton</p> <p>Previous Action Points</p> <p>Governance members to provide any additional feedback direct to Dr Beaven on the lessons learned project by 14 October 2016</p> <ul style="list-style-type: none"> • Complete <p>Tim Grafton to provide his notes and relevant minutes to Dr Beaven from the time prior to the service going live.</p> <ul style="list-style-type: none"> • Complete <p>Darren Wright to provide the minutes from the relevant Community Forum meetings to Dr Beaven</p> <ul style="list-style-type: none"> • Complete <p>Draft lessons learned report to be issued by 31 October 2016</p> <ul style="list-style-type: none"> • Dr Beaven has previously circulated a draft copy of the first section of the research and will be in attendance at the meeting to receive feedback <p>Project Manager to incorporate the finalised MBIE Technical report onto the agenda of the November meeting to be endorsed by all the parties.</p> <ul style="list-style-type: none"> • The report has been circulated previously and was endorsed by the Governance Group <p>Darren Wright and Ken Pope to develop a draft paper on the transition of RAS to a Brokering model for presentation and endorsement at the November 2016 meeting</p> <ul style="list-style-type: none"> • Complete <p>Darren Wright to update Nicola Shirlaw at CCC on the proposed changes</p> <ul style="list-style-type: none"> • Complete 	
4	Service Update	<p>Darren Wright provided an update on the transition to the new brokering role which commenced last week and will continue to be refined as we move forward</p> <p>The funding paper as previously circulated was noted and the following decision(s) made</p> <ul style="list-style-type: none"> • The budget for the period 1 January to 31 March 2017 was agreed 	<p>Darren Wright</p> <p>Chair</p>

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		<ul style="list-style-type: none"> ○ It was noted that there was a potential shortfall of \$80K by 31 March 2017 over and above the money already committed by funders to date. A review of the financials will be carried out in the New Year to see if there would be a need for funders to be called upon to meet any projected shortfall. • Agreed in principal to meet any funding shortfall for the period through to 31 March on a pro rata basis based on current funding commitments subject to a review being undertaken in Feb 2017 • In the event that there is any residual funding left at the time RAS is closed it was agreed that these would be refunded to each of the funders on the Pro Rata basis that they contributed • The projected service delivery costs for the period 1 April 2017 to 30 June 2017 were noted • The review in February should incorporate the benefits and success factors of the new brokering system to that point • That invoices shall be issued by RAS management for the funding commitments previously agreed. • It was agreed that it would be beneficial to have a representative from the Earthquake Support Co-ordination Service attending future meetings as an invitee to ensure greater collaboration and co-ordination between the services. Their status would be as a guest invited to join the meeting and leave as appropriate and are not an official member of the governance group • The Governance Group did not approve the communications plan supporting the transition to the new brokering model • It was noted that the current MOU will require updating in line with the decisions made in respect of the future of the service <p>Action Point: Project Manager to extend an invitation to the Earthquake Support Co-ordination service to nominate an appropriate person to attend future meetings as an invited guest to join and leave the meeting as appropriate.</p> <p>Action Point: Project Manager to update and circulate the MOU for signature</p>	

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5	Lessons Learned Update	<p>Dr Beaven attended the meeting and spoke to the work undertaken to date. Positive feedback was provided on the draft content accepting that further refinement will occur</p> <p>It is hoped that a refined section 1 and 2 will be circulated on or about 10 December</p> <p>The focus at this point is the completion of sections 1 and 2 and a decision regarding section 3, being the close out of RAS, be deferred to early 2017</p>	Dr Beaven
6	RAS Update	<p>RAS Monthly Project Status Report for October 2016</p> <p>The RAS Monthly Project Status Report for October 2016 was presented to the Governance Group, providing an overview of the Service along with key statistics and budgetary information</p> <p>The Report was previously circulated and taken as read Moved by: Tim Grafton Seconded by: Hugh Cowan</p> <p>Draft screen shots of the proposed refreshed RAS website were circulated at the meeting. The intent is to reflect the changes to the brokering model and more accurately reflect the service being offered by RAS. Approval was given to proceed with making the changes subject to a final review and signoff by the Project Manager</p> <p>Action Point: Project Manager to review the final content of the website changes ahead of making these go live</p>	Project Manager
7	General Business	<p>Kaikoura event</p> <p>The events of the last few days were discussed and it was agreed;</p> <ul style="list-style-type: none"> • That it was too early in the process for any RAS involvement and any calls should be connected into the insurers and EQC processes for making initial claims • The focus for RAS is to remain on the Canterbury events and ensuring these are finalised • A more detailed conversation will occur at the February 2017 meeting where a more accurate picture of need should be available 	All
8	Board only time	No Board only time requested	

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9	Next meeting	Thursday 1 December 2016 4.00pm Venue TBC	

Not Government Policy

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