

Governance Group - Meeting Minutes

Purpose	RAS Governance Meeting		
Date / Time	18 th July 2013 : 1.00pm – 3.00pm		
Location	CERA offices		
Attendees	<ul style="list-style-type: none"> Michelle Mitchell - CERA (Chair) Darren Wright – Community Representative Michael Price – EQC Terry Jordan – ICNZ Michael Aitken – CCC Ken Pope - RAS Project Manager Vanessa McDonald – RAS Administration 		
Apologies	Bruce Emson		
Item	Issue / Topic	Descriptor	Who
1	Apologies and Welcome	<ul style="list-style-type: none"> Michael Aitken CCC and Michael Price EQC were welcomed 	Presented by: Michelle Mitchell
2	Conflicts of Interest	<ul style="list-style-type: none"> No conflicts of interest were noted 	Presented by: Michelle Mitchell
3	Previous Minutes	<p>Minutes of the Residential Advisory Service (RAS) Governance Group Meeting – 26 June 2013</p> <p>Moved by: Darren Wright Seconded by: Terry Jordan</p> <p>THAT the RAS Governance Group:</p> <p>(a) Confirms the minutes of the RAS Governance Group meeting held on 26 June 2013, having been circulated as a true and correct record.</p> <p>(b) Receives the minutes of the RAS Governance Group meeting held on 26 June 2013, to be released onto the RAS website.</p>	Presented by: Michelle Mitchell
4	Previous Action Points	<p>Action Point: RAS to track in-kind contributions</p> <ul style="list-style-type: none"> A spread sheet has been developed to track in-kind contributions and will be monitored and sit alongside the budget 	Actioned by Ken Pope

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		<p>Action Point: EQC and Insurers to engage staff to provide specific information required by IAs for those in the RAS process. RAS to define information needs clearly.</p> <ul style="list-style-type: none"> Working with technical panel to identify documents needed Information from insurers received already around documents and should be linked to SoPs <p>Action Point: The chair, in collaboration with ICNZ, will approach the NZ Banker's Association regarding additional funding for RAS.</p> <ul style="list-style-type: none"> A letter has been sent to Chief Executive of ICNZ extending an invitation to participate in RAS <p>Action Point: RAS are to investigate Christchurch Polytechnic Institute of Technology's education programme with the aim of collaboration.</p> <ul style="list-style-type: none"> Made contact with CPIT who explained their modern design plan but is not suitable for the development of RAS and its stakeholders. <p>Action Point: To identify core reasons driving the property owners to enter RAS and the type of action/resolution required</p> <ul style="list-style-type: none"> Progress update reported to group <p>Action Point: A strategy is to be developed with appropriate resourcing triggers and indicate when other organisations are required to be part of the Governance Group</p> <ul style="list-style-type: none"> Held some preliminary discussion regarding the release of the residential rebuild/repair programme survey data. Suggested that the information may be shared at the next meeting on 22 August 2013 <p>Action Point: The chair in collaboration with EQC to approach IPENZ regarding provision of an engineering pool that can provide independent advice at an agreed hourly rate to property owners.</p> <ul style="list-style-type: none"> A letter has been sent to the Chief Executive of IPENZ Inviting them to look for opportunities to assist property owners in their repair/rebuild process <p>Action Point: The chair to follow up with CCC regarding participation in RAS Governance Group</p> <ul style="list-style-type: none"> As a result of contacting CCC, Michael Aitken is now representing the CCC at the Governance Meeting. <p>Action Point: Investigation is to be undertaken on the property owners who do not initially qualify for progression through RAS to an Independent Advisor.</p> <ul style="list-style-type: none"> Progress update provided Capturing reasons for property owners not qualifying and how they are triaged. 	<p>Action by: Ken Pope</p> <p>Action by: Michelle Mitchell Terry Jordan</p> <p>Action by: Ken Pope</p> <p>Action by: Ken Pope</p> <p>Action by: Ken Pope</p> <p>Action by: Michelle Mitchell Bruce Emson</p> <p>Action by: Michelle Mitchell</p> <p>Action by: Ken Pope</p>

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		<p>Action Point: ICNZ to follow-up with individual insurers regarding RAS contribution payment. A payment date is to be provided by Governance Group</p> <ul style="list-style-type: none"> Contributions have been collected and payment to be paid within 2 weeks <p>Action Point: The reporting and monitoring framework milestone is to be divided into smaller components for reporting purposes</p> <ul style="list-style-type: none"> Completed <p>Action Point: Vulnerability is to be captured and included in monthly RAS reporting</p> <ul style="list-style-type: none"> Looking at a test environment around collecting vulnerabilities which can inform us and help with escalations to other parties such as insurers. Moving towards being included in the RAS database <p>Action Point: Understanding of RAS clients is to be undertaken</p> <p>Action Point: Analysis is to be undertaken to define demand for translations of print materials</p> <ul style="list-style-type: none"> Working with CALD regarding translation services and provision for a small amount in the budget to be allocated for the translation services 	<p>Action by: Terry Jordan</p> <p>Action by: Ken Pope</p> <p>Action by: Ken Pope</p> <p>Action by: Ken Pope</p> <p>Action by: Ken Pope</p>
5	<p>Residential Advisory Service (RAS) Update</p>	<p>RAS Monthly Project Status Report for July 2013 The RAS Monthly Project Status Report for June 2013 was presented to the Governance Group, providing an overview of the Service along with key statistics and budgetary information.</p> <p>THAT the RAS Governance Group:</p> <p>(a) Receives the RAS Monthly Project Status Report for July 2013.</p> <p>(b) Approves the RAS Monthly Project Status Report for July 2013.</p> <p>Action Point: Investigation is to be undertaken on the property owners who do not initially qualify for progression through RAS to an Independent Advisor.</p> <p>Action point: Discuss with of MBIE the inclusion of training courses for Property Owners around the repair/rebuild process</p> <p>Action Point: Discuss with Ministry of Education; venue availability</p> <p>Action Point: Engage EQC to present to Independent Advisors around their processes</p> <p>Action Point: Final draft of SOPs to be brought to next</p>	<p>Presented by: Ken Pope</p> <p>Action by: Ken Pope</p> <p>Action by: Ken Pope</p> <p>Action by: Michelle Mitchell</p> <p>Action by: Ken Pope</p> <p>Action by:</p>

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		Governance Group meeting	Ken Pope
6	Communications	<p>RAS Governance Group:</p> <p>(a) Receives the RAS communications and media plan</p> <p>(b) Approves the RAS communications and media plan with changes to text.</p> <p>Action point: to explore options with Red Cross as to whether they could provide translation services</p> <p>Action point: Draw up good new stories for presentations</p>	<p>Action by: Ken Pope</p> <p>Action by: Ken Pope</p>
7	Finance	<p>Action point: Create forecast for end of year budget</p> <p>Action point: A request was made by Darren Wright for an update for the community forum</p>	<p>Action by: Ken Pope</p> <p>Action by: Michelle Mitchell</p>
8	Risk	<p>Relationship management: Manager from Community Law Canterbury on long term leave</p> <p>Action point: Advise Governance Group as to what action has been put in place regarding this by next meeting</p>	<p>Action by: Ken Pope</p>
9	Next meeting	22nd August 2013, 1pm till 3pm	

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