

Purpose	RAS Governance Meeting
Date / Time	22 August 2017 1.00 – 2.30pm
Location	Room 305, MBIE Offices, 161 Cashel Street, Christchurch CBD
Chair	<ul style="list-style-type: none"> • Mike West (MBIE)
Members	<ul style="list-style-type: none"> • Jenny Hughey (CCC) • David Griffiths (DPMC)
Attendees	<ul style="list-style-type: none"> • Ken Pope (MBIE – Project Manager)
Invitees	<ul style="list-style-type: none"> • Brian Lester (MBIE) for Item No: 8
Apologies	<ul style="list-style-type: none"> •

Item	Issue / Topic	Descriptor	Who
1	Apologies, Welcome and Conflicts of Interest	<p>Everyone was welcomed to the first meeting of the new Governance Group. In particular to David Griffiths who was attending for the first time although it was noted his involvement in RAS whilst at CERA.</p> <p>No apologies were recorded.</p> <p>Jenny Hughey declared her role on the Board of Community Law at both a National and Local level. Conflicts of interest were noted.</p> <p>It was agreed that Darren Wright should be invited to future meetings to provide an update on his activities and have input into other agenda items at the request of the Governance group</p> <p>Action Point:</p> <ul style="list-style-type: none"> • Project Manager to extend an invitation to Darren Wright to attend future meetings. 	Chair
2	Minutes	<p>Minutes of the Residential Advisory Service (RAS) Governance Group Meeting – 6 July 2017</p> <p style="text-align: right;">Moved by: Jenny Hughey Seconded by: Mike West</p> <p>THAT the RAS Governance Group</p> <ol style="list-style-type: none"> a) Confirms the minutes of the RAS Governance Meeting held on 6 July 2017, having been circulated are a true and correct record b) Approves the minutes of the RAS Governance Meeting held on 6 July 2017 to be released onto the RAS website 	Chair

- Residential property owners are assisted to make progress in their individual repair, rebuild, resettlement process in greater Christchurch.
 - The service will provide independent assistance to residential property owners.
 - It will help them understand and progress the repair and rebuild process.

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		<p>Previous Action Points</p> <p>Governance members to consider providing details to Hugh of any potential target audiences for the launch of the document</p> <ul style="list-style-type: none"> • Complete <p>Hugh Cowan to provide, by email, an updated time line for the release of the document</p> <ul style="list-style-type: none"> • The report has been provided to Minister Brownlee for his information ahead of Dr Beavan releasing the report. This was expected to occur within the next 2 – 3 weeks. 	
3	Memorandum of Understanding (MOU) and Terms of Reference (ToR)	<p>The draft MOU and ToR were previously circulated. It was agreed that the MOU should be amended to reflect application of the service outside of the Canterbury events. The ToR was accepted as it was presented.</p> <p>The members agreed that future meetings shall be held at least monthly</p> <p>Action Point:</p> <ul style="list-style-type: none"> • The Project Manager to amend the MOU and recirculate to Governance members to execute. • The Project Manager to schedule future meetings 	
4	RAS Update	<p>RAS Monthly Project Status Report for June 2017</p> <p>The RAS Monthly Project Status Report for June 2017 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.</p> <p style="text-align: center;">Moved by: Jenny Hughey Seconded by: Tim Grafton</p> <p>The Governance group noted that the Project Manager, Jenny Hughey and Darren Wright would be providing an update to the CCC councillors. They requested a copy of the key points be circulated ahead of the presentation.</p> <p>Action Point:</p> <ul style="list-style-type: none"> • The Project Manager to circulate the presentation ahead of the meeting with the Council. 	Project Manager
5	Press Release	<p>The Governance group noted the Press Release made by Minister Wagner extending the RAS service to enable it to</p>	

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		assist home owners impacted by the Kaikoura event	
6	RAS Appropriation	The RAS Governance group were briefed on the change to the RAS funding appropriation to allow it to operate outside of its current mandate of the Canterbury event	
7	Edgecumbe Event	<p>The Governance group discussed possible support for the Edgecumbe community and the Navigators in this area.</p> <p>It was agreed that RAS would provide some training for the local Community Law with a view that they meet the ongoing service needs, supported by Canterbury Community Law.</p> <p>Training would also be delivered to the Navigators to assist with their understanding of insurance related matters.</p> <p>Additionally there should be an opportunity to meet with local residents to address their specific insurance issues.</p> <p>It was agreed that RAS would cover the costs of this initiative from its operational budget.</p> <p>Action Point:</p> <ul style="list-style-type: none"> The Project Manager, in conjunction with Community Law, DPMC and the Whakatane District Council, is to arrange a 2 day visit mid to late September 2017. 	
8	Multi-Unit Building Arbitration process	Brian Lester joined the meeting and provided the Governance group an overview of the newly introduced arbitration process for assisting home owners of MUB's that required additional support to resolve their civil matters which may be impacting upon achieving their insurance settlements. Access to this support is through the RAS MUB process.	
9	General Business	There were no items of general business raised	
10	Board Only Time	<p>The Board requested that this agenda item be scheduled at the beginning of any future meetings</p> <p>Action Point:</p> <ul style="list-style-type: none"> Project Manager to note for future agenda structure <p>The Board the requested board only time.</p>	

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Action Point Summary:

	Action Points	Action by	Timeframe
1	Project Manager to extend an invitation to Darren Wright to attend future meetings	Project Manager	
2	The Project Manager to amend the MOU and recirculate to Governance members to execute.	Project Manager	
3	The Project Manager to schedule future Governance meetings which should be monthly in the first instance	Project Manager	
4	The Project Manager to circulate the proposed presentation for the Social and Community Development Committee ahead of the meeting.	Project Manager	
5	The Project Manager, in conjunction with Community Law, DPMC and the Whakatane Council, is to arrange a 2 day visit to Edgecumbe Mid to late September 2017.	Project Manager	
6	Project Manager to schedule Board Only time at the start of each meeting agenda	Project Manager	

Not Government Policy

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