

IPC ATHLETICS WORLD CHAMPIONSHIPS  
**CHRISTCHURCH 2011**



## **2011 IPC Athletics World Championships Financial Risk Advisory Sub-committee - Terms of Reference**

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**Name:** 2011 IPC Athletics World Championships Board Financial Risk Advisory Sub-Committee

**Background:** The establishment of this Financial Risk Advisory Sub-Committee is in response to the following:

1. New Zealand is hosting the 2011 IPC Athletics World Championships.
2. Paralympics New Zealand is the host organisation and has established the 2011 IPC Athletics World Championships Limited liability company which is responsible to deliver on the Organising Committee contract (and Amendments) as agreed with IPC to a standard that is a credit to PNZ, New Zealand and IPC.
3. The New Zealand Government is committing \$400,000 from the Major Event Development Fund toward the successful running of the event.
4. Christchurch City Council is committing \$500,000 toward the successful running of the event.

**Establishment:** The IPCAWC Board has invited representatives from the following organisations to form the Financial Risk Advisory Sub-Committee:

1. 2011 IPC Athletics World Championship Ltd (IPCAWC)
2. New Zealand Major Events (NZME)
3. Sport and Recreation NZ (SPARC) and

**Members:** The initial Financial Risk Advisory Sub-Committee will comprise the following representatives:

1. 2011 IPC Athletics World Championship Ltd (IPCAWC) [Marc Frewin and Cameron Moore]
2. New Zealand Major Events (NZME) [Kylie Archer]
3. Sport and Recreation NZ (SPARC) [Peter Cox]

The Project Manager and Event Manager will attend meetings of the Risk Advisory Sub-Committee and will ensure secretarial services are provided to the Sub-Committee

The Financial Risk Advisory Sub-Committee has the ability to co-opt additional members itself (particularly a Christchurch-based person with suitable skills).

The Financial Risk Advisory Sub-Committee shall consist of no more than 6 members.

- Purpose:** The Financial Risk Advisory Sub-Committee is being established to:
1. Identify and quantify the high level risks associated with the delivery of event and to put in place, or suggest to the IPCAWC Board, mitigation measures
  2. Receive all such reports and financial information as may be necessary to formulate mitigation measures and to measure progress in the tasks assigned, and in the delivery of the income and expenditure targets set, by the IPCAWC Board.
- Mandate:** The Financial Risk Advisory Sub-Committee will provide recommendations to the IPCAWC Board. It has no power to bind IPCAWC Board or PNZ Board to any course of action.
- Communications:** Members of the Financial Risk Advisory Sub-Committee will report only to the IPCAWC Board as it is the sole, official spokesman of the group. Protocols for handling of sensitive or confidential issues will be agreed between the members at the first meeting. All copies of papers and minutes from the Sub-Committee will be provided to the IPCAWC Board.
- Roles:** IPCAWC will provide the Chair for the Financial Risk Advisory Sub-Committee. All other roles and agreed contributions will be established at Risk Advisory Committee meetings.
- Time:** Initial face to face meeting, followed by a weekly conference calls and face-to-face meetings, as necessary.
- Outcomes:** To identify (and, where appropriate, implement) ways to meet agreed income and expenditure targets (or to keep them in balance) while enabling the IPCAWC Board to deliver a world-class event.
- Strategies:** The following strategies will be used to deliver the outcomes:  
[These can be added after the first meeting, if desired]
- Measures:** The following key measures apply to the work of this group  
[These can be added after the first meeting, if desired]