

# Governance Group - Meeting Minutes

<b>Purpose</b>	RAS Governance Meeting		
<b>Date / Time</b>	06 August 2015: 1:30pm – 3.00pm		
<b>Location</b>	Level 8 Boardroom, CERA Offices		
<b>Attendees</b>	<ul style="list-style-type: none"> <li>Michelle Mitchell - CERA (Chair)</li> <li>Ken Pope - RAS Project Manager</li> <li>Darren Wright – Community Representative</li> <li>Hugh Cowan (EQC)</li> <li>Tim Grafton (ICNZ)</li> <li>Michael Aitken (CCC)</li> <li>Glenys Thornhill (CERA – Minutes)</li> </ul>		
<b>Invitees</b>	<ul style="list-style-type: none"> <li>Helen Allred (MBIE)</li> </ul>		
<b>Apologies</b>	<ul style="list-style-type: none"> <li></li> </ul>		
Item	Issue / Topic	Descriptor	Who
1	<b>Apologies and Welcome</b>	<ul style="list-style-type: none"> <li>Apologies and Welcome               <ul style="list-style-type: none"> <li>No Apologies noted</li> <li>Helen Allred welcomed</li> </ul> </li> </ul>	<b>Presented by:</b> Chair
2	<b>Conflicts of Interest</b>	<ul style="list-style-type: none"> <li>Darren Wright declared that he remains a member of the Advisory Board on Transition. The conflict was noted.</li> </ul>	<b>Presented by:</b> Chair
3	<b>Previous Minutes</b>	<p><b>Minutes of the Residential Advisory Service (RAS) Governance Group Meeting – 11 June 2015</b></p> <p><b>Moved by:</b> Michelle Mitchell <b>Seconded by:</b> Michael Aitken</p> <p>THAT the RAS Governance Group</p> <ol style="list-style-type: none"> <li><b>Confirms</b> the minutes of the RAS Governance Meeting held on 11 June 2015, having been circulated, are a true and correct record</li> <li><b>Approves</b> the minutes of the RAS Governance Meeting held on 11 June 2015 to be released onto the RAS website</li> </ol>	<b>Presented by:</b> Chair
4	<b>Previous Action Points</b>	<ul style="list-style-type: none"> <li>EQC to respond to Project Manager regarding points raised by the Advisors with the Associate Minister relating to close out issues raised by 18 June 2015               <ul style="list-style-type: none"> <li>It was agreed that, with the time that has elapsed, this action point should be closed off. If it is raised again it will be addressed at the time</li> </ul> </li> <li>Project Manager to work with Community Law Canterbury and CERA to consider an approach to the District Law</li> </ul>	Action by:  Completed   Project

- 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>Society relating to vulnerable homeowners engaged with earthquake litigators.</p> <ul style="list-style-type: none"> <li>Community Law have been engaged and it is hoped that a further updated will be provided at the next meeting</li> <li>Project Manager to provide on-going updates in regard to unpaid Contractor hours and progress on reducing this liability. <ul style="list-style-type: none"> <li>Future report on hours to be incorporated in the financial portion of Project Manager's update.</li> </ul> </li> <li>MBIE, through the Project Manager, to provide an update on the Technical Panel.</li> </ul>	<p>Manager</p> <p>Completed</p> <p>Completed</p>
5	<b>Transition for RAS</b>	<p>Discussion paper on Transition was presented and discussed.</p> <p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>RAS is not a Crown Entity as it has its own funding and Governance structure. It should be up to RAS Governance to determine what happens to the future of RAS</li> <li>RAS should remain true to its core purpose but noted there are different issues and challenges emerging for homeowners</li> <li>MBIE's interest is in the future demands and where the homeowners are currently in the repair/rebuild process</li> <li>Closure or winding up of RAS is seen as a success factor as the service would no longer be needed by residents/homeowners</li> <li>Design is about service needs going forward. Current issues differ now from the start of RAS. How would that look in the future?</li> <li>Concern raised that MBIE may not be aware of the issues. Any transition should be seamless for the homeowner and those accessing the service</li> <li>Current budget allows for new cases through until December/January with provision for completion of cases already underway</li> <li>MBIE will determine the scope and brand associated with any new service. It will be their role to determine what the needs are</li> </ul> <p><b>Action Point</b></p> <ul style="list-style-type: none"> <li>Project Manager to analyse a sample of new cases to determine if there is a business as usual response that might address the issues being raised by the home owners</li> </ul>	<p>Project Manager</p>
6	<b>Memo of Understanding</b>	<p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>The changes and wording as proposed by ICNZ were accepted and the MOU was confirmed subject to that change, as final</li> </ul> <p><b>Action Point</b></p> <ul style="list-style-type: none"> <li>Each funder is to now sign the MOU and return to the Project Manager</li> </ul>	

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7	RAS Update	<p><b>RAS Monthly Project Status Report for July 2015</b> The RAS Monthly Project Status Report for July 2015 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. <b>Moved by:</b> Ken Pope <b>Seconded by:</b> Michelle Mitchell</p> <p>THAT the RAS Governance Group:</p> <ul style="list-style-type: none"> <li>• <b>Receives</b> the RAS Monthly Project Status Report for July 2015.</li> <li>• <b>Approves</b> the RAS Monthly Project Status Report for July 2015</li> </ul>	<b>Presented by:</b>
8	Health and Safety	<p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>• No concerns raised</li> </ul>	
9	General Business	<p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>• No matters raised</li> </ul>	
10	Board only time	<ul style="list-style-type: none"> <li>• The Board did not request any 'Board only' time</li> </ul>	
11	Next meeting	<ul style="list-style-type: none"> <li>• Thursday 3<sup>rd</sup> September 1.30pm to 3.00pm</li> </ul>	

### Action Point Summary:

	Action Points	Action by	Timeframe
1	Project Manager to work with Community Law Canterbury and CERA to consider an approach to the District Law Society relating to vulnerable homeowners engaged with earthquake litigators	Project Manager	
2	Project Manager to analyse a sample of new cases to determine if there is a business as usual response that might address the issues being raised by the home owners	Project Manager	
3	Project Manager to provide an update on the Technical Panel	Project Manager	

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