

CHRISTCHURCH CITY COUNCIL

**MINUTES OF A MEETING OF THE
AUDIT AND RISK MANAGEMENT SUBCOMMITTEE**

**Held in the No 3 Committee Room, Civic Offices
on Wednesday 6 December 2006 at 1.30pm**

- PRESENT:** Councillor Bob Shearing (Chairperson),
Mayor Garry Moore, Councillors Graham Condon,
David Cox and Gail Sheriff.
Michael Rondel.
- APOLOGIES:** Apologies for absence were received and accepted from
John Hooper and Stephen McArthur (Acting Chief
Executive)
- IN ATTENDANCE:** Roy Baker, Diane Brandish, Graeme Nicholas,
Paul Baldwin and Tony McKendry (Christchurch City
Council), Murray Harrington (PricewaterhouseCoopers),
Greg Bell and Scott Tobin (Audit New Zealand).

Prior to commencement of the meeting Mr Lindsay Carswell exercised his brief speaking rights as approved by the Chairperson. Mr Carswell presented a report on the weather tight home issue (copy on file).

The meeting subsequently agreed that the report be referred to the Council's Legal Services Unit, Regulation and Democracy Services Group, for advice on this long standing issue.

	ACTION
<p>1. CONFIRMATION OF MINUTES</p> <p>It was resolved to confirm the minutes of the previous meeting of the Subcommittee held on 30 August 2006 as a true and correct record subject to it being recorded that Greg Bell represents Audit New Zealand not Price Waterhouse.</p>	
<p>2. AUDIT ISSUES FROM PREVIOUS MEETINGS</p> <p>Sponsorship Opportunities</p> <p>Diane Brandish (Corporate Finance Manager) spoke to a business case relating to the appointment of a sponsorship co-ordinator for the Council.</p> <p>The report outlined two options:</p> <ol style="list-style-type: none">1. Introduce a sponsorship/fundraising position within the organisation.2. Increase the accountability of managers to identify sponsorship/fundraising opportunities and utilise the marketing shared service support to present sponsorship/funding proposals.	

	ACTION
<p>The report recommended option two.</p> <p>It was resolved:</p> <ol style="list-style-type: none">1. That the option of a sponsorship/fundraising position with the Council be considered by the relevant Portfolio Group prior to the submission of a report to the Council.2. That Councillors Graham Condon and Barry Corbett be invited to attend and participate in the Portfolio Group meetings on this project.	Diane Brandish
<p>3. REPORT ON INTERNAL AUDIT ACTIVITY – THREE MONTHS ENDED 30 SEPTEMBER 2006</p> <p>Messrs Murray Harrington and Graeme Nicholas spoke to this report and responded to questions arising therefrom.</p> <p>It was resolved that the report be received.</p>	Graeme Nicholas
<p>4. RECEIVING SINKING FUND COMMISSIONERS' ACCOUNTS FOR 2005/2006 YEAR</p> <p>Paul Baldwin (Funds Accountant) spoke to this report.</p> <p>It was resolved that the Sinking Fund Commissioners' audited accounts for the year ended 30 June 2006 be received.</p> <p>It was also resolved that with one small loan remaining the consent of the Sinking Fund Commissioners be obtained to release the Sinking Fund to the Christchurch City Council in terms of S301 of the Local Government Act 2002.</p>	Paul Baldwin x8853 Paul Baldwin
<p>5. TREASURY MANAGEMENT REPORT FOR 2006-2007 YEAR TO QUARTER ENDED 30 SEPTEMBER 2006</p> <p>Roy Baker (General Manager Corporate Services) and Paul Baldwin (Funds Accountant) spoke to this report.</p> <p>It was resolved that the report for the quarter ending 30 September 2006 be received.</p>	Paul Baldwin
<p>6. AUDIT MANAGEMENT REPORT</p> <p>Roy Baker (General Manager, Corporate Services) and Scott Tobin (Audit New Zealand) spoke to the above report, it being noted that the Council had received an unqualified opinion in respect of its Annual Report for the year ended 30 June 2006.</p> <p>It was resolved that the report be received.</p>	Diane Brandish

	ACTION
<p>7. INSURANCE COVER</p> <p>Diane Brandish (Corporate Finance Manager) spoke to this report and responded to questions.</p> <p>Diane also agreed to research and clarify the following insurance cover(s):</p> <ul style="list-style-type: none">• Personal injury to all elected representatives• Machinery Breakdown Policy and a review of the schedule• Business Interruption• Motor Vehicle (viz. community vans)• Marine Hull (Waka 2000) (possible donation to suitable facility)• Traffic misdemeanours/offences by staff and elected representatives whilst on designated Council business. <p>It was resolved that the report be received.</p>	<p>Diane Brandish</p>
<p>8. INSURANCE OF NON COUNCIL OWNED PROPERTY</p> <p>Diane Brandish (Corporate Finance Manager) spoke to this report (which advised that the Council is no longer going to insure the sundry risks of small community groups) and responded to questions.</p> <p>It was resolved that the report be received.</p>	<p>Diane Brandish</p>
<p>9. ISSUES FOR FUTURE MEETINGS</p> <p>No issues signalled at this meeting.</p>	
<p>10. NEXT MEETING</p> <p>TBA</p> <p>It was agreed that Diane Brandish (Corporate Finance Manager) prepare a schedule of meeting dates for 2007.</p>	<p>Diane Brandish/ Max Robertson</p>
<p>11. RESOLUTION TO EXCLUDE THE PUBLIC</p> <p>It was resolved that the draft resolution to exclude the public contained in the agenda be adopted.</p>	
<p>13. IN OPEN MEETING</p> <p>It was resolved that the public be readmitted to the meeting.</p>	

The meeting concluded at 3.10pm