

<b>Purpose</b>	<b>RAS Governance Meeting</b>
<b>Date / Time</b>	7 September 2018 2.00 – 3.30pm
<b>Location</b>	Room 2.19, MBIE Offices, 161 Cashel Street, Christchurch CBD
<b>Chair</b>	<ul style="list-style-type: none"> <li>• Mike West (MBIE)</li> </ul>
<b>Members</b>	<ul style="list-style-type: none"> <li>• Jenny Hughey (CCC)</li> <li>• Anne Shaw (DPMC)</li> </ul>
<b>Attendees</b>	<ul style="list-style-type: none"> <li>• Ken Pope (MBIE – Project Manager)</li> </ul>
<b>Invitees</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Apologies</b>	<ul style="list-style-type: none"> <li>• Darren Wright (MBIE)</li> </ul>

Item	Issue / Topic	Descriptor	Who
1	<b>Board Only Time</b>	The Board did not request any board only time.	Chair
2	<b>Apologies, Welcome and Conflicts of Interest</b>	<p>Everyone were all welcomed to the meeting.</p> <p>Apologies from Darren Wright were noted.</p> <ul style="list-style-type: none"> <li>• No new conflicts of interest were declared.</li> </ul>	Chair
3	<b>Minutes</b>	<p><b>Minutes of the Residential Advisory Service (RAS) Governance Group Meeting – 13 July 2018</b></p> <p style="text-align: right;"><b>Moved by:</b> Jenny Hughey <b>Seconded by:</b> Mike West</p> <p>THAT the RAS Governance Group</p> <p>a) <b>Confirms</b> the minutes of the RAS Governance Meeting held on 13 July 2018, having been circulated are a true and correct record.</p> <p>b) <b>Approves</b> the minutes of the RAS Governance Meeting held on 13 July 2018 to be released onto the RAS website</p> <p><b>Previous Action Points</b></p> <ul style="list-style-type: none"> <li>• Dr Beaven to confirm with EQC, as sponsors of the research, that they are comfortable with the approach being taken for the proposed Symposium Abstract.</li> </ul> <p><b>Completed</b> – No objection raised by EQC or the University of Canterbury</p>	Chair

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  - 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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		<ul style="list-style-type: none"> <li>• Dr Beaven will circulate a final draft of the abstract to the Governance members for feedback.</li> </ul> <p><b>Completed</b> – This was circulated to Governance members post the meeting</p> <p><b>Discussion:</b> Anne Shaw advised that the final list of those wishing to present at the symposium has been circulated to interested parties to refine. A copy has been sent to MBIE.</p> <p><b>Action Point:</b> Anne Shaw to identify who in MBIE was sent the list</p> <ul style="list-style-type: none"> <li>• The new RAS dash board is to be introduced from the next meeting and will replace the existing Project Status Report</li> </ul> <p><b>Completed</b> – Dash Board included in the current agenda</p>	
4	<b>Future of RAS</b>	<p>The Chair gave an update on various issues impacting on RAS:</p> <ul style="list-style-type: none"> <li>• The service has been extended for a further 12 months to 30 June 2019 and will continue to have a national focus with a role outside of the Canterbury region.</li> <li>• RAS is currently building up capacity with additional brokers to deliver faster resolution for home owners.</li> <li>• In the short term the focus will be on reducing the existing pool of cases.</li> <li>• There has been a significant effort in addressing the Health and Safety processes and procedures as we build up our staffing. The critical risks have been identified which include: <ul style="list-style-type: none"> <li>○ Driving</li> <li>○ Violent and aggressive customers</li> <li>○ Lone workers</li> <li>○ Environment hazards (including hazardous materials)</li> </ul> </li> <li>• Safe work processes and mitigations are being implemented to ensure the safety of our workers.</li> <li>• The on-going governance arrangements will be reviewed at the next meeting.</li> </ul>	
6	<b>RAS Operational Report</b>	<p><b>RAS Monthly Project Dash Board for August 2018</b></p> <p>The RAS Monthly Project Dash Board for August 2018 was presented to the Governance Group, providing an overview</p>	Project Manager

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		<p>of the Service along with key data and information.</p> <p>The Report was previously circulated and taken as read.  <b>Moved by:</b> Jenny Hughey  <b>Seconded by:</b> Mike West</p> <p>Details were being sought on an update of the monitoring and reporting of the Insurance progress that had previously been reported quarterly formally by MBIE and of late DPMC. The last quarter has not been issued at this point.</p> <p><b>Action Point:</b>  Anne Shaw to follow up DPMC and advise when these details will be available.</p>	
7	<b>General Business</b>	No items of general business were raised.	

**Next Meeting – To Be Confirmed**

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