MINUTES
Risk and Assurance Board

Location
Level 5, Te Wāhanga, Level 5, St. Paul's Square

Date and Time
17 September 2015, 9.00am – 1.00pm

Chair
Garry Wilson

Secretariat

Attendees
Peter Hughes, Wayne Cameron, Sandi Beatie, Roy Tiffin, Ellen MacGregor-Reid, Zoe Griffiths and James Jong. Each attended for part of the meeting.

Apologies
There were no apologies

A. Meeting opening

The RAB welcomed Sandi Beatie to her first meeting.

1.

2.

B. Secretary and Deputy Secretary Updates

3.
4. Accommodation Change Readiness update

Zoe's paper on change readiness was taken as read. She reported that the change programme is progressing well. There has been a focus on staff engagement and preparing for the move. These include reducing paper, consulting with staff on how flexible working spaces will work, migrating to electronic storage, and changes to technology and telephony.

Action

- Zoe Griffiths to arrange a technical briefing by the NZ Fire Service for the RAB on fire safety aspects of the Bowen Street building.
E. Closing

The meeting closed at 12:50 pm.