

CHRISTCHURCH CITY COUNCIL

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

**Held in the No. 3 Committee Room, Civic Offices
on Friday 10 February 2006 at 1.30pm**

PRESENT: Councillor Bob Shearing (Chairperson),
Councillors Graham Condon, David Cox,
and Gail Sheriff, Mike Rondell and John Hooper.

APOLOGY: An apology for absence was received and accepted from
the Mayor.

IN ATTENDANCE: Lesley McTurk, Roy Baker, Graeme Nicholas, Diane Brandish,
Melissa Haskell, Bruce Moher and Max Robertson
(Christchurch City Council), Greg Bell, Devan Menon and
Ken Boddy (Audit New Zealand).

	ACTION
<p>1. CONFIRMATION OF MINUTES</p> <p>It was resolved to confirm the minutes of the previous meeting of the Subcommittee held on Monday 5 December 2005, as a true and correct record of that meeting.</p>	
<p>2. INFLATION ADJUSTORS</p> <p>It was resolved that the report be received.</p>	
<p>3. RELATED PARTY DISCLOSURES FOR COMMUNITY BOARD MEMBERS</p> <p>It was resolved (subject to confirmation by the General Manager Regulation and Democracy Services) that:</p> <p>(a) For the purposes of NZIAS 24: Related Party Disclosures, for the Council, a community board member will not be a “director”.</p> <p>(b) That training be included on dealing with conflicts of interest as part of the overall training on related parties.</p> <p>(c) That the General Manager Regulation and Democracy Services include in the training programme a session on “conflicts of interest” and related parties for all elected members.</p>	<p>Paula Friend/ Diane Brandish/ Peter Mitchell</p>

	ACTION
<p>4. ACCOUNTING POLICIES</p> <p>It was resolved to adopt the accounting policies attached as Appendix 1 to the staff report.</p>	Diane Brandish
<p>5. RECOGNITION AND MEASUREMENT OF COMMUNITY LOANS</p> <p>It was resolved:</p> <ol style="list-style-type: none">1. That future community loans be granted at commercial rates, with the additional interest cost being returned to the borrower by way of a grant.2. That existing loans be amended to reflect commercial rates, backdated to 1 July 2005, and that the appropriate grants be given.3. That community loans be designated as Loans and Receivables at transition to IFRS, and annual amortisation and impairment testing occur thereafter.	Diane Brandish
<p>6. REPORT ON INTERNAL AUDIT ACTIVITY: 3 MONTHS ENDED 31 DECEMBER 2005</p> <p>It was resolved:</p> <ol style="list-style-type: none">1. That the report be received.2. That the Chief Executive be requested to investigate and report back to the Subcommittee on:<ul style="list-style-type: none">- Improved methods of monitoring private calls on Council cellphones, and the present arrangements for reimbursing the Council for the cost of such private calls.- The introduction of a system for recording airpoints credited to staff and elected members for Council-related travel, and the possible utilisation of such airpoints for future Council-related travel by the staff and members affected.- Arrangements for the regular review of parking charges, to ensure that charges for permanent parking in Council parking facilities reflect true market rates.	Lesley McTurk/ Don Munro/Jane Parfitt/ Graeme Nicholas

7. OCCUPATIONAL SAFETY AND HEALTH ISSUES

Melissa Haskell spoke to her report on this topic.

It was **resolved** that the report be received.

8. LIABILITY MANAGEMENT POLICY

It was **resolved** that the report be received.

9. CALENDAR OF EVENTS

It was **resolved**:

1. That the report be received.
2. That the next meeting be held commencing at 1.30pm on Friday 7 April 2006. (Subsequently changed to 9.00am on this date)
3. That subsequent meetings be held on dates to be arranged in May, late August, early September and early December 2006.
4. That future meetings be held in the No 1 Committee Room, if available.

10. RESOLUTION TO EXCLUDE THE PUBLIC

It was **resolved** that the draft resolution to exclude the public contained in the agenda be adopted.

ACTION

Monique MacIntosh