

Christchurch City Council
MINUTES ATTACHMENTS

Date: Thursday 28 January 2021
Time: 9.30am
Venue: Council Chambers, Civic Offices,
53 Hereford Street, Christchurch

TABLE OF CONTENTS	PAGE
9. Innovating Streets Cycle Connection Project - Ferry Road, St Asaph Street to Fitzgerald Avenue	
A. Council 28 January 2021 - Item 9 - Innovating Streets Cycle Connection Project - Ferry Road - Community Board Feedback - Internal or External Memos	3
12. Christchurch City Holdings Ltd - Draft Letter of Expectations 2021/22	
A. Council 28 January 2021 - Item 12 - Final revised draft Letter of Expectations for CCHL	4

Memos

Christchurch
City Council 

Memorandum

Date: 27 January, 2021
From: Clare Piper, Senior Planner, Innovating Streets – Transport Unit
To: Mayor and Councillors
Cc: Liz Beaven, Community Board Advisor, Waikura/Linwood-Central-Heathcote Community Board
Subject: **Innovating Streets Cycle Connection Project - Ferry Road - Community Board Feedback**
Reference: 21/91588

1. Purpose of this Memo

- 1.1 To provide the Council with feedback from the Waikura/Linwood-Central-Heathcote Community Board on the Innovating Streets Cycle Connection Ferry Road project.

2. Update

- 2.1 The Board received a staff briefing on the design concept for the Innovating Streets for People Cycle Connection Ferry Road project at its 31 August 2020 meeting.
- 2.2 Board member, Jake McLellan was nominated by the Board to be the Board's liaison person between the Board and the project team.
- 2.3 The Board were asked for feedback in January 2021 to be forwarded to the Council for its 29 January 2021 meeting.
- 2.4 The following feedback was received and supported by other Board members:

"The Board are happy that local business, the school, and other stakeholder's feedback has been taken into account through the revised design. It is helpful to trial out the layout ahead of making decisions on a permanent layout. This project will link the current part of the Heathcote Expressway from Woolston into the city, providing a safe, low cost and active way for students to get to schools and Ara."

3. Conclusion

- 3.1 The Waikura/Linwood-Central-Heathcote Community Board are supportive of the Innovating Streets Cycle Connection, Ferry Road project.

Attachments / Ngā Tāpirihanga

There are no attachments to this report.

Signatories / Ngā Kaiwaitohu

Author	Clare Piper - Senior Planner - Innovating Streets
Approved By	Richard Osborne - Head of Transport

DRAFT
28 January 2021 – REVISED DRAFT

ITEM 12.

Mr Jeremy Smith
Chair
Christchurch City Holdings Ltd
P O Box 1151
Christchurch
Email: jeremy@seamountnz.com

Dear Jeremy

Draft Letter of Expectations 2021/22

This letter sets out the Council's expectations of Christchurch City Holdings Ltd (CCHL) and its subsidiaries for the 2021/22 financial year.

This letter includes expectations articulated in prior year letters of expectations and reflect their ongoing importance to the Council.

The Council asks that you incorporate these expectations into CCHL's 2021/22 Statement of Intent (SOI) and that you request the CCHL subsidiaries to do the same.

Prosperous economy

In view of the ongoing economic challenges posed by COVID-19, the Council asks that CCHL focus its subsidiaries on their own recovery as well as to consider what contribution they may be able to make to the city's economic and social recovery.

The Council requests that the Group's SOIs present a road map to recovery, with measurable targets and identified risks taking into account prioritisation of those activities that will make the biggest contribution to Christchurch's ongoing recovery from the COVID-19 impacts including meeting any obligations acquired through the Ōtautahi Christchurch Economic Recovery Plan. They should also focus on value for money and efficiency including whether investment in, any of the group's assets could provide a meaningful contribution to the Council's strategic priorities and community outcomes.

The Council requests that CCHL maximises dividend distributions. However, we acknowledge that the CCHL group may, from time to time be presented with, or may identify opportunities that could create longer term social, environmental, cultural and/or economic value for Christchurch. CCHL should make such trade-offs as it considers appropriate from a whole-of-Christchurch perspective.

DRAFT
28 January 2021 – REVISED DRAFT

ITEM 12.

Meeting the challenge of climate change and other risks

The Council is strongly committed to addressing climate change and the impact of the Council group's activities on the environment, the need to build resilience and understand and manage risk. A target for the district has been set of zero greenhouse emissions (excluding methane) by 2045. The Council is taking a leadership role on this matter and is asking all members of its wider group to target carbon neutrality by 2030.

We note the progress that the CCHL group has made in the development of planning and reporting frameworks for identifying and addressing climate change impacts and look forward to the Group's SOIs demonstrating ongoing progress and would welcome the opportunity to work closer with yourself and your subsidiaries to ensure an effective and aligned approach.

The Council requests that CCHL provide a briefing on its internal Resource Efficiency and Greenhouse Gas Emission work programme, the internal structures it has or will put in place to deliver this work programme, targets, risks and risk management strategies towards building long term resilience and its monitoring plan to identify progress in reducing emissions.

Governance

Diversity of board membership is very important to the Council. We ask that a report and briefing be presented from you on the process you conduct to appoint members to boards, including the way in which you approach the issue of diversity and the mechanism used to source candidates.

For appointments to the CCHL group's boards, we ask that you include discussion about diversity of the board to which the appointee is proposed, and how they complement the balance of the board.

As always, we expect the CCHL group to exercise restraint in the level of senior executive total remuneration, this could be best demonstrated by narrowing the gap between the highest and lowest remuneration. Also develop and show leadership in innovative practices, and remunerate directors on a fair and reasonable basis taking into account the public service nature of the positions.

We acknowledge your advice that CCHL will always give priority to senior executive ability over salary and request that you stress the importance to the CCHL subsidiary boards of holding their senior executives to account. Remuneration packages should reflect that the companies are public sector organisations and have a risk-based component that is linked to performance.

Engagement

Open and effective communication with the Council's elected members and staff, and between CCHL and other Council entities is sought. In particular, the Council seeks to be fully apprised of the ongoing impacts of COVID-19 on an ongoing basis. We would like you to continue to work closely with ChristchurchNZ Holdings Ltd to ensure strong strategic alignment between the two agencies.

Reporting

Over the course of the 2021/22 financial year we ask that you brief us on specific issues including those mentioned in this letter, as well as progress of achieving remuneration expectations across the group, implementing the living wage, benchmarking performance against other similar organisations

DRAFT
28 January 2021 – REVISED DRAFT

ITEM 12.

and the group's recovery plans and financial strategy. Council staff will arrange workshops for these briefings.

The timetable for completing the 2021/22 Statement of Intent (SOI) is as follows:

Item	Due Date
Draft SOIs	1 March 2021
Workshop on draft SOIs	By end March 2021
Comments from Council on draft SOIs	By 1 May 2021
Final SOIs	By 30 June 2021
SOIs to be published on CCO websites	By 31 July 2021

We acknowledge the LOE is later than usual. The LGA allows the Council to approve a time extension for delivery of the draft SOI by one month. If CCHL requires an extension to the due date, we are able to provide that. This will mean the draft SOI would be due by 1 April. Please advise Council staff if you wish to take up this extension.

We appreciate the work that CCHL undertook in 2019 to complete the strategic review of Development Christchurch Ltd in response to the Council's request in its 12 December 2019 LOE. We also acknowledge the input CCHL has provided to transition DCL's current functions and priority projects for the remainder of the 2020/21 financial year.

We ask that you to publish this LOE on your website as soon as possible after receiving it. Should you wish to withhold any of the content, please ensure it is permitted by the Local Government Official Information and Meetings Act 1987 and please request the same of your subsidiary companies.

In closing, we ask that CCHL continues to engage with Council staff as the Long Term Plan (LTP) for 2021-31 is developed between January and June 2021. We expect the Group's SOIs to reflect the strategic directions that the LTP underpins.

Please contact Dawn Baxendale if you wish to discuss the content of this letter.

Yours sincerely

Lianne Dalziel
Mayor

c.c. Paul Munro, Chief Executive, CCHL - email