

Governance Group - Meeting Minutes

Purpose	RAS Governance Meeting		
Date / Time	18 June 2014: 1.00pm – 3.00pm		
Location	CERA Offices, Level 8 Board Room		
Attendees	<ul style="list-style-type: none"> Michelle Mitchell - CERA (Chair) Ken Pope - RAS Project Manager Terry Jordan – ICNZ Hugh Cowan - EQC Darren Wright – Community Representative Michael Aitken - CCC Glenys Thornhill – RAS Administration 		
Invitees	<ul style="list-style-type: none"> Nil 		
Apologies	<ul style="list-style-type: none"> Michelle Mitchell (Lateness only) 		
Ion	Issue / Topic	Descriptor	Who
1	Apologies and Welcome	<ul style="list-style-type: none"> Apologies and Welcome 	Presented by: Chair
2	Conflicts of Interest	<ul style="list-style-type: none"> Darren has taken up role on the CanCern Board - noted 	Presented by: Chair
3	Previous Minutes	<p>Minutes of the Residential Advisory Service (RAS) Governance Group Meeting – 29 May 2014</p> <p>Moved by: Darren Wright Seconded by: Terry Jordan</p> <p>THAT the RAS Governance Group It was noted that the request for more detailed EQC data was omitted from the action points. Subject to that correction, the minutes of the RAS governance meeting held on 29 May 2014 were accepted as a true and correct record. Receives the minutes of the RAS Governance Group meeting held on 29 May 2014 as amended, to be released onto the RAS website with correction as noted above.</p>	Presented by: Chair
4	Previous Action Points	<ul style="list-style-type: none"> Ken has established contact with BNZ and is making arrangements for the Chair to meet to discuss possible funding Chair has sent letter to Ian Simpson, EQC, regarding funding The proposed Press article will now be released by the Associate Minister. Considerable discussion regarding 	Action by: Ken Pope Chair Completed Chair

- Residential property owners are assisted to make progress in their individual repair, rebuild, resettlement process in greater Christchurch.
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		<p>the process for future media releases for RAS. The Chair to discuss with CERA Communications.</p> <ul style="list-style-type: none"> • A meeting is being held this week with appropriate agencies to discuss support for property owners who are considered vulnerable. The Insurance Council have encouraged its members to attend and participate. • Ken has expanded the review of the Top 5 cases and incorporated in the June report • Weekly contacts stats graph has been updated 	<p>Completed</p> <p>Completed</p> <p>Completed</p>
5	RAS Update	<p>RAS Monthly Project Status Report for June 2014 The RAS Monthly Project Status Report for June 2014 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: Ken Pope Seconded by: Hugh Cowan</p> <p>THAT the RAS Governance Group:</p> <ul style="list-style-type: none"> • Receives the RAS Monthly Project Status Report for June 2014. • Approves the RAS Monthly Project Status Report for June 2014 <p>Action Point: Update Contact Graph with correct dates</p> <p>Discussion</p> <ul style="list-style-type: none"> • The appointment of service providers such as Community Law Canterbury was discussed. In particular the issue of probity. The members are aware of and acknowledge contract issues with Community Law Canterbury and are comfortable with the current status. • Property Pathways have been engaged in a Pilot of 20 cases which will be reviewed once these have been completed. • Governance noted the lack of issues pertaining to Retaining Walls which appeared to conflict with information within the Community. It was noted that there is a workshop next week on Retaining Walls and privately owned bridges, where further analysis will occur. 	<p>Presented by: Ken Pope</p> <p>Action by: Ken Pope</p>
6	Communications & Marketing Plan	<p>Discussion</p> <ul style="list-style-type: none"> • Updated concept designs incorporating previous feedback were presented. • It was agreed that Option 2 be accepted for future use. 	

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		Wording for the DLE collateral will be drafted and circulated to Governance for comment prior to going into production.	
7	Funding	Action Point: <ul style="list-style-type: none"> ICNZ to formally inform RAS of the committed funding on behalf of its members to enable CERA to invoice accordingly. 	Action by: Terry Jordan
8	Enhanced RAS	Discussion <ul style="list-style-type: none"> The Chair shared a recent letter received from Minister Brownlee seeking the Governance Group to consider a range of initiatives to enhance RAS. Governance Group to consider implications of recommendations. Chair to send letter of acknowledgment and acceptance to Minister Brownlee Moved by: Michelle Mitchell Seconded by: Darren Wright Project Manager to provide regular updates on progress to implement initiatives It was proposed that a facilitated workshop be arranged to assist in the on-going relationship between RAS and EQC. Action Point: EQC to develop a proposed outline to be circulated for endorsement by Governance prior to the next meeting. Discussion <ul style="list-style-type: none"> Governance proposed that a more detailed paper, bringing together the findings from the Deloitte report and the DPMC recommendations to use as basis for further interaction with CCC regarding funding. Action Point: Project Manager to prepare a paper for Governance to review prior to next meeting	Action by: Hugh Cowan Action by: Ken Pope
9	General Business	Discussion <ul style="list-style-type: none"> The Chair tabled a letter from CIAS which outlined a proposal to become a service provider of RAS. It was agreed that a meeting be held with representatives of the Governance Group and CIAS to discuss the proposal. Proposed Meeting Schedule to be circulated with minutes for noting 	Action by: Ken Pope Action by: Ken Pope

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10	Next meeting	Friday 1 August, 1.30pm till 3.00pm	

Action Point Summary:

	Action Points	Action by	Timeframe
1	Ken to make arrangements for the Chair to meet with BNZ to discuss possible funding	Ken Pope	July 2014
2	Update Contact Graph with correct dates	Ken Pope	July 2014
3	Confirmation from ICNZ on behalf of its members of committed funding to enable CERA to invoice accordingly	Terry Jordan	July 2014
4	Development of a proposed outline for facilitated workshop between EQC and RAS to be circulated for endorsement by Governance prior to the next meeting	Hugh Cowan	July 2014
5	Prepare a paper incorporating DPMC and Deloitte recommendations for Governance to review prior to next meeting	Ken Pope	July 2014
6	Meeting be arranged with CIAS to discuss the proposal to become a RAS service provider.	Ken Pope	June 2014
7	Proposed Meeting Schedule to be circulated with minutes for noting	Ken Pope	June 2014
8	A detailed overview of EQC data held by RAS to be present to EQC to review	Ken Pope	July 2014

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