

CHRISTCHURCH CITY COUNCIL
MINUTES OF A MEETING OF THE
AUDIT AND RISK MANAGEMENT SUBCOMMITTEE

Held in Committee Room 3, Civic Offices
on Wednesday 4 February at 1pm

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

IN ATTENDANCE: **Christchurch City Council**
Paul Anderson (General Manager Corporate Services),
Diane Brandish (Corporate Finance Manager),
Graeme Nicholas (Senior Auditor) and
Fiona Shand (Committee Adviser).

PricewaterhouseCoopers
Murray Harrington (Partner)

Audit New Zealand
Scott Tobin and Andrew Timlin.

APOLOGIES: Apologies for absence were received and accepted from the
Mayor Bob Parker and Michael Rondel.

1. **ADJOURNMENT OF MEETING**

The meeting convened at 1pm with Councillors David Cox and Bob Shearing present. On the motion of Councillor Shearing, seconded by Councillor Cox, it was **resolved** that the meeting stand adjourned until 4pm, to allow members time to attend a funeral.

The meeting reconvened at 4pm.

2. **CONFIRMATION OF MINUTES – 6 NOVEMBER 2008**

On the motion of Councillor Shearing, seconded by Councillor Sheriff, the minutes of the meeting of 6 November 2008 (both open and public excluded sections) were confirmed.

3. **RESOLUTION TO EXCLUDE THE PUBLIC**

It was **resolved** on the motion of Councillor Sheriff, seconded by Councillor Shearing, that the recommendation to exclude the public as set out on page 7 of the agenda be adopted.

ACTION

	ACTION
<p>It was further resolved that Scott Tobin, Andrew Timlin, and Murray Harrington be allowed to remain.</p> <p>The public were readmitted to the meeting at 4.04pm.</p> <p style="text-align: right;">Councillor Williams arrived at 4.05pm.</p>	
<p>4. INTERNAL AUDIT ACTIVITY REPORT – NOVEMBER 2008 / JANUARY 2009, QUARTER TWO</p> <p>The Subcommittee considered the Internal Audit Activity report and addressed questions to staff on a range of issues including:</p> <ul style="list-style-type: none">• The management of outstanding issues.• Why items are considered either ‘high’ or ‘significant’ risks and whether these two categories could be amalgamated.• Relevant General Manager to be noted next to topic in summaries please.• HR audit – suggested that an informal meeting take place with Chris Till to enhance members’ understanding.• Why telephone surveys were used for customer satisfaction – advice to be sought from the company carrying out the survey. <p>It was resolved on the motion of Councillor Shearing, seconded by Councillor Sheriff, that the report be received.</p>	<p>Graeme Nicholas</p> <p>Graeme Nicholas</p> <p>Fiona Shand</p> <p>Paul Anderson</p>
<p>5. CORPORATE FINANCE REPORT FOR QUARTER ENDED DECEMBER 2008</p> <p>The Subcommittee discussed the Corporate Finance Report and asked questions of staff for clarification. Some members expressed a wish to see more proactive measures taken to avoid debt.</p> <p>Scott Tobin of Audit New Zealand spoke briefly to the management report (attachment two). Mr Tobin highlighted issues of concern and positives in the report.</p> <p>It was resolved on the motion of Councillor Williams, seconded by Councillor Shearing, that the report be received.</p>	
<p>6. NEXT MEETING</p> <p>Thursday 7 May 2009 at 1pm.</p>	

The meeting concluded at 5.20pm.