

Governance Group - Meeting Minutes

| Purpose | RAS Governance Meeting | | |
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| Date / Time | 07 May 2015: 1:30pm – 3.00pm | | |
| Location | Level 8 Boardroom, CERA Offices | | |
| Attendees | <ul style="list-style-type: none"> Michelle Mitchell - CERA (Chair) Ken Pope - RAS Project Manager Darren Wright – Community Representative Michael Aitken (CCC) Hugh Cowan (EQC) Samson Samasoni – (ICNZ) Glenys Thornhill (CERA – Minutes) | | |
| Invitees | <ul style="list-style-type: none"> | | |
| Apologies | <ul style="list-style-type: none"> Tim Grafton (ICNZ) | | |
| Item | Issue / Topic | Descriptor | Who |
| 1 | Apologies and Welcome | <ul style="list-style-type: none"> Apologies and Welcome <ul style="list-style-type: none"> Apology noted | Presented by: Chair |
| 2 | Conflicts of Interest | <ul style="list-style-type: none"> Daren Wright declared that he remains a member of the Advisory Board on Transition. The conflict was noted. | Presented by: Chair |
| 3 | Previous Minutes | <p>Minutes of the Residential Advisory Service (RAS) Governance Group Meeting – 9 April 2015</p> <p>Moved by: Michelle Mitchell Seconded by: Michael Aitken</p> <p>THAT the RAS Governance Group</p> <ol style="list-style-type: none"> Confirms the minutes of the RAS Governance Meeting held on 9 April 2015, having been circulated, as a true and correct record Receives the minutes of the RAS Governance Meeting held on 9 April 2015 to be released onto the RAS website. | Presented by: Chair |
| 4 | Previous Action Points | <ul style="list-style-type: none"> Project Manager to investigate broadening the range of clinics to include other Agencies such as Fire Service, DOC, MAF, etc ICNZ and Chair to follow up with ESC Governance regarding referrals to RAS Project Manager to work with CERA Communications Team to develop promotion Project Manager to work with CERA Relationship Managers to link in with Community Board meetings EQC to address and provide context to close out issues | Action by: Ongoing Completed Completed Completed EQC |

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 - It will help them understand and progress the repair and rebuild process.

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| | | <p>raised with the Associate Minister</p> <ul style="list-style-type: none"> Amend budget to reflect confirmed contributions from each of funding partners Project Manager to liaise with CERA Communications regarding the suggested amendments to Press release Project Manager to liaise with Housing Team to ensure support with 'life' decisions is considered in the 'Cash Settlement' discussions <ul style="list-style-type: none"> Invitation to Housing Team to discuss 'Cash Settlements' project at the next Governance meeting | <p>Completed</p> <p>Completed</p> <p>Completed</p> |
| 5 | RAS Update | <p>RAS Monthly Project Status Report for April 2015 The RAS Monthly Project Status Report for April 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. Moved by: Ken Pope Seconded by: Darren Wright</p> <p>THAT the RAS Governance Group:</p> <ul style="list-style-type: none"> Receives the RAS Monthly Project Status Report for April 2015. Approves the RAS Monthly Project Status Report for April 2015 <p>Discussion</p> <ul style="list-style-type: none"> Presence at 'In The Know' Hub has been well received with a flow-on to new appointments coming into the service. This coupled with the CDHB clinics has resulted in an increase to wait times <p>Action Point</p> <ul style="list-style-type: none"> Project Manager to provide more clarity around home owners returning to the service. Existing wording is misleading <p>Action Point</p> <ul style="list-style-type: none"> Project Manager to reconsider the use of Disputes Resolution in describing the change for the Advisors | <p>Presented by:</p> <p>Project Manager</p> <p>Project Manager</p> |
| 6 | Memo of Understanding | <p>Discussion</p> <ul style="list-style-type: none"> The draft MOU, as previously circulated, was discussed. A number of amendments were suggested. <p>Action Point</p> <ul style="list-style-type: none"> Project Manager to incorporate amendments in MOU and recirculate prior to the next meeting | <p>Project Manager</p> |
| 7 | Budget | <p>Discussion</p> <ul style="list-style-type: none"> The amended Budget for 2015/16, as circulated, was approved | |

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| 8 | Transition for RAS | <p>Discussion</p> <ul style="list-style-type: none"> General discussion on what the key indicators that would lead to the winding down of RAS <p>Action Point</p> <ul style="list-style-type: none"> Indicators and metrics to be considered and a discussion paper with options to be prepared by the Project Manager prior to the next meeting | Project Manager |
| 8 | Health and Safety | <p>Discussion</p> <ul style="list-style-type: none"> In the Know Hub – working well with no issues Dr Rob Gordon session being held on 13 May for both Community Law and Fairway Resolutions | |
| 9 | Promotional | <p>Discussion</p> <ul style="list-style-type: none"> The draft DLE Flyer, subject to the suggested changes being made, was approved It was agreed that the DLE Flyer would be issued to a targeted group of homeowners with a covering letter from the Insurer | |
| 10 | General Business | <p>Discussion</p> <ul style="list-style-type: none"> Project Manager distributed a memo, in respect of EQC and Disputes Tribunal for consideration. Feedback on memo to be given to Project Manager prior next meeting. Meeting Dates – These to be scheduled through until December 2015 Concern expressed at individual homeowners engaged with legal representation and wishing to withdraw and avail themselves of the RAS. <p>Action Point</p> <ul style="list-style-type: none"> Chair to discuss with Human Rights Commissioner ICNZ representative will change from Samson Samasoni to Tim Grafton. Samson's contribution to RAS was acknowledged. | Chair |
| 10 | Board only time | <ul style="list-style-type: none"> The Board did not request any 'Board only' time | |
| 11 | Next meeting | <ul style="list-style-type: none"> Thursday 11 June 1.30pm to 3.00pm | |

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Action Point Summary:

| | Action Points | Action by | Timeframe |
|---|--|-----------------|-----------|
| 1 | EQC to address and provide context to close out issues raised with the Associate Minister | EQC | |
| 2 | Project Manager to provide more clarity around home owners returning to the service. Existing wording is misleading | Project Manager | |
| 3 | Project Manager to reconsider the use of Disputes Resolution in describing the change for the Advisors | Project Manager | |
| 4 | Project Manager to incorporate amendments in MOU and recirculate prior to the next meeting | Project Manager | |
| 5 | Indicators and metrics for RAS Transition to be considered and a discussion paper with options to be prepared by the Project Manager prior to the next meeting | Project Manager | |
| 6 | Chair to discuss concern expressed at individual homewoners with legal representation with Human Rights Commissioner | Chair | |

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