

**CHRISTCHURCH CITY COUNCIL**

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

**Held in the No 1 Committee Room, Civic Offices  
on Wednesday, 2 December 2009 at 12.30pm**

**PRESENT:** Councillor David Cox (Chairman) and Mr Michael Rondel.

**IN ATTENDANCE:** **Christchurch City Council**  
Councillor Helen Broughton, Paul Anderson, (General  
Manager Corporate Services), Diane Brandish (Corporate  
Finance Manager), Chris Gilbert (Legal Services  
Manager), Graham Nicholas (Internal Audit Manager) and  
Warren Brixton (Committee Adviser).

**PriceWaterhouseCoopers**  
Murray Harrington (Partner).

**Audit New Zealand**  
Andrew Timlin and Hugh Jory.

**APOLOGIES:** Apologies for absence was received and accepted from  
Mayor Bob Parker, Councillors Bob Shearing, Gail Sheriff  
and Chrissie Williams and Mr John Hooper.

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	<b>ACTION</b>
<p><b>1. MINUTES OF PREVIOUS MEETING</b></p> <p>It was <b>resolved</b> that the minutes of the meetings of 14 August 2009 and 29 September 2009 (both open and public excluded sections) be confirmed.</p>	<p>Warren Brixton</p>
<p><b>2. CORPORATE FINANCE REPORT FOR THE PERIOD ENDED OCTOBER 2009</b></p> <p>Diane Brandish provided an update on key financial and treasury matters for the four months ending October 2009.</p> <p><b>Debtors</b></p> <p>It was explained that while there is no Policy as such, there are strict practices that are adhered to.</p> <p>It was <b>resolved</b> that the Report be received and that the Corporate Finance Manager prepare a Debt Write Off Policy, including practices to be followed in determining the appropriate action to be taken with an individual debt</p>	<p>Diane Brandish</p>

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**Audit New Zealand Management Report on 2009/19 LTCCP**

Andrew Timlin highlighted matters contained in the report noting that:

- An Unqualified Opinion had been received.
- It was a big improvement of the previous LTCCP.
- Overall it had raised some process and some technical matters.

Paul Anderson thanked Audit New Zealand for the flexibility it had showed to the Council's process and advised areas where progress had been made.

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

**3. RESOLUTION TO EXCLUDE THE PUBLIC**

It was **resolved** that the resolution to exclude the public as set out on page 5 of the agenda be adopted.

**8. NEXT MEETING**

Tuesday, 9 February 2009 at 12.30pm (Meeting Room No.1).

The meeting concluded at 2pm.

**ACTION**

Warren Brixton