

**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 14 August 2009 at 1pm**

**PRESENT:** Councillor David Cox (Chairperson)  
Councillors Bob Shearing, Gail Sheriff and  
Chrissie Williams.

**IN ATTENDANCE:** **Christchurch City Council**  
Paul Anderson (General Manager Corporate Services),  
Diane Brandish (Corporate Finance Manager),  
Graeme Nicholas (Senior Auditor),  
Chris Gilbert (Legal Services Manager), and  
Warren Brixton (Committee Adviser).

**Pricewaterhouse Coopers**  
Murray Harrington (Partner).

**Audit New Zealand**  
Scott Tobin.

**APOLOGIES:** Apologies for absence were received and accepted from  
Mayor Bob Parker and John Hooper.

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	<b>ACTION</b>
<p>1. <b>CONFIRMATION OF MINUTES – 7 MAY 2009</b></p> <p>It was resolved that the minutes of the meeting of 7 May 2009, as circulated (both open and public excluded section), be confirmed.</p>	
<p>2. <b>MATTERS ARISING</b></p> <p><b>Legislative compliance project.</b></p> <p>Chris Gilbert (Legal Services Manager) tabled a memorandum setting out the summary of progress to date for the legislative compliance project.</p> <p>He added that through the use of the ‘horizon’ reporting programme, regular updates of compliance matters are able to be reported and monitored.</p> <p>The information was received.</p>	

	ACTION
<p>3. <b>CORPORATE FINANCE REPORT FOR QUARTER ENDED JUNE 2009</b></p> <p>Diane Brandish (Corporate Finance Manager) provided the Subcommittee with an update on key financial and treasury matters for the quarter ending June 2009.</p> <p>Two tables of debtors over \$20,000 were tabled, one as at 30 June 2009 and the second as at 31 July 2009.</p> <p>The report was received.</p> <p>It was noted that a copy of the Council’s ‘write-off’ policy is to be made available to the Subcommittee.</p>	Diane Brandish
<p>4. <b>ORAL UPDATE BY GENERAL MANAGER CORPORATE SERVICES</b></p> <p>Paul Anderson, General Manager Corporate Services, reported on the following matters:</p> <ul style="list-style-type: none"><li>• Sale of recycled material – This is seen as a new risk for the Council.</li><li>• City Care maintenance contract - The RFP had been sent out on 5 August, allowing time for valuations to be proven.</li></ul>	
<p>5. <b>NEXT MEETING</b></p> <p>29 September 2009 at 12.30pm for the annual report of the Council to be signed off.</p> <p>Prior to this on 14 September 2009, Council staff and audit office staff will meet in regards to the annual report.</p> <p>The Chairman advised, at this point in the meeting, that he is to brief City Councillors of relevant audit and risk matters at 8am on the morning of each Council meeting.</p>	
<p>6. <b>RESOLUTION TO EXCLUDE THE PUBLIC</b></p> <p>It was <b>resolved</b> that the resolution to exclude the public as set out on page 9 of the agenda, be adopted.</p> <p>It was further <b>resolved</b> that Scott Tobin and Murray Harrington be permitted to remain.</p>	

The meeting concluded at 3pm.